

Reynolds

ANNUAL REPORT 1980-1981

Saint Mary's University
Patrick Power Library

PATRICK POWER LIBRARY

SAINT MARY'S UNIVERSITY

ANNUAL REPORT

1980-81

Perhaps the one thing that dominated library operations this year was the closing down of the Association of Atlantic Universities/Blackwell North America (AAU/BNA) batch catalogue support system and contracting for online services from University of Toronto Library Automation Systems (UTLAS). This meant considerable reorganization and much retraining of staff, especially in Technical Services. By the end of the fiscal year the system was well implemented and operating most efficiently.

The Public Services staff was busy trying to anticipate the effect the new microfiche catalogue would have on faculty and students and how best to introduce the system.

Audio Visual Services had a marked increase in all its services. This is a fast growing area that deserves substantial attention in the years to come.

The Community Tape Resource Library, although serving three fewer students this year, received, recorded and circulated more requests than the previous year.

PUBLIC SERVICES DIVISION

The Public Services Division of the Patrick Power Library was busy and productive during this year. Staff changes and reorganization within the library continued throughout the year. A significant reorganization of functions occurred in November when the position of Collections Development/User Education Librarian was created and became part of the Public Services Division.

INFORMATION SERVICES

Statistics, no matter how carefully mastered, often do not tell the complete story of library operations. Such is the case for Information Services in 1980/81. Although there was an overall decline of 7.5% in activity at the reference desk (exacerbated by a 14.8% shortfall in easy and difficult enquiries), the quality and consistency of reference assistance improved during the year. While the statistics show dramatic declines in reference questions during what are traditionally the busiest months of the library year (-26.3% in October, -14.4% in November, and -25.4% in February), there is significant cause to conclude that the orientation to library use of over 700 students was instrumental in creating a more self-sufficient student body, resulting in fewer enquiries quantitatively but also a greater opportunity for the Information Desk staff to offer the personalized service which draws students from Dalhousie, Mount Saint Vincent and Technical University of Nova Scotia in addition to those in the Saint Mary's community.

Traditionally, Orientation has focussed on two periods of the student year, each requiring special attention and treatment. The first,

chronologically, is Orientation Week, an event organized by the Students' Council. Preparation for this week in the summer of 1980 consisted of revamping the slide-tape show, creating a mobile triptych display unit for the Colonnade, and preparing a student-oriented guide to term paper research, entitled "The Perfect Term Paper -- Just add Research".

Pre-registration for courses has greatly diminished the number of students on campus during Orientation Week thereby reducing the population available to participate in the Library's events. There was general acclaim given to the "Perfect Term Paper", over 2,000 copies of this guide were printed in the Fall and further copies of this guide were reprinted in the Spring semester. In addition to presenting copies to Saint Mary's students, the "Perfect Term Paper" has been distributed to visiting high school students during their visits to the Library and to some of the counsellors for students with academic difficulties.

Library staff conducted 44 sessions attended by 748 students. These sessions, arranged by professors for particular classes, took place in the Conference Room of the Library during regular class times. During the sessions students were taught how to find information in a specific discipline to help them undertake a class assignment set by the professor.

Library Instruction Sessions require much preparation. Two files were started to help eliminate duplication of effort by instructors. The first file contains cards describing the tools discussed during sessions. The second file is of folders containing the lesson plan and handouts produced for each session.

We hope to increase the number of students attending sessions next year and also plan to standardize the format of the sessions.

The Corporate Reports collection continued to grow during the year. Existing files were compared against the Fortune, Financial Post, and Canadian Business lists of leading companies in an effort to ensure that the files remain current. A singular compliment was paid to Saint Mary's in the spring of 1981 when the Atlantic Provinces Library Association invited a Library representative to address the annual conference on corporate annual reports as a regional resource.

Among the policy issues concerning the corporate reports library assistant this year was the problem of non-financial material which is now being sent to accompany annual and quarterly financial statements. Guidelines for this material have been drawn up, and added to the procedures manual.

Government Documents continues to handle the acquisition of Canadian federal, provincial, and municipal government publications. Although some of this material is purchased, the vast majority of items are received free of charge from various government departments and agencies. Without these official donations, the Library would be poorly equipped to serve the needs of students of economics, political science and sociology programmes.

For over twelve years, the Library has been a selective depository for publications of the federal government of Canada. Under a new Memorandum of Agreement with the Canadian Government Publishing Centre (effected May 25, 1977) selected publications distributed by this agency are received free. In return, the Library agrees to keep the material permanently in the public collections.

Instruction sessions were again offered to library staff in the complicated field of government publications.

The Archives and Special Collections area, and the University Calendars collection received continual use throughout the year. While the calendar collection was used predominantly by students, it received intensive attention during the controversial debate of the 1.5 grade-point-average.

During 1980-81, the Library began submitting theses to the National Library in Ottawa for microfilming. This development ensures that graduate theses from Saint Mary's will now be listed in the national bibliographies, Canadiana and Canadian Theses on Microfiche, and will appear on the CAN/MARC online files.

A request from the Atlantic Canada Studies Committee of the University to compile a bibliography of theses on microfilm or microfiche relating to Atlantic Canada was completed.

The Archives were consulted on several occasions by students and the general public. In particular, it was noted that the annual sociology assignment on the organizational structure of the university continues to draw students to the archival files. As well, the Archives provided the Saint Mary's Development Officer with specific details covering the early history of the institution.

The Pamphlet File continued to enjoy growth and moderate use throughout the year. A major improvement was made in mid-year through the acquisition of large volumes of business-related information supplied by organizations such as the American Stock Exchange, Dow Jones, and the American Economic Institute. For socially relevant issues and

current political information, the file remains an important supplement to the more orthodox monographic and periodical literature.

Although statistics indicate a moderate decline in traffic, the Inter-Library Loans section continued to serve the research needs of faculty and students. Given the decreasing availability of periodicals (through cancellations and retrenchment), Inter-Library Loan will see increased prominence as a medium to bring information to the library user. The significant growth of document-delivery systems through on-line information retrieval systems has increased the speed with which the Library can provide information, and promises to cut the annoyance caused by the postal system's inadequacies.

Among the special services for the Information Services department, online information retrieval continued to draw attention from both the immediate University community and from other Nova Scotia institutions. In September 1981, a revised fee structure was implemented for online searches.

Type of search	Charge
Basic search (one file not available in paper copy at Patrick Power Library)	\$ 7.00
In-Depth search (up to four files not available in paper copy at the Patrick Power Library)	\$15.00
Basic search on files for which Patrick Power Library has the paper copy (e.g., ERIC, Psychological Abstracts)	full costs

Once again, Saint Mary's led the online searching community as a resource institution for the province of Nova Scotia. The College of Cape Breton (Sydney, N. S.) and Trent University (Peterborough, Ontario) requested one-day sessions on establishing and operating a successful search service. The School of Library Service at Dalhousie University also requested a lecture to the advanced searching class on the Saint Mary's experience in online activity. This was followed by three half-day seminars on the use of the DIALOG information retrieval system (a subject not presently taught at the Library School.)

In the area of continuing online education, the Patric Power Library hosted two workshops attended by librarians from across Nova Scotia: Data Courier (September) and Lockheed/DIALOG (February). The Library was instrumental, through the Nova Scotia Online Consortium, in arranging workshops by CAN/OLE (December) and QL Systems (March).

As one of the few institutions in Nova Scotia engaged in QL Mail (an electronic mail service offered by QL Systems), the library carried out a survey of electronic mail users; while the results of this survey have yet to be written up and published, statistics were forwarded to the QL Systems personnel for use in lectures before the Florida Special Libraries Association and the Canadian Association for Information Science.

CIRCULATION AND RESERVES DEPARTMENT

The newly appointed Head of Circulation and Reserves reassessed all functions in the department, reorganizing many procedures.

Beginning with the total rearrangement of the furniture in the Circulation office, the department developed new guidelines for

renewals, loan periods, overdues, recalls, holds, searches, shelf-reading and Reserve material. For better service, ease of access, and continuity of the work flow the circulation files were transferred from the Circulation area to the smaller Control (exit) desk.

The Circulation and Reserve Department had a very busy year. Statistics for library traffic, photocopying and circulation of library material especially Reserve items have all dramatically increased over the past year.

Again this year an extremely heavy demand was placed on our coin-operated photocopiers. In October, 1980 the unreliable IBM photocopier was replaced with a new Xerox photocopier which has the added auditron feature. Now that the machine has had most of its major components replaced its repair record is improving. The old Xerox machine performed very well all year with very few service calls necessary.

Circulation of library material to faculty, Saint Mary's students and other university students, primarily from Dalhousie, also rose this year. The largest circulation increases were faculty loans and Reserve items.

As well as the regular departmental routine, the Circulation staff completed an inventory of the entire book collection. The majority of the inventory was done during the summer, but continued on into the fall and was completed before Christmas. Before any missing books are declared lost the shelves and transaction files will be double-checked. The last inventory was done in 1977 when 844 books were declared lost.

In an attempt to reduce the number of long standing faculty overdues the Head of Public Services and the Head of Circulation and Reserves visited all academic departments during June, 1980. Faculty were

notified in advance that we would be renewing or returning material for them. Unfortunately by June many of the faculty had left for the summer but those people visited enjoyed the service and in consequence the overdue files diminished considerably.

The Head of Circulation and Reserves, working with the Saint Mary's Computer Centre, designed a program by which the Head of Circulation and Reserves can retrieve on the library terminal an alphabetical list of Saint Mary's students who have outstanding debts with the library. The program speeds up the "delinquent list" process and also produces a duplicate list for the Registrar's office.

Many routine activities required immediate attention - such as decisions concerning duplicate books and gift books, dealing with book order requests found to be duplicates or unavailable, and handling accumulated book requests, periodical cancellation requests, publishers' notifications and sample periodicals.

Contact was made with all Departmental Chairpersons to identify the Departmental Library Representatives for 1980-81. A list of the Library Representatives was compiled in November. A "Book Request Record Form" was designed, and its use implemented, to better assess, at any given time during the budget year, the state of each department's ordering. A "Status Check Form" was introduced to ensure that questions from both staff and users about the status of standing orders, journals, etc. were answered and any necessary follow-up undertaken. A letter was sent to all faculty informing them of the revised book request form. The drafting of a Collections Development Policy for the Library was completed in March.

*This is
not correct*

During March and April the Head of Public Services and the Collections Development Librarian attended 21 academic departmental meetings. Arranging these meetings was a major undertaking which involved a considerable amount of time, but the meetings proved very informative and useful. Departmental budget allocations, procedures for ordering books and periodicals, the need to cancel periodical and standing order subscriptions and Library Instruction Sessions were discussed. Questions and suggestions about the Library were forthcoming.

Faculty at all meetings expressed concern about the paucity of funds for Library acquisitions. The Faculty also noted that they would like the Library to inform them when a book requested by them was ready for use.

Close scrutiny of the 1980-81 budget proposal and departmental allocations as well as a consideration of the points on the subject of allocations raised during the meetings with the academic departments, led to a decision to revise the allocation formula. This work was undertaken in mid-April and the results will be covered in the 1981-82 annual report.

Articles and photographs about the Library or its staff were submitted to campus publications and the APLA Bulletin and Feliciter on several occasions from mid-October until April 30, 1981. The Library was prominently featured in the January, 1981 issue of Feliciter and in the November, 1980 and March, 1981 issues of The Times.

TECHNICAL SERVICES DIVISION

The November 1980 implementation of the University of Toronto Library Automation System (UTLAS), was a pivotal point around which most of the year's Divisional activities revolved. All staff members actively participated in planning for the online system. Several reports were written on the capabilities of the system, analysis of cost implications, physical and personnel changes as well as impact of the system on the Library as a whole. Although considerable staff time was taken over the year in the post-implementation stage, it has now become apparent that energies spent in the planning phase facilitated smooth transition from the AAU/BNA batch mode system to the UTLAS online system.

After the decision was made to install UTLAS, it became necessary to reorganize the Technical Services Division both physically and in terms of staff mobilization for effective utilization of manpower in relation to the availability of computer terminal time.

A decision was also made to share equally the UTLAS communication costs between the Libraries of St. Francis Xavier University and Saint Mary's University. This necessitated strict scheduling of terminal time to be shared not only between the two libraries but internally with the Public Services Division as well. The sharing arrangement with St. Francis Xavier University has been extremely profitable, as a healthy spirit of cooperation exists between our two libraries.

Consequently one of the major reorganizational changes was the establishment of a Bibliographic Searching Unit within the Division. A coordinator of this unit was appointed and a staff of 2½ complements was reassigned from the Cataloguing and Acquisitions Departments which had

been performing individual bibliographic searching functions. Centralized searching activity is proving to be very effective. Even in a short span of time this Unit has managed to eliminate duplication in acquisition by 50% over the previous year.

The Bibliographic Searching Unit also assumed responsibility for cataloguing 75-80% of the books which are found in the UTLAS Data Base. The other 20-25%, for which substantial record changes are required or those which need original cataloguing, are being sent to the Cataloguing Department. The training of staff in coding and terminal operation has been a continuous process due to the expansion of the UTLAS Data Base and the transition of the UTLAS system to a more sophisticated hardware.

ACQUISITIONS DEPARTMENT

A total of 19 individual major and minor projects were undertaken. The following are some of the major projects and activities of the Department.

The standing order financial file was thoroughly revised to ascertain the status of each standing order received in the Library. Orders not received in the Library for many years were weeded out in cooperation with the faculty.

A similar project was undertaken with respect to regular book orders. All books ordered prior to 1978 but not received were weeded out from the files. Many incomplete orders were identified during this project and appropriate action was taken on these. As a result of this project, a new and up-to-date list could now be made available to academic departments of items received and catalogued in their respective disciplines.

A thorough revision of addresses of dealers, agents and publishers was undertaken. The information has been difficult to obtain, but 50% of the project has been completed.

Hundreds of periodicals which were being ordered directly from the publishers were causing confusion and generating a plethora of correspondence. These are now being acquired through one agency (Moore-Cottrell) which was selected after a thorough investigation and evaluation of five major periodical suppliers in the U. S. and Canada.

The entire serials holdings has been updated reflecting cancellations, departmental changes, and new titles.

The periodicals designated for tattle-taping and binding are not being taken care of on a daily basis. In addition the display shelves of current periodicals have been properly labelled and the shelves in the stack area have also been thoroughly checked and the periodicals reshelfed appropriately.

With the introduction of the online cataloguing system (UTLAS) a quarterly supplementary Author and Title list is being produced. This list will cumulate on a fortnightly basis.

Previously the automated acquisitions system contained many errors and problems, especially with regard to encumbrances and expenditures. Computer programing was needed to eradicate the problems and to ensure detailed breakdown and listing of all encumbrances and expenditures. As a result the departmental list now accounts for the acquisitions budget at each stage of a given transaction. This new programing change will also facilitate proper forecasting for the next fiscal budgets.

The Acquisitions Department has successfully met the challenges of Divisional reorganization, by excellent Departmental cooperation and by

maintaining good relations with vendors. In future, Departmental objectives remain the prompt acquisition of library materials and a commitment to strive towards an online acquisitions system.

BIBLIOGRAPHIC SEARCHING UNIT

As a consequence of reorganization within the Division, a new Bibliographic Searching Unit was established composed of personnel from the Cataloguing and Acquisitions Departments. This Unit was formed in order to handle all pre-acquisition and pre-cataloguing searching functions thereby eliminating multiple searching functions. The second important goal of the Unit is to utilize the online UTLAS system in the most cost-efficient manner. The Unit performs searching for all books and does online cataloguing of 75-80% of the library material.

During the first six months the Unit spent considerable time in the training of personnel in online searching, coding and input of data. Initial training was provided by the staff from UTLAS. New policies and procedures were established with respect to work-flow, and various routines associated with day-to-day operation. The Unit staff were also trained in the implementation of the new cataloguing code (Anglo-American Catalogue Rules, 2nd Edition) to maintain standard and uniform cataloguing practice.

The Unit handled various projects, for example: cataloguing of selective Government Documents and cataloguing of Fastcat material.

Continuous effort was made to utilize all of the terminal time available which is shared equally with Saint Francis Xavier University Library in order to cut down computer communication costs. The time sharing agreement necessitated the scheduling of staff during early morning and late evening to benefit from better response time. This

scheduling has resulted in further reducing the overall cost of cataloguing.

The creation of this unit has not only resulted in reducing cataloguing time but also in expediting bibliographic searching - thus enabling orders to be processed with expediency and promptness.

As the Unit obtains more experience with the online system the future searching and cataloguing operations would be done more expertly and economically. The potential and ultimate benefits of our online system are truly unlimited.

CATALOGUING DEPARTMENT

For the Cataloguing Department the past year could be termed as the year of transition and challenge, due mainly to the implementation of UTLAS, the phasing out of the AAU/BNA system and the overall reorganization of the Technical Services Division. Moreover, the Department itself was without a permanent Head for approximately six months. Thanks to the diligent and hard working staff members the Department has continued to function extremely efficiently under less than ideal circumstances. The following activities highlighted 1980-81.

The implementation of UTLAS necessitated reassignment of individual duties as well as training of staff to use of computer terminal, coding, online editing and input of original records. The online system has virtually eliminated a number of time consuming manual tasks such as filing of catalogue cards and manual searching of records.

As of September 30, 1980 no further original cataloguing was processed through the AAU/BNA system and at that time the backlog had been eliminated. From November 1980 all material has been processed through

UTLAS. In spite of the disadvantages and problems with the AAU/BNA system, it must be pointed out that the system served as a means of introducing automated bibliographic control to the library staff and facilitated easy transition from batch mode to an online cataloguing system.

No items have been added to the Fastcat collection since October 1980. The major project for the summer of 1981 will be the total elimination of the Fastcat collection by cataloguing the items through the online system and integrating them into the main library collection.

The need for standardization and good cataloguing principles within the library necessitated the implementation of AACR2 and the creation of manual authority files, which would be maintained until a decision is made to utilize automated authority control system offered by the Shared Authority File Group (SHARAF) or UTLAS.

The staff in the Cataloguing Department was reduced by a half professional, one full time library assistant and one clerical position as a result of the creation of the Bibliographic Searching Unit. Also, a half library assistant was transferred to the Public Services Division.

Although about 28% fewer books were processed in 1980/81 than in 1979/80, it is to be pointed out that in the absence of a Head of Cataloguing for more than six months and a total transition from a batch mode to an online cataloguing system, as well as the physical reorganization of the department, the figures are realistic.

On the positive side Fastcat processing was virtually eliminated as less than 600 books were added to Fastcat compared to 4000 the year before. Original cataloguing went up by more than 18% which is another factor in the reduced figures in general cataloguing. There were 50% less duplicates found as a consequence of centralized searching policy.

STAFF ACTIVITIES

- Archibald, Jane - attended Graphic Design Workshop at Dalhousie University
- Baillie, Murray - attended 1980 APLA Conference
- Boutilier, Diane - Training sessions in CAN/OLE and Lockheed/DIALOG information retrieval systems
- Frenette, Betty Jean - attended the Professional Secretaries (International) annual seminar
- Hum, Alice - attendance at a one day workshop held at Mount Allison University to explain MARC coding of records in UTLAS data base
- Lambly, Peter - attendance at workshop on "Printing and publishing in Eastern Canada, 1751-1900"
- coordination of the Library's book drive to obtain material for Makerere University, Kampala, Uganda
- delegate to Atlantic Canada Studies Committee
- Lewis, Ronald - attended 1980 Atlantic Provinces Library Association Conference
- Annual Conference of Atlantic Provinces Library Association and participated in the compilation and submission of the Report of the Bibliographic Centre Project Committee (BIBCAP)

- Lewis, Ronald (Cont'd.) - consultation with Librarians about UTLAS in Toronto
- attended the Canadian Library Association Conference in Vancouver
- attended and chaired the Association of Atlantic Universities Librarians' Council, May and October 1980, February 1981
- Manning, David - attendance at Nova Scotia Library Association Conference, April 1981
- Murphy, Cyndi - attendance at a one day workshop held at Mount Allison University to explain MARC coding of records in UTLAS data base: workshop organized by UTLAS personnel on the Implementation of AACR2 and its effect on UTLAS; meeting of the Nova Scotia Online Consortium discussing the experiences with UTLAS; Nova Scotia Library Association Conference
- Pace, Gwyneth - attended Graphic Design workshop at Dalhousie University
- Schenk, Margot - attended Special Libraries Annual Conference, Washington, D. C.
- attended Atlantic Provinces Library Association annual meeting, Cornerbrook, Nfld.
- attended workshops on CAN/OLE, Data Courier, Lockheed (DIALOG)
- Convener of Publications Committee APLA

- Schenk, Margot (Cont'd.)
- local arrangements for ALA/APLA mid-winter meeting
 - counsellor on executive Halifax Library Association
 - moderator of panel "Bibliographic Access in the Marine Sciences: comprehensive vs. selective data bases" for Annual meeting of the International Association of Marine Science Libraries and Information Centres
- Tayyeb, Rashid
- attendance at a one day workshop held at Mount Allison University to explain MARC coding in UTLAS data base
 - workshop organized by UTLAS personnel on the Implementation of AACR2 and its Effect on UTLAS
 - American Library Association (Annual Conference, New York, June 28-July 4, 1980, and presented report as Chairperson of the ALA Membership Committee for Canada)
 - conducted two in-house workshops explaining the content and structure of AACR2
 - Delivered lectures "Implementing Anglo-American Cataloguing Rules", 2nd ed. at the Annual Conference of Nova Scotia Library Association
 - Annual Conference of Atlantic Provinces Library Association and participated in the compilation and submission of the Report of the Bibliographic Centre Project Committee (BIBCAP)

- Tayyeb, Rashid (Cont'd.) - Association, April 26, 1981 and "What's New In Libraries in the 80's at the College of Cape Breton. (Workshop organized by the Atlantic Provinces Library Association, April 4, 1980. The lecture was preceded by a 10 minute interview on CBC, Sydney, N.S.).
- articles co-authored with Deborah Nicholson, "Automated cataloguing systems - An Atlantic Provinces Perspective," APLA Bulletin, v. 44, no. 2 (Sept. 1980) p. 12 and "On-line Bibliographic Utilities - UTLAS: DOBIS"
 - APLA Bulletin, v. 44, no. 4 (Jan. 1981) p. 28, 46. Book Reviews, Annotations Manual by Agnes H. Bokross, in Canadian Library Journal, Feb. 1980, p. 57 and Handbook of AACR2, by Margaret F. Maxwell, in Canadian Library Journal, April 1981, p. 108.
- Vaisey, Douglas
- attended 1980 Canadian Association for Information Science conference
 - Convenor of Nova Scotia Online Consortium until May , 1981
 - attendance at workshops on CAN/OLE, Data Courier, Lockheed/DIALOG and QL Systems; information retrieval training and updating
 - joined editorial board of Atlantic Provinces Book Review

Vaisey, Douglas (Cont'd.) - lecture to Dalhousie School of Library Service on Saint Mary's information retrieval services (with follow-up workshops on DIALOG system)

- one-day workshops to College of Cape Breton and Trent University on establishing a successful search service.

STATISTICAL HIGHLIGHTSCIRCULATION

	<u>1979/80</u>	<u>1980-81</u>	<u>NUMERIC DIFFERENCE</u>	<u>PERCENT DIFFERENCE</u>
Items borrowed by Students and Off Campus Borrowers	55,664	52,888 ⁶	+ 1,224	+ 2.4
Faculty Loans	6,497	10,213	+ 3,716	+ 57%
	<u>58,161</u>	<u>63,101</u>	<u>+ 4,940</u>	<u>+ 8%</u>
Pick-ups (Items used in the Library and Reshelved by Circulation Staff)	26,497	29,670	+ 3,173	+ 12%
<u>Total of Items Borrowed and Pick- ups</u>	<u>84,758</u>	<u>92,771</u>	<u>+ 8,013</u>	<u>+ 9.5%</u>
Reserve Items	20,503	29,402	+ 8,899	+ 43%
<u>TOTAL CIRCULATION</u>	<u>105,261</u>	<u>122,173</u>	<u>+16,912</u>	<u>+ 16%</u>
Traffic	343,234	401,672	+58,438	+ 17%
Coin-op photocopy	290,437	369,872	+79,435	+ 27%

INTERLIBRARY LOANS

	<u>1979/80</u>	<u>1980/81</u>	<u>PERCENT DIFFERENCE</u>
Total items loaned	665	581	- 12.6%
Total items requested	667	493	- 26 %

REFERENCE ENQUIRIES

Reference questions at Information Desk	7,720	6,577	- 14.8%
Telephone questions	1,600	1,730	+ 8 %
Card catalogue explanations	392	547	+ 39.5%
Directions given	1,006	1,051	+ 4.4%
Totals ----	<u>10,718</u>	<u>9,905</u>	- 7.5%

LIBRARY INSTRUCTION SESSIONS

<u>Month</u>	<u>No. of Sessions</u>	<u>No. of Students</u>
Sept.	12	219
Oct.	22	369
Nov.	4	66
Jan.	4	82
Feb.	1	8
Mar.	<u>1</u>	<u>4</u>
TOTAL	44	748

ACQUISITIONS

	<u>1979/80</u>	<u>1980/81</u>	<u>PERCENT DIFFERENCE</u>
Books ordered	3,939	4,203	+ 6.7%
Books received	4,494	4,479 3,869 ✓ <i>including 100 orders</i>	- 13.9%
New Periodicals added	10	26	+160 %
Periodicals cancelled	72	120	+66.6%

CATALOGUING VOLUMES

Books fully catalogued	9,438	7,009	-25.7%
Fastcat	4,128	632	-84.6%
Books originally catalogued	591	768	+29.9%
Books withdrawn	4,069	260	-93.6%
TOTAL VOLUMES IN COLLECTION	<u>189,771</u>	<u>196,511</u>	

COMMUNITY TAPE RESOURCE LIBRARY

After almost 2½ years of total financial support from Saint Mary's University, we received in September 1980 a grant of \$10,000 from the Nova Scotia Department of Education. This grant was to maintain and continue the development of the Tape Library.

The Community Tape Resource Library served three full-time Saint Mary's University students, seven part-time non-Saint Mary's University students, three professional members of the disabled community and three off campus borrowers.

Saint Mary's students borrowed 267 titles on 601 cassettes, Non-Saint Mary's students borrowed 16 titles on 65 cassettes, Professionals borrowed 19 titles on 47 cassettes and Off-campus patrons borrowed 5 titles on 35 cassettes.

Although the Tape Library patrons dropped from 19 last year to 16 this year, we received, recorded and circulated more requests than the previous year. The increase was 47 titles on 256 cassettes, or 14.8%.

AUDIO VISUAL SERVICES

Audio Visual Services has had one of its most fruitful years ever. With the purchase of more video equipment as many as eight different video tape formats can be recorded and played back from one mobile cart.

The use of Audio Visual Services increased substantially over the previous year.

AUDIO VISUAL SERVICES

STATISTICAL HIGHLIGHTS

<u>EQUIPMENT USAGE</u>	<u>1979/80</u>	<u>1980/81</u>	<u>PERCENT DIFFERENCE</u>
Video Tape 1/2"	24	162	+ 575
Video Tape 3/4"	283	397	+ 40.2
Slides made 35 mm	1,021	1,736	+ 70
Film projectors 16 mm	476	509	+ 6.9
Slide projectors	243	301	+ 23.8
Record players	44	37	- 15.9
P.A. systems	48	90	+ 87.5
Tape recorders (reel)	33	30	- 9
Tape recorders (cassettes)	154	263	+ 70.7
Micro Format Copies	2,299	2,880	+ 25.2