ANNUAL REPORT OF THE UNIVERSITY LIBRARIAN FOR 1992
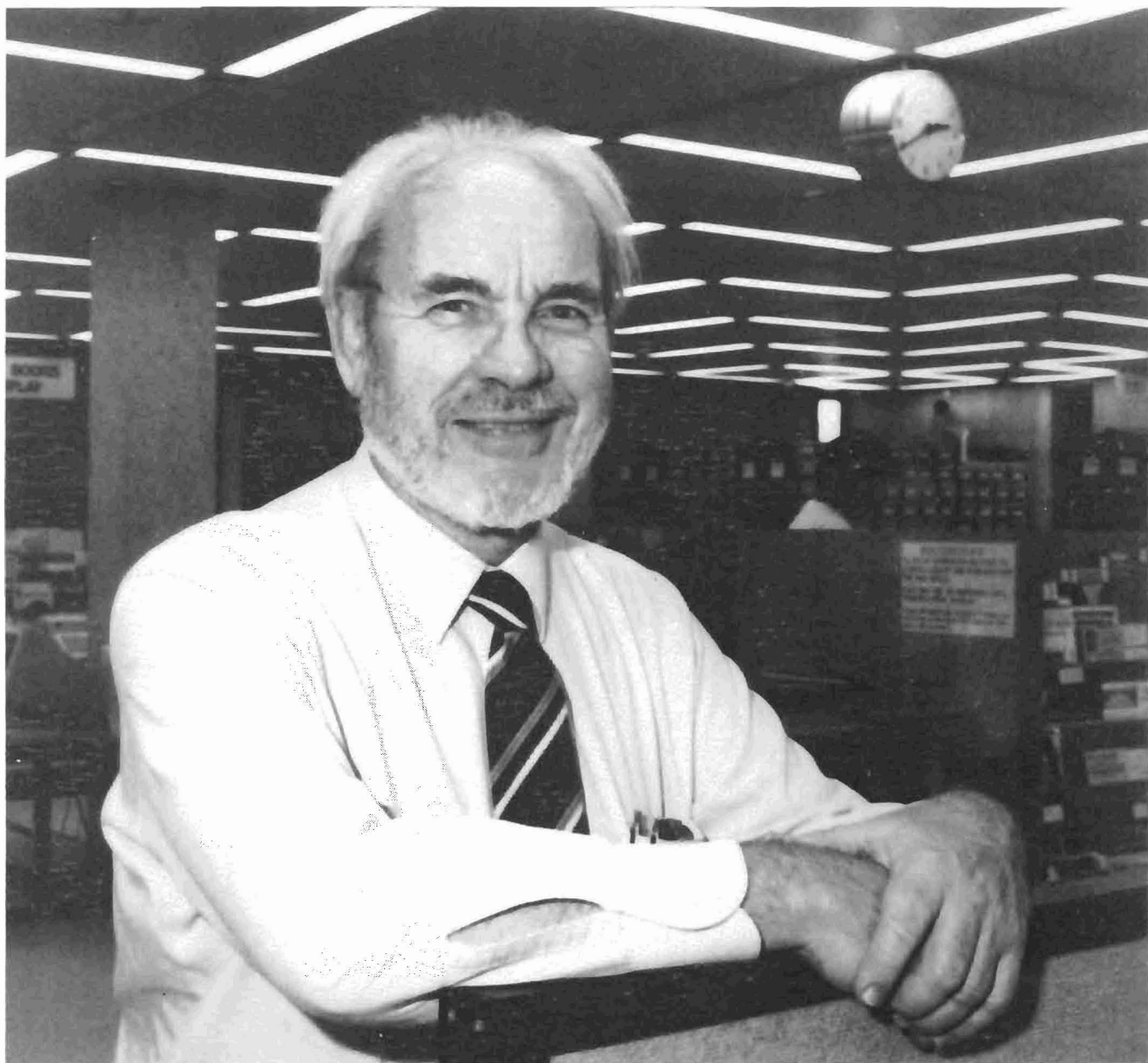
THE UNIVERSITY OF QUEENSLAND

Front cover

Mr Derek Fielding, James Forsyth Librarian, June 1965- July 1992.

From August 1992, Mr Fielding took up a new position as Pro-Vice-Chancellor, Academic Services. Mr Fielding in his years as University Librarian played a highly effective leadership role within the University and professionally at the regional and national levels. He led the Library to its current position of being a major library service in national terms and a very highly regarded service unit within the University.

Preamble

1992 was a year of major significance in the history of the Library. The departure of Mr Derek Fielding from the Library to take up the position of Pro-Vice-Chancellor (Academic Services) from August marked the end of an era both in itself, in the sense that the Library lost the guiding hand which led it for over a quarter century, and also in the sense that the event that gave rise to it - the creation of a Group of Academic Services as a financial cost centre under a Pro-Vice-Chancellor - is a pointer to major changes in the future. By grouping the Academic Services, the organisational framework has been created for more coordination of service delivery. Whilst this coordination was only in its infancy at the end of 1992, strategic planning across the group was foreshadowed for 1993, and the Library, as the largest Department within the Group by far will be a significant stakeholder in this planning.

The above change in the Library's environment is perhaps the most significant, but it is by no means the only one.

This report seeks to provide the University community with an overview of the Library's role, to report on major activities undertaken and to draw attention to the major changes in the environment that will impact on the Library's service.

The report is set out as follows:

- Library's Statement of Mission and Goals

- Major projects undertaken in meeting the goals

- Significant environmental changes

- Individual reports from Sections and Branches

- Operating and financial statistics

- Membership of Library Committee 1992

- Senior Library staff 1992

G. Eichinski
Acting University Librarian

Library Mission and Goals

The Library's strategic plan was reviewed in the first months of 1992, and a revised statement of mission and goals was prepared:

Mission Statement for UQL

The role of the Library within the University of Queensland mission is to maximise effective access to recorded information by the University of Queensland academic and student community, and other communities serviced by the Library, within resources acquired for that purpose.

In fulfilling this role, the Library

.	seeks to provide a service in keeping with The University of Queensland's high standing

.	recognises that needs of users vary and aims to tailor service policy accordingly, and in particular in this regard

.	is sensitive to the time pressures of course work students

GOALS

1.	That the Library appropriately house and service collections in keeping with its users' needs.

2.	That, recognising it cannot be comprehensive in provision of materials and services in research and advanced studies, the Library provide access to recorded information held external to UQ and participate in national and international information networks which provide mutual benefits to participants.

3.	That the Library assist University of Queensland academic staff and students to keep abreast of developments in library use skills, to be able to make full use of information resources available at the University of Queensland and elsewhere.

4.	That in hospital libraries which are jointly funded with Hospital Boards, the University Library offer equally to eligible university and hospital staff the highest quality of service which that funding permits.

5.	That the Library manage effectively and efficiently its human, financial and physical resources and its operations

One item from the Library's plan is included in the University Strategic Plan 1992-6.

It is a target under Goal 4 - Excellence in Research, Scholarship, Postgraduate Education and Training, and states "in areas where the University has substantial numbers of academic staff and students achieve library collections at research level (as defined by ACLIS) and in other areas of activity achieve collections at the next lower ACLIS level." In the review of this target submitted at the end of August, it was reported to the University's Strategic Planning Sub-Committee that the Library was working on a project to define its collections, so it could assess how it stood against this target, before commenting further on whether the target was still valid.

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Major projects undertaken in meeting the goals

Goal 1: that the library acquire, house and provide access to collections in keeping with its users' needs

Overview of 1992

The acquisition, housing and provision of access to collections is still the major focus of library activity. In 1992, the level of funds available for materials was the best for many years. The Library managed to buy 24,100 new monograph titles, compared with an average of 12,600 per annum for the years 1987-91. The Library's monographic intake over the 1987-91 period was less than any other comparable University (57% of Sydney's, 52% of Melbourne's, 72% of Monash's, 84% of UNSW's) so the better intake offered a welcome contrast.

Housing of the collections and services, highlighted as a concern in 1991 annual report, remains a major concern, with no progress to report in relief of the major areas of overcrowding. There were several projects, reported below, in rehousing services in the light of changing University requirements.

Some other projects aimed at immediate or long term advances in this goal are also reported.

Thatcher relocation

In the light of the University's announced withdrawal from external teaching from the end of 1993, much of the collection of the Thatcher Memorial Library was relocated in Undergraduate Library or in Store, with excess stock being donated to the University of Central Queensland or sold. The Thatcher office was moved to level 1 of Duhig building at the end of the year, along with a closed collection of materials to serve remote Education students.

Library Audio-Visual relocation

The area vacated by Thatcher Library was refurbished from Library funds and the Library Audio-Visual Services Section was moved into this area. Usage of Library Audio Visual Services has expanded significantly, and the new area will provide scope the service to meet the increased demand.

Conspectus

The project to define the Library's collections according to the Conspectus method attracted $18,200 NP(R)F funds and by the year's end somewhat under 30% of the collections had been analysed.

Barcoding Central Library monographs

A major project was commenced to bar-code Central Library monographs. This will enable the automated lending system to be used to full capacity, in that codes will not need to be keyed in.

Lending in off-campus libraries

Long-standing technical communications problems were finally resolved and the automated lending system was able to be installed in the Hospital Libraries. For the time being, only monographs can be lent through the automated system, and as most Hospital loans are for journals, the benefits from this are limited.

Gatton catalogue conversion

Work commenced on converting Gatton monographic catalogue records into machine readable form for inclusion in the computer based catalogue. This is a major project, scheduled over more than two years.

Automated cataloguing system

The automated cataloguing system on the Unisys PALS system was finally fully commissioned during 1992. It had been in partial operation for some time. It is a powerful module which permits sophisticated manipulation and editing of the authority records within the catalogue, thus improving the efficiency of data integrity maintenance.

CJK project

$180,000 was received in DEET Mechanism C funds in conjunction with Griffith University to proceed with a project to develop, with two commercial firms, a storage and access system for catalogue records in Chinese-Japanese-Korean scripts. Towards the year's end the project was stalled because of legal matters affecting one of the commercial partners.

Rebind parliamentary papers

A project was commenced to restore and rebind 19th Century New South Wales and Queensland Parliamentary Papers. These were in a serious state of disrepair and the work will be important in continuing the availability of these materials.

Goal 2: ....the Library provide access to information held external to UQ ...

Inter-library borrowing growth

UQL has always had a significant and efficient inter-library loan operation to supplement its collections. This operation has been growing rapidly. In 1992, there was again a significant growth in items borrowed from elsewhere - 11.5% over 1991. This is a labour intensive process, and its growth is a cause for concern.

Network development

1992 saw a significant development with the installation in Central Library of a communication network using Novellnet protocol and linked to Aarnet. This provided a powerful window initially for Library staff and later for users to external data accessible on the Internet. A Networked Information Working Party was established to identify the issues and make recommendations for the library in exploiting this technology. It is intended to link Branch Libraries to this network as soon as possible.

Catalogue access

$130,000 was obtained from Deet Mechanism C funds, in conjunction with Griffith University and QUT to develop a common catalogue access mechanism for the three Universities. This project had not been completed at year's end. However, direct access to the catalogues was made available from Central Library over Aarnet.

CAUL Current Contents project

A pointer to possible future developments occurred when DEET funds were granted to CAUL through Wollongong University for mounting the computer version of the ISI Current Contents data on a free-to-end-user basis for a trial.

Goal 3: That the Library provide users with skilled assistance in and advice on the efficient use of information resources ...

Reader Education courses

There was a 17% increase in the number of courses run for users.

CAL

With the assistance of the CAL Unit, a computer-assisted introduction to Central and Undergraduate Libraries was created and run in the early part of semesters. It proved popular and successful, and, as resources can be made available will be extended to cover other Branches.

Mobile display panel

Income from the annual appeal was received and put towards creating a mobile station with a liquid display panel and associated computer hardware to assist in reader education classes.

Microteaching seminar

To assist staff in their presentation, a micro-teaching techniques seminar was given to staff involved in reader education classes.

Goal 5: That the Library manage effectively and efficiently its human, financial and physical resources.

Gatton amalgamation

The amalgamation of Gatton Library into the UQL structure was a major adjustment at both campuses, but most particularly at Gatton. Considerable effort was expended to try to make the transition as smooth as possible for the staff at Gatton, and to involve them in the overall Library. The Library is the only unit at Gatton to be integrated into the overall reporting structure of the University. The Gatton Librarian reported that this caused some alienation of the library within Gatton, something that will need to be addressed in future.

TS Offices

Offices were constructed within Technical Services in Central Library for staff with substantial liaison or staff management roles. The open plan setting, in which Heads of Sections of up to 40 staff had no private consultation area, inhibited staff management practices like performance review.

<u>Photocopier contract</u>

The contract for the provision of photocopying support within the Libraries expired in 1992, and tenders were called for a contract for the next three years. A new supplier won the contract and there was a some disruption to service foreshadowed during the phaseover scheduled for early 1993.

<u>Training</u>

The Library with its large staff and fast changing environment has a major ongoing staff training and development programme. In 1992, a database was created to record investment in terms of salaries, fees, travel etc on training activities, both in-house and external. The Library spent the equivalent of a little over 1.5% of its salaries budget on training in 1992.

Significant environmental change

<u>Inclusion of the Library in Academic Services</u>

The inclusion of the Library in Academic Services has already been alluded to in the preamble. One of the motivating forces for this change is the impact that information technology is foreseen to be having on the provision of access to information, and the consequent need to have closer links with the Prentice Centre and the Tertiary Education Institute.

This motivation is understandable, given the rapid developments in information technology. Yet the change carries some dangers for the quality of library service to the University.

The timing and funding of changes in emphasis from purchase of library materials to access of materials in electronic form is a matter needing careful monitoring. The move to electronic based publishing is in its infancy, with some 200 full text titles so available in a universe of well over 100,000 current titles. It is important that the needs of current library users not be jeopardised by premature pressure to reduce expenditure on library storage and materials in a belief that alternative access is already substantially available.

Quality library service is an increasingly expensive enterprise, with new technologies adding both material and labour expenses. Yet, Academic Services comprises a range of departments all of which are very much smaller than the library and the larger of which are funded in part on a "user-pays" basis. As budget formulation within the University has traditionally been on historic principles, this grouping of activities into the one cost-centre may well create inadvertent pressure on the Library budget to the detriment of library service to the university, when new initiatives need funding.

<u>Library Committee</u>

A review in 1991 of the Library Committee of Academic Board resulted in a substantial change in the terms of reference and composition of Library Committee from 1992.

They are now as follows:

Powers, duties and functions

The powers, duties and functions of the Committee as approved by Senate are to -

(i)   advise the University Librarian on the Library requirements of the University;

(ii)   consider and advise on the rules and regulations relating to the use of the Library;

(iii)   consider and advise on such other matters as the Board, the Vice-Chancellor, the University Librarian or the Secretary and Registrar may refer to it; and

(iv)   transmit to the Board a report consisting of the minutes of its meetings which involve recommendations to the Board or matters to which it desires to draw the attention of the Board.

Membership
        President of the Academic Board or nominee
        One representative from each Group
                Biological Sciences
                Health Sciences
                Humanities
                Physical Sciences and Engineering
                Social Sciences

Representative of the Alumni Association who is also a member of Convocation.
A maximum of two students nominated by the President of the University of Queensland Union, one of whom shall be a postgraduate student.
The Pro-Vice-Chancellor (Academic Services)
The University Librarian

During 1992, Library Committee met twice.

Library advisory committees

The reduction in size of the Library Committee of Academic Board made that Committee more efficient However the opportunity for direct formal interaction on library services between senior Library staff and Departmental representatives was lost. Some local library advisory already existed as forums for getting feedback from the Branch Library users. An extension to this was sought. By the end of the year, user committees existed for Humanities Departments using Central and Undergraduate Libraries, for Biological Sciences Library, for Physical Sciences and Engineering Library, for Herston Medical Library and one was foreshadowed for Gatton Library. The Mater and Princess Alexandra Hospital Libraries have always had joint Management Committees in recognition of their joint funding arrangements.

Thanks are offered to the people who served on the various Committees in 1992 for their time and input.

Staffing loads

Library use in 1992 rose again, though not as much as in previous years. Nonetheless, an analysis over fifteen years is instructive. The table entitled: "Growth statistics 1977-92" shows the big increase in use over that time. The big growth in post-graduate student numbers is particularly notable, these being intensive library users. This growth in use without commensurate growth in staff numbers is a source of considerable pressure on staff. To this must be added the very much more complex operating environment of the Library, with the growth in use of electronically based information sources. Each new library tool in electronic form must be mastered, and any idiosyncrasies in operating the hardware must be learnt; then the user community needs training and individual assistance.

As the Principal Librarian of Physical Sciences and Engineering Library wrote in her annual report: "we do not have time to assist users, even to get adequately started on complex systems (and we have no two on the same search software)". This theme is echoed in other sectional annual reports. Adjustment will need to be made to enable the Library to continue to operate effectively in these circumstances.

Technology

The move to electronic information sources has many budgetary implications. Staff time for learning the tools has already been mentioned. As well, there are greater support staff overheads to install and maintain the hardware and software. Replacement costs are a serious consideration. The Library has some 250 personal computers to support its operations and services. Library shelving, once bought, lasts for decades; personal computers, and their software, have an effective life of two or three years. Efforts can be made to stretch this out further, but the result is a more complex maintenance environment, as different generations of hardware and software all have their own characteristics and incompatibilities with each other.

Gatton College Library

The inclusion of Gatton College Library within the University Library structure brought with it some budgetary and organisational complexities.

Insufficient extra funds were transferred to the Library budget to pay for the Gatton Library staffing budget, and no extra funds were made available for amalgamation costs such as integrating disparate cataloguing and lending systems.

The Library has always had some off-campus sites in the Hospital Libraries, but they have been within the metropolitan area. Gatton, with its greater distance and constraints on staff movement, has posed greater organisational challenges, in terms of communication with staff. It also poses many service questions on how to provide affordable access by the whole University community to the whole University Library resources across a multi-campus environment. These service questions had not been addressed by the year's end.

Devalued currency

The Australian Dollar fell sharply against European, British and American currencies in the latter half of the year. This, together with inflation in periodicals prices, resulted in a significant overexpenditure (of some $450,000) on library periodicals. The unstable nature of the currency is a major environmental concern for the Library. Methods of providing a predictable budgetary framework by, for example, buying currency forward, were foreshadowed for 1993.

The price rises do not affect just the periodical subscriptions, of course. The prices of monographs have also risen, and collection building for coursework and for monograph based research will be affected. As it is, in 1992, although having received over a 50% increase in allocation for coursework materials compared with 1991, the Acting Undergraduate Librarian reported that it was not possible to buy materials for that Library in the quantities that are necessary to meet demand.

Foreign language studies

During 1992, some medium scale projects were embarked on to purchase and process start-up collections to support teaching in Korean and Spanish. Each of these projects illustrated some of the practical difficulties for the Library in dealing with material in new languages. From the service perspective, the big difficulty is getting in a sufficient range of user material to meet demand as new courses start, if insufficient time and resource has not been allowed for acquiring and purchasing the material. From a processing perspective, there are difficulties in learning the idiosyncrasies of new sources of supply, especially from countries whose book trade is not as well organised as that of our usual sources. As well, difficulties arise for service to students and in processing if there are no or few on Library staff with the relevant language skills. With a drive for much greater emphasis on language teaching, these issues are likely to grow as problems, but there are no obvious solutions in sight.

TABLE: GROWTH STATISTICS 1977-92

This table excludes Gatton Statistics

Source: The University of Queensland Statistics Handbook

COMPARATIVE STATISTICS	1977	1987	1992	1992 INCR ON 1977(%)	1992 INCR ON 1987(%)	
ACADEMIC STAFF T & R	1165	1076	1208	3.7	12.3	(Table 181 & Table 62)
ACADEMIC STAFF RES ONLY	185	369	635	243.2	72.1	(Table 181 & Table 61F)
HIGHER DEGREE RESEARCH	1142	1338	2090	83.0	56.2	(Table 102 & Table 4)
HIGHER DEGREE COURSE	703	1022	1514	115.4	48.1	(Table 102 & Table 4)
OTHER THAN HIGHER DEGREE	16672	15495	18147	8.8	17.1	(Table 102 & Table 2)
LIBRARY STAFF	229.75	234	249.26	8.5	6.5	
LOANS	827864	949373	1283900	55.1	35.2	
ILL's SENT	16759	17429	21209	26.6	21.7	
ILL's RECD	7866	14484	18820	139.3	29.9	
ENQUIRIES		86714	130065		50.0	(Biol.Central.Law and U/G libraries only)
STOCK	1061624	1358192	1446735	36.3	6.5	
	1977	1987	1992	1992 INCR ON 1977(%)	1992 INCR ON 1987(%)	

Source: The University of Queensland Library Statistics

Sectional summaries of the year's activities

LIBRARY ADMINISTRATION

Staffing

The Library continued to make heavy use of short term appointments, extensions to appointments and changes of hours to make maximum use of available funds - 64 temporary appointments were made in all (up from 49), 90 reappointments (up from 88) and 58 changes of hours (up from 33).

23 permanent appointments were made, including the appointment of Miss Wendy Cooper to the position of Associate Librarian, Technical Services and Systems, and the appointment of Mrs Vivien Nash to the position of Undergraduate Librarian.

There were 13 resignations, including that of long standing member of staff, Mrs Judith Campbell, Acting Undergraduate Librarian.

A training database was created and records kept of all internal and external training undertaken by Library staff. A total of 7544.75 hours training were recorded, with staff attending some 90 external conferences, seminars, workshops etc, in addition to internal training. The database underrepresents the true situation,as not all internal training is reported. The total expenditure recorded for training (salaries and direct expenses such as fees and travel) was $119,000.

Accommodation

Several large projects were undertaken - the main one being a rearrangement within Duhig Building to relocate Thatcher Office and Library Audio Visual Services. This was a very expensive project, paid from discretionary funds. Further work needs to be done within Duhig Building to allow redesign of services in keeping with current needs. Other projects were: extension of the photocopy area in Duhig; creation of offices in Technical Services, false floor in the computer room

Internal Committee structure

In a large geographically spread Department, maintenance of communication and coordination of activities is a major task. A series of cross-sectional committees exist to carry out these tasks. The committees in existence in 1992 are listed below, with their conveners. Thanks go to the conveners and other people who served on these committees.

Internal Library Committees 1992:

Committee	Convenor
CIRC Users Group	(Ms. Margaret Gauld)
Collection Development Committee	(Mr. George Eichinski)
Library Adv. Cte. on Disabilities	(Mrs. Barbara Williams)
Help Screens Committee	(Mrs. Mary O'Mara)
Interlibrary Loans Committee	(Mrs. Sue Macaulay)
Information Technology Adv.Cte.	(Mr. George Eichinski)
Occupational Health & Safety Cte.	(Mrs. Joan Foote)
Online Public Access Committee	(Mrs. Denise Dryburgh)
Reader Education Committee	(Mr. Warren Ham)
Reference Services Committee	(Mrs. Denise Dryburgh)
Staff Development Committee	(Miss Wendy Cooper)
UQL/Unisys Technical Review Cte.	(Mr. Graham Rusher)

TECHNICAL SERVICES DIVISION

Acquisitions and Serials Section

ORDERS

	MONO ORDERS	NEW SERIAL SUBSCRIPTIONS
1988	14 269	406
1989	14 688	328
1990	19 239	516
1991	19 316	423
1992	24 293	464

Overall there was an increase of 20% in the actual number of orders placed in 1992 over 1991. This will have implications in the unpacking, accessioning, claiming and number of problems in 1993.

Gatton contributed to the increased workloads in the section. With a budget of $134,258, a total of 1704 orders were placed. Whilst their orders are well prepared the increased volume has been noticeable.

The number of CD-Rom subscriptions continued to climb in 1992 - 44 standing orders, compared with 32 in 1991. This particular format is much more labour intensive than ordinary serials. At the time of ordering all pricing and possible distribution rights must be checked with CDRom suppliers. Software and accompanying manuals are constantly upgraded and must be monitored and recorded. A register and CDRom file is also maintained.

A monograph continuations list was devised for the first time. This list accounts for all titles published over a period of time and paid on an issuing basis by current year library votes. The estimated costs for 1992 for each title were totalled and commitment to each vote made before the budgets were released. This list was well received and made tracking for each vote easier.

Source of Supply

We continue to favour the use of Australian library suppliers who rate best on a balanced assessment of service, price and delivery.

The Co-op Bookshop group was successfully trialled early in 1992. They are now our main source of supply for "urgent" texts. With access through AARNET to the Co-op's database it allows us to check stock levels and, if required, place orders online in a very cost effective and efficient manner.

We continue to expand our utilisation of automated vendor files. As well as the Co-op Bookshop experience, the PC order software from BNA (USA) and BWELL (UK) was extensively used for urgent monograph orders. DA came on line in October. Urgent monograph orders are now able to be easily placed with quick acknowledgment of receipt.

1992 saw the first batches of Spanish orders from the Department of Romance Languages. These have been, and continue to be, very problematic. There are few sources for cataloguing staff to use to verify details, unacceptable standards in invoicing, and very slow supply.

1992 also saw delivery of our first (and only) consignment of Korean material which had been chosen "off the shelf" in Korea by one of the lecturers. It was a tedious exercise for the lecturer and the library staff to check for correct supply. Additional monitoring was also necessary to track the flow of material to and from Griffith University for cataloguing.

SERIALS

The Serials Librarian reports that "the volume of work passing through the section continued unabated with considerable stress placed on staff to maintain high productivity for material in high demand by the University's reading public".

Serial prices continue to rise, especially in the Science areas.

These price rises were in the range of 30% - 40% on an average.

Publishers have continued the trends of short print runs and reduced claiming times. These are issues effecting all academic libraries in this part of the world.

Missing Issues

Claiming in a manual environment is extremely demanding. Coupled with short print runs and shortened claim times it makes the task of maintaining "perfect holdings" very difficult indeed. Claim reports from vendors are now processed very promptly and necessary action is immediately undertaken. 4557 claims were processed in 1992. We continue to utilise the services of the Universal Serials and Book Exchange (USBE). They are often our first option for supply if claims fail.

GIFTS AND EXCHANGES

There was a constant flow of donated material during 1992, many from people with former links to the University.

Five exchange agreements were cancelled leaving us with 642 partners in 69 countries. These cancellations were due, in the main, to economic stresses in countries of the former Soviet Union.

ACCOUNTS

1992 was both an extremely busy and an extremely productive year for the Accounts Section. During the year there was a 25% increase in the number of invoices processed a recorded average of 780 invoices per month compared with 626 in 1991.

The use of the QUATTRO PRO package was successfully expanded as evidenced by the continued improvements in monthly reporting.

New procedures for tracking Bequest and Donation funds, devised and installed early in 1992 proved to be very effective. Accounting in these areas has been streamlined

Cataloguing Section

Output

The processing of orders continues to be given top priority by the Section. 28,392 orders were checked in 1992: this represents a 29% increase on the 1991 figure.

A total of 26,087 titles were catalogued in 1992 a 21% increase on the previous year. A total of 737 CJK monographs and 12 periodicals were added. There were 18,875 authority records added to the database.

One reason for the increase in output is due to the fact that 1991 was a very disrupted year, particularly as a result of the testing and implementation of the AME.

On the whole the turnaround time of 4 weeks for the cataloguing of new material was met. However, the introduction of the AME at the end of 1991 meant a 6 weeks delay of record entering in Data Entry Section. This backlog was eventually cleared. This was in part due to the gradual introduction of online cataloguing to the Cataloguing Section and a consequent shift in workload between the two Sections.

Database management activity continued at a high level. Changes to the various types of bibliographic records were 74,142.

Urgents for all categories of work continue to be processed speedily. The introduction of online cataloguing has meant that the Section is now able to provide a truly express service. A very urgent book can be processed within a couple of hours and
be ready for immediate circulation. The new record is fully accessible on OPAC the following morning.

Source of records

Our use of ABN records for copy cataloguing continues to rise (up 147%) with a corresponding drop in original cataloguing (down 16.8%). It is interesting to note that AARNet is now the preferred method for accessing and cataloguing on ABN, rather than AUSTPAC.

Online Catalogue access to the Gatton Branch Library materials

By the end of 1992 we had added 8,900 new bibliographic records and 14,685 item records to the database. With the total project estimated at 50,000 titles, we still have a long way to go.

Even though all spare capacity was put into the project we were still unable to keep pace with the volume being sent by Gatton. Backlogs developed at a number of stages. The situation may improve in 1993

Updates to LC classification schedules.

The long awaited arrival of the draft law classification schedules for Africa, Asia, Oceania (including Australia) and Antarctica has shown up large discrepancies in our current schedules which will have to be remedied as a long term project.

Another long term project will be to expand the history schedules. There was a break up of the Soviet Union, the two Germanies were re-united, South Africa expanded and Tasmania has been realigned with Australia.

CJK cataloguing project

The Cataloguing Librarian was a member of the Technical Committee which worked on the CJK Project. This Project was delayed in the latter part of the year. In the meantime, a national project, also funded by DEET, commenced work. Consideration will need to be given as to whether to join this.

Implementation of the AME and commencement of online cataloguing

While the Australian Marc Editor (AME) was actually introduced in November 1991 its effect on the operations and procedures of the Section was not immediately obvious.

Stage 1 of the AME was confined to the Data Entry Section. Stage 2 commenced in April and concentrated on training for Cataloguing Section staff. The entire section appears to have accepted the new technology with little or no resistance. The success of the AME training program was in part due to the amount of time and effort that was put into the planning stage.

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For TSD as a whole there has been a net improvement in the quality and efficiency of operations because of:

a)   Improved control over the quality of their work.
b)   Streamlining of procedures.
c)   Increased job satisfaction: "Entering and editing online is very satisfying"
d)   more efficient method of keeping records up to date.

As staff gain confidence in online cataloguing, there will probably be room for further streamlining of procedures to reduce the double handling of records.

Cataloguing of Korean material contracted to Griffith University Library

The University Library has no expertise in Korean language so some 135 Korean titles were catalogued by Griffith University at a cost of $40 per title. It turned out to be an administrative and cataloguing nightmare for both Universities as well as for the academic waiting for the material to become available. There was a 3 month delay at Griffith University, the academic at QU had unrealistic expectations, and records needed correcting. The net result was that the cost of processing each title was more like $80.

No doubt with the benefit of experience the cataloguing of the next batch of Korean material will be more streamlined.

Access by other institutions to the Library's catalogue data

Work with the National Library to get the Library's serials data on the ABN updated showed no progress. ABN is still working on the code for batch update to holdings.

Work with the National Library to complete the recording of QU Library catalogue data and to achieve a method of updating it again was an unfulfilled objective.

Wendy Cooper

SYSTEMS DEPT.

Systems continued to provide high availability of mainframe and network facilities to the library and library users.

Major activities in 1992 included:

⊛   Commissioning of a more powerful Unisys 2200/442 mainframe computer in January. This system has more than met the contracted performance acceptance criteria, and has satisfied the known latent OPAC demand on the system.

⊛   Completion of a majority of contracted PALS development by Unisys: Technical Services Department's cataloguing and authority control functions, and long overdue circulation functions. A total of 269 incidents were resolved during 1992 by Unisys and UQL staff.

⊛   Gatton Branch Library was linked to PALS via Prentice's microwave link.

⊛   Expansion of the ethernet network within Central library following the very successful pilot study. This exciting project has provided the sharing of CD ROMs on the network, access to information and catalogues world wide through AARNet and Internet, electronic mail, file transfer and storage, and remote printing.

Major Activities for 1993 include:

- Upgrading of OPAC programs to; raise the current 8000 search limit for term searches; limit searches by location, publication date, format and language in the first search line; and provide a spelling checking facility.

- Provision of a computer based acquisitions and serials system.

- Progressing with nominated PC based program developments.

- Expansion of the ethernet network project to include all branch libraries. Creation of library based Gophers to assist in access to global information.

- Continuing with LIBLINK developments to provide a common OPAC access mechanism, initially, to Brisbane based Universities.

Graham Rusher

LIBRARY AUDIOVISUAL SERVICES

1992 was another year of increased usage for Library AudioVisual Services. Our collection grew, so did our users. Loans of audiovisual materials for screenings in classes and for use outside the library:

1990	2932	(396 via CVRS)
1991	3392	(652 via CVRS)
1992	4148	(751 via CVRS)

Increased use of LAVS collection and services, in particular TV and radio off-air recording service by Gatton Campus was quite noticeable.

Number of screenings set up at LAVS mostly for student use:

1990	13896
1991	14558
1992	15828

Loan of equipment and software to the users for use at LAVS:

1990	17112
1991	16750
1992	18247

During 1992, plans to move to the lower ground floor of Duhig Building took time and effort. The physical space and conditions LAVS used on the 1st floor of the UG library were extremely difficult to manage.

The collection continued expanding during 1992. 1527 video titles were added. We continued supporting branch library collections. Strengths in our collection and confidence in the service are encouraging more and more teaching staff to use LAVS. It is still necessary to convince some academics to recommend purchase of audiovisual materials to be housed in the library, rather than in the departments. The annual seminar LAVS conducts in conjunction with Prentice Centre staff to introduce academics to LAVS facilities and collections and to CVRS is very useful in terms of educating new users and informing them about the existence of the facilities. Positive feedback was received from the participants.

The number of TV and radio broadcasts recorded during 1992 increased as well:

TV off-airs		Radio off-airs
1990	2567	1720
1991	2844	1450
1992	3275	1992

The method of payment, i.e. record keeping for TV and radio broadcasts continued to be problematic as it is an extremely labour intensive activity. It will be far more efficient if the University changed the system of payment from record keeping to sampling.

Gulcin Cribb

COLLECTION DEVELOPMENT

The fall of the Australian dollar against the United States dollar (12% Jan - Jan) was the single most notable event of the year. Though a 7% rise against sterling partly compensated, the long-term trend of the Australian dollar compared to major publishing countries is downward.

This is multiplied by price rises in the countries of origin of most of our collecting, and this trend is again one adverse to libraries, because publishers of serial titles of high prestige are in semi-monopolistic position, maintained by academic competition to publish in titles of high prestige. The Monash index of average prices for sample periodicals shows periodical prices almost precisely doubling in Australian dollars between 1985 and June 1992.

Our budget in 1993 roughly halved our power to buy monographs. If we are forced to a cancellation of serials in 1994 or 1995, it is almost essential that we have serials acquisition costs available in a list in classified order.

The assessment of the collection by the Conspectus technique will make explicit what we have mostly thought of the collection, but not set down. The library was granted $18200 for this work from Commonwealth funds in 1992. The Physical Sciences and Engineering Library was the first to complete reports on subject divisions which have been accepted by the National Library of Australia Conspectus office: the divisions were Computer Science and Mathematics.

Despite the help from supplementary labour, our slow progress in compiling Conspectus reports illustrates the difficulty for reference staff and their supervisors in finding time for collection assessment work, when so much attention needs to be paid to new programmes based on PC skills, or on the use of external networks such as AARNET.

Spencer Routh

REFERENCE DEPARTMENT

For Reference in Central Library, 1992 was a year when planning and work on special projects took up a lot of time, but accomplished much.

Whatever extra is accomplished however, it is the continuing maintenance of our basic services to users - assistance to users, development of the collection, delivery of material not held in the collection - which must take top priority. The quality of these services continued to be a source of pride to the department.

The department worked on new projects which should improve the quality of the services we are able to give, in particular:

●　Implementation of the local area network - including much experimentation, familiarisation and training - leading to better access to the CD ROM databases, AARNet and INTERNET services, faster processing of "back room" tasks.

- Identification of the extra information and services available via AARNet, and the development of ways to inform our users and help them gain access.

- The Conspectus review which is giving us a clearer view of our collection.

- Implementation and review of a computer assisted learning program used as a guide to the library for new users.

- Transfer of the Interlibrary loans system, QILL, to the local area network

- Use of the INTERNET to improve identification and delivery of ILL requests

- Implementation of fast track ILL services

- Review of the provision of library services to the Faculty of Commerce and Economics

As well, in 1992, extra time was spent on development of continuing activities:

Evaluation of reader education activities.
Rewriting of many procedure manuals.
Development of new procedures for the provision of theses.
Familiarisation of staff with the number of information systems, library catalogues, CD ROM databases - many of them new to library staff - to allow us to assist our users.
Further concentration on subject responsibilities, and further definition of what staff do in this regard.
Coping with an increase of nearly 40% in the requests from other libraries for items from our collection - primarily due to improved knowledge of our holdings.

In providing our services, extending them to new areas and improving our delivery, we still work under certain difficulties - in particular:

Time to maintain our priority desk and interlibrary loan services at the level of demand.
Inadequacy of Level 2 in Central Library to meet modern needs. There is lack of storage for the material which is held on Level 2, lack of space and furniture in the staff area, difficulty of access to rooms and equipment for reader education and lack of access to personal work stations for reference staff.
Lack of sufficient funds to purchase the large budget reference tools now available, in demand, and expected by our users.
Maintaining equity in access to technological services across subjects.
Difficulty in attending meetings and training activities, and lack of flexibility - due to the unrelenting nature of the demand on services.
Adjusting to the changing demands of the University - we expect to see further changes in subject emphasis, greater numbers of postgraduates, more concern with information technology, changes to campuses.

Denise Dryburgh

LENDING SERVICES DEPT.

Demand for services in general continued to grow and an extra three quarter time member of staff was appointed in semester two to help cope with the increased workload.

Following Recommendations from the Consultative Review of Lending Services in late 1991 a number of changes were made to allocation of duties: the three Shift Leaders are now responsible for day to day supervision of the Section (including drawing up of duty rosters) while the Senior Library Assistant concentrates on library-wide circulation matters.

Central Library loans increased by 4% to almost 333,000, while the number of holds increased by almost 24% to over 29,500. There was a slight increase in the percentage of loans to postgraduate students and academic staff and a corresponding decrease in the percentage to undergraduates; the latter now account for less than 50% of total loans. Of the 1829 items which users were unable to find, more than 60% were located on the first search and 82.5% overall.

The number of accounts sent out for overdue items showed a decrease of almost 5% from the previous year, largely due to the introduction of both a 'Second Overdue' notice and a $20 administrative charge for billed items. The total number of notices (overdues, recalls, holds) continued to grow, with 1992 showing a 29% increase in the total number of envelopes mailed.

The Mater Library joined the Circ system in June, leaving Gatton as the only branch operating manually.

A Reciprocal Borrowing Agreement was entered into with the Australian Catholic University Queensland while the existing Reciprocal Borrowing Agreements with Queensland University of Technology and Griffith University were revised and re-drafted.

Margaret Gauld

ARCHITECTURE/MUSIC LIBRARY

The Library continues to operate under difficult conditions, due to lack of adequate space for its users, the collection, equipment, and staff operations. It is hoped that expansion into an adjacent lecture room will occur at the end of 1993, and planning is underway for a further expansion into the Zelman Cowan annexe at the end of 1994.

CD Rom services were introduced early in the year, with access to The Music Index, AUSTROM, and The Art Index. To update the Architecture Resource File, consideration was given to purchase of ARCHWAY, a computerised database of trade information, to be mounted on a new workstation, for Architecture students. Inter-library loans and photocopies to other libraries increased by 50%. Provision of orchestral parts and choral scores to support the concert schedule of the Department of Music continued to be a time-consuming exercise, with much material obtained through purchase, hire, and loan from other institutions.

Major purchases included the Bibliographic Guide to Art and Architecture, the Buildings of England series, the collected works of the composers Janacek and Szymanowski, and music manuscript catalogues of the Austrian National Library and the Regensburg Central Library, in addition to backruns of the important music periodicals Etudes Gregoriennes, The Opera Quarterly, The Percussionist, and Theory and Practice.

Mary O'Mara

BIOLOGICAL SCIENCES LIBRARY

During 1992 the staff allocation to Biological Sciences Library was raised in the light of increased research activity and increased student numbers in the Biological Sciences area. This allowed a re-organisation of staff to give them closer liaison and responsibilities in allocated subject areas. Mostly, happily, staff were able to work in areas of interest to them.

Our programme for education in the use of library resources increased again in 1992. We ran more tours and gave more subject tutorials, with increased use of 'live' technology for OPAC and CDROM teaching.

In the Collection Development area we continued to work with the Academics of our Departments. The 1992 Research Infrastructure Funds were mainly spent in strengthening the collection to support the Centre for Conservation Biology and the Centre for Tropical Pest Management. We also achieved some good progress with Conspectus in the areas of Botany, Veterinary Science, Parasitology and Zoology.

As well as building a strong collection for our researchers, reference staff have also begun to widen their knowledge and expertise with outside sources of information (i.e. beyond on-line searching which has been offered since the 70's), e.g. AARNET/INTERNET, a local catalogue access project, a trial of SCI at the University of Bath, and some Biochemistry databases. "Toe in the water" stuff this year, but something to build on.

Mary O'Sullivan

J.K. MURRAY LIBRARY AT GATTON COLLEGE

On 1st January 1992 all operations of the J.K. Murray Library were transferred from the College Director's authority to that of the University Librarian. Throughout the year, services and methods of operation were progressively altered to comply with University procedures.

Considerable effort by all staff was deployed in a project to convert the card catalogues to the PALS system.

Altered opening hours were trialled. Part-time and casual staff work times were re-arranged and staff training and development programs for all staff were introduced.

There was a decrease in the total number of persons entering the library, but a significant increase in the use of library materials within the library and the special reserve collection, and a small increase in loans.

Inter-library loan transactions experienced a phenomenal growth which necessitated allocating one person, full-time, to this activity

E.McLay

HEALTH SCIENCES LIBRARIES

Library Amalgamations

Further discussions with Princess Alexandra Hospital about amalgamation of the Medical and Nursing Libraries led to agreement in principle. The Hospital is to make allowance for accommodation for an expanded library in its building plans. It is expected that suitable accommodation will be available within three years. This new accommodation will be made available at the Hospital's expense.

With input from the Health Sciences Librarian, the School of Nursing at Royal Brisbane Hospital prepared a submission to the hospital recommending amalgamation of the two libraries. This was accepted by the Hospital and agreed to at the December meeting of the Herston Medical Library Committee Meeting. While some more work needs to be done in detailed costing, plans are in hand to complete the amalgamation during 1993.

This issue at Mater remains in abeyance and really cannot be seriously considered without a solution to the severe space problems there. There is, however, continuing pressure from nurses for access to and services from the Medical Library

Other matters

The level of intra & inter library loans remain high. The level of these is an index both of the inadequacy of the collection and of the success of cooperative arrangements between the University of Queensland Libraries.

At the end of the year it appeared that the Royal Brisbane Hospital would be able to make a larger financial contribution to the costs of the Herston Medical Library in 1993. This is expected to provide some relief to continuing budgetary pressure.

During 1992 it was agreed that separate clinical schools would be established in the far north and on the south side. The question of adequate library provision for these remains unresolved. In any event, it is the firm belief of the Health Sciences Librarian that any additional funding for library materials or staff ought to be directed at strengthening the resources and role of Herston Medical Library.

A CD-ROM work station was installed at Mater during the year. A report on networking CD-ROMs at Herston was prepared during the year. This is being further evaluated with the assistance of the PC Support Officer. The University of Queensland's serial holdings in medicine have been analysed. During the year the librarians in the Health Sciences Libraries underwent conspectus training and work on analysing the monograph collection is in hand at Herston with cooperation from the Biological Sciences Library.

LAW LIBRARY

User Education

In 1992 the Law Library continued to develop its user education programmes, maintaining its tours and online catalogue classes for beginning students and participating in the Introduction to Law Subject (LA104) with two compulsory assessed library-based assignments.

Setting the five different assignments, designing the accompanying classes, marking the assignments and keeping tally of the marks was very time-consuming. The first assignment was computer-assessed, an unhappy experience not to be repeated except with caution. Thirty seven classes were given and the reward was appreciably more library-literate first year law students. Twenty classes were given for 324 Commerce students and three for Social Work. Such library and resource familiarisation relieves the desk staff from many directional questions and some reference questions.

The library held a pre-semester "new technology" expo for academic staff. They were very appreciative of the Rolls Royce quality of the online database LEXIS which is a Law School subscription and gives the library access to a huge volume of legal resources, and also of the available CDs which are greatly appreciated by students who, however, seemed to come to this appreciation more slowly than students in other disciplines. Such legal resources are fast proliferating presenting budgetary problems in terms of subscriptions and equipment.

Two workshops were conducted on behalf of the University of New South Wales which runs Australia wide course in tax law. The students gave very favourable evaluations. The workshops are a lot of work for little financial gain.

Conspectus

Conspectus was on the verge of completion and will certainly be complete in 1993. It is, of course, easier for a single discipline library to complete the large volume of work associated with collection evaluation which is well worth the effort. Three librarians were engaged in this work. A Collection Development Policy is close to completion based on the information obtained from this work.

Reference

Staffing did not permit adequate staffing of a separate reference desk for the times planned for this service. Nevertheless reference figures rose by 15%. Much of the rise was attributed to use of CDs and separate figures will be kept in 1993. Also library-literate users have higher expectations of the library, a consequence of user education.

Staffing

The provision of additional staff for four hours on Saturdays and Sundays meant better service for weekend users and ensured the filing of loose-leaf services was up to date. The librarians attended a number of conferences and meetings associated with staff development, such as LEXIS training, INFO-ONE training, how to use the new Queensland legislation services, and the ALTA conference at QUT where the controversial standards for academic law libraries were debated.

So 1992 was another interesting and busy year marred only by a rise in misuse of library materials and a trend towards vandalism of the library's fabric.

Pamela Bray

PHYSICAL SCIENCES AND ENGINEERING LIBRARY

PSE's statistics for 1992 showed a considerably increased level of user demand, particularly for professional assistance. We met these increases, but there was little flexibility with which to respond. There are now very few activities which can be dropped to allow new important issues to take precedence: extra high priorities simply result in a heavier load, or poorer service.

One activity particularly expensive of experienced staff time is identifying and obtaining material we do not hold on interlibrary loan. Requests from our users rose by 40% in 1992, and at least one in eight of these items was not identifiable as available in Australia.

Work progressed well on assessing the level of our collection using the Conspectus methods. The next step will be to define the relevance and adequacy of this collection for the present teaching and research activities of the Departments we serve, and then to establish the most effective and efficient means of meeting any deficits revealed.

Elizabeth Arden

THATCHER LIBRARY

In preparation for the University's withdrawal from external teaching after 1993, Thatcher Library staff and equipment and some 8000 monographs and photocopied articles were relocated to the 1st floor of the Duhig Building in the Undergraduate Library in December 1992.

The new Thatcher Unit houses material required for external education students as the Faculty of Education decided to continue teaching externally and to accept new external students in 1992 and beyond.

Those external students studying other subjects and given until the end of 1993 to complete their studies are serviced from stock transferred to the Undergraduate Library from the former Thatcher Library collection.

As foreshadowed in the University Librarian's Annual Report for 1991, planning is underway to establish a document delivery service to remote students in 1994.

Christine McKenna

UNDERGRADUATE LIBRARY

1992 was a difficult year for the Undergraduate Library, as we had an increased workload, reduced spending power, and for much of the year, the uncertainty of not knowing who was to be the next Undergraduate Librarian.

Circulation

Until the online catalogue was in full operation the number of circulation transactions had been fairly stable. However after a sharp rise in 1991, there was another rise of almost 8% in 1992. Even if the upward trend does not continue the circulation load has increased by nearly 65% since the introduction of the online catalogue and much of this increased usage occurs in the staff-intensive services of Kept-at-desk loans and renewals. The former increased from 34,883 in 1991 to 41,169 in 1992 an increase of 18%.The latter increased by nearly 10% from 49,000 to 53,726.

Collection development

Because of the reduced purchasing power it has not been possible to buy as many multiple copies as has been the practice in the past thus leading to a reduction in the ratio of recommended reading:student population. This is reflected in the increased usage of the kept-at-desk collection and in the growing number of photocopies which have had to be prepared. The growth in this collection is also the result of changes in teaching methods with much greater emphasis on journal articles. Lecturers also tend to favour journal articles when books are in short supply as they know that we can provide adequate copies. However this task is a time-consuming and labour intensive one and due to space limitations it is unlikely that this collection can continue to grow unchecked.

The introduction of Spanish with an enrolment of more than four times the expected figure caused huge problems due to the unavailability of text books. It highlighted the difficulty for the library of the introduction of a new course when enrolments are unknown, and/or the collection is particularly weak in the subject area.

AUSTLIT was a welcome addition to the CD Roms accessible in the Undergraduate Library.

Staffing

The increased workload was carried without any increase in staffing which caused considerable stress and was possibly reflected in the apparently high level of absence due to illness.

The temporary secondment of staff from other sections to help with temporary staff shortages worked very well. This suggests that it would be advisable to have a pool of staff willing and able to step in when there is a staffing difficulty anywhere in the system. Staff exchanges, on a full or part-time basis, should be encouraged.

Another problem was the filling of the half-time library assistant position for Aboriginal and Islander liaison. The person appointed resigned early in second semester and it was not feasible to make another appointment at that stage.

Reader education

Reference librarians have continued to be proactive in seeking the support of teaching staff to give their students reader education classes as appropriate. Orientation tours were extended into the third week of the first semester and several tutorials were offered within class time. An increasing number of classes on the use of CD-Rom databases have also been offered, usually in class tutorial programmes. However a lot of individual assistance was also provided.

Several special tours were offered for UQ-Link, Aboriginal and Torres Straits Islanders Studies Unit and ELICOS.

Both Warren Ham (as convenor) and Birgit Culloty have played an active role on the reader education committee reflecting the importance of this activity to the Undergraduate Library. With this in mind a specialised reader education room in the Undergraduate Library is seen as a very high priority.

Thatcher Library Move

A lot of work was done to select material for transfer to the Undergraduate Collection. 18,000 non-education items which were transferred as short loans will be reviewed at the end of 1993. To accommodate the extra book stock, shelves replaced carrels on the second floor.

Conclusion

The Undergraduate library has weathered a difficult year but continued to satisfy user demands. Staff have maintained a high profile within their teaching departments and have continued to be proactive in developing reader education programmes but are hampered by the lack of adequate classroom facilities.

The Duhig building is badly in need of refurbishment and a reorganisation of staff areas which are very overcrowded. Staffing levels, in the light of the increasing usage, need to be examined and improved if possible.

Vivien Nash

UNIVERSITY LIBRARY STATISTICS 1990-1992

		1992	1991	1990
1	**Library Staff** (i.e. Staff employed on 1st April)			
	Graduate Professional staff	76.08	73.74	73.36
	Non Graduates with professional qualifications	2.00	3.00	3.50
	Library Assistants	112.24	100.40	98.70
	Administrative/Clerical	24.77	20.89	19.16
	Library Attendants	36.49	32.78	30.90
	Others/Casual equivalent	10.14	8.49	8.67
	TOTAL	261.72	239.30	234.29
	Distribution of Staff			
	Administration and Systems	16.91	15.83	14.13
	Technical Services	54.76	52.19	52.08
	Reader Services (Central Library)	64.20	62.17	60.55
	Reader Services (Branches)	121.00	105.27	103.53
	Other	4.85	3.84	4.00
2	**Services**			
	Items Lent			
	Central Library	354,422	346,315	315,763
	Branch Libraries #	1,022,671	885,547	813,547
	Items Lent to Libraries Outside Univ	21,329*	14,634	11,902
	Items Borrowed from Libraries Outside QU	19,246	17,250	17,679
	On-line Information Searches Made	1,414	1,633	1,948
	Reader Education Classes Held	475	405	391
	Normal hours of opening per week (Central) during academic year	78.5	78.5	78.5

** 1992 figures include Gatton staff (12.46) and temporary staff employed on Special Projects (3.27)

\# Includes all Reserve Collection lending whether extra-mural or not. (Total of 116,828 Reserve Collection loans in 1990, 102,111 in 1991 and 158,237 in 1992).

* Excludes 6195 loans made by other Library Couriers.

All figures for 1992 include Gatton unless noted otherwise

	1992	1991	1990
Audio-Visual Materials			
New Titles added	1,733	1,668	976
Titles deleted	178		
Holdings - Audio recordings	26,142	25,909	25,819
Films	639	646	637
Film Strips	371	405	563
Maps (Pieces)	29,976	25,734	22,732
Microcomputer software (Floppy disks)	381	283	241
Slide Sets	1,221	1,210	1,202
Video tapes	7,032	5,584	4,370
Production - Audiotapes recorded	1,644	1,450	1,720
Videotapes recorded	4,017	4,008	3,360

FIGURES FOR 1992 INCLUDE GATTON UNLESS NOTED OTHERWISE

	1992	1991	1990
3. Acquisitions			
Books #			
*New titles by purchase	24,128	12,739	14,789
*New titles by gift	3,756	2,609	3,513
Total volumes catalogued	40,360	22,458	27,472
Total volumes deleted	41,852	9,271	12,159

\#   Includes music scores and UQ theses
*   From 1992 new titles by purchase and new titles by gift record books received but not
necessarily catalogued in 1992. Figures exclude Gatton.

	1992	1991	1990
Periodicals			
Total Number of Titles Received	22,284	20,121	19,690
Number of non-duplicate titles received	*16,906	16,400	16,072
Number of new titles received	*887	692	684
Number of titles discontinued	*722	395	476
Total bound volumes added	17,696	15,040	16,120
Total bound volumes deleted	2,485	1,281	1,746
Total bound volumes in library	%1,515,739	1,449,172	1,422,548
Manuscript entries prepared	42	0	27
Manuscripts added	N/A	116 boxes	25 boxes
	N/A	0 items	26 items

% Includes 68,348 vols. in Gatton Library
and 15,560 vols. written off in Thatcher
Library

* Excludes Gatton

	1992	1991	1990
Microforms			
New monograph titles added	49	1,592	2,363
New periodical titles added	78	20	8
Total titles held	26,201*	26,067	24,455

*   Represented by 56,242 reels, 576,793 fiche/cards.

FIGURES FOR 1992 INCLUDE GATTON UNLESS NOTED OTHERWISE

STATISTICS OF INDIVIDUAL LIBRARIES

	Approximate size in bound volumes		Periodicals currently received		General Loans within University		Reserve Collection Loans		Loans to Libraries Outside University	
	1992	1991	1992	1991	1992	1991	1992	1991	1992	1991
Central Library (incl. Fryer Library and Audiovisual Services)	628,955	622,503	8,789	8,670	338,149	342,945	0	0	5,747	3,927
BRANCH LIBRARIES										
Undergraduate	119,064	94,686	266	271	400,372	375,206	41,169	34,883	0	0
Armus	43,957	42,554	603	584	32,194	35,605	13,994	13,076	239	177
Biological Sciences	121,757	115,652	3,064	3,040	102,612	119,383	30,784	2,589	6,494	4,417
Dentistry	6,280	6,189	187	182	13,987	13,732	1,730	1,259	389	269
Gatton	69,004		1,936		65,354		27,839		130	
Geology	35,033	34,022	1,070	1,065	7,483	1,927	2,801	5,455	601	313
Herston Medical Library	48,515	47,570	1,521	1,489	37,644	35,632	0	7,445	3,710	2,521
Law	59,493	57,334	799	767	26,141	20,687	32,884	30,234	303	187
Mater	8,002	7,567	266	263	9,772	8,471	279	1,225	382	421
PSE	131,022	126,733	3,379	3,364	94,149	90,411	6,757	2,470	2,235	1,526
P.A.H.	13,094	12,703	366	388	20,306	20,481	0	105	1,062	876
Thatcher	8,219	87,788	38	38	47,652	59,151	0	0	47	0
Store A	127,058	127,093	0	0	3,905	3,861	0	0	0	0
Store B	96,376	66,778	0	0	2,863	2,259	0	0	0	0

A. Books and backruns of periodicals	1992	1991	1990
Library Vote (Operating Grant)	$2,278,348	$1,398,737	$1,121,704
Library Special Equipment Grant	Note 2	Note 2	$266,882
Research Infrastructure Funds	$93,702	$95,492	$9,635
Other Library Funds	$22,841	$24,320	$24,478
Bequests and Donations	$44,129	$38,105	$39,555
Fee Paying Courses	Note 1	Note 1	$47,191
Humanities Group	0	$3,417	
Dept. Research Funds	$83,998	$65,735	$46,249
Dept. Maintenance Funds	$8,244	$5,308	$9,637
Other Dept. Funds	$7,665	$6,406	$6,558
Hospital Boards	$29,483	$19,613	$22,563
Total Books	$2,568,410	$1,657,133	$1,594,452

B. Continuing Subscriptions	1992	1991	1990
Library Vote	$3,631,912	$3,021,712	$2,571,844
Library Equipment Grant	Note 2	Note 2	$154,424
Research Infrastructure Funds	$54,405	$5,519	
Bequests and Donations	$40,156	$5,806	$9,464
Other Library Funds	$9,283	$9,440	$10,970
Fee Paying Courses	Note 1	Note 1	$11,978
Dept. Research Funds	$16,269	$17,937	$45,536
Dept. Maintenance Funds	$1,871	$1,611	$5,189
Other Dept. Funds	$6,728	$24,228	$2,144
Teaching Hospitals Recurrent Grant	$26,250	$26,250	$25,000
Hospital Boards	$193,166	$184,554	$144,359
Total Continuing Subscriptions	$3,980,040	$3,297,057	$2,980,908

C. Audio Visual Materials	1992	1991	1990
Library Vote	$88,862	$59,638	$58,686
Research Infrastructure Funds	$10,071	$7,000	
Bequests and Donations	$1,196	$824	$669
Dept. Research Funds	$1,655	$19,104	$428
Dept. Maintenance Funds	$9,413	$7,137	
Other Dept. Funds	$3,190	$1,823	$12,430
Total Audio Visual Materials	$114,387	$95,526	$72,213

| TOTAL LIBRARY MATERIALS | $6,662,837 | $5,049,716 | $4,647,573 |

D. Expenditure on Operating Costs	1992	1991	1990
Binding			
From Library Vote	$330,404	$366,012	$360,391
From Hospital Boards	$22,220	$16,720	$18,050
Other Funds	$8,226		
Total	$360,850	$382,732	$378,441
Running Costs			
From Library Vote	$842,824	$698,870	$697,360
From Hospital Boards	$12,757	$17,219	$15,585
From Other Funds	$85,603		
Total Running Costs	$941,184	$716,089	$712,945
Total Operating Costs	$1,302,034	$1,098,821	$1,091,386

(Excludes cost recovery services such as photocopying and online searching)

E. Equipment	1992	1991	1990
From Library Vote	* $867,813	$263,773	$228,881
From Hospital Boards	$1,023	$576	$2,266
From other Funds	$111,172	$23,919	$50,420
Total Equipment	$980,008	$288,268	$281,567

* Includes $702,695 towards integrated library computer system

F. Salaries and Salary Costs	1992	1991	1990
From Library Vote	$8,479,532	$7,523,758	$7,041,812
From Hospital Boards	$89,288	$216,312	$210,795
Fee Paying Courses	Note 1	Note 1	$57,269
From Other Funds	$71,422	$42,851	$0
Total Salaries and Salary Costs	$8,640,242	$7,782,921	$7,309,876

G. Summary of Library Expenditure	1992	1991	1990
Library Materials	$6,662,837	$5,049,716	$4,647,573
Operating Costs	$1,302,034	$1,098,821	$1,091,386
Equipment	$980,008	$288,268	$281,567
Salaries and Salary Costs	$8,640,242	$7,782,921	$7,309,876
Total Library Expenditure	$17,585,121	$14,219,726	$13,330,402

H. Source of Funds	1992	1991	1990
Commonwealth Government			
- Library Budget	$156,518,882	$13,332,500	$11,851,797
- Research Infrastructure	$158,178	$108,011	$9,635
- Research	$101,922	$102,776	$92,213
- Equipment	$867,813	Note 2	$650,187
- Teaching Hospitals Recurrent	$26,250	$26,250	$25,000
- Departmental Maintenance	$19,528	$17,473	$14,826
Other Departmental Funds	$17,583	$32,457	$21,132
Hospital Boards	$347,937	$454,994	$413,618
Fee Paying Courses	Note 1	Note 1	$116,438
Other Library Funds (including Bequests and Donations)	$394,028	$145,265	$135,556
Total	$17,585,121	$14,219,726	$13,330,402

	%	%	%
Library Operating Budget Expenditure as % of University Operating Budget Expenditure	7.49	6.80	7.13

Total Library Expenditure as % of Total University Expenditure (excluding Property, Plant and Equipment)	* 5.54	5.20	5.4

* The University's 1992 financial statistics were, for the first time, prepared on an accrual basis and this new basis of accounting is reflected in the figures provided.

Note 1. From 1991 fee income became part of the Operating Grant

Note 2. Equipment funds are now part of the Operating Grant

President of the Academic Board or nominee
     Nominee   Dr. M. Siegal

Representative from each group:

       Biological Sciences   Assoc. Prof. J. Ternouth (Chairman)

       Gatton College   Ms. K. Roberts

       Health Sciences   Professor J. Price

       Humanities   Dr. J. Mulholland

       Physical Sciences and Engineering   Dr. B.J. O'Mara

       Social Sciences   Dr. D.P. Dossell

Representative of the Alumni Association   Mrs. J. Cribb

Representative from undergraduate students Mr. M. Clark

Representative from postgraduate students   Ms. L. Zienkiewicz

Pro-Vice-Chancellor (Academic Services)   Mr. Derek Fielding

The University Librarian (Acting)   Mr. George Eichinski

LIBRARY SENIOR STAFF 1992

Members of Library Central Advisory Committee

James Forsyth Librarian (to 31 July 1992)
        F.D.O. Fielding, M.A., Dub., A.L.A., F.L.A.A.

Deputy University Librarian and Acting University Librarian (1 August - 31 December)
        G. Eichinski, B.Sc., Grad.Dip.Lib.

Associate Librarian, Administrative Services and Acting Deputy Librarian (1 August - 31 December)
        Judith A. Wilson, B.A., A.L.A.A.

Associate Librarian, Technical Services and Systems
        Wendy Cooper, B.A. A.L.A.A.

Principal Librarian i/c Acquisitions
        J.A. Priddey, B.A., Grad.Dip.Lib.

Principal Librarian i/c Cataloguing
        C. Taylor, B.Com., A.L.A.A.

Principal Librarian i/c Systems
        G. Rusher, B.Sc.(Hons.)

Principal Librarian i/c Central Reference
        D. Dryburgh, B.A., A.L.A.A.

Principal Librarian i/c Fryer Library and Special Collections
        M.D. O'Hagan, B.A., A.L.A.A.

Principal Librarian i/c Audio-Visual Collection
        G. Cribb, B.A., Grad.Dip.Lib.

Senior Librarian i/c Lending Services
        M. Gauld, M.Sc., M.A., A.L.

Principal Librarian i/c Architecture/Music Library
        M. O'Mara, B.A., A.A.L.I.A.

Principal Librarian i/c Biological Sciences
        Mary O'Sullivan, B.A., Grad Dip.Ed., A.L.A.A.

Principal Librarian i/c Gatton Library
        E.R. McLay, Dip.T., M.A., LittB., A.A.L.I.A.

Principal Librarian i/c Health Sciences
        R. Boot, B.A.(Hons.), Grad.Dip.Lib.

Principal Librarian i/c Law
        P. Bray, B.A.(Hons.), A.A.L.I.A.

Principal Librarian i/c Physical Sciences & Engineering
        E.R. Arden, B.Sc., Ph.D., A.L.A.A.

Senior Librarian i/c Thatcher Memorial Library
        C. McKenna, B.A. Grad.Dip.Lib.

Principal Librarian i/c Undergraduate Library
        V. Nash, B.A., Grad.Dip.Lib.

Members of Senior Professional and Administrative Staff
not on Library Central Advisory Committee:

Principal Librarian i/c Collection Development
S.J. Routh, B.A., M.S.Col., A.L.A.A.

Systems Analyst
A.J. Douglas, B.A. Wits., Dip.Ed., JCK, B.M.A.Melb., A.A.S.A.

Information Technology Officer
Michael Manning, M.Sc., M.L.S., Grad.Dip.EDP, A.A.L.I.A.