

# SAINT MARY'S UNIVERSITY



## *ANNUAL REPORT* *1986 - 1987*

**PATRICK POWER LIBRARY**

**FERGUSON LIBRARY FOR PRINT HANDICAPPED STUDENTS**

**MEDIA CENTRE**



**HALIFAX, NOVA SCOTIA**

### HIGHLIGHTS

- NOVANET dominated the thinking and planning of the staff.
- 14 classrooms now have video playback.
- Television productions increased 265%.
- Tape library renamed the Ferguson Library for Print Handicapped Students.
- 26 students and professionals were served by the Ferguson Library for Print Handicapped Students, up 23% from last year.
- Ferguson Library for Print Handicapped Students acquired a Magnilink 100 viewer for low-vision readers.
- Reference desk activity up almost 10%.
- Interlibrary loans up 20.1%.
- Total original catalogued declined 22%.
- Copy cataloguing increased 321%.
- \$30,000 SSHRC grant for Irish Studies.
- Circulation up almost 12%.
- Traffic through the library up 17.75%.
- Library statistics were put on a LOTUS 1-2-3 spreadsheet.

## PUBLIC SERVICES DIVISION

### INTRODUCTION

The annual increase in workload in the Public Services Division is due to many factors, including higher student enrollment, additional faculty, an increased stress on research, more global library and information networking, declining buying power, and the continuing awareness among our clientele that the service we provide is efficient, accurate and friendly. As can be seen from the following report, 1986/87 was our busiest year yet.

Our staff have remained willing and productive during even the busiest periods. The hectic months of the year have further intensified, and those we once consider slow are now no less than moderate. NOVANENT (the inter-university automated library system) will not ease our workload immediately. In a few years, circulation services and collection development, as well as technical processing, will be streamlined. Reference service and user education will remain more labour-intensive. To meet the changes in the library system, creative staffing alternatives will need to be found.

This year, the library again strained at the seams during peak periods, with some students sitting on floors and radiators to study. The numbers of people in this closed building necessitated limiting smoking to the ground floor lobby, a most popular move. In future, we will have to consider a totally smoking-free environment within the Library. As a consequence of reclassification and steady acquisition, the second floor is almost full. A shift of part of the Library of Congress book collection to the third floor which is less crowded must occur in the near future.

A decline in buying power has affected the entire library. The agony of dividing a limited supply of money among an increasingly demanding group of faculty departments to produce a balanced collection, within the limits of escalating costs and reduced purchasing power, is causing new strains in library-faculty relations. The heightened emphasis on research in the University is now creating a demand for the library to go beyond its present mandate of collecting material to support the curriculum.

The library has achieved a role as an essential factor in university life. Many of our problems are a result of increasing demands for our services. Concern for the library collection comes from both faculty and students, and this is encouraging. For us to continue to solve the new problems which each year brings, we will require the continued good will and support of all members of the university community.

## INFORMATION SERVICES

### Reference Activity

Information desk activity increased by 10% over 1985-86, with advances in all categories. A total of 18,441 questions were answered, of which 85% were reference enquiries made in person. Seen over a five-year term, Information staff responded to 4707 more questions, an increase of 34.2% in workload without an increase in staff.

Extended hours of service were offered prior to final examinations in 1986, including a "Term Paper Special" on April 5th, when extra staff were available to assist with last-minute essays. A review of statistics for extended hours showed them to be of marginal value. Accordingly, no extended reference service was offered at Christmas, and none will be offered prior to this year's finals.

### Information Desk Statistics (by category of question)

	1982/83	1983/84	1984/85	1985/86	1986/87	% Change 82/83- 86/87	% Change 85/86- 86/87
Reference Quest.	9547	10861	10644	12730	13836	44.9%	8.6%
Telephone Quest.	2001	2033	2362	2502	2734	36.7%	9.2%
Public Catalogue Assistance	894	983	1115	756	933	4.3%	23.4%
Directions Given	1292	1132	1223	777	938	-27%	20.7%
TOTAL DESK ACTIVITY	13734	14829	15344	16765	18441	34.2%	10%

### Interlibrary Loans

Interlibrary Loan activity as a whole increased by 20.1%, up 325 transactions over last year. Saint Mary's became a net requester of material in 1986/87, borrowing 272 items more than it lent. Increases of 57.7% in photocopies requested and a rise of 29.6% in monographs borrowed led to an overall 44.3% rise in requests. On the lending side, requests to borrow from Saint Mary's collection declined by 1.8%.

At the present time, the Interlibrary Loans unit is run by a Library Assistant II who receives three hours assistance from a student per week. With a 44% increase in Saint Mary's requests to borrow -- requests which require verification, location, finding and often, repeated requests -- further staff support seems to be indicated.

#### Information Retrieval:

Information Services executed 306 searches in 1986/87 at an average cost of \$29.31 per search. A search is defined as a request by a patron for information which may be drawn from one or more online systems using one or more databases. This year, for 306 searches, 723 databases were used, for an average of 2.36 databases per search.

#### Collection of Material

##### Corporate Reports

1986/87 was a year of consolidation and growth for the collection. Seventy inactive files were purged in a general housecleaning, while 323 new companies were added. The corporate reports collection now contains 1689 companies, for which an average of 12.6 reports per company are held. Circulation Services reports that 3,444 of these reports circulated, an increase over 1985/86 of 49.6%.

Through the services of a CDC trainee, it was possible to develop a machine-based claiming file, using Wordstar software.

##### University Calendars

The collection of calendars from Canada, the United States, and overseas increased to 457, up 10 from last year. Several institutions are now charging for their calendars, a trend which further erodes the Library's acquisition budget.

##### Pamphlet File

For half the year, the pamphlet file was active and 688 items were added. However, despite the existence of some 6000 pamphlets, their use was inordinately low. Over five years, circulation declined by 48%. Accordingly, the pamphlet file was decommissioned in December. Those items which are worth cataloguing will be processed into the MAIN collection. The rest of the pamphlets will be either distributed to appropriate departments or local libraries, or discarded.

## Archives and Theses

Thirty-seven MBA research project reports, 11 Honours theses, and 10 Masters theses were processed for the University. This represents a tripling of Masters theses and a 68% increase in MBA research project reports over last year.

Work continued on the indexing of the **Atlantic Provinces Book Review**, as each issue is produced. Work on this project is complete from volume one, and a cumulated index (published by the Library) might be considered.

There were several donations to the Archives from on-campus and off-campus donors. Given the increasing volume of material, and the diminishing space available to process and store it, the proposed University Archives cannot come too soon.

## Government Publications

Documents staff processed 803 titles this year, placing 571 in the collection and sending 232 to Bibliographic Searching for inclusion in the MAIN collection. The collection continues to grow at a rate of 9% per annum, and will soon outstrip the shelving allotted to it. At present, the documents collection contains 11,736 volumes.

Editions of both paper and microfiche keyword indexes continued to be produced. The paper edition sustains very heavy use during the year.

## Reference Collection

The summer of 1986 culminated the weeding project; by September the Collections Development Librarian and Head of Information Services had reviewed each title in the Reference Collection. The resulting removal of obsolete or unused material created significant space in the Reference stacks.

## Information-Related Issues

### Compacting the Card Catalogue

The size of the card catalogue's author/title section was reduced by two cabinets, from six to four. Compacting will continue as more and more records become machine-readable and are produced on the microfiche catalogue.

### Microcomputer and Applications

Information Services acquired a Jemini microcomputer (one of the IBM clones). Its primary uses have been as a terminal for information retrieval and electronic mail, as a word processor (using Wordstar), and as a processor of statistics. In this latter area, an AEISEC exchange student prepared a

program for library statistics, using the LOTUS 1-2-3 package. This program has facilitated the preparation of monthly reports.

### Signs

New signs were ordered and installed over the Information Desk, the corporate report collection and the university calendars.

## COLLECTIONS DEVELOPMENT

### Acquisitions Budget

The Library received \$370,000 for the purchase of books and periodicals in 1986/87. This was \$35,000 more than the previous year a 10.4% increase.

However, periodical and book costs rise on an average by more than the budget increase. Buying power has decreased due to the deflation of the Canadian dollar and price inflation. Therefore, periodicals claim a greater portion of the acquisitions budget each year. In 1986/87, \$262,684 was committed for periodicals and standing orders, which left only \$107,361 to purchase books for twenty-five departments (an average of \$4,294 per department). The shortage of book funds was so acute this year that a backlog of book orders worth \$50,000 has accumulated awaiting funds for 1987/88. With the advent of the online union catalogue of NOVANET libraries, it is hoped that more sharing of resources will occur.

### Collections Activities

A total of 5,176 book requests were examined and recorded during the year.

Gifts come to the library from many sources such as faculty, students, staff, alumni, publishers, other libraries, and government agencies. This year the library accepted 2,643 volumes from various donors. The most notable gifts were received from the bequest of William English, a collector whose interest in Irish studies led him to donate a portion of his personal library to Saint Mary's. Over 1,000 items, encompassing journals, poetry chapbooks, novels and critical works, including the writings of James Joyce and other twentieth century Irish writers, were received.

The Collections Librarian assists Library Administration with the preparation of grant proposals. During 1986/87, the library received a \$30,000 grant from the Social Sciences and Humanities Research Council to assist in the acquisition of material relevant to the Irish Studies program.

Saint Mary's University became a member of the Shastri Indo-Canadian Institute in 1986. As a result the library will receive a grant of approximately \$4,000 to spend on material published in India relating to all aspects of Indian life and culture.

Dewey Reconversion Project

For the second summer in succession, students employed under a government SEED grant engaged in a project to reclassify books from the Dewey to the Library of Congress classification. The Collections Librarian examined over 6,500 titles before forwarding them to be catalogued. By the end of the project in August 1986, 5,823 titles had been reclassified.

National Collection Inventory Project (NCIP)

The Patrick Power Library, along with libraries from Dalhousie University, University of New Brunswick and Acadia University participated in a pilot project to assess the Psychology collections at each institution. The project began in October 1986 and will be completed in late May 1987. Methods of assessment included checking serials holdings against journals indexed in Psychological Abstracts; shelf-list counts, and bibliographic checks of the book collection against standard reviewing sources in Psychology. All the libraries showed the effect of reduced budgets in recent years. The collection at the Patrick Power Library, although fairly strong retrospectively, lacked many current works.

Periodical cancellations, additions and transfers

Due to increasing periodical costs, all departments have been advised to limit new subscriptions. In most cases, a department must cancel a title in order to initiate a new order. This year, 45 new subscriptions were added, 62 were cancelled and 58 titles were transferred. The large number of transfers in 1986/87 came as the result of a project to move financial responsibility for Reference material from academic departments to the Reference budget.

Book Requests

	1982/83	1983/84	1984/85	1985/86	1986/87
Total handled	9892	7017	7281	5515	5176
Total Duplicates	2030	1863	1625	1386	1426
Total ordered	7862	5154	5656	4129	3750



### Origin of Book Requests

% of requests generated by faculty	77.7
% of requests generated by Collections Development Librarian	20.5
% requests generated by other staff	1.8

### Other Activities

	1983/84	1984/85	1985/86	1986/87
Gift books handled	1,028	2,098	3,672	2,643
Library holdings assessments	12	20	54	35
Periodicals ordered	4	7	40	45
Periodicals transferred	0	4	1	58
Periodicals cancelled	1	3	5	62

### USER EDUCATION

During 1986/87 there was a significant increase in the number of orientation sessions: 3 librarians presented 68 sessions to 1,499 students, up from 54 sessions and 1,049 students in 1985/86. The Collections Development/User Education Librarian and the Head of Public Services gave every session except one and spent a total of 77 hours in the classroom.

September 1986 was the most hectic time since September 1982 for instruction sessions. In a three-and-a-half week period, two librarians gave 30 sessions to 718 students while fulfilling their other regular duties. This increase of 10 sessions over September 1985 could perhaps be explained by a memo sent to each faculty member in August reminding them to book sessions for their classes.

This year also saw a shift in the subjects covered. The Commerce departments were second only to the English department in arranging for instruction sessions. Out of the 68 sessions, Commerce faculty booked 23% and the English department maintained its traditional lead with 26% of the sessions. As well, instruction was offered in Finance and Philosophy for the first time. These shifts in subject emphasis required more time for preparation of class handouts and exercises.

Library orientations are generally provided only for students enrolled in courses at Saint Mary's, but this year 8 sessions were also given to Chinese professionals associated with the Atlantic Region Orientation Centre on campus. These several-hour orientation sessions demand more flexibility from user education staff to overcome language differences and to meet the needs of specific technological interests.

Library Instruction Sessions  
Statistics: 1982/83 - 1986/87

	1982/83	1983/84	1984/85	1985/86	1986/87
Number of Sessions	70	65	55	54	68
Number of Students attending	1550	1413	1142	1049	1499
Average no. of students per sess.	22	22	21	20	22
Number of Teaching hours	90.5	77.5	66	63	78.5

## CIRCULATION AND RESERVES

### Staff

After three years of relative stability, 1986/87 brought a rather significant increase in Circulation staff turnover; during the year, 38 individuals occupied the 24 positions.

For some time it has been recognized that much of the increase in the department's business has been in the evening. This year an adjustment was made which placed an additional staff member in the busiest evening time periods, making less drastic the effects of students missing their evening hours due to illness or other reasons. This year, for the first time, student assistants were less willing to fill in for each other at times when coming to work was difficult.

Again on a positive note: as a result of the staff collective agreement with the university, the Clerk I positions in the department (all of the clerical and part-time positions) were advanced one group in the contract's pay scale.

### Activity

The increase in Circulation and Reserves activity as demonstrated in our statistics is significant, and is consistent across all major facets of our operations. The fact that essentially the same number of staff have been able to handle an increase of 36% in Circulation over the past

five years speaks very well of those who are working in Circulation, and also reflects the attention to improvements (the new desk in 1985) and organization (changing staff schedules over the past two years) that were paid to the department.

The implementation of NOVANET, requiring an extended period of phasing out/phasing in, with parallel systems running, data-base construction etc., will further stretch the Department's efforts

The increase in activity has also had an impact on the work of the Department's Head. Circulation and Reserves has an unusual structure; there is only the Head (a Library Assistant III) and everyone else (all Clerk I's). With no intermedary, an inordinate proportion of Circulation detail (from unusual situations with off-campus borrowers, to problems with students, to overdues) falls to the person who is at the same time responsible for the broader matters of planning, scheduling, training, reporting, etc.

Now, as additional responsibilities follow from NOVANET implementation, it may be time to consider creating a more senior clerical position in Circulation.

#### New Procedures and Practices

The installation of the new safe, and new procedures for handling fines and photocopier funds, have been significant improvements. There has been no repetition of the thefts experienced last year.

The new statistics package, using LOTUS 1-2-3, requires daily inputting but saves time at month's end.

This year the typewriters were much more reliable. The typewriter area itself was a concern because it is quite noisy; this is unsuitable for a space just outside our "guaranteed quiet" Reserves Reading Room.

In the summer of 1986 our shelf-use pattern on the second floor was adjusted to use one more shelf in each bay. New acquisitions and continued reconversion have meant, however, that many stack areas are still uncomfortably tight.

Year-By-Year Circulation Statistics

	1982/83	1983/84	1984/85	1985/86	1986/87	% Change 1982/83- 1986/87	% Change 1985/86- 1986/87
Non-Reserves Circulation	105,177	131,854	127,931	131,210	151,385	+43.9%	+15.4%
Reserves Circulation	35,708	34,481	31,210	32,311	41,051	+15.0%	+27.1%
TOTAL	140,885	166,335	159,141	163,521	192,436	+36.6%	+17.7%
Traffic	483,056	507,474	475,969	455,164	535,936	+11.0%	+17.8%
Photocopies Made	424,802	407,146	364,504	396,735	467,523	+10.1%	+17.8%

## TECHNICAL SERVICES DIVISION

### ACQUISITIONS

The management of the library's journal collection is one of the Acquisitions Department's major responsibilities. The following highlights illustrate the activities during the year:

#### Stack Maintenance

- 1035 hours were devoted to stack maintenance
- 879 trucks were shelved on the 3rd floor, an increase of 5% over last year
- 15,086 new issues were placed on the current display shelves
- 240 hours were spent shelf reading the third floor stack area
- the 1986 issues for the majority of titles were transferred to the 3rd floor

#### Inventory

Care was taken throughout the year to keep the holdings records and want-lists up to date by continually checking the shelves for missing issues. A listing of needed issues required to complete unbound volumes was sent to a commercial vendor; 168 items were received and added.

#### Gifts and Exchanges

Periodicals' gifts and exchanges lists of surplus material were sent to vendors and to other libraries. Seven hundred and seventy-four issues were sent to vendors, and 836 items to various libraries. Four hundred and four items were acquired by the library from other institution's lists.

#### Binding

Twenty-two hundred and sixty-four volumes were bound during the year, which is an increase of 10.7% over the past year.

#### Weeding

The periodical collection housed on the 3rd floor came under scrutiny for possible weeding. A list of 218 journal titles which are no longer received and for which we have insubstantial holdings was forwarded to the Collection Development Librarian for consideration. Sixty-four titles were suggested for removal from the collection.

## Serials Reporting

Along with acquiring the journals and managing the physical resources of the collection, Acquisitions' responsibility makes the collection accessible through the preparation of the serials list.

This year 4330 changes were made to the serials records. This is a decrease of 4.9% over last year's total of 4544 changes. In addition to the above total 1094 syntactical changes were made. Eighty-two hours were spent entering the many changes into the computer file.

New paper and microfiche editions of the serials list was produced in May.

The Library's involvement in the PROSER Project (an effort to consolidate the serials holdings of several local libraries) was begun in 1986/87. Consequently our serials list was checked against the CONSER (Conversion of Serials) microfiche to identify which of our entries conflict with the forms of entry found on CONSER. A listing of the conflicting titles is being prepared.

## Monographic Acquisitions

Even though a 10% decline was experienced in the number of purchase requests received from the Bibliographic Searching Unit, there was a 6% increase in the number of monographs (volumes) ordered during the fiscal year. This is attributable to a variety of factors including different accounting practices for this budget year, leftover orders from the previous year, free material acquired via the Shastri Institute, as well as varying cost of material ordered.

The number of monographic volumes received was 1.8% less than the previous year's total; the final figure being 4797 volumes received, as opposed to the 1985/86 total of 4885. The number of standing orders received remained relatively constant with 608 volumes received this year compared to 619 last year.

Two activities related to the purchasing of monographs showed significant increases. The number of claims issued was up by 55% and the number of status reports received from vendors increased by 13.6%. A total of 2400 reports were received for only 4200 orders.

The number of orders which had to be deleted because they were unavailable for purchase was down by 10%.

No change in the vendors used for the purchase of monographs was made during the year. Sixty-nine percent of the funds expended for monographs was paid to our five principal agents, the largest share, 41% going to Blackwell North America.

### Automation

Further progress was made in 1986/87 in the introduction of additional on-line applications to the acquisitions system.

A program to transfer new orders, by department and dollar value, from one data file to another was developed. This was necessary in order to remove orders from Departments with overencumbered funds from the file of orders ready for processing.

A program which produces a statistical summary of orders awaiting processing was prepared. The total number of orders per Department, as well as their total dollar value is provided in this report.

A new program for the daily inputting of information about material received was developed. Previous applications required that the staff reenter the entire record at the time of receipt of an item. The new application facilitates on-line retrieval of the order record for updating, of received price, quantity, status, etc.

Some routine automated functions, which were previously dependent upon the Computer Centre staff, were transferred to the control of the Acquisitions Department. The functions involve submitting of the new, received, and catalogued orders for processing on the VAX system.

### **BIBLIOGRAPHIC SEARCHING UNIT**

Recataloguing projects and training of new staff were the most important of the activities additional to the routine work of the Unit. Increased time spent in pre-acquisition searching of book purchase requests and problems with the UTLAS Catalogue Support System were other features of the year.

### Recataloguing Projects

During the summer months the Unit undertook a project to recatalogue through UTLAS all reference titles not in our database. Other items recatalogued included Dewey books

the main pre-UTLAS LC collection, some old government documents, and some items from the Oversize collection to be recatalogued to the MAIN stacks.

### Utlas Performance

Slow response time even during off-peak periods, unavailability of the system at times, and various problems with the functioning of the system hindered automated cataloguing activities for much of the year.

In January 87, Utlas operations were switched to an IBM-PC and Epson FX-286 printer, as increasing mechanical problems had been encountered with the old printer and the dumb terminal. Under present arrangements, one terminal and printer is available to BSU for 50% of the time. This is adequate under normal circumstances, but special projects involving the use of Utlas, particularly when additional staff are involved, are hampered by lack of terminal time.

### Pre-acquisition Searching

Changes in the University's budgetary practices have required that the acquisitions budget be spent by year's end. In order to encumber funds with sufficient lead time for materials to be delivered, high priority was given to the pre-order searching of book requests, from the end of July 1986 to January 1987. Particular pressure was exerted by faculty departments which were slow to spend their budget allocations.

The amount of time taken to search each book purchase request was increased in an attempt to reduce the number of duplicates acquired. It was felt that the declining purchasing power of the acquisitions budget in recent years justified extra checking of requests. It is not yet clear if enough money is being saved to justify the increased expenditure of staff time.

### Other Activities

A complete revision of the procedures manual was carried out.

Job descriptions for the Unit were revised.

## CATALOGUING DEPARTMENT

After years of relative stability the past year was notable for its numerous staff changes occasioned by resignations, leaves and special projects.

The number of catalogued records generated by the Department



the past year represented an 81% increase over that of five years previous.

The 22% decline in the original cataloguing was offset by a 321% increase in copy cataloguing. The number of revisits fell slightly - 5477 from 6067 in 1985/86, a 10% decrease. Terminal time decreased by 3%.

In addition to processing new materials for the collection, much time and energy were devoted to the retrospective conversion of current holdings as the database file passed the 87,000 record mark. Recon proved to be a labour-intensive activity with the withdrawal of card catalogue records and the re-processing of materials.

### Departmental Activities

Early in the year it was learned that a number of BNA records were not appearing on the COM catalogue. Twenty-seven thousand BNA shelf-list records need to be checked against the COM catalogue, and a project was undertaken to do retrospective conversion for those titles not found in the database as they are encountered.

The Department recatalogued 1325 titles, as a part of the summer recon Project.

Considerable progress was made towards the reclassification of Canadian history to FC. All Canadian history titles in the Dewey collection were recatalogued as part of the summer recon project. Retrospective conversion was done for works about prominent politicians to bring them together in the 'FCs'.

The final stage of the Canadian literature reclassification project was completed, with the recon of Canadian titles from the general English literature section of PR to the PS 8000's.

All works by or about Charles Dickens were recatalogued, and now appear on the 1987 COM catalogue.

Several hundred Geological Survey of Canada publications were catalogued during the year.

### OTHER PROJECTS AND ACTIVITIES OF THE DIVISION

#### NOVANET

As the concept and eventual commitment to NOVANET gained momentum, the Department Heads, the BSU Coordinator and the Division Head became increasingly involved, first in the

preparation of the Request for Proposal for various system modules, and later in the scrutiny and evaluation of the many vendor responses to the RFP.

The Division Head was a member of the six-person team, selected from the five academic libraries of the consortium, which visited two CLSI and two GEAC installation sites in the United States. He reported his findings, particularly from the point of view of the technical services operations, to the NOVANET Board.

The staff of the Division are working towards and preparing for the effective installation and implementation of the GEAC system at the Patrick Power Library.

#### Automation of Library Statistics

Early in the year, the Division Head started a project to automate library statistics using the LOTUS 1-2-3 spreadsheet software. In April 1986, the BSU statistics were put on the system. In July, through the auspices of AEISEC, the Library acquired the services of Alicja Wiecka, a Master's student in Computer Science from the University of Warsaw, Poland. Alicja spent 4 months organizing the computerization of all library statistics. The automation has facilitated both quick and easy departmental data input as well as monthly and annual cumulation of all library statistics.

#### Inter and Intra-Institutional Cooperation

The Atlantic School of Theology was given access to one of our UTLAS subaccounts during June-July to search the UTLAS database for a number of theological books in their library.

The Division participated in the annual September open house by demonstrating the various functions performed in the technical services area.

The Head Librarian and the Head of Acquisitions of the Nova Scotia Teachers College, Truro, N.S. visited to enquire about our UTLAS operations.

STATISTICAL HIGHLIGHTS

**ACQUISITIONS DEPARTMENT**

	<u>85/86</u> -----	<u>86/87</u> -----	<u>Percentage Difference</u> -----
Purchase Requests Received from BSU	4443	3977	-10.5%
Monograph Ordered (Volumes)	4254	4517	+6.2%
Total Volumes Received and Paid for with Monograph funds	4885	4797	-1.8%
Average Price:	\$38.85	\$44.11	+13.5%
	(Can.)	(Can.)	
Periodical Subscriptions Renewed	1406	1486	+5.7%
Average Price:	\$129.12	\$137.94	+6.8%
	(Can.)	(Can.)	
Periodical Subscriptions Added	40	45	+12.5%
Periodical Subsc. Cancelled	5	62	+1,140.0%

**BIBLIOGRAPHIC SEARCHING UNIT**

	<u>85/86</u> -----	<u>86/87</u> -----	<u>Percentage Difference</u> -----
Book Purchase Requests Forwarded to the Acquisitions Department	4443	3977	-10.5%
Book Purchase Requests Found to be Duplicates	1392	1323	-5%
Total Book Purchase Requests Searched	5835	5300	-9%
Percentage of Duplicates Found	23.86	25	+5%
Gifts Catalogued (Titles)	873	48	-94%

## CATALOGUING DEPARTMENT

Utlas Records (Titles/Vols.)	2118/2522	2440/3027	+15%
Originals	387/576	301/446	-22%
Variations	260/320	287/333	+10%
Copy Cataloguing	71/95	299/326	+321%
Total Catalogued	865/1138	925/1143	+7%
Total Catalogued (BSU & CAT)	14586/17129	11227/13683	-23%
Withdrawals	2149/2693	1486/1569	-41%
Shelf-List Cards	26972	22271	-17%
Recatalogued	1035/1264	1851/2266	+79%

## FERGUSON LIBRARY FOR PRINT HANDICAPPED STUDENTS

During the fiscal year, the Ferguson Library for Print Handicapped Students again served the visually-impaired students and professionals of Atlantic Canada.

One of the year's biggest highlights was the formal inauguration of the Ferguson Library for the Print Handicapped Students. The dedication ceremony was followed by a reception for the Mr. & Mrs. Raymond Ferguson in the Alumni Lounge attended by alumni, visually-impaired students and university officials.

In 1986/87, the Ferguson Library clients totalled 26 (up 23% from last year) of which fifteen were students, six attending Saint Mary's University and eleven attending other educational institutions in the Maritimes. Four of our patrons were professionals requiring work related readings and the remaining seven were community members borrowing leisure reading material.

The following is a breakdown of clients served by the Ferguson Library.

APRIL 1, 1986 - MARCH 31, 1987

Saint Mary's University	: 6 (5 full-time, 1 part-time)
Dalhousie	: 2 (2 part-time)
Mount Saint Vincent University	: 3 (3 full-time)
University of New Brunswick	: 1 (1 full-time)
University of College of Cape Breton	: 1 (1 full-time)
Professional in metro area	: 4
Community members	: 7
Other*	: 2 (2 full-time)
TOTAL	<u>26</u>

\* - Adult Vocational Training Centre, New Waterford,  
Cape Breton

- Child Development Program in association with the  
Canadian Employment Centre.

Reading requests for the year totalled 104, 70 for students, 25 for professionals, and 9 for leisure. The following table indicates a decrease in the number of reading requests from Saint Mary's students but shows a considerable increase in requests made by visually impaired professionals.

READING REQUESTS	85/86	86/87	NUMERICAL DIFFERENCE	PERCENTAGE DIFFERENCE
Saint Mary's	80	32	-48	-60%
Dalhousie	6	18	+12	+200%
Mount St. Vincent	6	6	--	--
Professionals	2	25	+23	1150%

Twenty-two active volunteer readers donated their time and resources to recording books and articles for our clients.

This year's circulation of materials totalled 127 on 442 cassettes, which is a decrease of 6.5% over the last fiscal year.

#### ACQUISITIONS

Some of the items purchased in 1986/87 included 30 Bell and Howell tape recorders, a Recordex high-speed duplicator, work tables and chairs, panel dividers and acquisition for the Magnilink 100. This technical aid is engineered for the special needs of persons with limited vision. It provides the highest quality magnification of reading materials on a closed-circuit television system.

#### KURZWEIL READING MACHINE

The Kurzweil Reading Machine began showing signs of failure in October 1986. The Coordinator and other university staff members tried without success to find a local firm capable of diagnosing the problems. The operating diskette was sent to the manufacturer in Dorval, Quebec to be checked for possible defects. The repair technician at Betacom found no errors with the software. The KRM itself was sent to the manufacturer for repairs. In March 1987, the repair technician indicated that the main circuit board was defective and would be replaced with a new one.

## MICROFORM COLLECTION

The year 1986/87 was a busy time in all areas of the Microform Collection. A total of 1,318 students, faculty, staff and community patrons made use of the microform facility. The microform collection was open for use 64 hours a week. Two student assistants were hired to work the evening and weekend shifts.

As the academic year progressed, it became obvious that the greatest amount of traffic was during the months of October/November and February/March, with a total of 921 patrons. It was during this time that the students and patrons waited patiently for a microform machine to become available.

In January 1987, the Microform Collection acquired a CANON PC-80 microfilm reader/printer that uses bond paper and toner cartridges. The copies produced are of excellent quality.

To date the microform collection has a total of 6 operating machines for patron use, (2 microfilm reader/printers, 2 microfiche reader/printers, 1 microfilm reader only and 1 microfiche reader only).

## ERIC DOCUMENTS

The document production services of ERIC have introduced changes in their ERIC microfiche. The film base is now diazo, which makes the fiche more durable. The most astonishing feature is that the fiche will be furnished without envelopes which reduces the cost per fiche and reduces storage requirements by at least 50%. A great consideration especially in assessing the space problem the library is presently experiencing.

## INVENTORY

An inventory of the microfilm collection was done during July 1986.

The Cataloguing Department did an inventory of the catalogued microfiche during the spring. A list of assorted periodicals on microfiche was submitted to the Acquisitions Department. Titles were checked against their holding list.

## MEDIA SERVICES

Media Services is pleased to report that in almost every area, the centre was busier in 1986/87 than in 1985/86.

Television production headed the list of increased activity with 53 productions compared to 20 last year.

The television distribution system has grown from five class rooms last year to 14 this year. During the academic year 836 programs of which 35% were 16 mm films and the rest video-tape. were broadcast through the system. These played to an audience of over 29,000 students.

Photographic requests continued to rise with over 8,000 slides made for various academic and administrative departments.

During the year almost 8,000 students visited the Media Centre to use the various facilities and services. Four hundred and two faculty members borrowed equipment, down slightly from the previous year; this can probably be attributed to the success of the television distribution system.

The most notable acquisitions this year were two new video cameras and a film-to-video transfer unit. The latter acquisition has given our end product a superior quality.

A cooperative arrangement was made with the Language Lab technician at Mount Saint Vincent University to make necessary major repairs in our language lab and to train our Media Assistant to perform minor repairs.