

# University of Central Florida Libraries, Annual Report 1982-1983

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UNIVERSITY OF CENTRAL FLORIDA

UNIVERSITY LIBRARIES

ANNUAL REPORT

July 1, 1982 - June 30, 1983

1. Significant Events and Accomplishments of the Year

Again this year, the most significant events centered around the addition to the Library Building. As the fiscal year drew to a close, construction was nearing completion, and plans were underway for moving in. Installation of new shelving on the first two floors will begin on July 25, and actual moving will begin August 1. The move will not be completed until late September, well into the fall semester. Since all library operations and resources will be moved into the addition while the present building is being renovated, some departments will be operating in temporary quarters and will be quite crowded. Once the renovation is completed, and the Library occupies the total facility, all departments will have ample, well designed quarters.

During this fiscal year, the on-line catalog of Library holdings was expanded, and a self instruction module was added. Now a patron needing help in using the on-line catalog needs only to key in an interrogatory (?) at the terminal keyboard, and the computer will display instructions on the terminal screen. Five more terminals were added for public use, making a total of eleven public terminals throughout the library. Public acceptance of the on-line catalog has been outstanding. Numerous users have expressed approval of the system. In particular they are pleased with the fact that records appear in the on-line catalog immediately when a book is cataloged, and the fact that terminals have been placed in several convenient locations throughout the library. Some features of the system also aid the users. The display on the screen tells the users if the book is on the shelf, or if it is checked out, when it is due to be returned. To expand the usefulness of the on-line catalog outside the Library, a line was added to the Computer Center's port controller. Now anyone on campus with a terminal wired into the Computer Center can use this terminal to access the on-line catalog. Thus, they can have access to the catalog records without coming to the Library.

As reported last year, a major review of the periodicals subscription list was completed during 1981/82. As a result of this review, some 780 titles were eliminated from the list. Further consultation with faculty resulted in reinstating some of these, with a total of 700 titles finally being eliminated. During this fiscal year, work

began on a project to automate the periodicals budget process using the Library's Apple II computer. When completed this system will produce a report which will provide a variety of information about each title which will aid in assessing its value and its cost. In addition to bibliographic information, this report will show the subscription cost for each of the five most recent years, percent change in cost each year, likely potential users (e.g. department which selected the title on the Serials Review and/or department requesting purchase), vendor, etc. It will also show the total number of titles on current subscription, their total cost, average cost per title, percent change from year to year, number of titles in various price ranges, etc. This information will be extremely useful in developing and documenting the budget for periodicals.

In May 1983, the Library received a Kurzweil reading machine as a grant from the Xerox Corporation. This grant came about as the result of a proposal submitted by the Equal Employment Opportunity/Affirmative Action Office with help from the Library staff. By converting written text to synthetic speech, this machine allows blind and partially sighted patrons to "read" practically any printed material in the English language.

During much of the fiscal year, the Director of Libraries served also as acting head of the Acquisitions Department. The former head of this department, Karen Hitchcock-Mort had departed in June, 1982 to accept a position at Old Dominion University. Carol Cubberley, formerly head of technical services at the University of the South, accepted our offer to become Head of the Acquisitions Department, and reported on May 1, 1983. Another new department head, Dr. Chang C. Lee, formerly on the faculty of the National Chengchi University in Taiwan, became Head of the Circulation Department on January 28, 1983.

The Library was hard hit by the revenue shortfall which the State experienced this fiscal year. Cut backs were experienced in all budget categories, but, in most cases we were able to adjust spending levels and accomodate the shortfall without any noticeable reduction in services to our patrons. The freeze of vacant positions, however, did have a serious impact on library services. The Library Technical Assistant II position in Circulation remained frozen for more than half the fiscal year, with the result that the circulation desk was manned a great deal of the time by student assistants without full time supervision. The combination of the hiring freeze and the rigid enforcement of the 696 hour limit on OPS employees greatly reduced the work force in the Cataloging Department, as a key Library Technical Assistant II position was frozen for several months, and several OPS employees were lost. As a result,

a considerable backlog of uncataloged books has developed in the Cataloging Department. This backlog was noted by the Internal Auditor while he was performing a review of book purchasing operations in the Library.

The Reference Department continues to be the focal point for the majority of library services to our patrons. The number of reference questions answered during a typical week increased by some 39 percent over the previous year. Since these are figures from a "typical" week, some variation is natural, but an increase this large can be explained only as a tremendous increase in workload on an already overburdened department. To reduce this workload somewhat, the telephone at the Reference Desk is now answered only from 8:00 a.m. to 5:00 p.m. Monday through Friday. During other hours, callers receive a recorded message which tells them when telephone service is available.

The UCF Library's publication program continued during 1982/83. The regular series Current Awareness Report and Solar Energy Update continue to be very popular both on campus and at other institutions. Also, the UCF Library Bibliography Series No. 10, Biotechnology was published in the fall of 1982.

## 2. Plans and Recommendations for the Future

As the fiscal year closed, firm plans were being completed for moving into the new building while renovation of the existins structure takes place. When this is completed in June, 1984, some functions will be moved back, and the entire building will be occupied by the Library, except for the ground floor of the old building, which is occupied by Instructional Resources and the university radio station, and three classrooms being constructed in the old building. For the first time in the history of the university, library space will be adequate for the university's programs. As growth continues, however, this adequacy will diminish. It is anticipated that the three temporary classrooms will be removed when the Engineering Building is completed in 1985, and this space returned to the Library. It is strongly recommended that a commitment to this be made now, with Space Committee action if needed, to insure no other demands are made for this space.

With the construction of the Westinghouse facility across from the campus and the development of the Central Florida Research Park to the south, requests for library services from outside the University can be expected to increase greatly. To prevent this demand from degrading services to our students and faculty, it is essential that facil-

ities and resources be developed to handle non-university requests. As the fiscal year closed, plans were in progress for inauguration of an auxiliary service within the library for taking care of these requests. The auxiliary should be started as soon as possible and staffed adequately to respond to the demands placed on it. Within the next two or three years, it will be necessary to upgrade the Library's computer facility to accommodate new and continuing automation activities and the increased load brought on by increased enrollment. As part of this upgrade, it is planned that a port controller will be added to the Library's computer which will be connected to the port controller in Computer Services. This will make it possible for terminals in the Library as well as in other locations throughout the campus to access both computers interchangeably. In addition, persons off-campus with dial-up terminals can access the Library's on-line catalog and other on-line systems.

The major recommendation for improvement of the Library continues to be for additional staff. No new positions have been added since 1976, while enrollment and programs have grown tremendously. Historically usage of all libraries has increased markedly each time a new building is built and there is no reason to believe this won't happen with the new building at UCF. To prevent further degradation of library services, it is essential that new staff positions be added in each of the next two fiscal years, as requested in the previously submitted budget request.

Again this year, the Legislature made a special appropriation to upgrade "faculty" salaries in 1983/84, but omitted librarians even though they are in the same bargaining unit. This obviously has had a severe effect on librarians' morale. A concerted effort must be made at the SUS and legislative levels to upgrade librarians' salaries next year to a meaningful level.

As a final note, this is the last Annual Report to be written by this Director of Libraries, so a personal note is unavoidable. The last seventeen years have been eventful and tremendously rewarding. Many things have been accomplished, yet much remains to be done. I am grateful for the support I have received from the university administration, and I urge that this support be continued and enlarged for my successor.