

SAINT MARY'S UNIVERSITY



ANNUAL REPORT *1985 - 1986*

PATRICK POWER LIBRARY

FERGUSON LIBRARY FOR PRINT HANDICAPPED STUDENTS

MEDIA CENTRE



HALIFAX, NOVA SCOTIA

HIGHLIGHTS

- Completion of a new circulation/control desk
- Beginning of conversion of the Dewey Collection to machine-readable Library of Congress Classification
- Preparation of an RFP for NOVANET
- Microcomputer produced Guide to the Patrick Power Library
- Electric typewriters for public use
- Decline in monographic purchases
- Three Social Sciences and Humanities Research Council of Canada grants
- All backlogs eliminated
- Acquisition system on-line to the new VAX
- Gift of the Kurzweil Reading Machine
- Renaming the Community Tape Resource Library to the Ferguson Library for Print Handicapped Students.
- Thirteen classrooms get video monitors

PUBLIC SERVICES DIVISION

INTRODUCTION

The year 1985/86 was a time of levelling off of demands in all areas of Public Services. It was a year of growth - we circulated more materials and answered more questions than ever before. During peak periods staff were hard pressed to maintain our usually high level of individualized service.

In addition to the demands on the staff, the increased use of the library is straining its physical resources. Not only are all study spaces often full, the collection of books is beginning to outgrow the second floor area.

CIRCULATION AND RESERVES

Four developments were prominent: a new Circulation desk area, introduction of new electric typewriters for student use, the Dewey Recon project, and increased activity in most facets of our work.

Staffing remained relatively stable with 31 people in the 24 available positions. We had the services of a CDC-provided job trainee for four weeks in March.

Circulation Desk

For the department, the greatest single event of 1985/86 was the installation of a new circulation and control desk area. Traffic flow in the lobby area has improved, staff have more room to operate, and staffing can be more flexibly scheduled.

Public Typewriters

Over the years our manual typewriters stayed incognito in their little room on the second floor. Through use and misuse they were gradually reduced to scrap. Replacing them with Selectric I's and II's and placing them in a more public area was a very popular move. Although, the machines were in view of staff, thus preventing misuse, the frequent use by different users caused the delicate and expensive elements to break, and necessitated frequent repairs to the machines. A more hardy variety of typewriters may prove more successful.

Dewey Retrospective Conversion

The Circulation Department provided the records on which the early selection of material was based and a number of Circulation staff assisted in end processing, and of course shelved and shifted.

While in 1984/85 5.27% of monographs circulating were Deweys, in 1985/86 it fell to 2.52%. From this it is clear that,

although only a small portion of the Deweys were relocated, they were probably the most useful part of the collection.

Activity

The overall increase in Circulation activity is good news. A clear downward trend was in evidence in 1984-85; it has been reversed, in some places significantly. This is a positive reflection on the overall service provided in the library, in light of the continuing drop in traffic into the building.

Circulation Statistics

| | 1981-82 | 1982-83 | 1983-84 | 1984-85 | 1985-86 | % Change 1981-82 1985-86 | % Change 1984-85 1985-86 |
|----------------------|----------------|---------|---------|---------|----------|--------------------------------|--------------------------------|
| Monographs | 47,603 | 53,396 | 59,287 | 57,561 | 57,094 | + 19.94 | - .81 |
| Periodicals | 12,509 | 15,843 | 17,002 | 16,355 | 17,502 | + 33.92 | + 7.01 |
| Government Documents | | 729 | 1,235 | 1,191 | 941 | | - 20.99 |
| Corporate Reports | TOTAL 2,115 | 2,056 | 1,699 | 1,951 | 2,301 | + 62.41 | + 17.94 |
| Pamphlets | | 363 | 233 | 296 | 193 | | - 34.8 |
| Other | | -- | -- | 218 | 553 | | +153.67 |
| TOTAL BORROWED | 62,227 | 72,387 | 79,456 | 77,572 | 78,584 | + 22.29 | + 1.3 |
| Pickups | 33,452 | 32,790 | 52,398 | 50,359 | 52,626 | + 57.32 | + 4.5 |
| Reserve Circulation | 34,442 | 35,708 | 34,481 | 31,210 | 32,311 | - 6.19 | + 3.53 |
| GRAND TOTAL | 140,121 | 140,885 | 166,335 | 159,141 | 163,521 | + 16.7 | + 2.75 |
| Traffic | 417,819 | 483,056 | 507,474 | 475,969 | 455,164* | + 8.94 | - 4.37 |
| Photocopies | 478,819 | 424,802 | 407,146 | 364,504 | 396,735 | - 17.08 | + 8.84 |
| Dal Borrowing | 8,589 | 10,413 | 10,666 | 9,823 | 9,928 | + 15.59 | + 1.07 |

* 1985-1986 Traffic total contains a two-month (July-August 1985) estimation. Due to new desk construction, no traffic count for these months could be made.

COLLECTIONS DEVELOPMENT

1985/86 Acquisitions Budget

The 1985/86 fiscal year saw a decline in book orders handled by the Collections Librarian, from 7,281 requests in 1984/85 to only 5,515 requests in 1985/86. One explanation for this decrease lies in the fact that the total book allocation declined. Another effect on the library's buying power is currency exchange. The allocation for periodicals and standing orders had to be increased. This is a serious trend. As periodical costs escalate, the funds to cover the increases are taken from book allocations.

The decrease in allocations for book purchases from 1984/85 to 1985/1986, as well as the increased cost of maintaining periodical subscriptions will result in a serious decline in quality and growth of the collection unless more funds are allocated in the future for library acquisitions. Senate approval of 54 new course offerings in 1986/87 places an additional emphasis on the need to increase the budget to support such a dramatic growth in academic programs.

Social Sciences and Humanities Research Council Grants

During 1985/86 the library was fortunate to receive three SSHRC grants. In 1985 a proposal was submitted for Asian Studies and \$25,000 was awarded. An additional \$3,500 was received for this proposal at the end of the Council's fiscal year. These funds were used to purchase microfilm copies of relevant periodicals. In 1986 the library also received a Fleeting Opportunities grant of \$3,500 for the Irish Studies program.

April 1, 1985 - March 31, 1986
Collections Development Statistics

| Book Requests | 1984/85 | 1985/86 | % Change |
|--|---------|---------|----------|
| Total book requests handled | 7281 | 5515 | - 24% |
| Total duplicate requests | 1625 | 1386 | - 15% |
| Total requests presumably ordered | 5656 | 4129 | - 27% |
| % of duplicates generated by Faculty | 81.5% | 86% | + 5% |
| % of duplicates generated by Library Staff | 18.5% | 14% | - 5% |
| % of total orders generated by Faculty | 68.9% | 80% | + 11% |
| % of total orders generated by Collections | 28.6% | 18% | - 11% |
| % of total orders generated by other Library Staff | 2.5% | 2% | - 1% |

| Activity | 1982/83 | 1983/84 | 1984/85 | 1985/86 |
|------------------------------|---------|---------|---------|---------|
| Gift books handled | 1,674 | 1,028 | 2,098 | 3,672 |
| Library holdings assessments | 27 | 12 | 20 | 54 |
| Periodicals ordered (New) | 32 | 4 | 7 | 40 |
| Periodicals transferred | 2 | 0 | 4 | 1 |
| Periodicals cancelled | 3 | 1 | 3 | 5 |

USER EDUCATION

Library Instruction Sessions

The major emphasis of the library's user education program is organising, preparing, and conducting library instruction sessions. These classes are designed to teach Saint Mary's students how to find information in a specific subject area, and they are conducted by library staff on the request of faculty.

In 1985/86 a total of 54 instruction sessions were given to 1,049 students. In previous years four instructors were involved in the program, but this year three librarians conducted all the sessions, a total of 63 teaching hours.

Throughout the year, User Education also conducted orientation sessions for individuals not registered at Saint Mary's University. Explaining the library's resources to groups outside the university often proves to be an important public relations function.

In March a class of graduate students enrolled in the Bibliographic Instruction course at Dalhousie's School of Library Service was given a presentation on the organisation and methodology of the Patrick Power Library's instruction program.

Guide to the Patrick Power Library

During the summer a library guide was produced, and with the use of computer graphics the Guide is an attractive brochure outlining library hours and services. Students attending orientations as well as other library patrons use the brochure to help them find material even if reference assistance is not immediately available.

Slide/Sound Show

The library's slide/sound presentation entitled "Introduction to the Patrick Power Library" was revised during the summer in preparation for library orientations in the fall. Over one thousand students viewed the production during the year.

INFORMATION SERVICES

Reference Desk Activity

In 1985/86 Reference staff handled 10,655 questions, an increase of 8.6% over the previous twelve-month period. Reference questions rose by 1986, an 18.7% increase and were offset by declines of 32.2% and 36.5% in public catalogue assistance and directions given, respectively.

As the academic year progressed, it became obvious that certain shifts in each day could not be handled by the two staff members assigned to the Reference Desk. Therefore, designated back-up staff were assigned to assist during busy periods. This allowed us to maintain stack patrols, to rapidly replace staff who were ill or absent, and provide a high quality desk service.

Reference Collection Weeding

Through the quiet periods in the academic year, the Collections Development librarian and the Head of Information Services systematically reviewed each title in the Reference collection to determine its relevance to the collection.

Government Documents

The number of titles in the collection rose from 4,606 in 1984/85 to 5,892 in 1985/86, for a total of 10,913 volumes.

The collection now appears to have reached the limits of documents shelving space and creative alternatives are being sought. Many monographic documents such as the Macdonald Royal Commission with its plenitude of studies, can be catalogued and lodged in the main collection.

Editions of both the paper and microfiche keyword indexes to government publications were produced.

Telephone Directories

A total of 85 cities or regions are represented. The University has ceased funding this collection through the general phone account placing an additional \$1800 burden on the library budget.

Pamphlet Collection

Pamphlet collection circulation declined this year. The actual numbers of pamphlets also decreased through a weeding project from 6,720 in 1984/85 to 5,971 in 1985/86.

Corporate Reports

The number of companies represented in 1984/85 rose from 1,412 to 1,436 in 1985/86 making a total of 21,338 reports on file. Selected non-profit organizations will now be represented.

University Calendars

The collection of calendars from Canada, the United States and overseas increased to a total of 447 institutions, up seven over 1984/85.

Archives and Theses

Considerable attention was paid to the sorting of archival files. The donation of back issues of the Journal and of the yearbook filled some gaps.

Twenty-two MBA Research Project Reports, 11 Honours theses, and 3 Masters theses were processed.

Interlibrary Loans

Saint Mary's University was a net lender again this year, providing 83 more items than were borrowed by our patrons. This year, the Patrick Power Library acquired an ENVOY mailbox. As a result, the efficiency of interlibrary loans has improved greatly. It is now possible to request a loan from a library in British Columbia instantaneously and to follow up on the status of requests within 24 hours.

Total Saint Mary's Requests:

| | |
|-------------------|-----|
| Monographs/Theses | 365 |
| Photocopies | 402 |
| Total Requests | 767 |

Total Saint Mary's Loans:

| | |
|-------------------|-----|
| Monographs/Theses | 532 |
| Photocopies | 318 |
| Total Requests | 850 |

Computerized Information Retrieval

During the academic year, 123 searches were run, most of them for students. Of this total, 49.6% of the searches were performed for Psychology majors or graduate students.

Staffing

During the summer, The Head of Information Services was seconded to the Development Office as a researcher for the University's capital campaign.

Three new library assistants joined the staff to replace the three full-time Information Services staff who resigned.

Two work experience students from the School of Library Service spent 100 hours each with the Department.

In March 1986, a person from the Women in Transition Training (W.I.T.T.) Program joined the staff for an eight-week period.

I. Information Desk Statistics (by category of question)

| | 1981/82 | 1984/85 | 1985/86 |
|--------------------------------|---------|---------|---------|
| Reference Questions | 7,714 | 10,644 | 12,630 |
| Telephone Questions | 1,757 | 2,362 | 2,502 |
| Public Catalogue Assistance | 747 | 1,115 | 756 |
| Directions Given | 1,418 | 1,223 | 777 |
| TOTAL DESK ACTIVITY | 11,636 | 15,344 | 16,665 |

II. Percentage Changes in Information Desk Activity by Category of Question

| | 1981/82-1985/86 | 1984/85-1985/86 |
|--------------------------------|-----------------|-----------------|
| Reference Questions | + 63.7% | + 18.7% |
| Telephone Questions | + 42.4% | + 5.9% |
| Public Catalogue Assistance | + 1.2% | - 32.2% |
| Directions Given | - 45.2% | - 36.5% |
| TOTAL DESK ACTIVITY | + 43.2% | + 8.6% |

TECHNICAL SERVICES DIVISION

INTRODUCTION

Three significant events highlighted the activities of the Technical Services Division.

An ambitious project to convert the Dewey Collection into machine-readable format was undertaken during the summer period (May 2 - September 4, 1985). Four library school students were hired for the project funded by the Summer Employment/Experience Development (SEED) Program. The IBM-PC was utilised as a terminal dedicated to the project. As a result, 6112 titles were catalogued during the 18-week period. In spite of minor problems, the project was very successful and enabled us to convert a portion of the Dewey Collection. Feedback from faculty and students has been very positive.

With the acquisition of the new administrative VAX Computer the batch-mode (punched card dependent) acquisitions system began transition to an on-line access system. The Computer Centre had to rewrite the existing programs so that it would be operable on the new VAX Computer. A software package "Easy Entry" was finally introduced in December 1985. Since that time continuous refinements are being made to the package in order to completely phase-out the old batch-mode system and to replace it with a fully on-line interactive acquisitions system.

The Division Head, the Department Heads, and the Coordinator of the Bibliographic Searching Unit were actively involved in the preparation of the NOVANET Request For Proposal.

ACQUISITIONS

Serials Management

The management of the Library's journal collection is one of the Acquisitions Department's major responsibilities. The amount of time spent on stack maintenance duties alone totalled 1160 hours, an increase of 10.5% over last year.

Serials Reporting

Along with acquiring the journals and managing the physical resources of the collection, another Acquisition's responsibility is to make the collection accessible through the preparation of the serials list. This year 4544 changes were made to the data file, an increase of 29.9% over last year's total of 3498.

The Library's involvement in the PROSER Project (a project to consolidate the serials holding of several local area libraries) necessitated an examination of the serials entries to adhere to the standards of the PROSER index.

A new paper and microfiche edition of the serials list was produced in June 1985.

Monographic Acquisitions

The 1985/86 fiscal year saw a 12% decline in the number of monographic volumes ordered.

The number of monographic volumes received, however, was 1.1% less than the previous year. The final figure being 4885 volumes in 1984/85 received as opposed to 4939. It was interesting to note that the number of monographs received on standing orders increased by 20.7%.

The activities related to the purchasing of monographs showed significant increases. The number of claims issued was up by 29.9%. The number of orders that had to be deleted due to unavailability was up 24.6%. A startling figure is the number of status reports received from the vendors regarding our monographic purchase orders. A total of 2118 reports were received for only 4016 orders, an increase of 9.5% over last year.

No change in the vendors used for the purchase of monographs was made during the year.

Automation

The Acquisitions Department began the fiscal year by documenting the Library's requirements concerning the proposed on-line acquisitions system, to be run on the VAX 780 computer acquired by the University. A software package "Easy Entry" was adopted to allow for terminal entry of data into the system.

Publisher's Address File

A standardized list of 6408 publisher/vendor addresses was produced via the administrative computer. Such an automated file makes any additions and changes on-line up-to-date. Printed copies either in numerical or alphabetical order are produced from the file as necessary. Mailing labels are also produced.

BIBLIOGRAPHIC SEARCHING UNIT

Book Requests

Pre-acquisition searching of book purchase requests and various related tasks, such as checking book lists and gifts against the Library's holdings, were given high priority by the Unit. As a consequence of the dwindling purchasing power of the Library's acquisition budget, the number of book purchase requests forwarded to the Acquisitions Department after bibliographic searching declined by 12.80% compared to the previous year and by 31.33% compared to 1981-82.

Utlas Performance

Automated cataloguing operations were hampered by poor performance of the Utlas Catalogue Support System until October 1985, after which the system attained a satisfactory level of performance and thereby increased efficiency.

Backlog Eliminated

Newly acquired purchased monographs, gifts and government documents were processed speedily to ensure timely access to this material. A large number of gift and backlog items were processed. All remaining processing backlogs were eliminated, thus completing a project that commenced when the Unit was formed in November 1980. The completion of this project enabled the Unit to turn its attention to various recataloguing activities, with the long-term goal of converting the whole library catalogue to machine-readable format.

Other Projects

These included cataloguing of reference serials through Utlas, searching serial call numbers for the Acquisitions Department, and manual searching in the National Union Catalogue and Canadiana for cataloguing copy of titles not found on Utlas (mainly gifts and backlog items).

Four library school students were hired during the summer of 1985 to undertake a project to recatalogue books from the Dewey Collection through Utlas.

Increased Throughput

There was a 63.09% increase in titles searched on Utlas for cataloguing copy compared to the previous year.

Staff

Regular staff meetings, forms management, evaluation and revision of procedures and updating of the procedures manual increased efficiency in the Department.

The full-time Library Clerk III position in the Bibliographic Searching Unit was reclassified to a Library Assistant I in July 1985.

The Unit once again benefited from the services of part-time library school students during the school term and a half-time library school student during the summer months.

CATALOGUING DEPARTMENT

There was a 47% decline in generating new Utlas records by the Cataloguing Department over the past year. This was, however, offset by a 94% increase in the number of revisits of Utlas records. This shift is attributed to a decreased emphasis on original and copy cataloguing and Utlas edited records, and the focusing on reclassification and record upgrading projects along with an increase demand for authority control work. Demand for computer terminal time thus remained constant.

Quality and Standards

In anticipation of a co-operative bibliographic network for metro academic libraries, activities such as the BNA Upgrade Project were designed to clean up the database prior to merging the Patrick Power Library's database with those of other libraries. To keep cataloguing and classifications standards at an acceptable level for a networking environment, authority control work was increased. New classification schemes for Canadian literature and history were adopted, keeping our Library abreast of current practices within the Canadian academic library community.

Titles Catalogued

From 1983 to 1985 emphasis was placed on eliminating unaccessed backlogs. In 1983/84 the number of titles catalogued totalled 1868. The following year that figure had risen to 2294 titles. The past year was marked by a 62% decline in titles catalogued, whether they be originals, copy cataloguing or Utlas edited records. Contributing to the decline was the higher hit rate for newly acquired materials on Utlas.

Titles Input on Utlas

The number of titles filed in the Utlas database dropped 47% over the previous year; down 67% from two years ago. With backlogs eliminated, attention was re-directed to the

upgrading of records through revisits. In 1984/85 the number of titles input by the Cataloguing Department represented 47% of all titles catalogued in Technical Services. During the past year that figure has declined dramatically to 14.5%.

Revisits

The 94% increase in the number of revisits of Utlas records can be attributed in part to increased authority control work, resumption of the BNA Upgrade Project, relocation of the non-oversize books to the main stacks, and reclassifying of Canadian literature.

Hours of Terminal Use

Demand for computer terminal time did not subside as the decreased time for inputting records was offset by the increased demands for revisits, experiencing a 7.5% increase over 1984/85 and 38.5% over 1983/84.

Titles Recatalogued

The total number of titles recatalogued declined by 47% as various recataloguing projects had been completed the preceding year.

Volumes Processed

The SEED Project precipitated an 81.5% increase in the number of volumes processed in the Department. The preceding year had witnessed a 13% decline from the year before.

CONCLUSION

It was a very productive year. The Dewey Recon Project, work on a new on-line acquisitions system, the reclassification of Canadian literature and history material, the elimination of all backlogs, involvement in the Novanet proposal as well as the effective operation of daily tasks of the Division have been successfully accomplished by the dedication of the staff.

A 77% overall increase in cataloguing throughput during the past fiscal year is clear evidence of the productivity and efficiency of the Technical Services operations.

With the impact of increased automation activity, the staff has taken the initiative to become a good deal more computer literate and is well prepared to deal with the future challenges of an on-line integrated system through Novanet.

STATISTICSACQUISITIONS DEPARTMENT

| | 84/85 (11 MONTHS) | 85/86 (12 MONTHS) | %AGE DIFFERENCE |
|--|----------------------|----------------------|--------------------|
| Purchase Requests Received from BSU | 5095 | 4443 | -12.8% |
| Monographs Ordered (Volumes) | 4871 | 4254 | -12.6% |
| Total Volumes Received and Paid for with Monograph Funds | 4938 | 4885 | - 1.1% |
| Average Price | 35.75(Can) | 38.85(Can) | + 8.6% |
| Periodical Subsc. Renewed | 1313 | 1406 | + 7.1% |
| Periodical Subsc. Added | 13 | 40 | +207.7% |
| Periodical Subsc. Cancelled | 7 | 5 | -28.6% |
| Periodical Issues Added | 13,485 | 15,708 | +16.5% |
| Periodical Vols. Bound | 3748 | 2045 | -45.4% |
| Time Spent in Stack Areas Maintaining Collection | 1050 hrs. | 1160 hrs. | +10.5% |
| Reports Received from Publishers/Vendors | 1935 | 2118 | + 9.5% |
| Monographic Orders Deleted | 361 | 450 | +24.6% |
| Monographic Orders Claimed | 393 | 510 | +29.8% |
| Periodical Issues Claimed | 147 | 241 | +63.9% |
| Serials Holdings Changes entered into Serials Database | 3498 | 4544 | +29.9% |
| Total Invoices Processed | 1558 | 1524 | - 2.2% |
| Total Cheques Issued | 746 | 699 | - 6.3% |
| Hours Spent On Computer Terminal Performing Acquisi- tions Functions | 206 hrs. | 625 hrs. | +203.4% |

STATISTICS

BIBLIOGRAPHIC SEARCHING UNIT

| | 1984/85 (11 MONTHS) | 1985/86 | %AGE DIFFERENCE |
|---|------------------------|---------|--------------------|
| Book Purchase Requests Forwarded to the Acquisitions Department | 5095 | 4443 | -12.8% |
| Book Purchase Requests found to be Duplicates | 1661 | 1392 | -16.2% |
| Total Book Purchase Requests Searched | 6756 | 5835 | -13.63% |
| Percentage of Duplicates Found | 24.59 | 23.86 | |
| Gifts Catalogued (Titles) | 511 | 873 | +71.0% |

* * * * *

CATALOGUING DEPARTMENT

| | *1984/85 | 1985/86 | %AGE DIFFERENCE |
|-------------------------------|------------|-------------|--------------------|
| Utlas Records | 3984/5201 | 2118/2522 | -47.0% |
| Originals | 1124/1641 | 387/576 | -66.0% |
| Variations | 465/690 | 260/320 | -44.0% |
| Copy | 528/682 | 71/95 | -87.0% |
| Total Catalogued | 2294/3190 | 865/1138 | -62.0% |
| Total Catalogued BSU and Cat. | 8240/10737 | 14586/17129 | +77.0% |
| Withdrawals | 323/386 | 2149/2693 | +598.0% |
| Shelf-list Cards | 15038 | 26972 | +79.0% |
| Recatalogued | 1938/2860 | 1035/1264 | +47.0% |

*Adjusted to reflect 12 month year by incorporating April of the previous fiscal year for comparative purposes.

FERGUSON LIBRARY FOR PRINT HANDICAPPED STUDENTS

During the fiscal year, April 1, 1985 - March 31, 1986, the Ferguson Library for Print Handicapped Students again served the visually impaired students and professionals of Atlantic Canada.

On June 28, 1985, Mr. Raymond W. Ferguson made a generous donation to the Ferguson Library for the benefit of the disabled students. The acquisition of the Kurzweil Reading Machine was unveiled by Mr. Ferguson at a reception held at Saint Mary's on his 35th wedding anniversary. Due to his generosity, the University agreed that the Tape Library be renamed in honour of Mr. Ferguson.

The Kurzweil Reading Machine converts printed material into easily understood speech through a combination of a computer, scanner and a speech synthesizer. The machine can read a considerable number of type styles and page formats. The top reading speed of the KRM is approximately two hundred and fifty words per minute.

The availability of this machine (the first of its kind in the Maritimes) will open many doors to the visually impaired and print handicapped students and professionals. It will provide a greater service in meeting educational demands and will help break the barrier in obtaining direct access to printed information first hand.

The following is a breakdown of clients served by the Ferguson Library for Print Handicapped Students:

April 1, 1985 - March 31, 1986

| | | |
|--------------------------------------|---|------------------------------|
| Saint Mary's University | : | 7 (6 Full-Time; 1 Part-Time) |
| Dalhousie | : | 1 (1 Part-Time) |
| Mount Saint Vincent Univ. | : | 1 (1 Full-Time) |
| Nova Scotia Teacher's College | : | 2 (2 Part-Time) |
| University College of Cape Breton | : | 1 (1 Part-Time) |
| Acadia University | : | 1 (1 Part-Time) |
| University of New Brunswick | : | 1 (1 Full-Time) |
| Dartmouth Regional Vocational School | : | 1 (1 Full-Time) |
| Professionals in Metro | : | 3 |
| Community Members | : | 3 |
| TOTAL | | <u>21</u> |

In 1985/86 the Ferguson Library clients totalled 21, of which fifteen were students, seven attending Saint Mary's University and eight attending other post secondary institutions within the Maritimes. Three of our patrons were professionals requiring work related readings and the

remaining three were community members borrowing leisure reading materials.

Reading requests for the year totalled 114, 110 of those were for students, 2 professionals and 2 were for leisure.

Interlibrary loan transactions were up 113% from last year. The reason for this lies in the number of large print and braille requests received from the first year university students. The interlibrary loans were filled from various tape libraries across the country such as, C.N.I.B. National Library Division, Alberta Resource Centre, Special Material Services (Winnipeg), Atlantic Provinces Resource Centre for the Visually Impaired, and the Nova Scotia Provincial Library.

Thirty-four active volunteer readers have donated their time and resources to recording books and articles for our clients.

This year's circulating materials totalled 173 on 778 cassettes which is a decrease of 3% over the last fiscal year.

Early in the academic year, the Coordinator was busy meeting the reading requirements of four new first year students attending Saint Mary's. These students were from St. John's, Newfoundland, Havre Boucher, N.S., and two from the metro area. Two students requested text books in large print only.

Both of these students use a low vision aid called, the Apollo Reader and because of their limited sight decided not to use the cassette format as other patrons had used in the past.

The other two students requested reading material in braille, a service the Ferguson Library does not offer. An itinerant teacher at Sir Frederick Fraser School provided the needed assistance.

A presentation of computer manuals on tape (MS DOS and IBM Assistants) was made to the Ferguson Library for Print Handicapped Students by the Canadian Council of the Blind, Dartmouth Branch.

The Coordinator had an opportunity to visit other tape library facilities in the metro area and attended the "Exhibit of Technical Aids for Disabled People" at the World Trade and Convention Centre.

A student from the Women in Transition Training Program which is funded by the Federal Government joined the Ferguson Library to gain work experience for nine weeks.

MEDIA SERVICES

The Media Services Centre strives to meet the demands of a continually changing technology.

The use of video to enhance classroom instruction has risen dramatically with thirteen classrooms equipped with video monitors. This year 476 classes used the video playback system compared to 180 last year.

Video production has also increased from 88 this year compared to 15 last year. Eighteen off-campus organizations requested video taping from conferences and lectures, to plays and opera, a 600% increase.

Media Services upgraded the public address systems throughout the campus. The Multi-Purpose Room, Student Cafeteria, Residence Cafeteria, Theatre A and Theatre B all have new equipment that has been designed to operate with the turn of a key.

This year more space was made available for the Ferguson Library eliminating 38 seats previously used for video playback. This was possible because of the more efficient method of video playback in the classrooms.

However, individual video playback units were kept and upgraded. The four old television sets were replaced with four new units which are very heavily used, especially just before exams.

Now all 81 teaching areas are equipped with overhead projectors. Each is given a weekly preventative maintenance check.

The Language Laboratory is open 40 hours weekly during the academic year which is in line with other Universities in the area.

The security of equipment has been quite adequate with no major losses during the year.