

Florida Technological University Libraries, Annual Report 1972-1973

1973

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UCF Libraries, "Florida Technological University Libraries, Annual Report 1972-1973" (1973). *Libraries' Documents*. 91.
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MEMORANDUM

TO: Dr. C. B. Gambrell, Vice President for Academic Affairs
Dr. Leland H. Jackson, Assistant Vice President for
Academic Affairs

FROM: L. W. Walker, Director of Libraries

DATE: August 16, 1973

SUBJECT: University Libraries and Instructional Media Annual Report,
1972-1973

The University Library and Instructional Media continued efforts to meet the problems and opportunities of serving the needs of the academic community in fiscal year 1972-73. With the only computer-based library catalog in the state university system, and one of the few in academic libraries across the nation, the Library is recognized for the services it provides FTU faculty and students. In addition, the Library is developing into a major resource center for the central Florida area. Evidence of this is two-fold. First, Interlibrary Loan statistics indicate 87 per cent of incoming requests were filled by the Library. Further, microfiche copies of the author catalog were distributed to industries and other educational institutions in the area. The response from recipients of this catalog has been overwhelming and it is expected that service to industry, business and other universities will increase as a result.

The Technical Services Division, charged with the responsibility for acquiring and processing material, and producing the public catalog, reports the Library's holdings at the end of the year as: 169,681 volumes, 65,940 government documents, and 3,517 periodical subscriptions. Staff of this division, working with Computer Center staff, developed the procedure for having the microfiche catalog produced.

The Readers Services Division staff keeps abreast of current affairs relating to FTU and makes them available through several methods of communication. FTU Current Awareness List, which now has a circulation extending to many institutions throughout the southeast, highlights articles on higher education appearing in newspapers and news magazines. Letters are received regularly complimenting FTU on this publication. Campus Newspaper Glances is distributed to key administrators on the FTU campus. It summarizes articles

of interest from all campus newspapers in the State University System. In addition to these publications, current information is distributed informally. For example, photocopies of Tables of Contents of 264 periodicals selected by department chairmen are sent regularly to the departments. Bibliographies are compiled and literature searches performed for faculty members upon request. This year the library staff compiled 50 bibliographies and conducted 74 literature searches. These figures represent a 100 per cent increase over last year.

With new positions added to the library staff, a Resident Center Library Coordinator was appointed and her efforts were directed toward organizing and expanding Resident Center libraries to better serve the student there. Since a more diversified academic program is now being offered at the centers, more demands are being made on the libraries. The coordinator works directly with each center in performing reference and research for the faculty and students. The Daytona Beach Resident Center collection has been processed and work on the South Orlando Resident Center collection has begun. Thus far 2,700 books have been processed. Also added to the staff in 1972/73 was the position of Government Documents Librarian. Since January, the federal and state documents collection has been reorganized, inventoried, and a five-year backlog of unprocessed documents has been eliminated. Reference service and use of these vital materials have increased steadily.

While activities in other areas have increased, circulation of library books has decreased. The number of persons using the library based on the hourly headcount decreased 4 per cent while total circulation decreased 12 per cent. So far, we have not been able to determine any particular reason for the decrease, but we plan to analyze our counting and record keeping procedures to see if this is where the problem is.

The year in Instructional Media was a frustrating one as workloads increased 4 per cent in Campus Services, 23 per cent in Graphics, and 32 per cent in Photography, with no increase in staff. The Campus Services area, which schedules and delivers equipment and material for classroom use, has suffered greatly from overcrowding of space and lack of sufficient OPS funds. Although a planned rearrangement of facilities will help to alleviate the space problem temporarily, there is a desperate need for additional space for this vital function. Because of the shortage of OPS funds, equipment deliveries were sharply curtailed, with a resultant deficiency in service to the teaching faculty. The Graphics area completed 329 job requests, producing 1,454 pieces of individual work. In addition, graphics personnel planned and installed exhibits in the lobby of the library building, and designed the FTU

exhibit for the Central Florida Fair. The continuing high quality work produced by Graphics receives much recognition.

In general, this has been a good year for the Library and Instructional Media. Our staff has continued to receive many fine compliments from those we serve, and we feel we are doing our part to help FTU continue toward its goal of becoming an outstanding educational institution.

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