

SAINT MARY'S UNIVERSITY



ANNUAL REPORT *1987 - 1988*

PATRICK POWER LIBRARY

FERGUSON LIBRARY FOR PRINT HANDICAPPED STUDENTS

MEDIA CENTRE



HALIFAX, NOVA SCOTIA

HIGHLIGHTS

- Phase I of Novanet was brought on line
- Information Desk answered 19,482 questions, a 5.7% increase
- Corporate Report Collection grew by 257 companies; now totals 1,925
- The Financial Post Card Service has been added
- A Compact Disc system was acquired for ERIC and CCINFO (Occupational Health and Safety)
- Cost of books increased 10.4%
- Circulation of library material reached 180,000
- Number of books ordered decreased by 10%
- 111 Periodical titles were cancelled
- Gift books added were up 28%
- Special Acquisition grants totaled almost \$53,000
- The Ferguson Library for Print Handicapped served 27 clients
- Over 1,200 faculty students and staff used the microform collection
- Media Services broadcast 954 programs to over 33,000 students
- Activity in the Media Centre more than doubled

LIBRARY STATISTICAL HIGHLIGHTS

	<u>1986/87</u>	<u>1987/88</u>	<u>% CHANGE</u>
Total Reference Questions	18,441	19,482	+ 5.65
Interlibrary Loans Transactions	1,572	1,651	+ 5.03
Information Retrieval Searches	223	322	+ 44.39
Library Instructions Sessions	68	51	- 25.00
Total Circulation	192,435	179,452	- 6.75
Traffic	535,936	455,806	- 14.95
Photocopies	467,523	436,287	- 6.68
Acquisition Budget	\$370,000	\$395,000	+ 6.76
New Books Received	4,797	4,320	- 9.94
Total Books Catalogued and Re-Catalogued	13,683	8,398	- 38.62
Average Book Price	\$ 44.11	\$ 48.68	+ 10.36
Periodical Titles Cancelled	62	111	+ 79.03

GENERAL INFORMATION

Apart from the usual daily operation of the library with circulation, reference, collection development and technical service processing for faculty, students and staff, two matters dominated the staff's time and attention: they were Novanet and collection development.

Many staff hours were spent in planning for Novanet, not only for what was needed by the Patrick Power Library at Saint Mary's University but also in coordinating our needs with those of our four sister institutions into a meaningful package for Acquisitions, Cataloguing, an Online Public Catalogue and Circulation.

The fruits of these many hours of planning were first seen in the Spring of 1988 with the appearance of the Online Public Catalogue, which was very well accepted by faculty and students.

Collection development presented a greater challenge than usual. Budget limitations made it necessary to cancel many periodicals, always a painful task. Fewer new books were ordered this year than in any previous year. With more students, more courses, more new programmes and an increased emphasis on graduate studies and faculty research, cancellations made serving the greater demands with fewer resources a challenging, and at times frustrating, experience.

Since the library is here to serve the University community, it is becoming obvious that the library will have to assess its past policies in light of the changing academic emphasis within the University. Novanet will help relieve some of the problems but substantially increased funding of library acquisitions to meet these increased demands will also have to be considered.

This past year the library was a grateful recipient of additional acquisition funds from the Social Sciences and Humanities Research Council of Canada [for Irish Studies, (\$30,000)], the Capital Campaign (\$12,788.00), the Tanaka Fund (\$1,162.81) and the Shastri Indo-Canadian Institute (approximately \$4,000.00) plus some year-end money from the University (\$5,000.00)

PUBLIC SERVICES DIVISION

INTRODUCTION

The advent of Novanet, the online integrated library system of the five metro universities, was the highlight of the year. Since the appearance of the first public access terminals in February faculty, staff and students have expressed enthusiasm and wonder at the ease of use and the access to such a large database. Careful cooperative planning by all the universities involved has required numerous meetings and consultations. Much staff time has been consumed in the important details of the system. We are all much wiser now in the ways of "turnkey systems".

The University is evolving in ways that have profound effects on the library. Increases in enrollment and class size have affected our service. More demands are being met at the reference desk by the same number of staff. Classes which are too big for our conference room must be turned away from our User Education programme. New part-time faculty are unfamiliar with our services and policies, and we frequently don't meet them until there is a crisis with Reserves or a mass class assignment.

The pattern of increasing part-time and non-traditional students at the University is having an impact at the library. Evenings and weekends are becoming busier with more demands on the reference staff and also on the physical capacity of the Library. The faculty who teach in the evenings and off-campus are not making full use of our User Education programme, resulting in a drop in classes taught. We must develop ways to maintain our services in the changing University.

Once again we decry the lack of buying power of our acquisitions budget. In a study in 1985, it was revealed that Saint Mary's had 60.7 library volumes per student. Contrast this with 136.6, 146.5, 108.7 at sister institutions. Only one of all the Nova Scotia Universities had fewer books per student. Even then the newest of the Universities had 72.7 volumes per student. Without adequate funding, our library will fall even further behind as enrollment continues to increase. The leveling off of the numbers in Circulation may mean that we run out of the needed books at peak times causing students to either borrow elsewhere or do without.

Staffing in the library must be reviewed to ensure that positions are established where the need is greatest. Increasing enrollments have meant increased use of the library, especially in the Information Services area. Staff are answering more questions and at the same time acquiring and shelving increasing amounts of government documents, corporate reports and other so-called "free" material.

We look forward to the challenges of 1988/89. Staff will be involved in adding the Circulation and Acquisition modules of the Novanet system to make it fully functional. An increased number of students will make even greater demands on the Library.

INFORMATION SERVICES

Reference Activity

Information desk activity increased by 5.7% over 1986/87. A total of 19,842 questions were answered, of which 87.2% were made in person. Seen over a five-year term, information staff responded to 4,653 more inquiries, an increase of 31.4%.

The greatest increase in reference activity took place in the evenings, when an average of 14.9% more assistance was sought. Greater than average pressure was exerted on evening staff in February, April, and November, when desk activity rose by 42%, 30% and 18% respectively.

Although the University operates on a year-round basis, there is a tendency to underestimate the impact of the academic year on departmental work. Statistics show that between 73% and 80% of reference work takes place during the periods from September to November and from January to April. A study undertaken for the University Librarian revealed that, in October, November, and March, information desk activity has increased by 173%, 110% and 109% respectively since 1980. Unfortunately, library staff has not increased at all.

Interlibrary Loans

Saint Mary's was a net lender of material in 1987/88, providing 139 more items than it borrowed; 62.2% of this material was supplied to Nova Scotia institutions. In fact, Saint Mary's loaned five items for every one it received within the province. From elsewhere in the world, the library borrowed two items for every one it loaned.

A prominent concern among patrons has been the increasing number of charges for interlibrary loan services. Some consideration needs to be given to funding for faculty and graduate student research requiring interlibrary borrowing.

Information Retrieval

In 1987/88, Information Services executed 322 online searches, of which 246 were carried out during the academic year. A search is defined as a request by an individual for information which may be drawn from one or more on-line systems, using one or more databases. During the period from September to March, 640 databases were used, for an average of 2.6 databases per search.

As with interlibrary loans, cost became a significant factor in search activity. From the beginning of the academic year, the usage cost per hour rose on many databases and a charge per reference typed was levied on previously "free" files. As a result, the average cost per reference rose to \$0.75. The briefest of searches (regardless of whether the references are relevant or obtainable) cannot be carried out for under \$15.00. The average cost of a search was \$21.43.

Corporate Reports

1987/88 was a year of expansion for the collection. 257 companies were added, while 21 files were closed. The corporate reports collection now contains 1,925 companies, for which an average of 11.4 reports per company are held. A major resource for the area, the collection is used extensively by Dalhousie University students and by members of the general public (referred to Saint Mary's by the public library), as well as by our own students.

The Commerce Faculty purchased the Financial Post Card Service which excerpts data from annual and quarterly corporate reports and which provides history, analysis and a time-series of financial data. This service, for which we now receive only the industrial section, compliments the corporate report collection and has proved to be well-used since its introduction in February.

University Calendars

The collection of university calendars from Canada, the United States and overseas grew modestly by 8 institutions this year. The collection now represents 463 institutions.

Pamphlet File

The pamphlet file was dismantled during the summer of 1987. Many of the contents were distributed to other local libraries for their use.

Archives and Special Collections

Twenty-seven M.B.A. research projects, sixteen Master's theses, and nine Honour's theses were processed for the university. This represents a 60% increase in Master's theses and a 27% decrease in MRP's. The rise in Master's theses is largely attributable to the new program in Psychology.

Government Publications

Documents staff processed 824 titles this year, placing 513 into the documents collection, sending 311 to Bibliographic Searching for inclusion in the MAIN collection. The area allocated for the documents collection is full, necessitating an on-going weeding program to eliminate duplicate and obsolete material. More staff time for selection and de-selection is therefore required.

Related Issues

The card catalogue was compacted by a further two cabinets creating wall space for the new automated catalogue. The subject section, whose compacting was mentioned in last year's annual report, received the greatest attention, being reduced by 1 2/3 cabinets.

In February the equipment for Novanet was installed and tested. During the Spring Break, a good part of the full database was available. General reaction among the university users has been enthusiastic.

COLLECTIONS DEVELOPMENT

Acquisitions Budget

The library received \$395,000.00 for the purchase of books and periodicals in 1987/88 an increase of 6.8% over the previous year. \$252,541.00 was needed to maintain our periodical and standing order commitments, leaving only \$142,459.00 to purchase books for twenty-five academic and four library departments. After establishing book budgets for the four library departments (Acquisitions, Replacement, Reference, and Government Documents), there was \$134,161.00 left to purchase books for all academic departments. Since the average cost of a book in 1987/88 was \$48.68 compared to \$44.11 in 1986/87 (a 10.4% increase) departments were able to purchase an average of only 107 books on their budget allocation. This is very disturbing in light of the following trends:

- 1) university enrollment has increased by 41.2% from 1981/82 to 1987/88;
- 2) new courses continue to be approved; and
- 3) some recently established programs have to purchase books and periodicals out of department budgets since they have no library budget of their own.

Budget Allocations

Again this year, book allocations for academic departments were based on a formula which weighed three factors equally:

- 1) average cost of a book in the subject
- 2) number of majors enrolled in a subject, and
- 3) number of courses taught in a subject.

This method of assigning book budgets appears to meet with the approval of the majority of departments, and represents one way to fairly distribute limited funds.

Because of the limited acquisitions budget, it was necessary to cancel periodical subscriptions in nine departments. When a department's periodical/standing order budget exceeds 70% of its total budget, it is requested to cancel titles available at other local libraries. Although the process has its unpleasant moments, it does result in tangible savings: 111 periodical/standing order titles were cancelled, which

reduced the nine departments' commitments by \$30,000.00. This money was then available for the purchase of additional books in these subject areas.

Substantial cancellations for library departments were also made during 1987/1988. A total of 40 standing orders and 25 periodicals were cut from the budgets of Library Acquisitions and Reference, resulting in a saving of \$5,354.00.

USER EDUCATION

During 1987/88, 51 sessions were given to 1,032 students. The decrease in orientation sessions from 68 in 1986/87 can be explained by the late start of the academic year on September 14th. Many faculty prefer to schedule classes for the early weeks in September, but this fall some faculty who normally arrange sessions explained that they were reluctant to take an hour from their class time to come to the library because the term was so short.

Certain faculties continued to be the main supporters of the User Education programme: the English department booked 29% of the sessions, followed by Sociology and Modern Languages (19%), and Education (13%).

The User Education programme at the Patrick Power Library plays an important role in the education process offered at the university. Many of the over one thousand students instructed in the use of the library each year are first year-students, and the one-hour to two hour library sessions guided them through the process of researching term papers in various subject areas.

OTHER ACTIVITIES

1. The Faculty Information Booklet was prepared and distributed to all faculty members. This booklet explains the ordering process for books and periodicals, and is designed to answer the questions most frequently asked about library acquisitions.

2. The Library Guide underwent its annual revision and was ready for the Fall of 1987. This brochure lists the hours and services offered by the Patrick Power Library.

CIRCULATION AND RESERVES

Two developments stand out - the restructuring of job responsibilities for staff within the department and the time-consuming preparations for Novanet.

The Department

As it has the most staff of any unit in the library and operates for 92 hours a week during the academic year, managing the people - i.e. training, supervising, scheduling etc. - requires much time and attention. The Circulation and Reserves Staff are often the only representatives of the library with whom users come into contact. The image they project of competent helpful people is the image users have of the whole library.

The number of individuals who have worked in Circulation and Reserves, by year:

1982/83 - 42	1985/86 - 31
1983/84 - 32	1986/87 - 38
1984/85 - 31	1987/88 - 44

Although the number of staff positions and staff hours remained the same, the 1987/88 turnover was almost two staff members per position.

The restructuring of the Department has resulted in the creation, through reclassification, of a Clerk III position. Some of the supervisory, training, and public liaison work has been shared between the Head of the Department and the person in the Clerk III position. Other staff were also reassigned, resulting in a more functional department.

Preparing for Novanet

In an extensive project in the summer of 1987, 70% of our "pre-BNA, pre-UTLAS" monograph collection was barcoded. All staff members were involved in this effort.

During the year, however, many hundreds of circulating barcoded books were separated upon their return and passed to Technical Services for ultimate inclusion in the Novanet bibliographic database, from which circulation records will be derived.

Statistics

The figures show a slight dip in 1987/88 compared to 1986/87 (a bumper year). However, the grand total of items circulated reached almost 180,000. Our traffic figure (down 80,000) is normally much more in step with our other statistics (as you might expect), and is most likely the product of a flawed counting mechanism.

TECHNICAL SERVICES DIVISION

INTRODUCTION

The goal of the Technical Services Division is "to acquire, organize and make accessible library materials for library patrons in the most efficient and cost-effective manner."

The following highlights of 1987/88 list some of the activities undertaken and accomplished to fulfill this goal.

ACQUISITIONS DEPARTMENT

Stack Maintenance

The management of the library's journal collection is one of the Acquisition Department's major responsibilities. During fiscal year 1987/88, 988 hours were devoted to stack maintenance duties. 969 trucks of journals were shelved on the 3rd floor, an increase of 10% over last year. 14,898 new issues were placed on the current display shelves.

Back-Issue Procurement

Our "want-list" of selected issues most needed to fill gaps in current holdings was sent to several commercial vendors, and 144 items were received and added to the periodicals collection.

Gift and Exchanges

A total credit of \$577.24 was obtained from the distribution of 167 issues to vendors. 156 items were forwarded to other libraries. 228 donated issues were received by the library.

Binding

1,905 journal issues were bound during the year. \$17,282.64 was spent for the binding of journals, books and theses.

An inventory survey revealed that the library possessed 31,600 bound journals, and about 9,600 unbound issues.

Serials Reporting

In addition to acquiring the journals and managing the physical resources of the collection, another acquisitions' responsibility is to make the collection accessible through the preparation of the serials list.

3,213 changes were made to the serials datafile. A total of 47 hours was spent entering changes into the computer file.

27 titles purchased through the Irish Studies grant and 53 newly ordered titles were added to the serials list.

A new paper edition of the serials list was produced in April and a microfiche edition was prepared in November.

Monographic Acquisitions

Even though there was a 33% increase in the number of purchase requests that the Acquisitions Department received from the Bibliographic Searching Unit, the 1987/88 fiscal year saw a 10% decrease in the number of monographic titles ordered.

5,307 purchase requests were received but the state of our funding allowed only 3,868 titles to be ordered.

The number of monographic volumes received (4,320) was also 10% less than the previous year (4,797).

The number of claims issued was down by 23%, with 609 claims sent to publishers or agents.

The number of orders which had to be deleted because they were unavailable for purchase declined by 20% with only 326 orders removed from the files.

The number of monographs which were duplicates, and which could not be returned to the supplier has declined significantly. Only 35 such volumes were encountered this year, a 46% decline from last year's total of 66, and a 58.8% decrease from the total of 85 experienced two years ago.

Fewer vendors were used for the purchase of monographs during the year. 68% of the total funds expended during the year for monographs was paid to 4 principal vendors.

Automation

Further progress was made in the introduction of additional online applications to the acquisitions

system. A new programme designed to provide a summary of the costs of items in the receive file was developed. This new programme allows us to reconcile stored costs against invoice totals at several points in the month, hopefully avoiding discrepancies in our accounting of funds.

Other Activities

A staff person received training in the operation of a spreadsheet software package. This has facilitated the tabulation of a variety of internal departmental budget reports.

Administration And Staff

Many staff changes occurred in the department during the year. At one juncture, with three of the full-time clerical positions vacant within the same month, sustained revisions were made to the respective job descriptions to change responsibilities to reflect the impact of automation and effective work flow routines.

The Acquisitions Department underwent a major physical reorganization during the year. Each work area was rearranged to provide for the maximum amount of concentration, and to allow for a more efficient workflow. Consideration was also given to future placement of the Novanet work stations.

Budget Appropriations

Considerable delays were experienced in committing the 1987/88 Acquisitions' funds. This resulted in 34.5% of all titles being ordered during the months of December and January alone. The late ordering during the budget year resulted in a concentrated volume of receipts towards the end of the budget.

To prevent this situation from recurring, a report on the effective and timely spending of the annual budget was prepared. The report recommends several deadlines for the commitment of funds as well as percentages of departmental book budgets which should be committed by those guidelines.

BIBLIOGRAPHIC SEARCHING UNIT

The Unit underwent many changes in staffing and procedures during 1987/88 and the preceding year. Despite these changes, it continued to operate efficiently and productively. Novanet implementation, increased emphasis on preacquisition searching,

cataloguing of old gift books, recataloguing projects, training of new staff and consideration of alternatives to Utlas were among the main concerns of 1987/88.

Pre-Acquisition Searching

The Unit searched 6,936 book purchase requests, an increase of 30.9% over the previous year. Of these, 1,629 (23%) were found to be duplicates. The remaining 5,307 were forwarded to the Acquisitions Department, an increase of 33.4% compared to 1986-87.

At the end of the year, the Unit started searching book purchase requests on the Novanet database instead of the Utlas microfiche catalogue in order to eliminate duplicates.

Utlas Activities

As in previous years the Unit continued to catalogue new acquisitions online using Utlas. A total of 5,099 new titles were searched on Utlas, an increase of 49.8% compared to the previous year. The William English collection (a large donation of old material for the Irish Collection), a collection of old political science books donated by Prof. Ciuciura, and a number of miscellaneous old books were among the gift books catalogued. The 5,099 new acquisitions searched, cataloguing records were found for 4,858 (95.2%) and of these, 4,641 were edited and added to the database, while the remaining 217 were sent to the Cataloguing Department for consideration.

In the previous two summers, extra staff were hired through government programs for recataloguing projects. No such project was undertaken during the summer of 1987, but regular staff accomplished a lot of recataloguing work during the year. Priority was given to recataloguing through Utlas of monographs returned from circulation, in preparation for the Novanet circulation module, which will require online cataloguing records for all monographs that circulate. The Unit also undertook the recataloguing of inventory problem items discovered by the Circulation Department as a result of the barcoding project. When searched online, it was found that about a third of these items were already in our Utlas file. In these cases, the records were revisited and new shelf cards were ordered. The remaining items were recatalogued through Utlas.

During the later part of the fiscal year, the Unit started using ReQuest, an Utlas facility for batch recataloguing. Brief records in MARC compatible format

are input to floppy diskettes using a microcomputer. The Saint Mary's call number and barcodes are also added to these records. The diskettes are forwarded to Utlas for record matching and upgrading against the CATSS and REMARC database. Hits are entered into our Utlas file and included in our update tapes, to be loaded into Novanet along with records filed during normal online work. By the end of the year 1,533 ReQuest records had been entered.

Regular recataloguing using Utlas online continued despite the use of ReQuest. This was necessary in order to recatalogue items lacking a suitable call number (eg. Canadian history, Dewey books etc.), large multi-volume sets, and ReQuest no-hits, most of which are found when searched online.

A total of 7,900 titles in all categories (including those found to be duplicates) were searched on Utlas by the Bibliographic Searching Unit, either online or batch through ReQuest during 1987/88. This was an increase of 9.48% over 1986/87. The total searched online, however, declined by 11.8% to 6,367 due to a drop in online recataloguing. As the Library begins to take advantage of cheaper alternatives to Utlas, made possible by the adoption of the Novanet system, there will probably be a significant decline in both online and batch use of Utlas in the coming year.

CATALOGUING DEPARTMENT

The priorities of the Cataloguing Department focused on two major areas throughout 1987/88: - original cataloguing, and implementation of Novanet. The reallocation of departmental resources to these labour-intensive activities witnessed a dramatic decline in other areas -- notably in Utlas records created and updated.

The total number of titles catalogued by the Cataloguing Department and the Bibliographic Searching Unit declined by 39% over that of the previous year. Within the Cataloguing Department the number of titles catalogued fell by 18%. The increased emphasis on original cataloguing resulted in a 36% increase over that of 1986/87.

Although Utlas continued to be fully utilized for cataloguing source records and production of the COM catalogue, labels, and shelflist cards, the Department was always cognizant of impending change. With the decision to implement GEAC as the automated library support system for Novanet, preliminary work began in

earnest in April of 1987 to draft the database parameters for merging seven databases from five participating metro university library systems. The database load took place early in 1988, with the MARC Record Management System (MRMS) functional by mid-February. A major clean-up of the merged database was in place at the end of the report year.

To facilitate manipulation of MARC records in the Novanet database, the Cataloguing Department was allotted its own terminal and printer. For work on Utlas, the Department continued to share the IBM PC with the Bibliographic Searching unit. Another terminal and printer were specifically designated for on-line label production through Utlas.

The Utlas ReQuest facility for retrospective conversion of Bibliographic records was tested late in 1987 and implemented in February 1988. Major responsibilities reside with B.S.U. for this project, with the Cataloguing Department involved in the removal of former card catalogue entries, processing and quality control.

Projects And Activities

- The BNA Upgrade Project entered its second year. Approximately one-third of the shelflist has been checked to verify that BNA records appear in the database. The use of the on-line catalogue for verification purposes should speed up this project in the coming year.
- All 1987 Saint Mary's theses and M.B.A. research projects were catalogued by one of the library school student assistants.
- Catalogue records were withdrawn for titles identified by the Circulation Department as missing during their barcoding project of summer 1987.
- Approximately 250 duplicate records were dropped from both Utlas and Novanet databases during November and December as part of the database clean-up.
- Original cataloguing of books from the Dewey Recon Project of summer 1986 was completed in September.
- The manual series authority file was discarded in July. It was replaced by a listing of series classified at a series call number and catalogued as monographs.

OTHER PROJECTS AND ACTIVITIES OF THE DIVISION

Novanet

In June 1987, Novanet became a reality. The transition to and the implementation of the system occupied much time and effort on everyone's part, especially those who served on various internal and external Novanet committees and subcommittees.

Initially, numerous hours were spent in formulating system parameters and data conversion specifications. After the database load, there began the task of continuous testing and revision and of updating data, as well as checking the system's anomalies. Some equipment problems were also encountered, especially line errors.

As the year progressed, other staff of the Division became increasingly involved, resulting in many changes in the workflow and the responsibilities in all areas.

FERGUSON LIBRARY FOR PRINT HANDICAPPED STUDENTS

During the 1987/88 fiscal year, the Ferguson Library for Print Handicapped Students again served the visually impaired students and professionals of Atlantic Canada.

A staff person from the Circulation Department was Acting Coordinator while the Coordinator was on maternity leave for 19 weeks. Following brief training for the replacement position, she was very successful in meeting what must have been exhausting demands from both students and professionals. The statistics show that September was clearly the busiest ever with 33 titles on a record 340 cassettes! A staggering 120% increase from the same month of the previous fiscal year.

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

Saint Mary's University	: 9 (7 full-time, 2 part-time)
Dalhousie University	: 1 (1 part-time)
Mount Saint Vincent University	: 2 (1 full-time, 1 part-time)
Nova Scotia Agricultural College	: 1 (1 part-time)
University College Cape Breton	: 1 (1 part-time)
Dartmouth Regional Vocational School	: 2 (2 full-time)
Professionals	: 7
Community member	: 4
TOTAL	---
	27

In 1987/88, the Ferguson Library clients totaled 27, up 4% from last year. Sixteen were students, nine attending Saint Mary's and seven at other post-secondary institutions throughout the province. There was a 75% increase from 1986/87 in the number of professionals requesting work-related readings from the previous

year. The remaining four were community members borrowing leisure material.

Reading requests for the year totaled 101, with 72 requests from students, 24 from professionals and a further 2 from the general community. The following table indicates that Saint Mary's students remain the largest number of users of the Ferguson Library.

READING REQUESTS	86/87	87/88	NUMERICAL DIFFERENCE	PERCENTAGE DIFFERENCE
Saint Mary's	32	44	+12	+37.0%
Dalhousie	18	9	- 9	-50.0%
Mount Saint Vincent	6	4	- 2	-33.3%

Ferguson Library interlibrary loan activity as a whole increased by 89%, up 16 transactions over last year. The Ferguson Library became a net requester, borrowing 22 items more than it lent. This increase is evidently because of the accessibility to the Canadian Union Catalogue for the Handicapped (CANUCH).

Twenty-four active volunteers have generously donated a total of 756 hours to recording textbooks and articles for our clients.

This year's circulating materials totaled 147 on 886 cassettes, an increase of 16% over the last fiscal year.

The Ferguson Library has produced 46 completed titles on over 500 cassettes bringing the total number of holdings up to 592.

The Coordinator is working on an update to the 1980 Catalogue of Recorded Titles.

HIGHLIGHTS

The Coordinator attended a Screening-In Program at the Atlantic Centre prior to the commencement of classes. This orientation session for disabled students provided a good opportunity to meet with and talk to a group of students about their course work and give a general overview of the services available at the Ferguson Library.

A new shelving unit was installed in the Library allowing space for both the Permanent and Temporary Collection to be housed together.

In February, the Coordinator was interviewed by Mr. Gary Dockendorff in the Halifax Cable studios. The interview was in conjunction with National Access Awareness Week (May 26 - June 4).

In March, the Coordinator was a guest speaker at the first Atlantic Provinces Rehabilitation Teacher's Workshop at the Canadian Institute for the Blind in Halifax.

Brenda Anderson, a third year visually impaired Saint Mary's student will receive a Bachelor of Arts Degree in Sociology and a Diploma in Criminology at this year's Convocation.

KURZWEIL READING MACHINE

In last year's annual report the Coordinator stated that the KRM was shipped to the manufacturer in Quebec for repairs. We received the KRM in April, 1987 which meant a four-month wait to have the machine repaired. The multi-line format-controller circuit board was replaced. The total price for repair, replacement, labour and freight charges amounted to \$3600.00.

At present the KRM is working very well. In February, 1988, we successfully transferred text from the KRM onto a Toshiba portable computer. KERMIT and SMART TERM II provided the best transference with the minimal amount of errors with our testing thus far.

MICROFORM COLLECTION

More than 1,200 students, faculty, staff members and community patrons made use of the microform facility, a marginal decrease of 3% over the previous fiscal year. The Microform Collection was open for use 64 hours a week.

An inventory of the microfilm collection was completed in July, 1987.

MEDIA SERVICES

Again, Media Services has enjoyed a successful year with no major problems.

As before, television is the most heavily used format. After a year of evaluating the need to grow in the direction of TV, it is clear that we must. To that end another channel was added to our closed circuit television station and a method of using all five at once was designed. Three rooms will be added to the system, making a total of 17. Faculty members are eager to get those rooms booked for all their classes.

Our emergency video playback unit has been allowed to go out on loan for those who waited too long to submit their requests for one of the television-equipped rooms.

Between September 1987 and March 1988, 954 programs were broadcast through our station and approximately 10% were films (although more films than that were converted onto video for broadcast convenience). Assuming an average class of 35 students, 33,000 students viewed video tape through the system.

The Media Centre itself served over 9,000 students and 960 faculty members, over double last year's numbers, which cannot be explained since the television system tends to reduce the necessity of borrowing equipment.

Video productions returned more to normal compared to last year, with 16 videos being made. This reduction is chiefly due to the absence of a marketing professor, who makes very heavy use of the production equipment.

This year, the operating cost for staff in the Language Lab was \$2,400.00. The equipment was put into good working order and remains in that state.

Photography took a bit of a dip this year. Altogether we produced 4,000 slides.