MEMORANDUM

TO: Dr. Frank E. Juge, Acting Associate Vice President and Dean, Graduate Studies and Research
FROM: L. W. Walker, Director of Libraries
DATE: August 9, 1979
SUBJECT: Annual Report

Enclosed is the annual report of the U.C.F. Library for the period July 1, 1978 through June 30, 1979. Last year, Vice President Ellis requested that the annual report of the library be sent to him, so I am forwarding a copy of this year's report to him also.

As you requested, a summary is included in Section 6 of the report.

LWW:np
Encls.

cc: Dr. Leslie L. Ellis
1. Significant Events of the Year

The year 1977/78 was another strong and productive one for the University of Central Florida Libraries. For the second year in a row, the Florida Legislature passed a special appropriation of $10 million for State University System Libraries to help reduce deficiencies resulting from seven years of inadequate budget. The UCF Library received $671,310 of this plan, an increase of $413,378 in General Revenue Book for a total budget for books, periodicals, and supplies of $1,084,688. As the fiscal year closed, work was begun on planning the 1979-80 year which should receive the special $10 million dollar appropriation for 1979/80 but eliminated practically all of the General Revenue Book. OCO. As a result, the UCF Library's total budget will be reduced considerably in the 1979/80 fiscal year and other recent occurred during the year. The Library was visited by an Inspector from the State Printing Office. Based on organization and management of the collection and service to
In the public eye, our document collection was called "Exhibit A."

The Library's Current Awareness publication, which has been published continuously for 12 years, and is the oldest continuing publication other than the catalog, underwent a radical change in 1970-71. As a result of President Cohn's policy of combining and reducing the number of publications on the campus, the Current Awareness has become the "Current Awareness Report" section of the UCE Report. The "Current Awareness Report" is still published bi-weekly and often appears in this section as printed for distribution to the many university president, librarians, and other library leaders who have requested it. Although we were skeptical of this arrangement at first, it appears to be working well, and has resulted in a more attractive format for the "Current Awareness Report."

The U.C.F. Library staff has become involved in the creation of many new and innovative services. The staff continues to look for ways to improve these services and to improve their effectiveness. The new services which have been very well received include the annual conference which started during the 1975-76 fiscal year.
2. Accomplishments of the Year

The U.C.F. Library staff has always enjoyed the reputation of providing outstanding service to the library's patrons. The staff looks continually for ways to provide new service and improve existing ones. One new service which has been very well received is the on-line search service which started during the 1977-78 school year.
year, this service has continued to expand with the addition of many new data bases and the involvement of several librarians in the searching operation. During 1978-79, a significant achievement was our designation as a MEDLINE network library. This gave us direct on-line access to the National Library of Medicine’s MEDLINE data base, and is particularly important with the forming of the new College of Health Related Professions and the beginning of the U.C.F. nursing program.

Other enhancements to the library's services during the fiscal year included the development, production and distribution of a library services information packet for the faculty. Another major improvement occurred when the U.C.F. Library began participation in the SOLINET/OCLC Interlibrary loan fast-system. Interlibrary loan requests may now be made directly to other libraries via the SOLINET/OCLC terminals, reducing both the time required for obtaining materials and the staff time for processing requests.

In May 1979, the circulation and reserve desks were combined in a new location in
In an attempt to reduce the time required to order library materials, staff in the Collection Development Department experimented with an on-line automated acquisition system. The system worked extremely well, greatly increasing the speed and efficiency of ordering books. Only one vendor was involved, however, and was only able to supply about one-third of the items needed through the system. This restriction would not make the system cost-effective for regular use, so it was discontinued. The experience gained from this experiment was very beneficial and proved to be a great help in developing our own automated acquisitions system, either in house or through SOLINET/OCLOC.

A great deal of progress was made in getting our own catalog records more complete. Retrospective conversion of old records to get them into the SOLINET/OCLOC database was begun again, and about 5,100 titles were converted. In addition, individual titles in several major microform
In another move to save space, and improve accessibility, all audio-visual materials except 16 mm. film and videotapes were moved from the Audio-Visual Service area in the basement to the third and fourth floor. This has given some relief to the extremely crowded condition in the basement, and made access to these materials much faster for the students.
collection was cataloged, thus making the individual books and materials in the collection accessible to the library's patrons. As part of its service to the Florida Solar Energy Center, the library continues cataloging books for that agency.

For cooperation with Instructional Media, the library's Audio-Visual Services provide distribution of video cassettes and reel-to-reel video tapes to campus users. Audio-Visual Services also provide student viewing facilities for the Biology of Man series as well as video tapes for respiratory therapy and political science classes.

U.C.F. librarians continue to be very active in state, regional, and national library professional organizations, serving on numerous committees and holding important offices. At the state level in particular, U.C.F. librarians have gained much favorable recognition for their work through their professional activities. The library staff is well known throughout the state as a very active group with significant professional accomplishments. In recognition of this, the Florida Library Association asked the U.C.F. Library to host a Workshop...
Serials in microform. This workshop was extremely successful and well-attended.

Although libraries don't charge for their microservices, and cost figures for library operations are difficult to compile, the Circulation Department has developed some interesting figures. If the students and faculty had to purchase the materials they borrowed from the U.C. F. Libraries in 1978/79, the cost would exceed $2.6 million.
3. Plan for the Future

a. Short term

As in the past, any planning for the future must revolve around space. Plans are being made now for the Library’s occupancy of former classrooms 110 and 111 and Office 121.

The CASE Libsys-100 computer

The automated circulation system will be located here, and the Catalog Department will be moved from the third floor, thus freeing space there for additional shelving. Shelving ordered during the 1978/79 fiscal year will be delivered during the summer of 1979. This shelving will be erected on the fourth floor, and will provide additional space for more new books and older books. In addition, it will partially alleviate the extreme crowding of books on the fourth floor. This is a temporary solution, however, and the shelves will fill again quickly under present action, i.e., taking too much space. It should be noted, also, that in order to provide space for this shelving, much needed student seating must be removed from the fourth floor. Some of this will...
relocated in the area. This, in addition to
the closing, they lost. It is estimated
that about 100 will be lost. This is
particularly detrimental to the students,
who are probably in the range of 7 per cent
of the student body while most students,
including those of the Board of Regents, will
face cutting 25 per cent of the student body.

The CRES-IBM 100 computer system for
the automated circulation system is due to
be delivered in late August. This system will
greatly enhance our circulation operation
as well as providing the basis for future
automation in other areas.

Several new and improved services are planned
for the near future. Among these are an
improved telephone reference service, and
more formal bibliographic instruction at
the freshman level. An innovative service
which will be inaugurated this year is
a series of term paper clinics for students
who need help in research, writing, and
bibliographic style.
Long Term

As with the short term, long term planning for the U.C.F. Library must proceed around space. Even if the library occupied the whole building, this would provide less space than is needed currently according to Board of Regents formula. Every possible effort must be made to procure funding for an addition to the present library building, or preferably, for a new library building, as the earliest possible time. According to the budget:

In keeping with legislative mandates, the U.C.F. Library staff will continue working with other libraries in the State University System to develop and enhance areas of cooperation. With all nine libraries installing the O.S.I. automation circulation system, and all nine participating actively in S.C.L.I.N.E.T., new areas of cooperative effort are becoming available. Over the next several years S.U.S. of U.C.F. Libraries will investigate all of these and try to develop cooperative programs to insure the most effective and efficient expenditure of library dollars.
4. Areas in Need of Improvement

The major area in need of improvement is space for library operation. The space recently assigned to the library on the first floor will help, but can be termed only a short term solution at best. Every possible effort must be made to find suitable quarters for non-library personnel and move them from the Library Building as soon as possible. Every effort to obtain funding for an addition to the Library Building are successful it will take a minimum of five years for planning and construction. By that time even the total space in the Library Building will be inadequate for library operation. It will be impossible for the Library to operate in its present space for more than another year or so unless all purchases are stopped and services sharply curtailed. Positive action must be instituted immediately to avoid such a catastrophe.

In his approval of the Appropriation Act for 1979/80, Governor Smith mentioned $16 million for a special appropriation for books for the State University System Libraries. Unless this item is re-authorized by the 1980 Legislature
funds for the purchase of books in the 1980/81 fiscal year will be sharply curtailed. If this is allowed to happen, much of the progress we have made in collection development during the past two years will be lost. It is imperative, therefore, that every possible effort be made at the current level and at the state level to have this appropriation restored.

5. Recommendation

The overriding problem of the library continues to be space. Therefore the major recommendation of this report must be that adequate space be provided for library operations. This can be accomplished only by removing all non-library operations from the building as early as possible. Immediate planning should be begun for relocation of these operations elsewhere, including a timetable for its accomplishment. The next recommendation involves space also. Effort must be renewed to secure funding for a new library building on an addition to the present one as early as possible. Even if planning money were available today, a new building could
must be constructed in turn to prevent
serious damage, with a resultant
reduction in library services.

Budgetary matters must be given careful
attention if the library is to continue
to function effectively. For years, the
library has received little or no OCO
funding for equipment. In recent years
a small amount of OCO money has been
given near the end of the fiscal year, even
though documented needs for larger amounts
have been presented in the library's budget
request. Full attention to the library's needs
at the beginning of the fiscal year when
funds are distributed to other academic
areas. It must be recognized that the library
is a full partner with the college 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 enrollment
impact the library rather dramatically,
and this should be given full consideration.
It is recommended that budget allocations
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. This has been documented in the operating budget request and it is recommended most urgently that as many of these as possible be added this fiscal year.

The final recommendations concern staff morale. As noted above, salaries are improving rather dramatically, but other factors not involving money have also contributed to low morale. There is a real and continuing need for recognition of the librarians as full partners in the academic community. Hence, consideration should be given to granting librarians full faculty status on this campus within the limitations imposed by the Board of Regents regulations.

The new classification plan and the promotion guidelines noted above are steps in the right direction, but further steps could be taken immediately with cost to the university or the state. They include (1) granting librarians full voting membership in the Faculty Assembly; (2) providing for voting
representative in the faculty event on the same basis as the college. (3) listing librarians in the faculty section of the University Catalog, (4) inviting librarians to march in academic processions at commencement and other such 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.

6. Summary

The U.C.F. continued to grow and improve its services during the 1978/79 fiscal year. The on-line search service continued to grow with the addition of the MEDLINE database from the National Library of Medicine. Major improvement in the salaries of librarians will result from the salary schedule which was adopted by the Board of Regents as a result of its negotiation with the United Faculty of Florida. Space continues to be the major problem for the library. There is an urgent need to move all non-library functions from the building as soon as possible, and to continue
efforts to obtain funding for a new library building
### Statistical Summary

#### Collection (Cataloged Items Only)

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<thead>
<tr>
<th>Item Type</th>
<th>On Hand</th>
<th>Added</th>
<th>Withdrawn</th>
<th>On Hand</th>
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<tr>
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<td>26,922</td>
<td>1,219</td>
<td>207,52</td>
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<td>Bound Journals (2,770 J-4)</td>
<td>75,350</td>
<td>6,358</td>
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<td>Microfilm Reels (135 m-3)</td>
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<td>2,905</td>
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<td>Microforms (Vol. Equivalent 115/3)</td>
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<td>846</td>
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<td>Media Items</td>
<td>4,899</td>
<td>651</td>
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<td><strong>TOTALS</strong></td>
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#### Uncataloged Materials

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<td>26,625</td>
<td>14,654</td>
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<tr>
<td>Microforms (Uncataloged)</td>
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#### Circulation

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<td>Center Library</td>
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<td><strong>Total Circulation</strong></td>
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<td>REFERENCE</td>
<td>INTERLIBRARY LOAN</td>
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<tr>
<td>Questions (Typical Week)</td>
<td>Items Requested from Other Libs</td>
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<tr>
<td>Reference 353</td>
<td>Requested 1,822</td>
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<td>Directed 417</td>
<td>Received 1,502</td>
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<td>Item Requested by Other Libs</td>
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<td>Manual 45</td>
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<td>Computer 364</td>
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### AUDIO-VISUAL SERVICES

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<th>Daily</th>
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<td>Equipment Checked Out</td>
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<tr>
<td>Materials (films, etc.)</td>
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<table>
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<tr>
<th>Rental</th>
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<th>Items: 1,865 hours</th>
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