

DOCUMENT RESUME

ED 104 421

IR 001 825

AUTHOR DeVolder, Arthur L.
TITLE Annual Report of the General Library, The University of New Mexico.
INSTITUTION New Mexico Univ., Albuquerque. Zimmerman Library.
PUB DATE Aug 74
NOTE 31p.; Not available in hard copy due to small print of original document

EDRS PRICE MF-\$0.76 HC Not Available from EDRS..PLUS POSTAGE
DESCRIPTORS *Annual Reports; Higher Education; Library Acquisition; Library Circulation; Organizational Change; Program Improvement; Statistical Data; Tables (Data); *University Libraries

IDENTIFIERS Library Administration; Library Statistics; *University of New Mexico

ABSTRACT

Narrative and statistics are used to describe the activities of the University of New Mexico libraries in fiscal year 1973-74. The information given includes quantities of print and nonprint material acquired; changes in the administrative, readers' services, and technical processes divisions; the establishment of a collection development office; and activities of the Southwest Academic Library Consortium. A list of the library faculty and staff is appended. (SL)

the university of new mexico

general library

ED104421
BEST COPY AVAILABLE



annual report

1973-74

2

R001825

ED104421

ANNUAL REPORT
of
The General Library
The University of New Mexico

by

Arthur L. DeVolder
Interim Dean of Library Services

Albuquerque, New Mexico 87131
August, 1974

U S DEPARTMENT OF HEALTH,
EDUCATION & WELFARE
NATIONAL INSTITUTE OF
EDUCATION

THIS DOCUMENT HAS BEEN REPRO-
DUCED EXACTLY AS RECEIVED FROM
THE PERSON OR ORGANIZATION ORIGIN-
ATING IT. POINTS OF VIEW OR OPINIONS
STATED DO NOT NECESSARILY REPRE-
SENT OFFICIAL NATIONAL INSTITUTE OF
EDUCATION POSITION OR POLICY

0001 825

1973-1974

Annual Report of the

GENERAL LIBRARY

THE UNIVERSITY OF NEW MEXICO

by

Arthur L. DeVolder

Interim Dean

Introduction

The biggest problem that faced The University libraries in the past ten years has been the lack of sufficient library resources and the lack of funds to support the burgeoning growth of The University. For many years faculty and students expressed their dissatisfaction in many ways; and several years ago the accreditation of The University was threatened by the lack of sufficient supportive library activities. The rising rate of both student and faculty and the growth of undergraduate, masters and doctoral programs required more aid.

As a result of a study of the problem, it was suggested by many persons that a bond issue for the support of the book collection of the academic institutions be presented to the voters for their approval. In November, 1972 the proposition to float a bond issue for \$10,000,000 to support academic libraries was passed by a two to one margin. As a result the General Library of The University was granted as a supplement to its regular budget the sum of \$828,000. for the purchase of books and related education materials.

This windfall was not without its problems, as no monies were provided for processing the materials, consequently, this did cause many problems in all aspects of adding materials to the library. However, undaunted, the library staff by various methods planned the program of selection, addition, cataloging, and all its ramifications and plunged into the new fiscal year with its promise of collection improvement with a great zeal.

The plan was to purchase many collections, back runs of periodicals and individual items that had been neglected due to the lack of funds in the past. The goal was set to purchase approximately 60,000 to 70,000 books a year in various format to try to bring the library into line with the Clapp-Jordan formula for a collection of 1,149,133 books within the next five years. This meant that the library had a deficiency of over 500,000 volumes and that it appeared the library would fall short of the goal; however, every attempt would be made to get as much out of the monies available to try to reach the nearest point to the goal as time budget and inflation would permit.

Current Activity

This past fiscal year the library did not obtain its goal in every respect, but many strides were made toward the processing, purchasing and handling of the materials wanted. Over 48,000 volumes in hardbound form, and 7500 titles in microform were added in addition to government publications, films, cassettes and many other special items which can be studied in detail in the accompanying statistics.

New methods and devices were studied and obtained to process materials on hand. The library added a Micrographic Catalog Retrieval System to aid in cataloging, as well as purchasing materials with full catalog processing to aid the prompt processing of incoming materials. A new computerized accounting system--BATAB--was installed to aid in more effective handling of incoming bills; and recently the library has joined an inter-regional agency--The Inter-University Council of Dallas--to establish relationship with the Ohio College Library Center to aid the cataloging process by an on-line computerized service which will enable us to speed up our processing and to create eventually a better cooperative relationship with other schools in the state by a centralized accessions data bank.

Present technical service operations include microfiche reproduction of our serials list in both an alphabetic and subject arrangement; while a weekly computerized list gives to our staff, students and faculty information of new additions to the library. A computerized list of books

on order is also utilized to check requests and to keep a search tool for purchasing books up-to-date.

Members of the staff in all areas are working incessantly to improve the total concept of service in all areas of the library. Rather than detail this information, it is suggested that contact with the staff would be a more effective way to learn of the many new services and improvement in previous activities have added to the effectiveness of the library.

Administrative Services

Special innovations in reproduction and printing, as well as binding, made the Library Copy Services an important section of library service. Over a 1,610,000 Xerox copies were reproduced; while nearly 560,000 pages were multigraphed for various uses. Other services included production of 5,241 frames of microfilm 102 positive rolls of microfilm, 102 photo-prints, 6,589 reader-printer sheets and 2,313 velo-bound books.

The financial section of the Services also did a tremendous job in accounting for the \$2,367,513. budget for the year; and the office staff is to be commended for its activities in keeping a busy operation running effectively.

Other accomplishments in this Services area included major activities in system design and analysis with various programs being implemented such as BATAB, implementation of ERIC search service, interlibrary loan computer program, IUD-OCLC coordination and similar programs.

Readers' Services Division

A major change took place in the Division with the separation of the bibliographic function (Bibliography Department) from the area and its reorganization as a separate division which was designated as the Collection Development Division. The change was made in January, 1974, and a report on this Division is located elsewhere in this document.

Particular attention is being paid to suggestions made by patrons and suggestion boxes are conveniently located for input information so that the staff can learn more directly what patrons need.

New developments have been made in orientation procedures and a staff

member has been assigned to full-time Orientation and Graduate Research problems under the direction of Assistant Dean for Readers' Services.

The Reference Department has been publishing various tip sheets giving varied information about library activities, hours, location of certain materials and endeavoring to keep patrons informed about changes taking place since many moves of materials are constantly being made because of remodeling and building additions.

Library service facilities have been expanded and improved in the Fine Arts and Parish Libraries. Listening facilities at the Fine Arts Library have been expanded as well as space and shelving facilities. Materials have been transferred from the General Library to the Parish Library to expand that area's service from approximately 3,000 to 20,000 volumes of business and administrative science books and serials.

Workshops have been held by various departments during the year to improve staff abilities and new services have been added of which the most outstanding was that of an experimental program in coordination with the Technology Applications Center covering literature searches in machine readable data bases.

Service in the Government Publications Section was vastly improved by the addition of the depository status for the Food and Agricultural Organization of the U.N. publications; as well as extensive additions of microforms in a multitude of topics.

The Special Collection Department staff has been expanded to improve services in the Southwest and New Mexico collections, as well as maps, archival materials, and rare books. New policies are being formed to improve handling of materials of all types. Some items--such as 16 mm films--have been transferred out to other areas to attempt to consolidate the specialities of the department. This area is currently having installed a security system to prevent reoccurrence of major theft such as occurred several years ago. During the year four honorary consultants were named to aid in collection development: George Dalphin of the Sandia Laboratory for the Map Collection, Jack Rittenhouse of the UNM Press for the history of books and printing, Andy Gregg, New Mexico historian for western history and Florence Lister, writer for Southwestern archaeology and ethnology.

One of the biggest jobs of the Circulation Department has been constant reorganization of the collection because of the building and remodeling program. Another has been to cope with problems of staffing created by extended hours, and the reduced working space created by construction on the new elevator shaft.

Current study is being made on the possibility of installing an electronic security system to stop theft of books from the library collection as well as improvement of the reserve book listing and possibility of establishing some type of improved check-out system.

Technical Services Division

New developments in the Acquisitions Department were the completion of the first year of use of the Baker and Taylor Automated Buying Systems for Libraries which is an automated ordering/accounting system. The system aided in increasing production without the addition of staff, yet the department was not able to input many items and are still very heavily backlogged. In the Spring 1974 the department personnel began to use the Inforex system--a key-to-disc computerized input system that eliminated an extra keying process. The department backlog amount to 13,610 orders to be input and retrospective bloc purchases to be received of 74,256 items. Many changes were made in procedures and personnel which did delay some of the activities of the Department. Expansion was made possible in work space by transfer of the Serials Department to the basement.

In the Gift Exchanges Section of the Acquisition Department seven exchange lists were prepared during the year to over 250 addresses of which 41 are foreign. Some sales during the year of surplus materials was \$1,724.47. The number of gifts received totaled 49,717 items from 1,010 donors. A major item received was that of 592 books and 95 serials from S. R. Shapiro, a New York bookdealer. The collection consisted of photography books, cartoons and foreign items. In March, 1974 the library received a gift of 595 books and 908 serials concerning Latin America and Economics from L. Liepe. Albuquerque Public Library also donated a sizeable gift of 1,304 books and 3,278 serials.

The Catalog Department is trying to cope with the increased processing and made many changes in procedure. Several mechanical and microform aids were instituted to improve procedures. The Micrographic Cataloging

Retrieval System and the Dennison Copier have been utilized to produce copy from the National Union Catalogs. Much of the cataloging originated outside of the Library by use of the Abel, Baker and Taylor and the Somico Librarian photographic systems.

In Spring, 1974 the Catalog department was divided into two areas of responsibility: Original Cataloging and Processing. Separation of the departments allowed better control over the problems of Original Cataloging and handling of the processing work done by the commercial agencies. In December, 1973 the Catalog department in cooperation with the Systems Librarian began planning procedures and studied various training manuals pertaining to the Ohio College Library Center system which will be utilized on an on-line computer basis to obtain cataloging data. It is anticipated that the system will be in operation by September 1, 1974.

The Catalog Department (Original Cataloging) is anticipating its move into the new addition to the building in November, 1974. There have been many inconveniences caused by the construction; however, it has not created any obstructions in operation, except for excessive noise due to construction equipment, machinery, etc.

As was mentioned earlier, in the Spring, 1974 the Processing Department was set up "to increase efficiency and effectiveness of processing operations, to place proper attention and emphasis to the type of work which ultimately handles most pieces made available to the public." Some of the reorganization did help in processing new titles, aided in clearing up filing backlogs, and created a record in the addition of over 5,000 volumes during the month of May, 1974.

Revised Simplified Filing Rules were organized for use of the filers and other departments in the library to give a better understanding of filing procedures. A review was made of the changes that had been made due to the division of the main card catalog from a dictionary catalog to an author-title and subject catalog. The general opinion was that some gain had been made in use and filing procedures, and although not significant, it was sufficient to create a better use of the card catalog even if it may have required more training information on the part of the Reference Department in teaching use of the catalogs to the clientele.

During the year the decision was made not to file any serial cards in the main catalog since it was planned to have full reliance upon the use of the Library Serials Printout and the Serials Subject List. These lists were issued on microfiche in August and September, 1974 respectively, through the cooperation of Serials Department and the Reference Department.

In March, 1974 the Serials Department was moved into the basement so that the Acquisitions Department could be expanded and to prepare for eventual occupation of the area as a Periodical Room upon completion of the addition. Floor space in the new wing will amount to over 27,000 square feet. It is planned to combine this area with the previous 13,000 square feet to have the combined space for all serials in the library which are received a minimum of four times a year. Some of the area will also be used for all microforms and some government documents. It is anticipated that some reorganization will have to be undertaken to include these new activities in the Periodical Room. At the present time some staff has been transferred from the Circulation Department to put the handling--including shelving of periodicals--under the jurisdiction of the Serials Department.

The bindery section was also moved into the basement placing the activities of the section in close proximity to the display shelving area and making the pick-up of items needed for binding more effective.

Another major project is the transfer of the pharmacy serials to the Library of the Medical Sciences. It is anticipated that in November, 1974 this project will be completed and then work will begin on the transfer of books in the pharmacy classifications.

Collection Development Division

The status of the Division was established in December, 1973 and approved by the Vice-President for Academic Affairs in March 1974. The title was changed at that time from the Bibliography Department to the Collection Development Division as suggested by the Booz, Allen and Hamilton Survey Report in November 1972.

One of the chief reasons behind the change was a shift in collection building from a general faculty selection system to a centralized library

responsibility because of the passage of the bond issue which would require an expenditure in the next four years of approximately \$3,200,000. of bond money and \$2,000,000. of general support funds.

Many changes have been made in collection building procedures as the increased funds require switching from title-by title selection to bloc purchasing, approval plans and blanket order plans with publishers and jobbers throughout the world.

In some cases intentional unwanted duplicates will be shared through a cooperative purchase plan with the other academic libraries in the state.

Special funds have been set aside to handle special research on reserve book needs. These items receive priority on "rush" handling.

At the present time the Assistant Dean for Collection Development is assisted by four full time professional bibliographers supplemented by four part-time subject specialists such as the Business and Administrative Sciences Librarian, Music and Fine Arts Librarians, Special Collections Librarian and Reference.

In December, 1973 a "Bib-Rap" Seminar Day was held for acquisition librarians around the state to discuss book acquisitions and selections procedures. In the Spring 1974 several in-service library sessions were held on the new concept of bibliographic procedures in which approval plans, blanket orders and other methods were explained.

Cooperative buying on local, state and national levels is being considered so that certain types of expensive sets are not duplicated. This work is being done through cooperative listing of items available through the New Mexico Academic Library Council, The Southwest Consortium, and membership in the Center for Research Libraries in Chicago.

Many special collections are being added through the facilities of the bond issue. A few include such items as the British Parliamentary Papers of 1,000 volumes, the Day Collection of Science Fiction serials of 1,200 volumes, the McGuire Collection of Classical and Medieval Literature and History, the T. Lynn Smith Collection of Latin American sociological history consisting of extensive holdings in book and pamphlet form.

Also Argentina Biography and History, Latin American Collection on Politics, a History of Mathematics collection and many others.

Other Activities

Many new activities were begun under the direction of the Dean of Library Services, Dr. John F. Harvey. He established, in cooperation with staff members, a Council on Staff Affairs. A member of the Council was also an ex-officio member of the Administrative Council and participated in various discussions of activities and policies pertaining to the library.

Major emphasis of the Council's activities included the study of various grievance procedures, physical problems of library operations as it pertained to the staff, improvement of communications between the management and the staff, and salary and classification questions.

Another active library group was the Education Committee which arranged for several tours to the Albuquerque Public Schools Library Processing and Data Services Center, the examination of the new Instructional Media Services facilities with which the library cooperates in handling of 16 mm films; as well as a tour to the Sandia Corporations Data Processing Center and a seminar on the Bibliographic Department's activities. The main goal of the group has been to expand communication of our library with that of other institutions and to acquaint the staff with general educational topics, current events and new systems.

Bringing creative talent to the attention of the library clientele has been the work of the Exhibits Committee which has had several functions: a General Library Staff Arts and Crafts Exhibit; an exhibit by several Mexican-American artists, a reception for the writer, Jacinto Quirarte. Exhibits on Brazilian books, the State Bond Purchase books, Swiss Graphics, UNM Press books, and the Making of the Book Exhibit of Carl Herzog were all well received.

The Library Bibliographic Series started by Mr. David O. Kelley several years ago was re-instituted by Dr. John F. Harvey under a new series designated as SOURCES. Two publications were produced and are being sold through the facilities of the University Bookstore. Three manuscripts have been accepted and are awaiting typing. Two others are under consideration.

The title Discography of Hispanic Music in the Fine Arts Library of the University of New Mexico by Ned Sublette, Compiler, has had very

good sales as has the separate publication New Mexico Church and Synagogue Library Directory by G. Martin and Marilyn Ruoss. It is anticipated that the new publication by the Reference Staffs of the University Libraries: Catalog of Indexes and Abstracts in the University of New Mexico Libraries, 2d. ed., should be published in the Fall, 1974.

The Legislative Information Committee was established to make staff members more aware of the activities of the Legislature and to bring the attention of the Legislators to the plight of libraries. There was close coordination with the university officials who make most of the legislative contact; as well as with various regents and members of the BEF as well as the legislators themselves through attendance of meeting or luncheon programs. Activities included extending and invitation to and showing about twenty-five members of the Chamber of Commerce the library's facilities. Close cooperation was established with the NMLA Legislation and Intellectual Freedom Committee to obtain state-wide backing for library support.

During the year there was established a Libraries' Reference Council to create closer rapport between all the libraries on campus. Various members of the council met throughout the year to discuss activities and problems pertaining to an exchange of information and problems related to reference materials.

Another active group was the Library Audio-Visual Committee which studied and made some recommendations as to what direction the library should take in development of audio-visual activities. Several policies were suggested and the committee will continue to study the problems which came up. An interim policy on 16 mm films decided that the library would purchase these films, but deposit them with the Instructional Media Services for use campus-wide. It is anticipated that after remodeling of the Zimmerman I that the library should use part of the area in the T-section of the old building for establishment of various audio-visual activities. However, at this time it is not feasible from a staffing and remodeling standpoint.

During the year the Staff Social Committee had several functions including a Christmas dinner, aid to a needy family, several social activities including hiking and retirement and staff departure parties.

Dr. T. M. Pearce, Historian of the New Mexico Folklore Society worked with members of the staff to attempt to find means of enlarging the New Mexico Folklore Fund and to work on the New Mexico Folklore Index, a subject file first prepared in 1955 and currently located in the Special Collections Department of the Library. - Plans were made to cooperate with Colorado College to obtain information on their bibliographical guide to Spanish folklore of that region.

Friends of the Library

In November 1973 Mr. William Weinrod was employed as the Executive Secretary of the Friends of the Library. At the present time there are 590 members. During the year, a cash gift of \$2,000. as a memorial fund was solicited from Mrs. G. Friedman as well as a tape collection including lectures and interviews of important literary dignitaries was obtained from Dr. Alexander Masley. Other persons have been approached for support especially for the College of Fine Arts and the Fine Arts Library.

A Lecture Series, which was inaugurated during this fiscal year by Dr. John F. Harvey presented eight distinguished guest lecturers in the Clinton P. Anderson room in the General Library. Incidental costs for the series were paid for by the Friends.

The First Annual Shapiro Book Collection Contest, another innovation of Dr. Harvey's, had excellent participation and was supported by a \$250. grant from the Friends.

The Friends contributed funds to buy a valuable edition of William Blake's illustrations for Gray's Elegy in a Country Churchyard. The volume cost more than \$1,000.

The Southwest Academic Library Consortium

The Consortium membership has grown to thirty-three members as of June 30, 1974. This spring the headquarters for the Consortium has been transferred to Eastern New Mexico University, which is the geographic center of the area of membership in the states of Oklahoma, Texas and New Mexico. The Executive Secretary position was also transferred from Dr. John F. Harvey to Mr. Pearce Grove.

Last year's grant to the University of New Mexico's General Library totaled \$8,913. No grants have been distributed this year. The only major

project of the institutions this year was the Shelflist Measurement Project undertaken to collect approximate data on subject holdings in the various libraries. There is to be a title count only, not volumes.

Staff Activities

Many of the staff--both professional and clerical--participated in varied events: political, social, travel and educational. A goodly number of them are engaged in educational improvement programs leading to either second degrees or Ph.D. programs. The library added several new staff members with Ph.D. degrees or Ph.D. in progress. Several staff members had chapters in books, articles or books published during the year. Many participated in international travel in areas such as Africa, South America, Europe and several visited Asiatic countries.

Participation in professional organizations was held on all levels ranging from activities in the Greater Albuquerque Library Association to offices in national organizations. Several staff members participated in buying trips, especially in New York; and one member--sponsored by The Language-Area Center for Latin American Studies--covered a number of Latin American countries and made approval plan arrangements with numerous dealers in Puerto Rico, Brazil, Columbia, Peru, Chile and Argentina.

Respectfully submitted

Arthur L. DeVolder

Arthur L. DeVolder
Interim Dean of Library Services

August 7, 1974

APPENDIX A
 PROCESSING OF MATERIALS
 General Library

	<u>1972-73</u>	<u>1973-74</u>
New Titles Cataloged -----	20,916	27,414
Number of Titles Recataloged -----	877	245
Volumes Added:		
By Purchase -----	21,284	35,999
By Gift, Exchange, Deposit -----	5,022	5,208
By Binding of Periodicals -----	9,532	7,082
Totals	<u>35,838</u>	<u>48,289</u>
Number of New Serial Titles Added -----	928	476
Total Number of Serial Titles in the Checklist	21,568	21,703
Binding (in volumes):		
Commercial Bindery-		
Books -----	3,275	4,788
Periodicals -----	9,907	8,943
Theses -----	608	537
Totals	<u>13,790</u>	<u>14,268</u>
Home Bindery-		
"Z" Binding -----	300	0
Pamphlet Binding -----	995	1,076
Tying of incomplete volumes -----	250	0
Totals	<u>1,545</u>	<u>1,076</u>
Photographic Services:		
Negative microfilm frames -----	9,079	5,241
Prints (including reader-printer) -----	426	7,169
Microfilm-		
Positives from negatives -----	80	102
Xerox prints -----	370,190	1,610,256
Multilith -----	135,127	559,709

APPENDIX B

SIZE AND GROWTH OF THE COLLECTIONS

	<u>The General Library</u>	<u>Medical Library</u>	<u>Law Library</u>	<u>Totals</u>
Number of Cataloged Volumes, June 30, 1973	624,218	68,046	108,183	800,347
Volumes Added (Net) 1973-74	46,010	4,017	12,363	62,390
Number of Cataloged Volumes, June 30, 1974	670,228	72,063	120,446	862,737
Percentage Increase				7.8%
Other Processed Materials in the Libraries:	<u>June 30, 1973</u>	<u>Net Added 1973-74</u>		<u>Totals June 30, 1974</u>
Maps	76,053	791		76,844
Microfilm (reels of varying lengths)	20,376	5,189		25,565
Microcards	223,746	0		223,746
Microfiche	268,508	97,655		366,563
Phonodiscs	10,306	952		11,258
Tape Recordings	3,776	231		4,007
Slides	4,060	1,136		5,196
Transparencies (Overhead projector type)	2,183	0		2,183
Motion Pictures (16 mm reels)	85	6		91
Film Loops, 8 mm	115	0		115
Prints	40	0		40
Pamphlets and Catalogs	2,132	4,500		6,632

APPENDIX C
 USE STATISTICS - CIRCULATION DEPARTMENT
 ZIMMERMAN LIBRARY

	<u>1973-74</u>	<u>% Increase or Decrease</u>	<u>1972-73</u>
<u>Turnstiles (Exits)</u>	757,340	-4.7%	795,118
<u>Circulation Desk Charges</u>	223,850	+1.6%	220,293
Public Charges	206,634	+4.2%	198,209
Books	175,302	+2.8%	170,577
Student	144,974	+2.3%	141,772
Faculty	10,996	-1.1%	11,115
Special	5,261	+17.5%	11,197
Limited	7,901		0
Carrell	6,170	-5.1%	6,493
Serials	27,455	+9.2%	25,132
Student	23,238	+12.2%	20,718
Faculty	1,694	+6.3%	1,593
Special	760	-28.5%	1,507
Limited	317		0
Carrell	1,446	+10.0%	1,314
Gov't. Pubs.	1,348	-0.9%	1,360
Student	934		n/a
Faculty	116		n/a
Special	152		n/a
Limited	94		0
Carrell	52		42
I-L Loan	2,529	+121.8%	1,140
Internal Charges	17,226	-22.0%	22,094
Bindery	11,588	-19.9%	14,464
Reserve	4,143	-32.6%	6,145
Others	1,495	+0.7%	1,485
(Included in above counts:			
Total carrell charges	(7,668)	(-2.3%)	(7,849)
Total renewals	(9,467)	(+5.4%)	(8,980)

	<u>1973-74</u>	<u>% Increase or Decrease</u>	<u>1972-73</u>
<u>Reserved Book Room Charges</u>	56,953	-15.1%	67,034
2 hour	40,082	-22.6%	51,775
1 day	10,795	+40.2%	7,702
3 day	6,056	-17.5%	7,343
(Included in above counts:			
Library	(35,396)	(-14.1%)	(41,201)
Personal	(21,537)	(-16.0%)	(25,619)
Books on Reserve: Median Count	5,096	+10.2%	4,626

USE STATISTICS - FINE APTS LIBRARY

	1972/1973	1973/1974
Loans for Home Use -----	25,716	30,599
Reserved Book Loans -----	24,790	25,543
Loans of Phonodisc/Tapes -----	100,570	57,309 #
Number of Individuals Passing Exit Turnstiles -----	120,975	126,956

The use of this materials was limited because the room was either closed or working at a minimum due to expansion and remodeling.

USE STATISTICS - WILLIAM J. PARISH LIBRARY

Loans for Home Use -----	2,085	4,341
Reserved Book Loans -----	6,471	13,279
Serial Circulation -----	546	848
Number of Users Recorded -----	60,988	54,591
Reference assistance, number of contacts -----	N/A	3,581
Orientations (class) -----	N/A	12
Microform print-outs -----	N/A	889

APPENDIX D
LIBRARIES EXPENDITURES

	1972/1973	1973/1974
<u>The General Library</u>		
<u>University Funds:</u>		
Salaries	\$ 723,837.	\$ 903,164.03
Supplies and Expenses	43,871.	60,301.32
Equipment	9,441.	19,125.19
Travel	N/A	3,442.97
Data Processing	N/A	11,084.32
Books and Serials	494,293.	392,941.33
Binding	53,286.	51,084.48
Fringe Benefits	86,380.	113,923.48
Non-University Funds (Federal Support, 1-3)		
Consortium	N/A	8,460.50
Basic	N/A	1,670.92
Supplemental	N/A	5,646.32
Gifts	N/A	1,650.59
Bond Issue (\$806,508 Budgeted)	N/A	795,017.42
Total	<u>\$1,411,108.</u>	<u>\$2,367,513.87</u>
<u>Law Library</u>		
Books and Other Materials	\$ 86,692.	\$ 85,156.05
Equipment and BinJing	6,996.	5,811.59
Supplies and Expense	15,385.	16,804.00
Salaries:		
Staff	98,979.	124,928.67
Students	13,706.	12,553.43
Other	7,486.	9,583.18
Total	<u>\$ 225,244.</u>	<u>\$ 254,836.92</u>
<u>Medical Library</u>		
Books and Other Materials	\$ 64,334.	\$ 65,738.
Binding	5,931.	6,705.
Salaries:		
Staff	112,522.	148,979.
Students	7,486.	10,076.
Supplies and Expense	33,996.	44,180.
Equipment	2,000.	6,410.
Travel	4,951.	1,292.
Total	<u>\$ 231,220.</u>	<u>\$ 283,380.</u>
Total support for all libraries:	\$1,867,572.	\$2,905,730.79

¶ Neither the Medical Library nor the Law Library included in their figures the \$70,000. each of them received from the State Bond Issue.

TECHNICAL SERVICES DIVISION
 STATISTICAL SUMMARY
 July 1, 1973--June 30, 1974

ITEMS ADDED TO THE COLLECTION:

New titles cataloged	27,414
Volumes added:	
By purchase	35,999
Gift and Exchange	5,208
Bound periodicals	7,082
Total volumes added	48,289
Volumes withdrawn	2,279
Titles recataloged	
Volumes recataloged	603
Titles reclassified	449
Volumes reclassified	2,584
Microfilm:	
Titles added:	6,829
Reels added:	1,453
Reels added to previous titles:	3,735
Total reels added:	5,188
Total reels accumulated to date	25,230
Microcards:	
Titles added:	0
Cards added:	0
Total cards accumulated to date	169,191
Microprints:	
Titles added:	0
Sheets added:	0
Total sheets accumulated to date	46,771
Microfiche:	
Titles added:	474
Microfiche added:	23,423
Microfiche added to previous titles:	2,051
Total microfiche added:	62,254
Filmstrips:	
Titles added:	10
Filmstrips added:	65
Total filmstrips accumulated to date	296

TECHNICAL SERVICES DIVISION
 STATISTICAL SUMMARY
 July 1, 1973--June 30, 1974
 (Continued)

Phonodiscs:	
Zimmerman Library	
Titles added	76
Phonodiscs added	255
Total phonodiscs accumulated to date	328
Fine Arts Library	
Phonodiscs added	687
Total phonodiscs accumulated to date	10,930
Cassettes (Tape)	
Titles added	48
Reels added	39
Total reels accumulated to date	151
Tapes:	
Zimmerman Library	
Titles added	3
Reels added	3
Total reels accumulated to date	288
Fine Arts Library	
Reels added	228
Total reels accumulated to date	506
Transparencies (Overhead projector type)	
Titles added	0
Transparencies added	0
Total transparencies accumulated to date	2,183
Motion picture (16 mm film)	
Titles added	6
Reels added	6
Total reels accumulated to date	91
Motion picture (8 mm loop film)	
Titles added	0
Reels added	0
Total reels accumulated to date	105
Slides (2 x 2 transparencies)	
Zimmerman Library	
Titles added	9
Slides added	1,136
Pamphlets and Catalogs processed	
Pamphlets and catalogs added	4,500
Total amount of pamphlets and catalogs to date	6,632

TECHNICAL SERVICES DIVISION
 STATISTICAL LIBRARY
 July 1, 1973--June 30, 1974
 (Continued)

Government Depository and special microfiche items added in this fiscal year:

AEC	28,697
Patent Gazette	0
ERIC	17,321
NASA	2,091
Human Relations Area File	5,550
Competition Annual Reports	729
U. S. Congressional Hearings	4,319
Total microfiche added this year	60,207

Map Collections:

Maps added	777
Total maps accumulated to date	76,830

Volumes bound and rebound by the New Mexico bookbinders:

Books	4,738
Periodicals	8,943
Theses and dissertations	537
Total items	14,258

Home bindery production:

Binding of incomplete volumes	0
"2" binding	0
Pamphlets	1,076
Total items	1,076

Fees expended for the Library of Congress cards \$ 0.00

Fees received from sale of surplus goods \$ 1,731.17

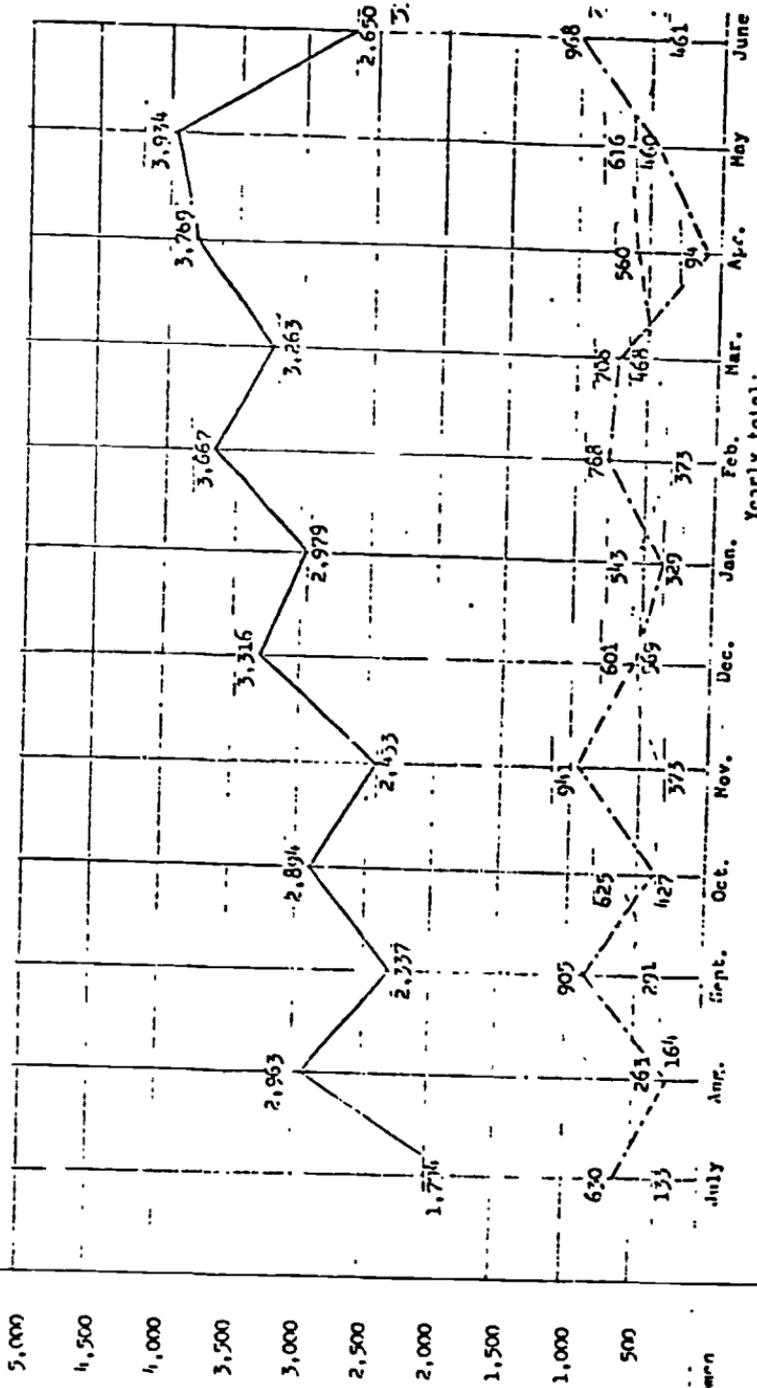
Government documents received during the current year:

Depository	12,472
New Mexico	308
Pan American Union	183
United Nations	434
State Governments	127
Expedition Services	2,243
Foreign government documents	130
Other	2,526
Total of all documents	19,521

New items received during the year 96

VOLUMES ADDED BY CATEGORY
1973/74

Purchase
Gifts & exchange
Bound Periodicals

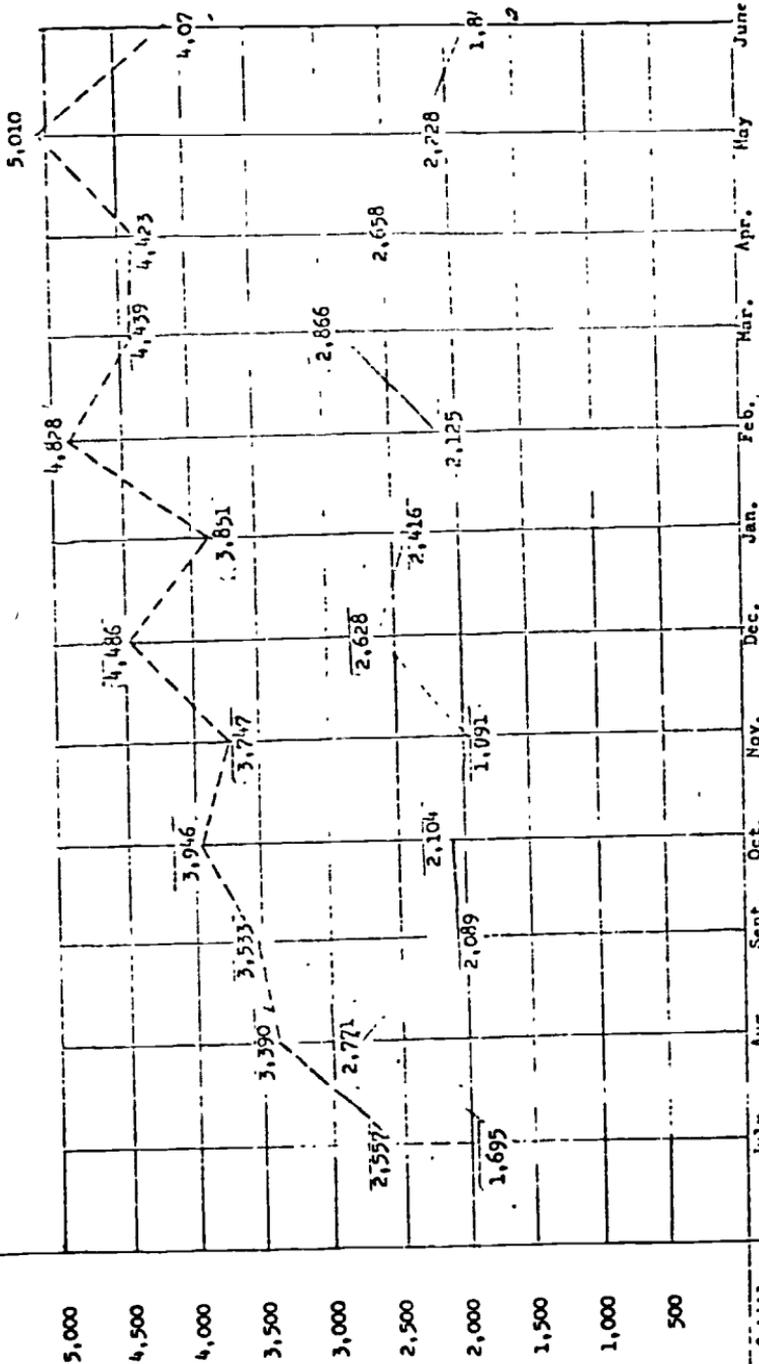


Yearly total:
Purchase 35,999
Gifts & Exch 5,024

BEST COPY AVAILABLE

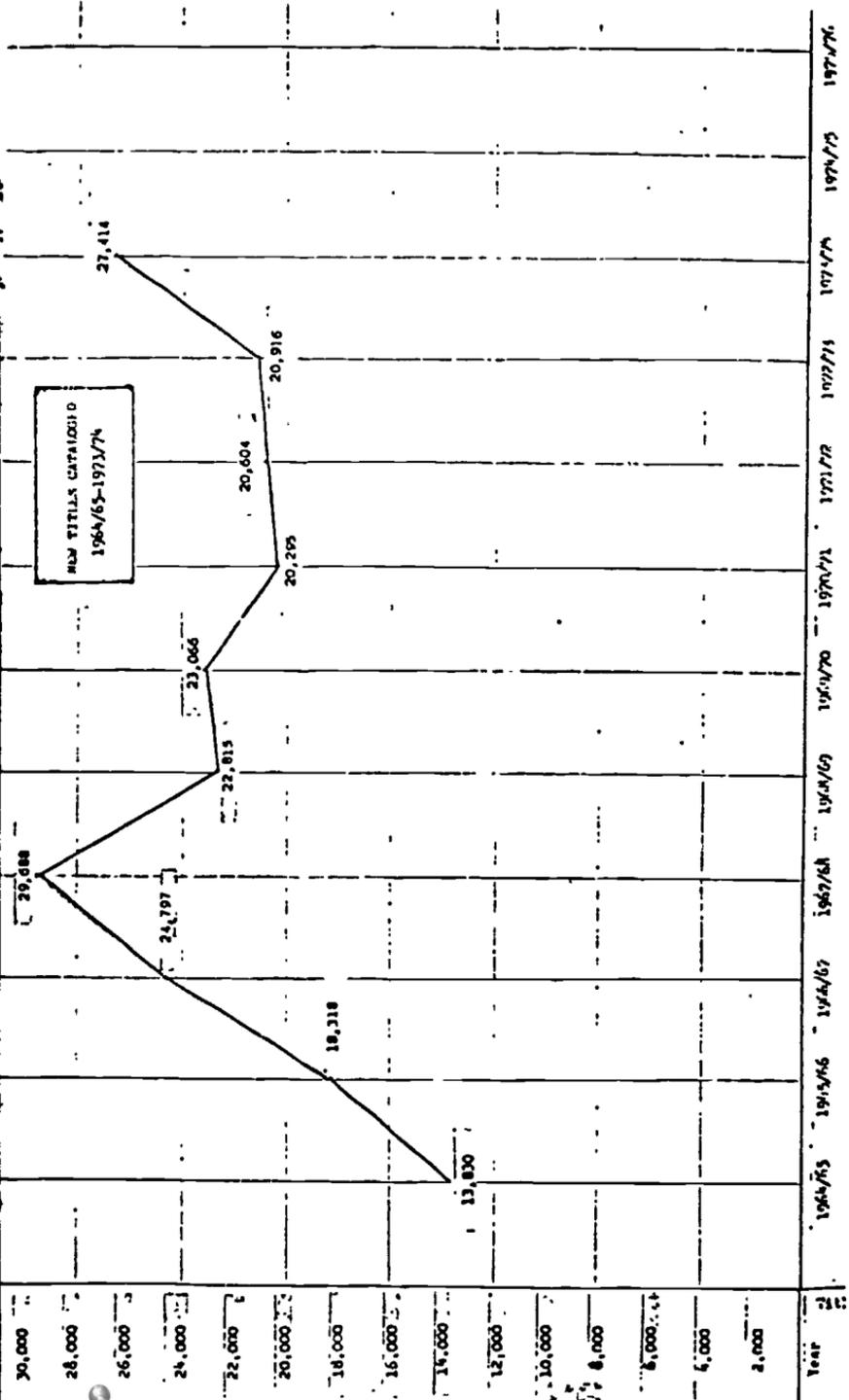
TITLES, VOLUMES CATALOGED 1973/74

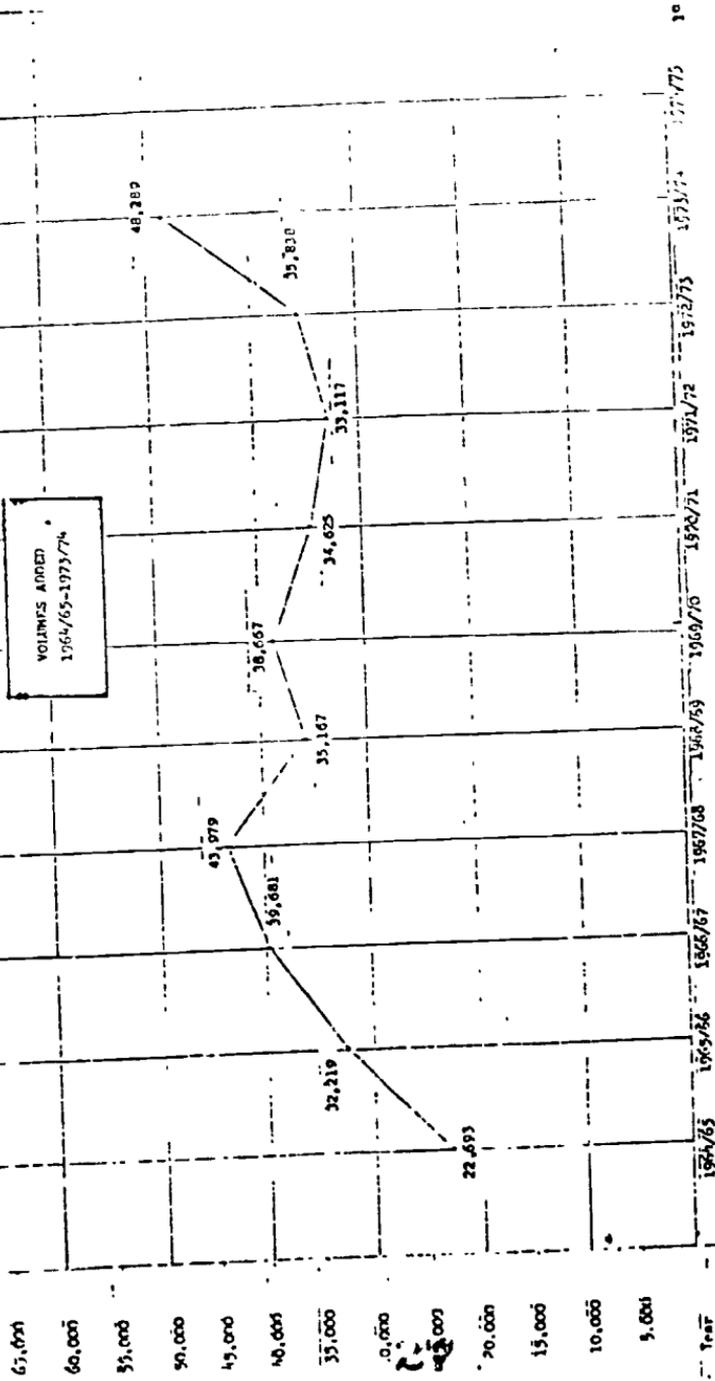
--- titles



No. of titles
or vols.

Yearly total:
Volumes 48,289
Titles 27,014





VOLUMES ADDED
1964/65-1973/74

Dean of Library Services

Administrative Services Department

David L. Ince
Bridewell, David
Neville, Sandra

Chief
Administrative Assistant I
Systems Librarian

Buck, Kay
Miesko, Virginia
Segura, Andy
Pascha, Linda
DeVries, Linda
Padilla, Edward
Windsor, Jerme

Office Manager
Administrative Secretary
Administrative Assistant I
Clerical Specialist III
Clerical Specialist II
Clerical Specialist IV
Clerical Specialist II

Library Copy Service

Teale, Jerry
Keller, Karla
Schall, Julie
Bennett, Mary
Fernandez, John
McArthur, Dan

Copy Service Supervisor
Clerical Specialist IV
Clerical Specialist I
Clerical Specialist I(temp,p.t.)
Clerical Specialist I(temp,p.t.)
Clerical Specialist I(temp,p.t.)

Executive Director, Friends of the UMN Libraries Waterrod, William

Arthur DeVolder, Chief

Assistant Dean of Library
Services

Acquisitions

Manson, Mary Ellen
Reed, Linda

Chief
Assistant Acquisition Librarian

Graham, Robert
Lashley, Ruth
Meadow, Katie
Sanchez, Maria C.

Clerical Specialist III
Clerical Specialist V
Clerical Specialist III
Clerical Specialist III

Gifts and Exchange Section

Shea, Pat
Valden, Josie
Stubor, Jim

Chief, Library Technical Ass't II
Library Technical Ass't I
Clerical Specialist III

HONORARY LIBRARY CONSULTANTS:

Mr. George Dalphin
Prof. Grace Edmister
Mr. Andrew Gregg
Mrs. Robert Lister
Dr. Hugh Miller
Prof. Emeritus,
Katherine Simons
Prof. Y. Lynn Smith

Map Librarianship
Music, History
New Mexican
Southwestern Bibliography
Music, Bibliography

Elizabethan Studies
Latin American Studies

7/2/76

Catalog Department

Foster, Don - sabbatical 6/1-12/31/74
 Bensinger, Claire - 1 yr. sabbatical 6/1/74
 Brow, Ellen
PT REFERENCE
 Fletcher, Marilyn
 Wong, Evelyn
 Cox, Barbara
 Johnson, Don
 Sandman, Joy
 Elder, Evelyn
 Reddy, Nirmalla

Chief
 Assistant Catalog Librarian
 Assistant Catalog Librarian
 Assistant Catalog Librarian
 Assistant Catalog Librarian
 Library Technical Asst. III
 Library Technical Asst. I
 Clerical Specialist IV
 Clerical Specialist III

Processing Department

Yeo, Sidney
 Melling, Clark
 Wuest, Jacquelyn

Chief
 Library Technical Asst. III
 Library Technical Asst. I (Perm. PT)

Marking Section

Milne, Sara
 Gibson, Linda

Library Technical Asst. I
 Clerical Specialist I

Pre-Cataloging Section

Ackerman, Margaret
 Choi, Sonbi

Library Technical Asst. II
 Library Technical Asst. I

Copy Cataloging Section

Peustian, Sally
 Sittigbull, Precilla
 Torres, Stella
 Wood, Henry
 Montoya, Jennie

Clerical Specialist III
 Clerical Specialist III
 Clerical Specialist III
 Clerical Specialist III
 Clerical Specialist I

Serials Department

Ruoss, Marilyn

Chief
 Research Librarian

Olsen, Kenneth

Order Section

Lindas, Nancy
 Dailey, Stephanie

Library Technical Asst. II
 Clerical Specialist III

Binding Section

Leahy, Mary
 Armijo, Theresa
 Shebala, Marley
 Bidevell, Ivan

Chief
 Library Technical Asst. II
 Clerical Specialist III
 Clerical Specialist III
 Clerical Specialist IV

Checklist Section

Dodge, Lucilla
 Goodrich, Sam
 Clymer, Frances

Library Technical Asst. I
 Clerical Specialist IV
 Clerical Specialist III

Periodical Room Section

George Miller, Chief

Assistant Dean of Library
ServicesMerrill, Carol
Michael, BettyDept. Secretary
Clerical Specialist IIIBibliographersMartin-Smith, Betty
Reed, Alan
Traester, Dorothy
Tjarks, Alicia
Warren, Charles
PT REFERENCEHumanities Bibliographer
Social Science Bibliographer
Science-Engineering Bibliographer
Library Specialist
General BibliographerSearchersThorsen, Connie
Phinney, Jeannette
Turner, Anita
Whitham, David
Kern, Elisabeth
Rivas-Quirano, Silda
Eden, Abigail
Lackmann, ElizabethLibrary Technical Asst. III
Library Technical Asst. I
Library Technical Asst. I (Perm. PT)
Library Technical Asst. I (Perm. PT)

READERS' SERVICES DIVISION

Alice Clark, Chief

Assistant Dean of Library
Services

Homestead, Mack

Orientation Coordinator & Graduate
Research ConsultantSpecial Collection DepartmentMoore, Mary Lu
Nopson, RexChief
Assistant Special Collections
LibrarianLee, Helen
Blumenthal, Mary
Whitham, Gail
Lott, Hannah
Barnhart, Jan
Johnson, RobertLibrary Technical Asst. III
Library Technical Asst. II
Library Technical Asst. I
Clerical Specialist III
Clerical Specialist II
Library Technical Asst. IReference Department

Ruoss, G. Martin

Chief

Hight, Beatrice
Brow, HelenAssistant Reference Librarian
Assistant Reference Librarian

PT CATALOG

Lens, Zanier
Lavis, Linda
Wanamoa, Dorothy
Warren, CharlesAssistant Reference Librarian
Assistant Reference Librarian
Assistant Reference Librarian

PT BIBLIO.

Pennington, Claire
Coote, Katharine
Kochiyama, NancyAssistant Reference Librarian
Library Technical Asst. I
Library Technical Asst. I
Library Technical Asst. I
Clerical Specialist IIEthnic Studies Section

Quintana, Helena

Chief, Assistant Reference
LibrarianGovernment Publications SectionDuncan, Marcia
Peattie, Sue
Woodward, Miriam
Legere, DorothyChief
Library Technical Asst. III
Library Technical Asst. I
Clerical Specialist IV

BEST COPY AVAILABLE

30

Circulation Department

Starr, Peter
Shoups, Keitha

Seed, Alice
Armijo, Eugene
Jacobson, Geraldine
Humphreys, Joe
Walk, Robert
Sanchez, Jose
Schwerhaake, Tom
Robertson, Tyla

Reserve Section

Reed, Laurel
Addy, Maria

Fine Arts Library

Wright, Jim
Cohen, Phyllis
Curtis, Charlemaud
Kochms, Don
Folliart, Jackie
Welfa, Michael

Parish Library

Mackey, Neosha
Herrera, Agnes
Cherby, David

Chief
I.L.L. Coordinator
Library Technical Asst. III
Library Technical Asst. III
Library Technical Asst. I
Library Technical Asst. I
Clerical Specialist III
Clerical Specialist III
Clerical Specialist I
Clerical Specialist I
Clerical Specialist I (Farm. PT)

Chief, Library Technical Asst. III
Clerical Specialist II (Temp. PT)

Fine Arts Librarian
Assistant Fine Arts Librarian
Library Specialist
Clerical Specialist IV
Clerical Specialist III
Electronics Technician

Chief
Clerical Specialist III
Clerical Specialist I

BEST COPY AVAILABLE