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Annual report for Technical Services

1968 - 1969

July, 1968, ushered in a busy and productive year for the FTU Library and especially the Technical Services area. Late in June the library staff and equipment was moved from temporary quarters on Church Street into part of the building which would eventually be the library. The library's books and other materials were removed from two warehouses where they had been packed and stored awaiting completion of permanent quarters.

As soon as the staff was settled in, preparations were begun to bring some semblance of order to the library prior to the beginning of school in October. The Library's collection consisted of some 50,000 books and periodicals plus 6000 items of government documents which had been packed into over 2,000 boxes. These boxes had to be unpacked and the materials sorted and arranged for use.

At the time, however, only about 12,500 books of the 34,000 on hand had been physically processed and were ready for circulation. The decision was made to attempt to physically prepare for circulation as many of the remaining 21,500 books as could be completed by the time school opened.

With students to supplement ^{and} almost everyone on the library staff, an assembly line was setup in which one person performed one or two of the functions required to physically prepare the book. The process required that the entry for each book be located in the

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the Library of Congress Catalog of Printed Cards; a picture was then taken using a Polaroid CU-5 camera, the picture was then placed on a worksheet and the book accessioned; a label was then typed for the book and ironed on to make it adhere; next a temporary shelf list card and a temporary title card were pulled from our files and the call number typed on both records; a complete inspection was then made to insure that all steps had been taken and that the cataloging was correct for that book; last the book was stamped with an ownership stamp and the book's book pocket pasted inside.

During the approximately ten weeks of its operation, the assembly line processed around 18,000 books. Both staff and students worked energetically and enthusiastically at repetitive and often tedious tasks to bring to a total of 30,000 the number of books ready for faculty and student use.

The assembly line processing, however, left many cataloging steps such as verification of subject headings, series, and names against authority files and completion of the card catalog undone, but only those steps necessary to prepare the books for the shelves could be done with the staff available at the time.

In addition to processing some 18,000 books, there were over 16,000 volumes of bound periodicals which were unpacked, sorted and arranged alphabetically on temporary shelving in the basement. In November and December when permanent shelving was installed in the basement these materials had to be completely moved and reshelved. The bound periodicals combined with the 30,000 books processed brought to a total of 46,000

volumes the amount of library material available to faculty and staff. This could not have been accomplished without the dedication of the 15 staff and 5 students who performed far beyond the call of duty during the three month period before school opened for classes.

Also during the period before school opened approximately 6,000 government documents were unpacked, sorted, and arranged.

Once the initial arrangements had been made to prepare the library for the beginning of classes, Technical Services returned to its normal operations. During 1968-69, 515 book orders were placed with jobbers. This figure does not include numerous direct orders to publishers. As a result of these orders, 17,275 volumes consisting of 15,997 titles were added to the library's collection. Also, 101 films, 248 filmstrips, and nearly 20,000 microfiche were purchased. Purchases for books and other materials expended \$186,491.91 of the \$302,554.00 budgeted for library materials.

The number of periodical subscriptions grew from 1,183 in 1967-68 to 2,070 in 1968-69. \$36,359.95 was expended for current subscriptions. In addition, \$66,726.12 was expended for back files of journals, and back files were obtained of several important Journals. During the year 3,497 bound volumes of periodicals were added to the library.

A review was made prior to the opening of school of the items selected for receipt by the library as a government publications depository. Following suggestions from faculty members and the reference staff, several additional items were included in the library's depository list. As a result, the number of government documents received during 1968-69 was 8,539 of which 197 were bound volumes.

A bill passed the legislature in 1967 which created a depository system for Florida governmental publications similar to that for federal documents. The FTU Library is a designated depository for Florida documents, and during 1968-69 over 5,000 items were received.

1,503 periodical volumes were gathered and prepared for binding during 1968-69. Also, 2,891 books were sent to be bound. \$12,975.85 was expended to have these materials bound.

Cataloging of the library's materials has been proceeding at an excellent rate during 1968-69. After the assembly line was dismantled, processing of materials has reverted to more precise and usual methods. An average of 1,200 volumes per month are being cataloged. In addition, all verification of subject headings, series, and names for the 18,000 volumes processed prior to October 1968, has been completed. As of June 30, 1969, 36,666 volumes had been cataloged.

Since 1967 work has been progressing on the automation of certain processes in the library. Initially, a total system was envisioned and planning of such a system was done in broad terms. Since so many operations in the library revolve around the catalog, conversion of cataloging information to machine readable form was chosen as the beginning point for the library's automation efforts. Since the Library of Congress had under study a system of conversion of cataloging information known as MARC, careful study was made of this system and this system is being used with some modifications. Conversion of cataloging information to machine readable form was ^ubegin in April, 1968. Thru June, 1969, nearly 30,000 records have been coded and typed on the Friden and converted on the computer. This represents 27,349 volumes and 21,098 titles.

Progress has been good on the programming required to run catalog cards from the data already input. It is hoped that before school begins in October, 1969, that the card catalog will be a reality.

Despite the efforts and dedication of all staff and student assistants, much remains to be done. Only additional staff can prevent a very serious breakdown in the efficiency of Technical Services. Requests for materials due to increased programs, faculty, and students will add to the burden of the already hard pressed Acquisitions. The pressure and demand make it impossible to do bibliographical checking of book order requests resulting in duplication of materials and failure to obtain materials due to the lack of information furnished the dealer.

The demand for materials likewise imposes additional pressures on the cataloging department. Every effort is being made to optimize the work flow. Recently the Library of Congress printed catalog on microfiche has been acquired, and combined with a reader/printer this appears to increase production. However, additional staff will probably be the only means of sharply increasing cataloging output.

Efforts to automate library processes must continue during 1969-70. This will require the combined support and assistance of the Information Systems Office. Any success that has been achieved to date in library automation is due chiefly to the cooperation and backing of Information Systems. The library is the central segment of the total informational resources of the university. If a computer-based information network is to be a future reality for FTU, then great efforts should be made to make the total resources of the library available to the university community. This requires additional staff and money for research and development of such

a information system.

Thus, 1968-69 has been a busy and productive year for Technical Services. Although staff needs have not been forthcoming, 1969-70 should see a continuation of the efforts and dedication of the staff to meet the needs of the library's clientele.