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MEMORANDUM

TO: Dr. Leslie L. Ellis, Jr., Acting Vice President for Academic Affairs

FROM: L. W. Walker, Director of Libraries

DATE: September 27, 1978

SUBJECT: Annual Report, 1977/78

Enclosed is the annual report of the Florida Technological University Library for the period July 1, 1977 through June 30, 1978. This report outlines significant events and accomplishments during the year, as well as some problem areas and recommendations for the future.

LWW:gs
Enclosure
cc: Dr. Frank E. Juge (w/encl)
1. Significant Events of the Year

The year 1977/78 has been a busy and productive one for the Florida Technological University Library. For the first time in its twelve year history the library received an adequate budget allocation for books and materials. The 1977 Florida Legislature, at the request of Chancellor York, passed a special appropriation of $10 million for State University System Libraries to help reduce deficits which had occurred as a result of several years of inadequate budgets. F.T.U.'s share of this was $783,844. In addition, State University System Libraries received a $4.7 million appropriation from General Revenue sources for Library Book OCO, with the stipulation that part of this money could be used for other purposes directly related to the acquisition, cataloging and shelving of library materials. F.T.U.'s share of this came to $329,291, of which $3,000 was used for supplies, $35,000 for temporary and part time staff, and $5,000 for equipment. Thus, from the two appropriations combined, the F.T.U. Library had a total book and materials budget in excess of a million dollars for the first time in its history. As the fiscal year closed, word was received that the 1978 Legislature has renewed this appropriation for 1978/79. Final allocation to the universities has not been made, but it is assumed that F.T.U.'s share will approximate last year's
Another highlight of the year was the Copyright Conference held on the F.T.U. Campus in November 1977. Funded by a grant from the State Library of Florida, the F.T.U. Library sponsored a one day conference on the new copyright law and its implications for libraries and librarians. More than 100 librarians from all parts of the state and from all types of libraries participated, and heard copyright experts discuss the new law. From evaluations prepared by participants, it was obvious the conference was an unqualified success.

The Copyright Conference was only one of many professional activities in which F.T.U. librarians participated during this year. A number of staff members participated in workshops, seminars and conferences, and several hold key offices and committee appointments in state, regional and national professional organizations.

Several significant events occurred in the personnel area during the year. During 1977/78, the university began a program of professional development leave for Administrative and Professional staff. Two librarians were the first staff members selected to participate in this program, and a third has been selected for 1978/79. In September, Ms. Orlyn B. (Lynn) LaBrake assumed the duties as Associate Director of Libraries, a new position which had been created the previous year. In May 1978, the University Personnel Services Division conducted an audit of all library Career Service positions as part of the Cyclical Audit Program. This resulted in the upgrading of six Career Service positions in the library.
During 1977/78, the Board of Regents and the United Faculty of Florida, as part of the collective bargaining agreement, adopted a revised system of position specifications and promotion requirements for librarians which had been proposed by the SUS library directors. Under this system, rank and promotion will be based on the individual qualifications of the librarians, and will not be tied to any particular position.

The salary situation for librarians in the SUS has deteriorated to the point that SUS librarians are now among the lowest paid in the nation. Because of this, twelve F.T.U. librarians filed a grievance against F.T.U. and the Board of Regents, alleging salary discrimination based on sex. The reasoning employed by the librarians was based on their feeling that librarians salaries are low because librarianship is traditionally and predominantly a female profession. An outside arbitrator was called in to decide the case, and as the fiscal year closed, his decision had not been received.

The fiscal year closed on what must be termed a sad note for the library. After ten years as the library's Assistant Director for Readers Services, Berhard L. Foy retired on June 30, 1978. During his tenure, Mr. Foy had gained a much deserved reputation for providing outstanding library service to F.T.U. and the community. At a reception in his honor, attended by several hundred faculty and staff members, Acting President Ellis presented him with the first "President's Distinguished Service Award." In addition, the library staff presented him with a plaque commemorating his ten years of distinguished service.
2. **Accomplishments of the Year**

To gain the greatest possible benefit from the additional appropriation, the library embarked on a Collection Development program, which involves librarians and faculty working closely together to assess the library's collections and determine its needs. Under this program, a librarian has been assigned specific responsibility for each discipline in the university’s academic program. Each librarian works closely with the faculty library representative and other faculty members from his or her discipline to determine where needs are greatest, and to establish priorities for purchase. This program has been highly successful, gaining much favorable comment from faculty and librarians alike, and will be continued permanently. The special appropriation and the productive work by librarians and faculty resulted in 45,946 volumes being added to the collection during the year, nearly twice the usual number added annually. The total collection at the end of the fiscal year numbered 290,534 volumes or volume equivalents. In addition, there were more than 183,000 sheets of uncataloged microfiche and 176,000 uncataloged government documents.

Service to the university community continues to be the major emphasis of the library. While statistics cannot tell the whole story, some are worth special mention. During the 1977/78 fiscal year, reference librarians answered some 18,383 reference questions which involved the use of reference books and materials, plus another 8,320 informational and directional type questions. In addition, librarians in the government documents area answered another 2,012
questions using this important source of information. During the year, 126,812 items were checked out to students, faculty and others for use outside the library. In the audiovisual services area, 2,251 items such as films, filmstrips, records, videotapes, etc. were previewed, principally by faculty who were selecting items to use in their classes. In all, the very limited preview areas were utilized for 1,850 hours during the year, or an average of more than 42 hours per week while the university was in session. Circulation of audiovisual equipment for classroom use amounted to more than 9,000 items while nearly 5,000 items of audiovisual materials such as films, records, etc. were circulated. In addition, some 374 pieces of equipment and 81 items of materials were lent to academic departments on quarter loan.

Service to citizens beyond the campus boundaries also continued to receive heavy emphasis. Some 2,144 items were sent to other libraries on interlibrary loan, nearly twice the number (1,221) received from other libraries. The library continued its active publication program with the Current Awareness, Solar Energy Current Awareness, and the Library Bibliography Series receiving much favorable comment from librarians, faculty and university administrators throughout the country.

Several other events occurred during the 1977/78 Fiscal Year which are worthy of special note. At the beginning of the fiscal year, the library instituted a computer based literature search service. Utilizing a terminal located in the F.T.U. Library,
Librarians can search more than seventy different data bases stored in a computer in California. During 1977/78, 82 searches were conducted for faculty and students, and all indications are that demands for this service will increase markedly. On November 6, the library participated in the "Focus - FTU 1978" open house, and many visitors toured the library getting a first hand look at our services and facilities. Library staff members compiled a directory of key officials, civic and community organizations, statistical data and historical information for the eleven counties included in F.T.U.'s broadened service area. Several copies of this directory were requested by the President's Office for distribution. A bibliography of the William L. Bryant Foundation West Indies Collection in Special Collections has been compiled, and will be published by the William L. Bryant Foundation.

3. Plans for the Future
   a. Short Term

Any planning for the future must revolve around space. Since it appears that additional space will not become available for at least two years, immediate plans are being made to gain the most effective use possible from available space. Renovations are planned in several areas during 1978/79 to provide better work space, and hopefully to free some additional space for shelving. It is anticipated also that it will be necessary to remove some seating during the next two years to provide still more shelving space. Even with these measures, it appears shelving space will be inadequate for some time to come.
In December 1977, the State University System accepted bids from several vendors for a computer based, on-line circulation system for SUS libraries. A contract was awarded to CL Systems, Inc. for their LIBS 100 system which, in addition to controlling circulation records on-line, will also provide on-line access to catalog records, and will be a valuable tool for acquisitions, interlibrary loan and inventory control. If funds are available, this system will be installed in the F.T.U. Library during the 1978/79 fiscal year.

A staff committee is working to develop criteria for assignment of librarians to ranks, and for promotion under the revised system of position specifications noted above. This committee will report early in the 1978/79 fiscal year, and in conjunction with the other SUS libraries, assignment and promotion criteria will be adopted.

The F.T.U. Library has received in excess of $1.1 million for books and materials again for 1978/79. To insure the most effective possible use of these funds, librarians and faculty will continue to work together closely in the book selection process under the collection development program begun last year.

Library staff have been planning a comprehensive program of library orientation and bibliographic instruction. This program will be implemented on a gradual scale over the next few years. When fully implemented, the program will provide a full range of individualized and group instruction on the use of the library
and its many bibliographic resources.

b. **Long Term**

As with the short term, long term planning for the F.T.U. Library must revolve around space. Work is currently underway on a building program for an addition to the library building. It is expected that planning funds will be requested from the 1979 Legislature, with construction to begin by 1981. A preliminary needs assessment indicates that an addition which will more than double the size of the present building will be needed.

Continued emphasis will be placed on staff development. As noted above, librarians already have been active participants in the university's professional development leave program. Plans are to work toward development of a continuing education program for staff members, both professional and non-professional, affording an opportunity for on-the-job professional development.

4. **Areas in Need of Improvement**

Major improvement is needed immediately in the areas of space and staff salaries. The space situation has become critical, and immediate steps need to be taken to provide adequate space for library operations. Librarians' salaries throughout the SUS have been embarrassingly low for some years. A meaningful salary plan which provides reasonable compensation for the important work performed by librarians needs to be developed and implemented. In addition, all budgetary areas need some attention to insure that the library has adequate funding to carry out its mission.
5. Recommendations

The most urgent recommendation that can be made is for additional space for library operations. It is recommended most strongly that the faculty offices and classrooms on the first and second floors of the Library Building be removed to other quarters at the earliest possible moment. While it is recognized that there are legitimate needs for classroom and office space, the university's own capital outlay budget document shows clearly that these needs are not nearly so critical as those of the library. The library simply cannot wait two more years for space. With the large budget for library books and materials which the F.T.U. Library now has, there is a real danger that there will not be enough space to shelve the materials purchased.

The next recommendation involves space needs also. Even with all other functions moved out, the present building will not be adequate for more than about four years. It is urged therefore that an addition to the Library Building be placed and kept at the top of the university's priority list for new buildings.

Staff morale among the librarians at F.T.U. is dangerously low. The librarians feel that they and the jobs they do are not recognized or appreciated by the university administration. As noted above, librarian salaries throughout the SUS are so low in comparison to other librarian salaries that they should be an embarrassment to all concerned. Regardless of the outcome of any collective bargaining negotiations, the university should show its recognition of the problem, and take positive steps to
correct it. It is urgently recommended that salary improvement for librarians be made a top priority item for the university and for the Board of Regents in 1978/79.

Other budgetary matters also need careful attention. For years, the F.T.U. Library has had little or no OCO money for equipment. In recent years a small amount has been given near the end of the fiscal year, even though documented needs for larger amounts have been presented. It is urgently requested that full attention be given to the needs of the library at the beginning of each fiscal year when funds are distributed to other academic areas. It must be recognized that the library is a full partner with the colleges in the Academic Affairs area, and that its needs are just as valid and just as acute.

Similarly, it is recommended that the library's annual request for Expense and OPS funds be given careful consideration. Inflation and increasing enrollments impact the library rather dramatically, and this should be given full consideration. It is recommended that in the future, budgets be based on documented needs rather than on the previous year's allocations.

There is an urgent need for additional positions on the library staff. At the beginning of fiscal year 1977/78, three positions were stricken from the library budget. It is recommended that these be restored at the earliest possible moment, and that the additional positions listed in the 1978/79 budget request be authorized.

The final recommendation also concerns staff morale. As noted
above, salaries are low, but other factors not involving money also contribute to low morale. There is a real need for recognition of librarians as full partners in the academic community. Serious consideration should be given to granting librarians full faculty status on this campus, within the limitations imposed by Board of Regents regulations. Steps which could be taken now without cost include (1) granting librarians full voting membership in Faculty Assembly, (2) providing for voting representation in the Faculty Senate on the same basis as the colleges, (3) listing librarians in the faculty section of the University Catalog, and (4) providing for the granting of emeritus status to retiring librarians who have made significant contributions on the same basis as emeritus status is granted to the faculty.

6. Summary

The F.T.U. Library made great strides in 1977/78, particularly in the development of its collections. For the first time in its history, the library received a budget allocation in excess of $1 million. This came as a result of the chancellor's efforts in persuading the 1977 Legislature to make a special appropriation of $10 million to purchase books for the SUS libraries in addition to the General Revenue appropriation. With librarians and faculty working closely together to insure the most effective use of the funds, the library was able to add more than 45,000 volumes to its collection, almost double the usual number added annually. At the close of the fiscal year the library's
holdings were approaching 300,000 volumes. In November 1977, the F.T.U. Library sponsored a one day conference on the new copyright law and its implications for librarians. More than 100 librarians from all over the state and from all types of libraries participated in the conference. F.T.U. librarians were active also in a variety of professional activities throughout the year, conducting and participating in workshops, conferences, etc., and holding offices in professional associations. Two librarians were the first F.T.U. employees awarded Professional Development Leave under a new program started this year.

In the coming year, there is a real need for additional space for the library. Similarly, an addition to the Library Building should remain the university's number one building priority. Careful attention should be given to improvements in librarian salaries and status, and to providing realistic budgets for library operations.
STATISTICAL SUMMARY

COLLECTION: (Cataloged Items Only)

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<tr>
<th></th>
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<tr>
<td>Books</td>
<td>166,989</td>
<td>24,254</td>
<td>190,952</td>
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<td>Bound Journals</td>
<td>64,646</td>
<td>10,704</td>
<td>75,350</td>
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<td>Microfilm Reels</td>
<td>14,644</td>
<td>9,886</td>
<td>24,530</td>
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<td>Microfiche (Vol. Equivalents)</td>
<td>1,931</td>
<td>141</td>
<td>2,072</td>
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<td>Media Items</td>
<td>3,938</td>
<td>961</td>
<td>4,899</td>
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<td><strong>TOTALS</strong></td>
<td>251,857</td>
<td>45,946</td>
<td>297,663</td>
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Less Volumes Withdrawn -7,129*

TOTAL HOLDINGS 6/30/78 290,534

* Includes approximately 6,000 books from Curriculum Collection, many of which were placed in the Learning Resource Center of the College of Education.

UNCATALOGED MATERIALS:

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<tr>
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<td>Government Documents</td>
<td>154,198</td>
<td>21,899</td>
<td>176,097</td>
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<td>Microfiche</td>
<td>165,042</td>
<td>18,811</td>
<td>183,853</td>
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CIRCULATION:

Regular Circulation 92,420
Reserve Books 32,162
Resident Centers 2,600

Total Circulation 126,182

REFERENCE

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<td>Reference Questions</td>
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<td>Directional Questions</td>
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<td><strong>Total Contacts</strong></td>
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INTERLIBRARY LOAN:

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<td>Items Requested from Other Libraries</td>
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<tr>
<td>Requested</td>
<td>1,536</td>
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<td>Received</td>
<td>1,221</td>
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<tr>
<td>Items Sent to Other Libraries</td>
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<tr>
<td>Requested</td>
<td>2,689</td>
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<tr>
<td>Sent</td>
<td>2,144</td>
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**AUDIOVISUAL SERVICES:**

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<th>Daily</th>
<th>Quarter Loans</th>
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<td>Equipment checked out</td>
<td>9,031 Items</td>
<td>374 Items</td>
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<tr>
<td>Materials (films, etc.) Checked out</td>
<td>4,964 Items</td>
<td>81 Items</td>
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<tr>
<td>Previews</td>
<td>2,251 Items; 1,849 hours</td>
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