To:        Dr. Leslie L. Ellis

From:     L. W. Walker

Date:     October 20, 1981

Subject:  Annual Report

Enclosed is a summary of the annual report for the library for 1980/81 as requested by Dr. Juge in his memorandum of October 12, 1981.

LWW:mp
Enclosure

cc: Dr. Juge
The year 1980/81 was another busy and productive one for the University of Central Florida Libraries and the library staff. During the year, the CLSI LIBS 100 circulation system was fully implemented, and the old system was abandoned. The computer data base to support the LIBS 100 system was fully loaded in the library's DEC PDP 11/34 computer, and bar code labels were affixed to all books in the circulating collection. As expected, some problems have arisen with the system, but overall it is working extremely well and is a major improvement over the former system. In addition, it provides the basis for an on-line catalog which hopefully can be instituted soon.

In January 1981, the second edition of the Anglo American Cataloging Rules (AACR II) became the basis for library cataloging. This edition of the rules is designed to support automation, and is a major change from the previous edition. As a result, many entries and headings were changed, making interfiling of new and old catalog cards difficult if not impossible. Because of this, the decision was made to stop filing cards in the card catalog, and instead to use a COM version of the catalog on microfiche. This is produced by SOLINET from catalog data in the computer, and is a step toward production of the on-line catalog noted above.

Service to the library's clientele continued at a high level in 1980/81. Increases in all service areas were noted, with circulation increasing some 20 per cent over the previous year. Reference service increased 9 per cent while on-line searching of bibliographic data bases increased 36 per cent. In interlibrary loan, there was an increase of 23 per cent in the items lent to other libraries and a 25 per cent increase in items borrowed.

Declining budgets continued to plague the library during this fiscal year. Although the total budget for library materials represented an increase in total dollars over 1979/80, there was a net decrease in buying power. Before the fiscal year ended, all purchases had to be stopped, and the approval plan for new books was halted in the spring. The five year plan for library improvement which was begun in 1976 has all but ceased due to inadequate appropriations.

UCF Library staff continue to participate in professional activities at the local, state and national levels. Several librarians serve on professional boards, committees, etc., and significant contributions have been made to the library profession. A major study of interlibrary loan practices throughout the state was performed by the UCF Library under a grant from the State Library of Florida. In December 1980, the UCF Library hosted a colloquium on collection development which was well attended by librarians from the Central Florida area.

Although activities in all areas of the library have increased, there has been no increase in staff for several years, and this continues to present problems. In the Reference Department in particular, the staff is totally inadequate to handle the constantly increasing workload. Through some reorganization, the equivalent of one position was shifted to Reference this year, but this is still inadequate.
One of the library's major problems for some years, inadequate space, is now getting some well deserved attention. During the fiscal year, the architectural firm of Schweizer Associates was retained to design an addition to and renovation of the present library building. The 1981 session of the Florida Legislature appropriated some $8.4 million for construction, and plans were well along, as the fiscal year closed. Present scheduling calls for construction to begin in March 1982, with completion in April 1984.

During the next year, a great deal of attention must be focused on the library's need for an adequate and stable materials budget. Five years ago the Legislature recognized the need for special funding to correct inadequacies, but failed to follow through on a five year plan of correction. As a result, the situation is even worse than it was five years ago. Similarly, as the university has grown, many new faculty have been added, but no new librarians. If the library is to serve the needs of the students and faculty at UCF an adequate budget for library materials and an adequate staff must be provided.
1. Significant Events of the Year

During the year 1980/81, the University of Central Florida Library staff continued a busy program of service to the university and to the Central Florida community. This was the fourth year of a planned five year program under which the Legislature was to provide special appropriations to the SUS libraries. These funds were to be used to purchase library materials to make up for deficiencies which had accumulated during many years of inadequate budgets. Originally, the plan had called for a special appropriation of $10 million per year in addition to the regular General Revenue Book OCO appropriation. During each of the first two years of the five year program, UCF realized more than $1 million in its Book OCO budget. In 1979/80, however, appropriations were reduced, and only $780,723 was allocated to UCF. 1980/81 was slightly better, with an allocation of $869,333, but the increase was neutralized by the rapid increase in the cost of books and periodicals.

In March 1981, the library's CLSI LIBS 100 automated circulation system went into full operation. The full catalog records of all library materials have been added to the data base, and all circulation functions except course reserves are now handled by the computer. This has given us instant access to information as well as much better control over the total circulation function. Work has continued on converting old (pre 1975) cataloging records into the OCLC format and entering them into the OCLC data base. At the present rate of production this project should be completed in about three years.

In December 1980, the UCF Library's Acquisition/Collection Development Department sponsored a colloquium on collection development. This was a day-long event, with three speakers well qualified to speak on collection development: John Ryland, Director of the Hampden-Sydney College Library and collection development consultant; Dr. Paul Wehr, UCF Professor of History; and Michael Slicker, antiquarian bookman. The colloquium was well received by the 53 persons in attendance, primarily librarians from the Central Florida area.

During this year the library obtained the Van Sickle collection, which has been recognized as one of the major collections dealing with twentieth century political movements. It contains some 11,000
books, 4,000 pamphlets and many short runs of underground newspapers, clippings, periodicals and special periodical issues. One-third of the material was purchased, and the remaining two-thirds was donated by the Van Sickle family.

In January 1981, the Library of Congress and OCLC began using the second edition of the Anglo-American Cataloging Rules (AACR-II). This is a drastic change in cataloging practices, particularly in the form of entry and bibliographic description, and is designed for use with automated systems. As a result of the changes in headings and entries, however, catalog cards produced using AACR-II do not always file correctly with those produced using AACR-I.

Because of this, and our own progress toward automating UCF Library operations, the decision was made to close our card catalog as of December 31, 1980, and file no more cards in it. Beginning in 1981, we are producing our catalog on computer output microfiche (COM), which will be our official catalog medium until such time as our catalog is totally automated and accessible via computer terminals.

Probably the most significant events of 1980/81 were those involving plans for the addition to and renovation of the library building. In April 1981 the architectural firm of Schweizer Associates of Orlando was selected as the architect for the project. Their team began work shortly thereafter, and have completed the conceptual phase of the design. The 1981 Florida Legislature appropriated some $8.4 million for the addition and renovation, and the project is on schedule, with an anticipated completion date in the summer of 1984.

2. Accomplishments of the Year

The UCF Library continued to provide a high level of library service during 1980/81, despite critical shortages in staff, space and budget. An indication of the steadily increasing workload on the staff is the fact that the total items circulated for use outside the library increased by some 17 percent while the number of reference questions answered in a typical week increased by nearly 10 percent. Other service areas such as on-line searching and interlibrary loan also showed marked increases.

Work continued during the year on retrospective conversion of the library's holdings records to add pre-1975 records to the OCLC data base. Some 9,000 titles were converted, down slightly from the previous year's total, due primarily to a significant amount of down time of the OCLC computers.

The collection development program continued with librarians and faculty working closely together to plan the most effective use of the limited funds available for purchase of library materials. A major accomplishment was the completion of a serials use study to determine the use being made of the periodicals in the library.
With the prospects of an even smaller library materials budget for 1981/82, plans were being formulated at year's end for finding ways to reduce the periodicals subscription list.

The library's two regular publications, Current Awareness Report and Solar Energy Update continue to be popular both on and off the campus. In addition to its inclusion in the UCF Report, the Current Awareness Report is mailed to 150 readers outside the UCF community. Solar Energy Update, with its more specialized coverage, is mailed to 25 non-UCF readers. In addition to these, the library published a Subject Guide to Abstracts, Indexes and Databases Available in the UCF Library, and Bibliography Series Number 9, Synfuels was in press as the year closed.

UCF librarians continue to be very active in state, regional and national professional organizations, serving on numerous committees and holding important offices. The UCF library staff has molded for itself an enviable reputation among librarians throughout the state as a dedicated and respected group of professional librarians.

3. Plans for the Future

a. Short Term

Immediate plans call for completion of the plans for the addition to and renovation of the library building. Plans should be completed by late 1981 and bidding should proceed shortly thereafter. Planning will begin soon for insuring the maintenance of all library services during construction, and for the best utilization of new space.

Short term plans must also include devising ways of coping with the impact of ever increasing enrollments with too few staff members and with no increase in space until the building is increased. It is imperative that some means be found to increase the staff size as the university grows.

b. Long Term

Major long term planning will involve utilization of the renovated and enlarged library building when it is completed. It is not likely that any other facility for the library will be constructed on the UCF campus for many years. It is imperative therefore, that the building currently under design be used as efficiently and effectively as possible. Planning must begin soon on how to best utilize the available space for the longest possible time.

Work will continue, also, on developing long range cooperative programs with other SUS libraries and other libraries throughout
Florida and the southeast. In keeping with legislative mandates, UCF and SUS librarians will continue to investigate all possible avenues of cooperation, and try to develop programs which will insure the most effective use of available funds.

4. Areas in Need of Improvement

The major areas still in greatest need of improvement are space, staff and the book budget.

With plans for the expansion and renovation of the building well under way, the space shortage is on the way to being solved. Target date for moving into the new facility is nearly three years away, however, and in the meantime a critical shortage of space will continue to exist unless steps are taken immediately to remove faculty offices from the library building and convert this space to library use.

Although an eventual solution to the space problem is in sight, a solution to the staffing problem is not. The library has not added any permanent staff members since 1976, although all elements on which budgets are based have grown tremendously, i.e. enrollment, faculty size, collection and materials budget. Of the nine universities in the SUS, only Florida A&M and UCF did not allocate any QIP funds to libraries for new positions. The staff shortage in the library has resulted in a diminution of services, and has slowed the growth of service in some vital areas such as bibliographic instruction and on-line searching.

With the erosion which has taken place during the past two years in the funding for library materials, buying power has declined steadily. As a result, the deficiencies that were being eliminated in the first two years of the special funding are creeping back.

5. Recommendations

For the first time in some years, the primary recommendation of this report does not concern space. Although as noted above, space will continue to be a problem for a while, some relief is in sight with the construction of the building addition.

The two major recommendations concern staff and the budget for books and materials. If the UCF Library is to continue serving a rapidly growing university, recognition must be given to the need for increased staff. As noted above, no new staff positions have been added since 1976, yet the university has grown tremendously in every other area. Everyone recognizes that as the student body grows, the faculty must grow also. Few people seem to realize, however, that this is also true of the library staff, especially in
those areas that are serving the students directly. Some means must be devised whereby the library public services staff can grow in proportion to the enrollment.

Every possible effort must be made to restore the budget for books and materials to a meaningful level and keep it there. With the special funding provided by the Legislature during the 1977/78 and 1978/79 fiscal years, some real headway was being made in eliminating deficiencies in the UCF Library's collections. In 1979/80 and 1980/81, however, this funding was reduced to barely a maintenance level, so no headway is being made now. The 1981 Legislature reduced the appropriation even more, so the coming fiscal year will be even worse.

With the growth in graduate programs and in overall enrollment, the library is becoming less and less adequate each year. We can barely support existing programs, and with the projected growth in graduate programs, we cannot keep up. It is essential that the library's books and materials budget be keyed to program and enrollment growth to insure adequate support for all academic programs. There also must be some consistency in the book and materials allocation. To develop a reasonable collection, we must commit ourselves to long range purchases of library materials, particularly periodicals, serials, standing orders, etc. The roller coaster ride of budgets we have experienced these last few years thwarts any attempt at long range planning for collection development. Without long range planning, it is difficult to insure the most effective expenditure of available funds.

Another recommendation concerns staff morale. After a significant increase in librarians' salaries a few years ago, these have been allowed to deteriorate once more. While faculty have received increases from QIP and other special funding, librarians have received only the usual 7-8 percent increases which haven't even kept up with inflation. This has had a deleterious effect on staff morale, and unless something is done soon to remedy this situation, we are likely to lose some outstanding staff members.

Other factors not involving money also affect staff morale. There is a real and continuing need for recognition of the librarians as full partners in the academic community. Serious consideration should be given to granting librarians full faculty status on this campus with the limitations imposed by the Board of Regents regulations. The first step in this direction was taken several years ago with the adoption of promotion criteria and procedures that are similar to those used for the faculty, but other steps could be taken immediately without cost to the university or the state. These include (1) granting librarians full voting membership in the Faculty Assembly, (2) providing librarians voting representation in the Faculty Senate on the same basis as the colleges, (3) listing librarians in the faculty section of
the University Catalog, (4) inviting librarians to march in academic processions at commencement and other similar events, and (5) 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.

The final recommendation concerns the need for improvement in communications. Too often, the Director of Libraries learns of decisions directly affecting the library only after the decisions have been made. Many times, matters are brought before the college deans and decisions are made which impact the library without any input from the library. It is strongly recommended that the Director of Libraries be invited to attend all meetings of the Academic Affairs Advisory Staff, and not just the monthly "report" meetings. Many matters discussed by the college deans, such as curriculum changes, new programs, space allocations, etc., have a profound effect on the library. The Director of Libraries should have the opportunity to participate in these discussions to present the library's needs and viewpoints.
### STATISTICAL SUMMARY

#### COLLECTION (Cataloged Items Only)

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#### UNCATALOGED MATERIALS

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#### CIRCULATION

- **Regular Circulation**: 107,324
- **Course Reserves**: 30,284
- **Branch Campus Libraries**
  - Daytona Beach: 1,787
  - South Orlando: 178
  - **TOTAL CIRCULATION**: 139,573

#### REFERENCE

- **Questions (Typical Week)**
  - Reference: 931
  - Directional: 289
  - **Total Contacts**: 1,220

- **Instruction**
  - Number of Classes: 98
  - Tours conducted: 2,812
  - Total Persons Contacted: 2,381
INTERLIBRARY LOANS

Items Requested from Other Libraries
Requested 1,954
Received 1,819

Items Requested by Other Libraries
Requested 4,581
Sent 2,686