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MEMORANDUM

To: Vice President C. B. Gambrell
From: L. W. Walker, Director of Libraries
Date: June 30, 1970
Subject: Annual Report, 1969/70

INTRODUCTION

The 1969/70 fiscal year has been another one of challenge, frustration and satisfaction for the staff of the University Library and the Department of Instructional Media. Many letters commending the staff for their work and cooperation have been received from students, faculty and administrative offices of the university.

ORGANIZATION AND ACTIVITIES, 1969/70

The organizational structure has continued as last year, with three major divisions in addition to the Director's office: Readers Services, Technical Services, and Instructional Media. A total of thirty-six full-time employees, just three more than last year, provided services to the university community.

The major activity of this division has continued to be providing the best possible service to the academic community within the limits of the resources of materials, dollars and people available to us. The brief discussion which follows will give an idea of the diversity of services provided.

Instructional Media.

As the campus and student body have grown, the activities of the Department of Instructional Media have increased at an even greater rate. The demand for media services, particularly graphics and classroom use of equipment, has increased by more than 500% over last year. Graphic design work has included such diverse projects as cover designs for university publications, programs for events, flyers, booklets, brochures, certificates, diploma, art work for color photographic production, maps and official stationery. Photographic services have included some 8000 color slides, 2900 feet of color motion pictures, 3500 negatives and 2700 photographic prints. Staff members have worked closely with the faculty and administration to provide a broad range of instructional services to enhance and enrich the instructional programs of the university. In addition, staff members have taught courses in Art and in Library Science.

As the fiscal year neared an end, the Department of Instructional Media assumed responsibility for the design and coordination of all official publications of the university. While the full implications of this new function are not known, it is certain to place a much heavier work load on the staff, particularly in graphics, and result in an even more critical need for additional personnel in this area.

Readers Services.

During the year, the Readers Services area has continued its high level of service to the students and faculty of the university. In addition to answering some 7000 reference questions, and circulating more than 46,000 books, Readers Services personnel have compiled 52 separate bibliographies and handled some 1400 interlibrary loan transactions. The bi-weekly Current Awareness List issued by the Reference Department has been distributed to a large group of persons outside the university in addition to our own faculty and staff. The reception of the Current Awareness List has been gratifying, and many letters of commendation have been received from recipients. Of particular note was a letter from the Chancellor, commending the staff, and recommending a wider circulation.

During the year, a computer based circulation system was developed. Beginning in December 1969, all circulation records have been maintained on the computer, with daily listings of the various transactions. Work is progressing on an improved system, and on the compilation of statistical information from circulation records.

Technical Services.

Although severely handicapped by inadequate staff and space, the Technical Services area has purchased, processed and added to the shelves some 20,000 new volumes during the year. In addition, the cataloging backlog of some 9,000 volumes at the end of last year has been eliminated. Requests for new books have far outstripped the library's financial resources during the year, and some 7,000 requests are being held for ordering when next year's funds become available.

Personnel in Technical Services have continued to work closely with the Information Systems Division in developing a total system for handling library operations utilizing the computer. Cataloging data for all books in the library are now stored on magnetic tape, and beginning in October 1969, catalog cards have been printed by the computer printer. Since October, more than 250,000 cards have been printed and filed in the catalog. Work is progressing now on incorporation of acquisitions and serials records into the computer based system.

General.

Staff members in the Library and Instructional Media have continued their activity in various professional organizations. Florida Technological University has been represented at all major state, regional and national professional meetings and several staff members have held important posts in professional societies.

PROPOSED ACTIVITIES 1970/71

Since no new staff positions are expected for 1970/71, no expansion of services can be anticipated. Rather, with the projected increase in the size of the student body and the faculty, it is likely that all services will suffer. During the coming year, however, all areas of the library and instructional media will continue to have as their major objective the support of the academic programs of the university at the highest possible level.

Plans are near completion for utilization of the additional space on the third and fourth floors of the Library Building which has become available with the opening of the administration building. As soon as renovation is completed, this space will provide for an approximate doubling of the present seating space, and a three-fold increase in shelving space. With the continued growth of the university, however, this space will be totally inadequate to provide the type of library facilities and services which the students need and deserve.

Plans are also proceeding for occupancy of first floor space by the Department of Instructional Media. This too will allow for expansion of facilities and services, but with the increase in the student body, it too will fall far short of the need.

During the coming years, it is essential that the library and instructional media continue to grow, and keep pace with the growth of the student body and the faculty. In this regard, it must be remembered that from the beginning, the library and instructional media have lagged far behind the other academic areas in terms of personnel, facilities and resources. To compensate for this, it is imperative that the library and instructional media be allowed to grow at a faster rate than the faculty and student body. Otherwise, there will always be a lag which, necessarily, will have a detrimental effect on the academic programs of the university.

cc: President Millican
Vice President Goree
Vice President Brown
Dr. Bolte