
1982

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MEMORANDUM

TO: Dr. Frank E. Juge
    Associate Vice President for Academic Affairs

FROM: L. W. Walker
      Director of Libraries

DATE: April 20, 1983

SUBJECT: Annual Report

Belatedly, I am forwarding the report of the University Libraries for the fiscal year ended June 30, 1982. This report presents accomplishments of the year, as well as some plans, hopes and aspirations for the future.

In particular, I would like to call your attention to the sections headed "Areas in Need of Improvement" and "Recommendations." The University Libraries need and deserve the unqualified support of all levels of the university administration if they are to survive and meet the needs of the academic and research programs of the university.

LWW:gs
Enclosure
1. Significant Events of the Year

The most significant event of the 1981/1982 year was the beginning of construction on the addition to the Library Building. Plans were completed in December 1981, and advertisements for bids were placed. Bids were opened on March 16, 1982 with the Dyson Company of Pensacola the apparent low bidder. The contract award was delayed for 47 days, however, while a protest filed by one of the other bidders was settled. Construction finally began on May 17, and the projected completion date for the total project has been pushed back to June 1, 1984.

In February 1983, an interface was added which links the SOLINET/OCLC terminals in the Cataloging Department with the library's CLSI LIBS 100 computer. With this interface, cataloging records being entered into the SOLINET/OCLC shared cataloging system are simultaneously entered into the CLSI LIBS 100 computer. In the past, these records were received from OCLC on magnetic tape several weeks after their entry into the system, with a concomitant delay in getting them into the library's own computer data base. Along with this improvement, CLSI terminals were installed in public areas to allow on-line access by patrons to the catalog records in the LIBS 100 computer. This gives the UCF Library an on-line catalog, and generally eliminates the need for reference to the COM catalog or the card catalog. Now, as soon as a book is cataloged, the catalog record is available for the public at any one of the on-line terminals.

During 1981/82, a major review of the periodicals subscription list was accomplished. Faculty members and librarians reviewed carefully all of the some 4,500 periodicals being received on subscription to determine where cuts could be made to reduce spiraling subscription costs. As a result of this study, some 780 were eliminated from the subscription list at an anticipated saving of about $64,000 per year. Further review will be performed to determine if new subscriptions need to be added.

The change to the semester system caused some minor problems in library operations, but these have been solved with minimal changes. For example, it was necessary to make some changes in hours of operation during holiday periods which formerly fell during University vacation periods, but now fall while classes are in session. In addition, the loan period to students for books from the general collection was changed from two weeks to three weeks because of the lengthened school term.
Two areas of library service to the University community showed spectacular growth in 1981/82. Library instruction has become a significant factor in the overall instructional programs of the University, with a 66 percent increase over 1980/81 in the number of sections taught, and a 68 percent increase in the number of students reached. Library instruction has been incorporated into the course syllabi for three different English courses, Freshman Composition I, Professional Report Writing I and Professional Report Writing II. In addition, a library instruction module has been incorporated into the Teaching Strategies course in the College of Education.

The other area of spectacular growth was the Online Search Service which showed an increase of 63 percent in the number of searches conducted not including the COMPSTAT database. This service continues to grow in popularity as more patrons become aware of its availability and more databases become available.

Both Acquisitions and Cataloging showed a decline in number of titles and volumes purchased and added to the collection. This was a direct result of the devastating reduction of the budget for books and materials at a time when price increases in the publishing industry were far outdistancing inflation in general. Quite obviously, this is an area which must be addressed by funding authorities, and some solution must be found to the funding crisis if the library is to provide necessary support for the university's instructional and research programs.

2. Accomplishments of the Year

The UCF Library continued to provide a high level of library service during 1981/82, despite critical shortages in staff, space and budget. Although the actual number of reference questions answered during a typical week declined slightly from 1980/81, this was more than compensated by significant increases in bibliographic instruction and on-line searching as noted above. Similarly, there were increases in the number of items circulated for use outside the library, and in interlibrary loan to other libraries.

Interlibrary Loan deserves special mention, because this is a means by which the UCF Library serves other libraries, and through them, citizens throughout the state. For some years now, the UCF Library has been a "net lender," i.e. lending more items than are borrowed from other libraries. In 1981/82, the UCF Library lent nearly twice as many items as it borrowed. This demonstrates quite graphically that the UCF Library has become a recognized source of information both for the region and for the state.

During 1981/82, faculty and librarian cooperation was continued and enhanced. This cooperation was very evident in the serials use study noted above. It is also evident in the continuing collection development program. Faculty and librarians are working closely together to insure that available funds for books and materials are put to the best possible use to develop library collections which will support the university's teaching and research programs.
The UCF Library's publication program continued during 1981/82. The regular series Current Awareness Report and Solar Energy Update continue to be very popular both on campus and at other institutions. UCF Library Bibliography Series no. 9, Synfuels, was published during the year, and the second edition of the Bibliography of UCF Faculty Publications was in press.

Despite a serious shortage of travel funds, UCF librarians continue to be very active in state, regional and national professional organizations, serving on several committees and holding important offices. The librarians at UCF are recognized by their peers as a dedicated, and respected group of professional librarians.

3. Plans for the Future
   
a. Short Term

   Major planning efforts during the next fiscal year will center around moving into the new building when it is completed. In order that renovation of the present building can be accomplished, all library resources and operations will be moved into the new addition. Once renovation is complete, the existing building will be reoccupied along with the addition. Very careful planning will be required to avoid double moving of any more items than is absolutely necessary. Layouts for the addition will be planned carefully so that as many items and functions as possible will be moved to their final location in the initial move. The 1983 Legislature will again be asked to provide relief from the severe staff shortage that continues to plague the UCF Library. Even though university enrollment and programs continue to grow, the library staff has remained static for the past six years. Some means must be found to increase the library staff as the university grows.

b. Long Term

   Major long term planning will involve utilization of the renovated and enlarged library building. Even though the new facility will approximately double library space, this will be filled within a very few years. In order to insure that this new space will meet the library's needs for the longest possible time, very careful planning for its utilization is imperative. Work will continue, also, on developing long range cooperative programs with other SUS libraries as well as other libraries throughout Florida and the southeast. As budgets are reduced or maintained at current levels, cooperative planning for library services becomes even more imperative. The UCF Library staff will continue to work with other SUS libraries on interlibrary cooperation in all feasible areas.
4. Areas in Need of Improvement

The major areas in greatest need of improvement remain staff and budget. In past years, space has headed this list, but with the building addition now under way, the solution to the space problem is in sight.

As much cannot be said for the staffing problem, however. As was noted above, no new positions have been added to the library staff since 1976, even though all elements on which budgets are based have grown tremendously, i.e., enrollment, faculty size, collection size and materials budget. Also when the completed building is totally occupied, the amount of space for library purposes will be doubled, creating an even heavier workload on the already overworked staff. The shortage of staff continues to erode services, and as enrollment, faculty, etc., continue to grow without concommitant library staff growth, this erosion will continue to worsen. Another area in dire need of improvement is the budget for library materials. Even though book and periodical prices continue to increase at a rate nearly twice that of the Consumer Product Index, this year's materials budget was the lowest in years. As a result, book buying was stopped during the fiscal year, and at its close, periodical subscriptions were being cancelled in order that some money will be available for purchasing books in the next fiscal year.

The whole area of library funding continues to be a critical one and one which must be addressed by the university administration, the Board of Regents and the Legislature if the university is to continue growing both in size and in quality.

5. Recommendations

As in past years, the major recommendations in this report continue to concern staff and materials budget. The shortage of staff is absolutely critical. Each year, the library's budget request has documented the critical need for additional staff, yet each year this need is not met. Other areas of the university continue to receive additional staff positions, but the library has not received a new position since 1976. As a result, services are being reduced, and the overall level of service is deteriorating. The situation is about to become even more critical now as the space in the Library Building is doubled. This will place an even greater burden on an already overburdened staff, and can only result in further deterioration of library services.

To prevent this, it is essential that new staff positions be authorized and funded at the earliest possible moment. In addition, every effort must be made to develop a methodology by which the library staff, particularly in the public services areas, will grow as the enrollment grows. Only in this way can there be any assurance that library services will continue at a reasonable level as the university grows. As requested in the past several annual reports, every possible effort must be made to restore the budget for books and materials to a
meaningful level and keep it there. As mentioned above, the 1981/82 books and materials budget was disastrous. A university library, attempting to provide high quality support for graduate and research programs, simply cannot survive on a budget which is barely sufficient to pay for subscriptions and standing orders. We are being forced to reduce subscriptions at a time when the university is adding new doctoral programs, and expanding its research efforts.

At the same time, the Central Florida Research Park is using the availability of library resources and services to attract industry. If we are to provide the kind of support needed by these programs some method must be found to get the library's budget off the roller coaster ride it has been on for the past several years, and develop a long range budget plan. Only in this way can we do any meaningful planning for collection development to insure adequate support for the university's programs.

For several years also, I have spoken of the critical need for improvement in librarians salaries. Since the improvement has not been forthcoming, the need has not disappeared. At the risk of sounding like a broken record, I will reiterate that librarians salaries have been allowed to deteriorate over the past several years, and have not even kept up with inflation, at a time when QIP increases and other special funding have raised faculty salaries significantly. Obviously this has had a deleterious effect on staff morale. Once again, it is urgent that the university administration makes a special effort to improve librarians salaries, and bring them more in line with those of their faculty colleagues.

Finally, as in last year's report, I plead for an improvement in communications from the university administration to the Director of Libraries. As in the past, I continue to learn of decisions affecting the library after the decisions have been made. Even worse, those responsible for the decisions fail to consider the library during the decision making process. 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 participate in all meetings of the Academic Affairs Advisory Staff, not just the monthly "report" meetings. Similarly, it must be remembered that the professional staff of the library are part of the same bargaining unit as the faculty, and most matters affecting the faculty also affect the librarians. It is imperative that the Director of Libraries be kept apprised of all matters affecting this group.
## Statistical Summary

### Collection (Cataloged Items Only)

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<tr>
<th></th>
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</thead>
<tbody>
<tr>
<td>Books</td>
<td>253,876</td>
<td>12,851</td>
<td>779</td>
<td>265,948</td>
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<tr>
<td>Bound Journals</td>
<td>91,520</td>
<td>5,273</td>
<td>87</td>
<td>96,706</td>
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<tr>
<td>Microfilm Reels</td>
<td>30,650</td>
<td>533</td>
<td>0</td>
<td>31,183</td>
</tr>
<tr>
<td>Microfiche (Vol. Equivalents)</td>
<td>2,839</td>
<td>183</td>
<td>0</td>
<td>3,022</td>
</tr>
<tr>
<td>Media Items</td>
<td>5,941</td>
<td>850</td>
<td>19</td>
<td>6,772</td>
</tr>
<tr>
<td><strong>TOTALS</strong></td>
<td>384,826</td>
<td>19,690</td>
<td>885</td>
<td>403,631</td>
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### Uncataloged Materials

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<tbody>
<tr>
<td>Government Documents</td>
<td>226,194</td>
<td>21,312</td>
<td>28,823</td>
<td>218,683</td>
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<tr>
<td>Microfiche (Uncataloged)</td>
<td>243,381</td>
<td>15,340</td>
<td>0</td>
<td>258,721</td>
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</tbody>
</table>

### Circulation

- **Regular Circulation**: 110,056
- **Course Reserves**: 37,984
- **Branch Campus Libraries**
  - Daytona Beach: 1,868
  - South Orlando: 172
- **TOTAL CIRCULATION**: 150,080

### Reference

- **Questions (Typical Week)**
  - Reference: 656
  - Directional: 277
  - Total Contacts: 933

- **Literature Searches**
  - Manual: 30
  - On-line: 709

- **Instruction**
  - Number of Classes: 153
  - Tours Conducted: 4
  - Total Persons Contacted: 4,106
INTERLIBRARY LOAN

Items Requested from Other Libraries
Requested  2,026
Received    2,082

Items Requested by Other Libraries
Requested  4,956
Sent        3,808