CONTENTS

Library Committee .............. 1
Library Staff ............... 3
General Issues .............. 6
Technical Services Division . 11
Reader Services Division .... 16
Archives Unit ............... 28
Library Automation .......... 36
Statistics 1977 ............. 39
Associated Activities ....... 42
Publications ............... 43

Reading:  "this polite and unpunishable vice, this selfish, serene, life-long intoxication."

— Logan P. Smith
LIBRARY COMMITTEE 1977

Chairman
Professor A.D. Brown
Department of Biology
(Until 20th April meeting)

Professor R. King
Department of Education
(From 22nd June meeting)

Secretary
Mr J. Hazell
University Librarian

Minutes Secretary
Mrs A. Genero (Secretary to the University Librarian)

Members

Faculty of Engineering
Dr Y.C. Loo
Department of Civil Engineering
(Until 20th April meeting)

Dr K.J. McLean
Department of Electrical Engineering
(From 22nd June meeting)

Faculty of Humanities
Dr F.S. Piggin
Department of History
(Until 20th April meeting)

Dr J. Panter
Department of History and Philosophy of Science
(From 22nd June meeting)

Faculty of Mathematics
Dr R.V. Nillsen
Department of Mathematics
(Until 20th April meeting)

Dr M. Bunder
Department of Mathematics
(From 22nd June meeting)

Faculty of Social Sciences
Mr I. Dunn
Department of Accountancy
(Until 20th April meeting)

Dr B. Walker
Department of Psychology
(From 22nd June meeting)

Faculty of Science
Dr K.J. Duff
Department of Physics
(Until 20th April meeting)

Dr R. Facer
Department of Geology
(From 22nd June meeting)

Library Staff Representative
Ms F. McGregor

Student Representatives
Mr G. Butler
Mr C. Diment
(Until 20th April meeting)
Senior Library staff also attended meetings regularly by invitation.

LIBRARY COMMITTEE ACTIVITIES

There were nine ordinary meetings and one special meeting during the year, meetings being held on a short-lived two monthly basis until June.

The Committee addressed itself to several problems throughout the year, as follows:

- Library allocations, particularly the need for policy development with serials subscriptions, arising from the report of the N.S.W. University Librarians on rationalisation of serials, published in 1976.
- Lending of serials.
- The survey of Library Use carried out in the second half of 1976.
- The results of the Library stock-take which highlighted the continuing need for more effective security measures.
- Lending of material from the Reserve Collection.
- Library fines.
- Microfilm copiers and readers.
- Use of Library seminar rooms.

Of particular importance were the meetings which considered Library automation, for which as many as seven papers were prepared, together with consideration of two surveys anticipating implementation of a C.O.M. (Computer-Output Microfiche) Catalogue. Equally important were meetings to consider statements of Library policies in various areas of activity.

The Committee considered also two reports presented by the University Librarian following a visit to the James Cook University Library in June and participation in the N.S.W. Vice-Chancellors' Conference on Interlibrary Co-operation in July.
PERMANENT LIBRARY STAFF AS AT 31ST DECEMBER, 1977

Senior Librarians

Mr J. Hazell, B.A.,A.L.A.A.  University Librarian
Mr J. Lorenc, B.Sc.,A.L.A.A.  Technical Services Librarian
Miss D.R. Dowe, B.A.,Dip.Lib., A.L.A.A.  Reference Librarian
Miss R. Lotze, B.A.,A.L.A.A.  Acquisitions Librarian
Miss M. Whetton, B.A.(Hons.), Dip.Lib.,A.L.A.A.  (Reader Services Department)
Ms F. McGregor, B.A.,Dip.Lib.  (Acquisitions Department

Librarians

Mrs G. Antonopoulos, B.A.,A.L.A.A.
Mrs R. Bargon, B.A.(Hons.),A.L.A.A.
Mrs D. Endicott, B.A.,Dip.Lib.,A.L.A.A.
Mr K. Gaymer, B.A.,Dip.Lib.
Mr C.J. Krawczyk, B.A.,A.L.A.A.
Mrs G. McLellan, B.Ed.,A.L.A.A.
Mr S.I. Sefein, B.A.,A.L.A.A.

Administrative Staff

Mrs A. Genero  Secretary to the University Librarian

Archives Staff


Systems Staff

Miss W.C. Leung, B.Sc.(Hons.)  Systems Analyst
Mr C. Foster  Programmer
Mrs C. Boyd  Machine Operator
Miss L. Darling  Machine Operator
Library Assistants

Mrs L. De Graaff
Ms M. Edmond, B.A. (Hons.)
Mrs M. Ellis, B.A.
Mrs P. Epe
Mrs R. Holland, B.Sc.
Mrs S. Leahy, B.A.
Mrs L. McCaffery
Miss L. Musgrave, B.Sc.
Mrs C. Norris, A.L.A.A.
Mrs J. Phillips, A.L.A.A.
Mrs C. Pye
Mrs L. Steele
Mrs E. Van Leeuwen

General Library Assistants

Miss E. Brand
Miss R. Coleman
Mrs A. Gilchrist
Mrs V. Moon
Mrs A. O'Keefe
Mrs J. Provan
Miss U. Rentz
Mrs L. Ross

Clerical Staff

Miss J. Correy
Mrs M. Murray
Mrs J. Odmark
Miss C. Woollard

Attendants

Mr W. Trueman
Mr H. Tuulas
Mr B. Yeomans
STAFF CHANGES DURING 1977

During the year there were some significant changes and improvements in the staff establishment. Six new positions were approved and filled, bringing the total permanent establishment to 52. In addition, a longstanding Senior Librarian vacancy was reclassified to Administrative Officer, providing the capacity for much needed improvement to administrative processes. However, this position was not filled until mid November. It was possible, too, to fill two other vacancies from 1976, these being positions of Assistant Archivist and Reader Education Librarian.

In summary, during the year there were 10 resignations, 3 reclassifications, establishment of 6 new posts, one inter-Divisional transfer and actual filling of 21 positions.

In addition to permanent positions, there were some temporary posts filled for various periods of time in the Acquisitions and Cataloguing Departments. There was also further secondment of staff to the Administration Data Processing Unit, bringing total secondment to five positions. Temporary assistance by way of student employment continued in the Reader Services Department to provide minimum staff levels at nights and weekends, and across some weekend meal breaks.

ACADEMIC SENATE

As a consequence of changes by the University to its government, the University Librarian became a member of the Academic Senate during the year. This provided a more effective forum for substantial discussion of Library matters than existed previously.
i) Buildings and Service Points

Towards the end of the year it was possible to begin ordering some furniture and other items originally required when the new Library Stage II opened, but not financially possible at that time. Of these items, including wall display cases, only lounge chairs for the Foyer arrived. It is worth noting, too, that in conjunction with the installation of the Tattle-Tape security equipment, a long "instant garden" was provided for potted plants adjacent to the unit. The decor of the Foyer was thus improved immensely, this being the main area used for Library displays.

Service continued in the present building, together with the Archives Repository at the Kenny Street Parking Station. A full report on displays arranged by the Reader Services Department, and the activities of the Archives Unit, are given elsewhere in this Report.

ii) Flexitime

In May, Library staff considered participation in a proposal to introduce flexible working hours, on the same basis that applied elsewhere within the University. Serious consideration was given to alternatives not requiring the use of a time clock. Ultimately, the University Librarian approved a scheme for a trial period using Hasler clocks, which began in October. At the end of the year no serious difficulties had arisen and it was fairly apparent that the system would be introduced permanently.

iii) Library Policies

As noted briefly in activities of the Library
Committee, a great deal of senior staff effort was directed during the year to development of Library Policy statements, which had been produced following meetings of the Library Board (reported elsewhere) and Heads of Library Divisions, Departments and Units. Policy statements now existing are titled:

- Library Policy (broad statement of objectives)
- Acquisitions Policy
- Archives Policy (under review)
- Cataloguing Policy
- Policy on Audiovisual Materials
- Reader Services Policy

iv) Survey on Library Use

There is brief reference to the Survey elsewhere in this Report, but it is appropriate to expand a little on the Survey as the major thrust for it was the outcome of considerations by the Library Committee concerning distribution of Library funds on a Departmental basis. In 1976, as an aid to the Sub-Committee on Departmental Allocations, the Survey of Library Use was conducted in the period 19th July to 30th November of that year, but results were not assessed until early 1977.

It is fair to comment that information concerning serials was useful, but some doubt was expressed of the value of information concerning use of monographs. Indeed, it was eventually considered too difficult to produce a meaningful report, as there was doubt expressed about what was really being measured. In particular, there was no account taken of on-site use and of use of material held in other centres. Nonetheless, as noted in the
iv) **Survey on Library Use (Cont.)**

Reader Services Department section of this Report, Departments were informed of use of material held in the Reserve Collection. In short, the Survey demonstrated the extreme care that needs to be taken in using data that does not take account of all relevant criteria.

v) **Subject Catalogue Study**

The previous Report drew attention to the research grant to study PRECIS as an indexing system, awarded to Mrs R. Hunt. It is sufficient to note that Parts II and III of the report of the Study were issued during the year. These were concerned with methodology and results. Distribution of the Reports, which are in microfiche format, is made by the research funding body, the Australian Education Research and Development Committee.

vi) **Visits - To and From**

In April, members of the University Council visited the Library and inspected services and facilities. Members of the Library staff joined Council members for pre-luncheon refreshments in the Library Common Room.

In June, the University Librarian visited James Cook University in Townsville and reported to the Library Committee on services and facilities. It was useful to be able to compare the practices of two Libraries with similar funding and organisational problems.

In August there was a short visit to the Library by members of the Illawarra Branch of the Australasian Institute of Mining and Metallurgy. Also in August, the Library Foyer was used to display philosophy material to highlight the Conference of the Australasian Association of Philosophy held at the University.
vii) **Staff Classifications**

As the consequence of industrial negotiations, initially developed through the University of New South Wales, the classification of General Library Assistant was introduced in September and eight office assistants and office assistant/typists were reclassified. The new classification gives recognition to specialised positions within all Library Departments where prior experience or knowledge of some library techniques are essential.

viii) **Rationalisation and Cooperation**

In a climate of increasing uncertainty about the future of funding of tertiary institutions and at the same time, with awareness of the need to cooperate in every way possible with libraries in the area, efforts continued towards cooperation. Advice given by Archives staff is noted elsewhere in this Report, together with progress made in cooperation with Macquarie University Library in automation of Library procedures, particularly cataloguing.

At another level of cooperation, advice was given to Libraries of the Institute of Education, the Technical College and the City Library, concerning new serial subscriptions placed during the year. Also, advice was given to the Institute of Education on the measure of overlap between the University Library and the Institute Library. At yet another level of cooperation, advice was given to the Working Party of the N.S.W. Vice-Chancellors' Conference, looking into State-wide possibilities of cooperation in several areas of Library activity.

The University Librarian continued as Convenor of the Illawarra Regional Librarians
Cooperation Committee, which represents a cross section of Libraries in the Illawarra Region. Matters discussed at the eight meetings held included the role of AACOBS (Australian Advisory Council on Bibliographical Services), education for Librarianship, exchange of Library staff, social information systems of the Region, a standardised inter-library loan form, the Community Information Service of the City Library and a Directory of Illawarra Libraries. Of major achievement, perhaps, was completion of plans for the establishment of a Library Techniques Course at the Wollongong Technical College, this to provide training to support existing inservice training at the several libraries represented. There was some progress, too, towards securing recognition of the Committee as a Sub-regional Committee of AACOBS.

The Library Board met eight times during the year and, after June, met bimonthly. Matters discussed or developed included the following:

- Academic Staff Library Guide, stock-taking inservice training, Library policies, serials subscriptions, Reserve Collection, automation, photocopying machines, education for Librarianship, intra-Library communication, permanent loans to Academic Departments and the Library Budget and staffing.
(i) Brief Summary of Activities

The services of staff in both Departments of the Technical Services Division (Acquisitions and Cataloguing) were taxed considerably during 1977 as the increased library allocations, including the Earmarked Grant, had a great impact upon the amount of material ordered and received in the Library. By the end of the year 21,277 purchased monograph items had been received. The bulk of the purchased material prevented any handling of large donations held by the Library in the Technical Services area and in the Archives accommodation in Kenny Street. It is estimated that approximately 50,000 volumes of unsorted material, (monographs, serials and pamphlets) are held. Only 906 volumes of donated material were included in the collection as well as 63 new titles of serials received gratis.

The increased intake of material naturally caused a backlog in unprocessed material. However, the situation was not as critical as anticipated at the beginning of the year. The Cataloguing Department, because of automation, was able to increase output and altogether 13,479 catalogued monographs were added to the collection. Another marked increase on previous years was in the receipt and processing of serials and non-book materials. As noted in the section on statistics, over $666,000 was spent on Library materials during the year and the concerted response of staff to vastly increased processing is a great tribute to their capacities in a very difficult period.
(i) Brief Summary of Activities (Cont.)

Accommodation in the Division was unchanged. However, because of the increase in flow of material and increase in staff in the Acquisitions Department (mainly due to the appointment of temporary employees), the layout of the Department was modified, to enable improved operation.

All staff members of the Cataloguing Department were involved in the January Library stock-take, as well as in correcting any discrepancies located during the stock-take. This, of course, had some detrimental effect on the output of the Department.

With the introduction of a new ordering system in the Library in 1976 the maintenance of the outmoded accession file for monographs was discontinued in January.

In September 1977, with the introduction of Tattle Tape in the Library, a temporary General Library Assistant was appointed to assist with the increase in the end-processing of Library material.

(ii) Automation

The design of worksheets for input of data in cataloguing was finalised at the beginning of the year and they were brought into use in March, 1977. The manual production of catalogue cards ceased at the beginning of September and from 5th September 1977, the catalogue cards were produced by computer. Due to unanticipated difficulties with computer hardware and software, only 567 titles were processed fully. To overcome this handicap
for the users, order slips in the Catalogue were annotated with the call numbers, thus enabling the users to locate the catalogued books.

To assist users in locating serials in the Library, a List of Serials was prepared in alphabetical and classified order. Copies of the computer printouts were placed on each floor of the Library and one printed copy of the List was distributed to every Academic Department. During the year Cumulative Supplements were issued to update the Lists.

(iii) Donations

Apart from numerous small donations by persons from within and without the University, large donations of monographs were received from Macquarie and Sydney University Libraries.

Dr Edgar Beale donated the 2nd edition of "Halsbury's Laws of England" to the Library.

(iv) In-Service Training

Because of the work load and limited staff numbers, it was not possible to introduce rotation of staff between the Divisions. To partly remedy the situation, the Reader Services staff were given two brief talks on the activities in the Technical Services Division on 19th and 20th May, 1977.

(v) Visitors

The following people visited the Library during 1977:
14.

(v) Visitors (Cont.)

- Mr Richard Drake, Librarian, Wollongong Public Library.
- Mr Sipavicius, Zyg Book-binding Service.
- Mr R. Dorn of Otto Harrassowitz, (West Germany)
- Mr M. Blackwell, B.H. Blackwell Ltd., United Kingdom.
- Mr D. Stephens, Blackwell North America Inc.
- Mr J. Bennett, James Bennett Group of Companies.
- Mr J. Cohen on the subject of Wollongong Public Library Feasibility Study on Automation.

Routine visits by many Australian representatives of overseas companies are not listed. Staff members of Macquarie University made three visits to discuss practical aspects of cooperation in automation.

(vi) Visits by Library Staff to other Institutions

- Miss R. Lotze and Ms F. McGregor visited Sydney University Library to discuss various aspects of availability and supply of out-of-print books.
- Mr C. Krawczyk visited Shellharbour Public Library to advise on automation on 30th June 1977.
- The Chief Cataloguer and Systems Analyst visited Macquarie University on three separate occasions to discuss aspects of automation.
- Mr S. Kumar and Mr C. Krawczyk visited the N.S.W. Institute of Technology, Sydney, to inspect automation procedures in cataloguing on 14th October 1977.
(vii) Attendance at Seminars and Conferences

- Mr S. Kumar and Mrs M. Ellis attended the 19th Biennial Conference in Tasmania from 24th to 31st August, 1977.

- Mr S. Kumar attended a three day Computer Concept Seminar in Sydney from 2nd to 4th February, 1977.

- Mr C. Krawczyk attended a two day Programming Language Course in Canberra from 24th to 25th February, 1977.

- Mr S. Kumar and Miss M. Whetton (Reader Services Department) visited Sydney University to attend the "Resource Sharing Seminar" conducted by Professor H. Fussler of the University of Chicago on 28th October, 1977.

- The Acquisitions Librarian represented the Library at the AACOBS New South Wales Regional Committee - Acquisitions Sub-Committee, attending four meetings during the year.

- Senior staff members involved in automation of Library procedures attended six meetings of the ARCSOLA (AACOBS Regional Committee - Sub-Committee on Library Automation).

(viii) Other Activities

- Mr S. Kumar delivered seven lectures on The Upanishads and the Bhagavad Gita to a class of 23 students in the Department of General Studies.
READER SERVICES DEPARTMENT

(i) Staff

It was not possible to meet anticipated staff increases within the Department, however, two increases did occur, these being positions of a Library Assistant and an Office Assistant/Typist. It was pleasing, too, to establish the position of Reader Education Librarian at Senior Librarian level as second officer in the Department. Also, positions remaining frozen from 1976 were able to be filled and 1977 activities began with more staff support than hitherto.

(ii) Reader Education

During 1977 Reader Education staff held tutorials on using the Library and its materials for first and second years and seminars on indexes and abstracts for some final year and post graduate students and academic staff; conducted many groups of school children through the Library and arranged a series of displays in the Library foyer.

Tutorials on using the Library were held for first year students in:

- BIOLOGY
- ECONOMICS
- ELECTRICAL ENGINEERING
- GEOGRAPHY
- HISTORY
- MATERIALS SCIENCE
- METALLURGY
- PHYSICS
- PSYCHOLOGY
Reader Education (Cont.)

and for second year students in EDUCATION.

Seminars on using indexes and abstracts were held for final year and post graduate students and interested Academic staff, in:

ECONOMICS
HISTORY
RELIGIOUS STUDIES

There was also co-operation with the Institute of Education in providing a history group with two tutorials on using the Library and its historical resources.

Through an established arrangement with the Schools' Liaison Officer, school groups visiting the University are conducted through the Library by Reader Education staff. During 1977 various school groups - prospective undergraduates for 1978, school excursion groups and three groups of students from the Far West Children's Scheme were taken through the Library.

In 1977 the following Library displays were arranged:

WOMEN'S STUDIES (in co-operation with Miss Dorothy Jones of the Women's Studies Course).

RELIGIOUS STUDIES - the Judaeo-Christian Tradition (in co-operation with the Religious Studies staff and various churches and religious groups in the community).

MIGRANTS (in co-operation with various ethnic groups and organisations in the community).
(ii) Reader Education (Cont.)

PHILOSOPHY (in co-operation with the Philosophy Department to coincide with the 1978 Philosophy Conference held at the University of Wollongong).

CHRISTMAS (self-inspired, with no assistance from Santa Claus!)

(iii) Reader Assistance

During 1977 the Reader Assistance desk operated with a rostered staff of four Librarians and four Library Assistants. The volume of enquiries at the desk increased significantly over the previous year.

The following types of enquiries were dealt with:

1. General directional enquiries from students and staff.
2. Factual enquiries.
3. Telephone enquiries from other libraries, institutions, commercial enterprises and individuals in the community.
4. Instructional enquiries concerning the arrangement and use of the catalogue and organisation of the Library collection.
5. Enquiries which require detailed research.
6. Information on the availability, location and instruction in the use of major bibliographical tools such as indexes, abstracts and bibliographies.
7. Advice on the availability and charges for translation services.
8. Requests for data-based literature searches and information about the types of bases and searches available, and their costs.

9. Compilation of bibliographies for Academic staff members.

10. Advice to students on methods of conducting their own literature searches.

11. Advice to students on the presentation of bibliographies.

12. Advising students on the interpretation of essay questions and the listing of relevant sources for consultation.

(iv) Interlibrary Loans

In 1977 there was rapid growth in the Interlibrary Loan service. Requests made by us to other libraries increased by 49.9%, while requests received from other libraries rose by 45%. The latter months of 1977 saw the removal of the telex machine from the Administration Building to the Interlibrary Loan Office, enabling much more efficient action on requests and a considerable saving of staff time. The N.S.W. standard interlibrary loan form was introduced into the service during the year, and it also has hastened the distribution of requests. From March 1977, the staff complement of one full-time Librarian and 0.5 full-time Library Assistant was increased by 0.5 full-time of a General Library Assistant.

(v) Non-Book and Special Materials

In February 1977, a new appointment was made,
this being the position of Librarian (Non-Book and Special Materials).

During 1977 the organisation and development of non-book and special materials collection was continued, in a separate area on the second floor of the Library. An office for the Librarian was established so that supervision of the collection and assistance in its use was readily available. Assistance given included help in finding material, loan of valuable material (e.g. motion pictures) which is kept in the non-book office and help in using the equipment located in the non-book area such as microfilm readers and cassette players. Also, films were shown in the Library to Academic staff and students.

Catalogues and blurbs on non-book material were distributed to Academic Departments which, in many cases, requested that the Library purchase items from the catalogues. The major addition in equipment in 1977 was six cassette recorders with headphones.

There was a substantial increase in the amount of non-book material added to the collection; many backsets of serials on microfilm were added - these were shelved with the serials; the map collection was greatly increased through donations and purchases; the collection of audio cassettes doubled in size and a large number of educational games and simulations were added to the non-book collection. Shelving arrangements for material were worked out and policies for use of material established with the basic idea of making it as freely available as possible.
Although all non-book material is entered in the Library's author-title-serials catalogue and subject catalogue, many users requested a separate catalogue of non-book holdings. To satisfy these requests and to meet the need of those who wish to know what the Library holds in a particular media, separate lists were printed of the audio tapes and cassettes and of motion pictures in the collection. Also, a list was made of newspapers held on microfilm, including the holdings of the Wollongong City Library and Wollongong Institute of Education Library. The holdings of these libraries complement our Library, and are also valuable for research.

The University's Audio Visual Services rendered valuable assistance during 1977 by providing suggestions and advice, copying records and cassette tapes, and frequently lending one of their 16mm. motion picture projectors to the Library.

The Librarian (Non-Book and Special Materials) assisted the Cataloguing Department in the first half of 1977 in cataloguing non-book material. The Librarian had help in general day to day work from a Library Assistant. Effort was made to familiarise all members of the Reader Services Department with the location and conditions of use of non-book material, and the methods of operating the different pieces of equipment.

During 1977 several demonstrations by suppliers of microfilm readers and reader printers were held in the Library, enabling evaluation of this equipment. Also, two firms provided one-day demonstrations of audio-visual equipment, at
(v) Non-Book and Special Materials (Cont.)

which members of Academic staff and staff from other libraries in Wollongong were present, as well as University Library personnel.

(vi) Reserve Collection

During 1977, 45,095 items were borrowed from the Reserve Collection compared to 37,954 the previous year - an increase of 7,141 items or 18.81%.

The Reserve Collection results of the 1976 Library Use Survey were compiled during the December 1976 - January 1977 recess. This revealed that the Arts faculties used the Reserve Collection to a greater extent than the Sciences. Of the 18,131 items borrowed during the survey, Geography accounted for 3,607 items (19.9%), History 3,432 (18.9%), Psychology 2,297 (12.7%), Economics 1,971 (10.9%), HPS 1,559 (8.6%) and Accountancy 1,541 (8.5%), a total of 79.5%. Statistics regarding the individual use of each item in the Reserve Collection were compiled and the results sent to interested departments.

A reservation system was introduced into the Reserve Collection at the beginning of Session 2. This was appreciated and well used by 300 students. In September, overnight lending of items in the Reserve Collection began in conjunction with a new fines system. Fines applying to the Reserve Collection have been set at $1 per hour when an item is overdue, up to a maximum of $10. During Session 2 there were 606 overnight loans, 309 (or 51%) being borrowed on the weekend.
(vi) **Reserve Collection (Cont.)**

7% of these overnight loans were returned late.

In December 1977, statistics were compiled of individual Academic departmental use of the Reserve Collection and the individual use of each item within the Collection during Session 2 only. These were distributed to departments for their information. History accounted for 18.3% of the Session 2 loans; Psychology 18.5%, General Studies 10.7%, Economics 12%, Geography 9.8% and Accountancy 8.4%.

(vii) **Circulation**

Detailed loan statistics appear elsewhere. The total loan statistics for 1977 were 73,187, an increase of 9,456 over 1976. Book displays and general encouragement to reserve books (whether they were of general interest or prescribed texts) were successful promotions of the Library and its resources.

(viii) **Photocopying**

Photocopying services continued to be unsatisfactory during the year. Insufficient and obsolete copying machines led to bad service and caused many complaints. Introduction of the token system initially increased breakdowns in change machines which were unable to cope with the tokens and it took some considerable time for this problem to be sorted out. The token system proved extremely time consuming for staff at the Circulation desk, in providing change when the change machines were empty, out of order, or being converted to take tokens.
(viii) **Photocopying (Cont.)**

Increase in the petty cash float and the installation of a safe improved the service, but created a great deal of extra work.

(ix) **Other Activities and Developments**

a) **Tattle Tape**

The Tattle Tape electronic security system commenced operation on 18th June 1977, and a number of part-time staff was employed within the Department to 'bug' the collection.

The system has proved most effective in reducing the number of unrecorded material leaving the Library and should eventually save the Library hundreds of dollars in lost material.

b) **Stock-Take**

The Library was closed from 24th to 28th January while the Reader Services and Cataloguing Departments conducted a stock-take.

c) **Library Survey**

Statistical data from the Library Use Survey, 19th July to 30th November, 1976 was compiled and evaluated in January 1977. More detailed comment is made elsewhere in the Report.

d) **C.O.M. Catalogue on Microfiche**

The Reference Librarian and the Reader Education Librarian worked with the Systems Analyst and the Librarian
(ix) Other Activities and Developments (Cont.)

(Automation), on the format of the proposed C.O.M. catalogue. During the year surveys were sent to all Academic, Library and other staff on campus and some student input was also given.

e) Furniture

Additional shelving was installed on the first and second floors.

Sixty (60) extra carrels and chairs and twelve (12) Audio Visual carrels were added. Furniture for the balcony, 'quiet talking' area and the foyer was finally supplied and display cases were built in the foyer.

f) Visits

Rosemarie Dowe and Margaret Whetton attended the L.A.A. Biennial Conference held in Hobart in August.

In June, Rosemarie Dowe, Margaret Whetton, Keith Gaymer and Joan Phillips attended the Educational Media Exhibition at Sydney Showground, where there were extensive displays of audio visual equipment. At the same time they made brief visits to Fairfield and Ryde Municipal Libraries and to Macquarie University Library to look at furniture and arrangements for displays.

Margaret Whetton, Keith Gaymer and Gay Antonopoulos visited Fisher Library, University of Sydney, Interlibrary Loans and computer sections to observe NUCOM in use. They also visited various showrooms to select a microfilm reader/printer suitable for NUCOM.
On 6th December, Margaret Whetton and Joan Phillips attended a one-day seminar on Reader Education conducted by TAFE at Wollongong Technical College. The seminar was led by Jeanette Parkinson, Reader Education Librarian for TAFE, assisted by Julie Young, and was attended by the Library staff of the Wollongong and Dapto Technical Colleges and the Reader Education staff from Wollongong Institute of Education and the University.

Rosemarie Dowe made various visits to the Libraries at the University of N.S.W., Macquarie and the University of Sydney. She also attended a seminar on computerised information retrieval with emphasis on Excerpta Medica, hosted by Keith de Jong and Associates. She acted as the University of Wollongong Library's representative at the meetings to establish the Wollongong City Library's Community Information Service.

Visits to other libraries by Rosemarie Dowe included the National Library of Brazil in Rio de Janeiro, the National Library of Argentina in Buenos Aires, the National Library of Chile in Santiago (the largest library in South America), and the libraries of the University of Chile and the Catholic University, both in Santiago. The Library at the United Nations in Geneva was also visited.

Gwen McLellan visited the Australian National University Libraries in December 1977 and the University of Hong Kong Library in January 1977.
Keith Gaymer made visits to the Audio-Visual sections of the University of N.S.W. and N.S.W. Institute of Technology Libraries. The non-book collections in each institution were examined and policies and procedures discussed with the officers-in-charge of the collections.

Sue Leahy visited the Libraries of the University of N.S.W. and Macquarie University to inspect their Reserve Collection and to determine their policies.

Carolyn Norris visited the Libraries of the University of Adelaide, the South Australian Institute of Technology, the State Library of South Australia and the University of New England.

g) **L.A.A. South Coast Regional Group**

Rosemarie Dowe was appointed Vice President; Carolyn Norris, Treasurer and Margaret Whetton as a member of the executive.

h) **Publications, 1977**

University of Wollongong Library Guide 1977. Articles in Campus News on:

1) Orientation
2) Library displays.

Reference Aids in Economics.
Reference Aids in Education.
Reference Aids in Physics.
Newspapers on Microfilm.
Motion Pictures in the University of Wollongong Library.
Audio-Tapes, Cassettes and Records in the Library.
Guide to A.P.A.I.S.
Guide to Psychological Abstracts.
Guide to the Journal of Economic Literature.
ARCHIVES UNIT

(i) Introduction

In contrast to 1976, this year was one of staff stability and saw increased momentum in the development of archival services. The level of professionally qualified archivists was restored to two with the appointment of an Assistant Archives Officer in February. The opportunity was taken to pay renewed attention to in-house operations, and in particular to the provision of improved finding aids and operational procedures.

The result has been a moderate year for the intake and use of material, although the importance of some deposits and the academic level of users were both notably high. More so, the year was one of technical advance, operational consolidation and policy shaping. Professional visits and visitors were numerous, and contacts were made with a number of overseas university archives thought relevant to local operations.

(ii) Regional and other material

At the end of the year, Archives held approximately 430 shelf metres of material for teaching and research purposes. Formats included microfilm, motion picture film, videotape, audio cassette tape and photographic stills as well as the written word.

There were a number of notable new deposits during the year. Local records received from the Amalgamated Metal Workers Union covered inter alia unionism in the Snowy Mountains. Metal Manufactures deposited accounting and production records 1918-60's which will provide a valuable industrial insight into the region. Records deposited
(ii) **Regional and other material (cont.)**

showing the work of the Illawarra Regional Council of Social Development 1972-77, with reference to the Australian Assistance Plan, are already being utilised by social workers and researchers investigating community problems and needs.

In the area of personal papers, Archives was particularly fortunate. The family of the late J.C.F. Lysaght chose the University as a fitting repository for the remaining papers of this industrial figure. The descendants of J.R. Hawke, who was prominent in regional R.S.L. activities, donated a fine collection of 200 of his war letters 1915-19, including some from Abassia Camp, Egypt and the Somme and Ypres, France. Mr L.B. Kelly, State Member for Corrimal and Speaker of the House of Assembly, officially presented to the University papers relating to his political career. Towards the end of the year the family of the late R.F.X. Connor, who was the Federal Member for Cunningham for many years and served as Minister for Minerals and Energy in the Whitlam Labor Government, generously designated this Archives as the repository for papers from his political life.

The acquisition of material relies enormously on the goodwill existing between the community and the University. It also depends on the direct support of individuals. In 1977, Archives were indebted in particular to the Vice-Chancellor, members of University Council, the History Department and Library staff.

Use of Archives' services takes three main forms: brief exploratory enquiries, extended enquiries usually involving some paperwork by Archives staff, and requests for the issue of material. An analysis of issues for the nine
Regional and other material (cont.)

months, April to December, shows that eleven persons of Honours level upwards (reaching to post-doctoral) paid a total of thirty-seven daily visits at which material was consulted and one loan was made. Seven undergraduates consulted material over a total of seven daily visits. There were four persons who paid a total of four daily visits to consult material for non-academic purposes and one loan was made.

During the year, increasing time was given to the design and compilation of a new-style set of Archives' guides. Work is now well advanced and should be of significant benefit to the user side of operations. At a time when there was a recognised need to publicise holdings, it was a special disappointment to see the deferral of the publication date of the first entries Archives have contributed to the Guide to Collections of Manuscripts Relating to Australia.

The introduction of official receipting, the use of an accession register and a completely revised office filing system were among a number of procedural changes.

(iii) University and related material

Archives held approximately 240 shelf metres of University material at the end of the year, a little over one-third of total holdings.

Substantial deposits were made by the Finance Officer, the Information Office and the Students' Representative Council. The records of a major evaluative study of cataloguing alternatives conducted at the University (the WUSCS Project) were also deposited.

Among items of special note were copies of WIN TV videotapes of the first University graduation ceremony (1976). These tapes record in colour
the installation of the University's first Chancellor, the Honourable Mr Justice R.M. Hope, and the conferring of a number of honorary degrees upon persons who contributed significantly to the establishment of the University.

The official placement in Archives of copies of all study leave reports was arranged and the first batches have been received.

Of the twenty Academic Departments, five have deposited material. A few more have expressed interest in doing so. Given the youthfulness of some Departments this situation may appear healthy. However, a number of Science and Engineering Faculty Departments in particular, with long University College ancestry, are not saving space and their past in this way. All Departments not utilising Archives' services were circularised in December as part of an effort to improve this situation.

A twenty-four hour retrieval service operates for University records which are stored in the Kenny Street repository. In 1977 there were eighty-three retrieval requests from the University administration, one from an academic area and three from other sources. A number of man-hours were also spent on fruitless searches for material. In some of these cases the relevant request was not recorded.

The development of a much more sophisticated system for controlling inactive University material is seen as desirable. This is largely a technical question, but also has broader policy connotations. Investigations into this matter have commenced and should continue in 1978.
(iv) **Policy aspects**

In the specific area of a formal Archives Policy no follow-up to 1976 discussions on a revised Policy occurred.

Some defining of Archives' aims and objectives took place with the Vice-Chancellor's announcement early in the year of the establishment of a Centre of Multicultural Studies. Its activities were to involve the archival collection and organisation of material relating to the impact of immigrant cultures on the development of Australian society. Contacts are now being established locally and overseas to help work towards this objective. They include the National Ethnic Archives of Canada and documentalists of ethnic experience at the Universities of Michigan and Minnesota.

Discussions were held with the Wollongong City Librarian and staff on the subject of the spheres of collection interest of the respective facilities. A need to define exclusive areas was not felt, but it was mutually hoped that greater communication in future would lead to some measure of co-operation.

The official citation abbreviation for Archives was established as WUA, for use in records of holdings.

(v) **Wollongong Tertiary Sector**

At the request of the Director, Wollongong Institute of Education, a 6,500 word report was prepared entitled *Archives and Records Services and the Wollongong Institute of Education*. Its purpose was to outline various aspects of archival operations in a tertiary institution with special relevance to the Institute.
(v) **Wollongong Tertiary Sector (Cont.)**

The Registrar, Wollongong Technical College also discussed archival aspects of his institution's records with the Archives Officer.

It is clear that there is substantial interest in improving the management and preservation of inactive records in the two institutions mentioned above. A factor in this interest is undoubtedly a general lack of satisfactory storage space. Overall, the establishment of a common archives and records service for the tertiary sector in Wollongong appears to have some practical problems but, nevertheless, remains an exciting possibility for further exploration.

(vi) **Accommodation**

The first full calendar year operating a small office on campus with material stored four kilometres away has proved inefficient. There has been the obvious advantages of an on campus presence for Archives, but the serious detractions of distance, little office work space and no specific or secure reading area. There is also a need to store within the Library, sensitive, valuable and frequently consulted material. A request has been submitted for extensions to the present office to be carried out with some urgency.

(vii) **Staff**

Mr J.N. Shipp was appointed to the position of Assistant Archives Officer in February.

A long felt need for office assistance was met by the part-time detailing to Archives of a staff member of the University Librarian's office. However, a considerable amount of para-professional work still falls to the
archivists and a solution to this problem, which substantially contributes to a processing backlog, will have to be found.

A review of archivists' salaries by the University administration took place in the latter half of the year. Indications are that some improvement in the salary paid to the Archives Officer would be effected.

(viii) Other Activities

UNSW Practicum

In July, Archives became the first non-governmental facility to conduct a one-week Practicum for two students from the Graduate Diploma Course in Archives Administration at the University of New South Wales. The Course attracts students from Asia, Africa and the Pacific, as well as from interstate.

Professional Attendances

In May, both Archivists attended the biennial conference of the Australian Society of Archivists held at the Australian National University, Canberra. The Archives Officer subsequently became an inaugural member of the Information and Promotions Committee of the Society.

The Assistant Archives Officer attended a one-day Archives and Library Conservation Seminar at the University of New South Wales in August.

Visitors

Professor R.G. Neale, Director-General, Australian Archives, visited the University on 18th August as a guest of the Library and
(viii) **Other Activities (Cont.)**

**Visitors (Cont.)**

History Department. Professor Neale discussed archival prospects and planning with senior University staff, the University Librarian and archivists, as well as addressing History students.

Visits were made by Mr D. Rowe, Archives Officer, University of Newcastle and Local History/Reference staff of the Wollongong Public Library. Both visits appear to have been mutually advantageous.

The 1977 students of the Graduate Diploma Course in Archives Administration of the University of New South Wales visited Archives in October.

(ix) **Conclusion**

Remarks made in the introduction can be briefly added to here. In the management of most types of archival facility, three broad tasks have to be tackled - the defining of collection policies and services, the controlling of material and the utilisation of holdings and services. 1977 has seen new staff concentrate on the second and make significant steps to tackle the first and third.

Development in the area of ethnic archives awaits planning and support within and outside the University, but already is a useful indicator of the manner in which Archives can be both suggestive and responsive to particular teaching and research needs. Certainly, the setting of collection themes is likely to be a mark of future archival operations in the non-university records...
sector. This, coupled with the establishment of a new system for handling inactive university records, should notably increase the academic and administrative value of Archives to the University.

The value of Archives, however, should not be seen completely in terms of meeting University needs. It was stated in the 1975 Annual Report of the New South Wales State Government's archival agency that "... it is not now the practice of the Archives Authority to make a systematic attempt to seek out public records in country districts". This, coupled with the difficulties faced by the Wollongong Public Library in developing its local history collection, heightens quite dramatically the importance of this University's Archives to the community at large.

---

**LIBRARY AUTOMATION**

To assist automation planning and progress, activities of the Library Automation Committee became more formalised, there being six meetings held between February and November. Membership of the Committee was also strengthened by the representation of Dr M. Bunder from the Library Committee. Senior Library staff also attended meetings. The Library Automation Committee was able to consider various aspects of the co-operation
Library Automation (Cont.)

with Macquarie University Library, use of the Library for a cluster of V.D.U.'s, initial planning of the Acquisitions Sub-system, purchase of supporting equipment and developments with the C.O.M. programme. Problems noted during the year were the need to cater for Library orders if the University of New England financial system is implemented and the need for an authority file structure when introducing C.O.M.

During 1977 positive progress included development of the automated cataloguing system which continued in co-operation with Macquarie University and, on 5th September, the system became operational and provides:

i) facilities to request AUSMARC records from the National Library and to convert and insert these records onto the Cataloguing Master File;

ii) facilities to process in-house cataloguing data for urgent books or for books which are not available in the National Library Data base;

iii) Cataloguing Master File listing for reference and as a working tool to the Cataloguing Department;

iv) procedures to maintain and to update the Cataloguing Master File;

v) catalogue cards and shelf list cards.

About the same time, a decision was made to implement the catalogue on microfiche in July 1978 and to discontinue the production of catalogue cards at an appropriate date. A working party was established to survey user needs and to specify the requirements for a fiche catalogue. A preliminary paper incorporating the findings of the survey was produced at the end of
Library Automation (Cont.)

1977 as the basis for further planning and discussion.

The Head of the Administration Data Processing Unit, Mr J.W. Langridge, was invited to serve on the New South Wales Vice-Chancellors' Conference Working Party on Inter-Library Cooperation which is expected to finalise its report towards the middle of 1978. The Report is expected to have considerable overtones within the University Libraries in New South Wales.
STATISTICS 1977

General Comments

1977 can be fairly described as a year of some real achievement in all areas of activity. There was a considerable lift in the level of accessioned material, due particularly to significant improvement in the funds available for purchase of new material and, at the same time, cataloguing levels improved as the automated procedures began to take effect. In Reader Services, all areas showed marked increases on the previous year, continuing the pattern of the past.

In summary, it was a good year, for which all staff involved could accept credit for dedication to their duties in a period of burgeoning growth.

a) Acquisitions

Monograph volumes acquired during the year by purchase ... ... ... ... ... 21,277
Monograph volumes acquired during the year by donation ... ... ... ... ... 906
Monograph new titles . ... ... ... ... ... 20,582
Serial volumes on microfiche . ... ... ... 1,294
Serial volumes on microfilm . ... ... ... 535
16mm Film . ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... 8
Games . ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... 36
Colour slides . ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... 1,147
Maps . ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... 75
Audio Cassettes . ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... 147
Monographs on microfiche . ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... 18
Video tapes . ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... ... 17
a) **Acquisitions (Cont.)**

Gramophone records .................................. 7
Kits .................................................. 5
Audio tapes .......................................... 1

b) **Bibliographic Resources**

Bound serial volumes added ......................... 7,447
Monograph volumes added ............................ 13,570
Total monograph volumes at 31.12.77 ............. 93,210
Total serial volumes at 31.12.77 .................. 40,127
Total volumes in Library at 31.12.77 ............. 133,337
Current serial titles held at 31.12.77 ............ 2,960

c) **Cataloguing**

New monograph titles catalogued ................... 11,754
Additional monograph copies ........................ 1,725
New serial titles (purchased) ...................... 223
New serial titles (donated) ........................ 63
Theses .............................................. 46
Purchased serial titles on microfilm .............. 122
Games (titles) ...................................... 21
Video Cassettes (titles) ........................... 17
Audio Cassettes .................................... 80
Microfiche .......................................... 45
Kits .................................................. 18
16mm Films .......................................... 2
Reprocessing, including recataloguing, reclassifying .......................... 1,066
General Comments (Cont.)

d) Reader Services

CIRCULATION

<table>
<thead>
<tr>
<th>Monograph Loans</th>
<th>Difference on 1976</th>
</tr>
</thead>
<tbody>
<tr>
<td>Undergraduate</td>
<td>11.19% increase</td>
</tr>
<tr>
<td>Postgraduate</td>
<td>41.4% increase</td>
</tr>
<tr>
<td>University Staff</td>
<td>47.6% increase</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>14.80% increase</strong></td>
</tr>
</tbody>
</table>

Serials Loans

| **Total**       | 15.56% increase |

Total Monographs and Serials Loans 73,187 14.83% increase

Reserve Collection

| Loans           | 18.81% increase |

INTERLIBRARY LOANS

| Requested by W'gong | 49.98% increase |
| Requested from W'gong| 45.02% increase |

LIBRARY FINES

| First fines | Withdrawals, |
| Second fines | Cancellations |
| Total       | Written Off  |
| Total       | 722          |

Effective Total 5,903

e) Expenditure

<table>
<thead>
<tr>
<th>Monographs and Serials</th>
<th>$</th>
</tr>
</thead>
<tbody>
<tr>
<td>Library Vote</td>
<td>359,117</td>
</tr>
<tr>
<td>Research Funds</td>
<td>2,901</td>
</tr>
<tr>
<td>Equipment Funds</td>
<td>300,134</td>
</tr>
<tr>
<td>Gift Funds</td>
<td>3,941</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>666,093</strong></td>
</tr>
</tbody>
</table>

| Binding                | 36,007 |
ASSOCIATED ACTIVITIES

General

Where appropriate, reference is made in Departmental sections of this Report to staff involvement in activities of the Library Association of Australia and it is pleasing to see professional involvement continue. Several staff members attended the Association's Biennial Conference in August, in Hobart, and drew reinforcement from papers presented and contacts made. There is reference also to representation at sub-committees of the N.S.W. Regional Committee of AACOBS and it should be noted that the University Librarian attended meetings of this Committee in his capacity as a member of AACOBS, and also the AACOBS annual meeting in August.

a) Conferences, Meetings and Seminars

Reports of activities in Departmental sections indicate considerable staff involvement in professional activities. In August the University Librarian reported to the Library on his attendance at the July Seminar on Inter-Library Cooperation organised by the N.S.W. Vice-Chancellors' Conference. The consequences of this Seminar are expanded in the section on Automation.

b) Committee of Australian University Librarians (CAUL)

"Round Robin" correspondence between the Australian University Librarians, on a whole variety of topics, continued throughout 1977 with varying degrees of participation by respondents. These interchanges culminate in a useful annual meeting held each year in August to coincide with the annual meeting of AACOBS.
c) **Statistics**

The University Librarian continued work as compiler of Australian and New Zealand University Library statistics, this activity being associated with CAUL. In 1977, for the first time, an experimental reporting form was developed for audiovisual statistics, but response to date has been minimal. Efforts will continue in 1978 in the hope that response will be more representative.

d) **Careers Evenings**

The University Librarian attended two careers evenings during the year at local high schools. The opportunities to advise young people on career prospects in Librarianship are rare and particularly difficult in a situation where local training is not available. As noted elsewhere, some progress occurred with preparations for the establishment of a course in Library Techniques at Wollongong Technical College.

---

**PUBLICATIONS**

**J. Hazell:** *Australian and New Zealand University Library Statistics.*

*(In Library Statistics 1976; Supplement to Australian Academic and Research Libraries, Vol. 8 No. 3, September 1977)*

**R. Hunt (et al):** *Wollongong University Subject Catalogue Study (Parts II and III), The Library, University of Wollongong, 1977.*

*(Note also page 27 for other publications).*