

**For Information**

**S.92-61**

**SIMON FRASER UNIVERSITY**

*Vice-President Academic*

**Memorandum**

**TO:** Senate

**FROM:** J. Munro, Chair  
Senate Library Committee

**DATE:** October 20, 1992

**SUBJECT:** Annual Report - Senate Library Committee/  
Library Penalties Appeal Committee

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The 1991/92 Annual Report of the Senate Library Committee/Library Penalties Appeal Committee is attached for the information of Senate.

*J. Munro*

# SENATE LIBRARY COMMITTEE

## Annual Report : 1991/92

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### 1. COLLECTIONS

The 1990/91 Annual Report of the Senate Library Committee noted that the Library had maintained its previous level of acquisitions -- both serial and monograph -- at a cost of \$2,411,461. During the next fiscal year that same accessions level required a 15 % increase in expenditure for a total of \$2,772,372.

Serials subscriptions were maintained at their previous level with no mandated cancellations. However, a number of departments and faculties continued to examine their serials lists and suggest changes. Two faculties, Education and Business Administration, initiated serious and thoughtful reviews during this period and these processes will probably result in significant changes to their serials lists during the next renewal cycle.

The letterpress accessions rate increased slightly and continued the recovery which began in 1987/88.

#### LETTERPRESS ACCESSIONS RATE

1984/85	30,089
1985/86	27,790
1986/87	23,475
1987/88	22,309
1988/89	25,175
1989/90	27,354
1990/91	27,447
1991/92	28,059

In addition to purchased materials the Library's new Gift and Exchange Program, under the direction of Ralph Stanton, selected some 2,200 items to be added to the collection as processing staff resources permit. The total value of this material is estimated at approximately \$110,000 and will contribute significantly to the collection.

## 1. COLLECTIONS (continued)

COLLECTIONS EXPENDITURES BY  
FACULTY AND DEPARTMENT ACCOUNT

	<u>1991/92</u>	<u>1990/91</u>
<b>APPLIED SCIENCES</b>		
COMMUNICATIONS	21,139	18,456
COMPUTING SCIENCE	104,678	83,771
ENGINEERING SCIENCE	57,168	50,275
KINESIOLOGY	7,785	7,273
RESOURCE & ENV MGMT	7,712	6,145
TOURISM MGMT	<u>1,827</u>	<u>3,699</u>
<b>SUBTOTALS</b>	<b>200,309</b>	<b>169,619</b>
<b>ARTS</b>		
ANTHROPOLOGY	19,407	15,707
ARCHAEOLOGY	19,416	14,146
CONTEMPORARY ARTS	74,003	66,831
CRIMINOLOGY	31,744	28,426
ECONOMICS	143,187	122,104
ENGLISH	84,194	69,464
FRENCH	19,703	20,895
GEOGRAPHY	55,640	47,747
GERONTOLOGY	6,229	5,628
HISTORY	61,927	58,606
LINGUISTICS	32,681	27,046
LITERATURE;MISC	16,695	17,364
PHILOSOPHY	34,543	31,287
POLITICAL SCIENCE	125,353	119,334
PSYCHOLOGY	62,356	58,848
SOCIOLOGY	72,766	62,849
SPANISH/L.A.S.	16,773	12,459
WOMEN'S STUDIES	<u>5,801</u>	<u>6,465</u>
<b>SUBTOTALS</b>	<b>882,418</b>	<b>785,206</b>
<b>BUSINESS ADMIN</b>	<b>129,545</b>	<b>110,198</b>
<b>EDUCATION</b>	<b>52,597</b>	<b>57,048</b>
<b>SCIENCES</b>		
BIOLOGICAL SCIENCES	364,429	327,246
CHEMISTRY	332,374	237,049
MATH & STATISTICS	114,795	107,692
PHYSICS	<u>258,287</u>	<u>229,097</u>
<b>SUBTOTALS</b>	<b>1,069,885</b>	<b>901,084</b>

**COLLECTIONS EXPENDITURES BY  
FACULTY AND DEPARTMENT ACCOUNT (continued)**

	<u>1991/92</u>	<u>1990/91</u>
<b>MISCELLANEOUS</b>		
ATHLETICS/RECREATION	3,896	3,225
BELZBERG LIBRARY	104,775	103,191
BINDING	136,161	109,472
FRASER VALLEY	42	455
GENERAL - LIBRARY	46,682	37,816
- HUMANITIES	4,866	5,998
- SCIENCE	42,288	36,180
- SOCIAL SCIENCES	41,559	39,112
MAPS	4,617	1,355
REPLACEMENTS	4,802	4,070
RESEARCH DATA LIBRARY	24,830	17,205
SCES / SFU	2,069	2,992
SPECIAL COLLECTIONS	<u>21,031</u>	<u>27,235</u>
<b>SUBTOTALS</b>	<b>437,618</b>	<b>388,306</b>
<b>GRAND COLLECTIONS TOTALS</b>	<b>2,772,372</b>	<b>2,411,461</b>

## 2. TOWARD AN ELECTRONIC LIBRARY

The potential for electronic library services has increased dramatically over the past few years. Bibliographic indexes to academic journals can now be loaded on local computers for users to search; can be purchased in compact disc format; and can be accessed over the Internet. Individual journal articles can be requested online and delivered via FAX or online. Full text databases are also becoming available. The Library is anxious to make these services available to its users. In the past year, the Library has made good progress in this direction.

As part of the changeover from MTS, the Library purchased the BRS bibliographic searching software to replace SPIRES. The databases formerly on SPIRES were mounted on BRS. New databases were also added. A "new books" file listing everything received in the previous week by the Library is available on SFULIB/BRS. As part of a co-operative project with the Electronic Library Network, the Social Sciences and Humanities Indexes have been mounted, and linked to SFU journals holdings. Cariboo College students may request articles online rather than filling out an Interlibrary Loan request. In order to support the Fraser Valley University College program as well as SFU's, the ABI/INFORM and CBCA databases are being loaded this fall.

**2. TOWARD AN ELECTRONIC LIBRARY (continued)**

The Library's SFULIB menu now offers access to CARL Uncover2, a service which allows users to browse 11,000 journal title pages, and request fax copies of articles, to be charged to their VISA. In addition, numerous BC, Canadian, and International libraries' catalogues may be accessed on the SFULIB menu. The Library has been funded in 1992/93, to add CD-ROM databases which will initially be available on standalone workstations in the Reference area on the 5th floor of the Library; but by late fall, many of these CD-ROM's will be networked and accessible from campus offices.

**3. LIBRARY REVIEW AND OTHER REPORTS ABOUT THE LIBRARY**

During 1991/92, the Senate Library Committee met twice with the University Library Review Committee to be informed about the ULRC's work in progress. The ULRC's report and recommendations were completed in October 1991. The Library Management's response to the ULRC Report was completed in November.

**REPORT OF THE UNIVERSITY LIBRARY REVIEW COMMITTEE, October 1991.** [Prepared by] Richard Schwindt, Chair (Department of Economics & Faculty of Business Administration), Paul Percival (Department of Chemistry), Mary Lynn Stewart (Department of History).

The University Library Review Committee was established in April 1991 by the Vice President, Academic. The Committee solicited input from the University community, including an open hearing, individual interviews and a Faculty Library User Survey made in July 1991. The report contains 23 recommendations for the improvement of the Library and its services under the following topics: Resources; the congruence of Library Policy and Academic Programs; Organization, Management and Performance; and Operations. The report also includes the report of three external library consultants: Michael Buckland(Chair), Michael Gorman, and Ellen Hoffman.

**LIBRARY MANAGEMENT RESPONSE TO THE OCTOBER 1991 REPORT OF THE UNIVERSITY LIBRARY REVIEW COMMITTEE.** Final Report, November 25, 1991. [Prepared by the] Library Management Group, Simon Fraser University Libraries. Burnaby, B.C.

The report responds to each of the 23 recommendations of the University Library Review Committee as well as two Appendices: E, Selection of Suggestions Made to the ULRC; and F, Library Computer System Complaints.

**3. LIBRARY REVIEW AND OTHER REPORTS ABOUT THE LIBRARY**  
(continued)**LIBRARY REVIEW IMPLEMENTATION COMMITTEE (LRIC)**

The Vice President, Academic established a Library Review Implementation Committee (LRIC) as a subcommittee of the Senate Library Committee at its meeting of January 9, 1992. Membership: J.M. Munro (VP, Academic & Chair), Ted Dobb (Librarian), R. Cameron (Applied Sciences), P. Buitenhuis (Arts), G. Mauser (Business), K. Egan (Education), and J. Burr (Science). The terms of reference include evaluation of the recommendations of the ULRC and advising the VP, Academic concerning implementation of the ULRC recommendations. LRIC met 9 times through September 1992. The Library Review recommendations were divided into three groups: those to be responded to by the Library, those to be responded to by the University Administration, and those to be responded to by LRIC. LRIC reviewed the Library's budget request for 1992/93, in order to become more knowledgeable about the Library's internal operations. At other meetings of LRIC, L. Weldon (Math & Stats.) discussed the use of ongoing statistics collection to assess changes in library usage and demand, from Aaron Cohen and Associates regarding the Library's building facility plan, and from Sharon Thomas about collections subject profiles on the BNA and B.H. Blackwell approval plans. A final report will be made to Senate at the end of 1992.

**FOCUS ON LIBRARY SERVICES.** A special insert in the March 19, 1992 issue of Simon Fraser Week, published by SFU's Media and Public Relations Office.

**REPORT OF THE LIBRARY TASK GROUP TO REVIEW THE SECRETARIAL AND CLERICAL POOL. Final Report March 17, 1992.** Task Group Members: Marcela Adler, Paul Baldwin (Chair), Sylvia Bell, Cecile Davis, Percilla Groves, Norma Marier, Emily Sheldon.

The Library Task Group was established by the Library Management Group in response to the University Library Review Committee's Recommendation # 22, which urged that the Library Management review the concept and operation of the pool. The report's basic recommendation was to dissolve the pool and allocate staff to their appropriate Library Division in order to clarify the management responsibility and accountability for setting work priorities and allocating scarce resources.

**EMPLOYMENT EQUITY STRATEGIES FOR PROFESSIONAL LIBRARIANS RECRUITMENT & RETENTION. April 1992.** Simon Fraser University, Burnaby, B.C.

3. **LIBRARY REVIEW AND OTHER REPORTS ABOUT THE LIBRARY**  
(continued)

**SIMON FRASER UNIVERSITY LIBRARY FACILITY PLAN. FINAL REPORT, May 15, 1992.** [Prepared by] Aaron Cohen Associates, Croton-on-Hudson, N.Y.

Proposes that the Library's building expansion be accomplished in three phases. Recommends a reorganized layout for the existing building which can be accomplished piecemeal in the three expansion phases. In tandem with a centralized building expansion plan, the Library will continue to actively promote access and delivery of library information utilizing the University's distributed computing network.

**REPORT OF THE TASK GROUP TO REVIEW LIBRARY LIAISON. FINAL REPORT, July 15, 1992.** Task Group Members: Jack Corse, Percilla Groves (Co-Chair), Nina Smart, Ralph Stanton, and Sharon Thomas (Co-Chair).

The Task Group was formed in response to the University Library Committee's Recommendation # 8: "For each department or academic program a librarian should be designated as the primary contact person for all aspects of library service to that academic group." It recommends that liaison assignments of librarians should be allocated by a committee composed of the Head of the Reference Division, Belzberg Library, and the Collections Management Office. Defines liaison roles and responsibilities. Makes a number of related recommendations.

**REPORT OF THE TASK GROUP TO CONSIDER INTERIM SOLUTIONS TO MEETING THE RECOMMENDATION THAT AN INFORMATION/REFERENCE DESK BE PLACED AT THE LIBRARY ENTRANCE. FINAL REPORT, July 27, 1992.** Task Group Members: Marilynne Finlayson, Percilla Groves (Co-Chair), Peter Highet, Gisele Pomerleau (Co-Chair), Sandy Smith, Mohamed Walji.

The Task Group was formed as a result of the University Library Review Committee's recommendation # 4, which stated that an information/reference desk should be installed at the entrance of the Library. The report notes that the Library building expansion plan calls for renovation of the Library entrance floor in 1997, which will include the movement of Reference services to that floor. A staff survey was completed by staff at Reserves, the Loans counter and Interlibrary Loans to determine the questions most often asked on the Library entrance floor. Until the floor is renovated, it is suggested that Loans Desk staff be provided an information handbook to support their answering most of the routine information queries. Improvements to signage and directories are also recommended.

#### 4. LIBRARY STRATEGIC PLAN UPDATE

##### Library Mission Statement

As the heart of the University, the S.F.U. Libraries are dedicated to the mission of providing access to collections, services and facilities of the highest possible quality in support of the teaching, learning and research goals of the University community.

By fiscal year end 1993/94, S.F.U. Libraries will:

- \* improve the library physical environment
- \* enrich the collection
- \* expand and improve use of appropriate technology
- \* improve staff/management relations
- \* improve external communications

The library's strategic plan identified the mission statement, five strategic goals, and accompanying objectives in December 1990. Work on the plan has continued through 1991/92 in the form of a steering committee and working groups charged with addressing each of the five goals.

Many of the issues raised in the strategic planning process were also discussed in the Report of the University Library Review Committee. To a great extent the Library Review endorsed the direction which the library had started in the Strategic Plan and most of the library's strategic goals have been advanced by the activities of task groups examining and implementing recommendations of the Library Review. Progress toward each of the goals is outlined below:

##### **Physical Environment: Peter Hight, Chair; Cecile Davis.**

The Working Group's objectives to renovate the existing library area and acquire additional space were furthered by the report of Aaron Cohen Associates on the Library's building expansion and the work of the Library Renovation and Building Planning Task Group. A three phase building expansion has been identified. In addition, immediate improvements were made in several public service areas through changes in layout, furniture, artwork, painting, and other amenities. Heat, ventilation and lighting have also been improved and cleaning levels in the library continue to be monitored.

##### **Collections: Sharon Thomas, Chair; Doug Gordon, Perce Groves, Ralph Stanton.**

Progress has continued on the development of the comprehensive Collections Policy. When complete, it will contain three kinds of policies:



**4. LIBRARY STRATEGIC PLAN UPDATE** (continued)

1. Supporting policies such as the Gifts and Exchanges policy and the Disposal of Materials Policy which have been written and approved by the Library Management Group; the vendor policy which has been written and is now under discussion and revision; and the weeding policy which is in the early development stage.
2. Format statements for such formats as microforms, slides, videos, maps, etc. The first of these, for machine readable data files, is underway, in collaboration with Walter Plovesan.
3. Support policies for all the disciplines which the library supports.

Meetings with the Development Office resulted in the agreement to proceed with the establishment of a Friends of the Library and to work on building the library's donor base.

Most of the other objectives related to enriching the collection are fund dependent and will await adequate financial support. However, progress in these areas has also continued through the means of serials reviews conducted with various faculty departments and some additional library funding related to new programs.

**Technology:**        **Lynn Copeland ,Chair; Paul Baldwin, Jack Corse, Marilynne Finlayson, Mary Harris, Mike McIntosh.**

The work of this task group has been dedicated to implementation of a locally supported, self-serve reference/information retrieval system which has already been reported under section 2 of this report: Toward an Electronic Library.

**Staff / Management Relations:**        **Ted Dobb, Chair; Sarah Carroll, Mary Harris, Gisele Pomerleau.**

Although the Working Group was unable to engage external consultants as originally outlined in the Strategic Plan, it continued to explore other ways to improve staff/management relations. One example was a joint union/management initiative to apply for reevaluation of some entry level jobs in Library Loans. Another is the ongoing meetings between Ted Dobb and divisional staff which have provided a useful forum to convey information and discuss library policies, practices and problems.

Two activities related to the Library Review also furthered the work of this Working Group. The Report of the Library Task Group to Review the Secretarial and Clerical Pool, and the analysis of the Serials Division undertaken by the Associate Librarian.

**4. LIBRARY STRATEGIC PLAN UPDATE (continued)**

**External Communications:** Perce Groves, Chair, Karen Marotz, Eve Szabo, and Heather-Ann Tingley.

Over the past year, the Working Group and SFU's Media and Public Relations Office produced an SFU Week Insert: "Focus on Library Services" which was distributed in the week of March 19, 1992. The goal was to inform the university community of services offered by the library, and to encourage full use of the services available. The insert marked the Library's first step toward implementing regular communications vehicles to convey information to the campus community. The Working Group plans to continue with future inserts or a library newsletter if funding is available.

The planning and implementation of formal programs to reach faculty was one of the objectives of the Working Group and was also identified as an area of concern by the Library Review Committee. As a result a Task Group on Faculty Liaison completed its report in July 1992, which was forwarded to the Vice President, Academic's Library Review Implementation Committee.

**5. LIBRARY APPOINTMENTS**

COLLECTIONS LIBRARIAN:	Ralph Stanton
HEAD OF LIBRARY SYSTEMS DIVISION:	Lynn Copeland
LIBRARIAN ANALYST, SYSTEMS DIV.:	Dave Binkley
REFERENCE LIBRARIAN, BELZBERG LIB	Megan Hughes

**6. W.A.C. BENNETT LIBRARY: SELECTED STATISTICS**

	1991/92	1990/91
<b>Miscellaneous</b>		
Building Usage	1,796,056	1,784,760
Public Photocopying	3,083,693	3,009,768
Book Loans	602,577	546,921
Book Recalls	26,194	20,443
Continuing Staff	136	136
<b>Reference</b>		
Ref Queries	69,076	78,667
Database Searches	*24,608	26,830

\*This represents only 9 months of data until the MTS system was removed in January 1992. At present time the Library has no way to collect this information on the BRS replacement system.

6. **W.A.C. BENNETT LIBRARY: SELECTED STATISTICS** (continued)

	1991/92	1990/91
<b>Inter-Library Loans</b>		
Books Borrowed	3,654	2,973
Journal Article Copies	7,692	6,715
<b>Collections</b>		
New Volumes	28,059	27,447
Classed Volumes	980,000	942,776
Journal Volumes	172,726	166,641
Microform Items	842,000	840,779

7. **BELZBERG LIBRARY: SELECTED STATISTICS**

	1991/92	1990/91
Library Usage	143,258	118,821
Queries	36,672	30,957
Loans	8,395	4,525

**LIBRARY FINANCIAL STATEMENT: OPERATING FUND EXPENDITURES**

(Extract from the University Financial Statement)

<b>CATEGORY</b>	<b>1991/92</b>	<b>1990/91</b>
SALARIES	4,612,000	4,062,000
EMPLOYEE BENEFITS	660,000	518,000
TRAVEL & PERSONNEL COSTS	39,000	33,000
SUPPLIES AND EXPENSES	648,000	509,000
EQUIPMENT & FURNISHINGS	122,000	90,000
EQUIPMENT & FACILITY RENTALS	103,000	100,000
LIBRARY ACQUISITIONS	*2,789,000	2,569,000
UTILITIES	33,000	33,000
PROFESSIONAL FEES	26,000	2,000
RENOVATIONS & ALTERATIONS	51,000	54,000
INTERNAL COST ALLOCATIONS	47,000	NIL
EXTERNAL COST RECOVERIES	<u>(379,000)</u>	<u>(352,000)</u>
<b>TOTAL</b>	<b>8,751,000</b>	<b>7,618,000</b>

\*This includes the expenditures allocated to departments on pages 2-3 of this report as well as evaluations of gifts-in-kind and currency variation costs.

# SIMON FRASER UNIVERSITY

## MEMORANDUM

To..... TED DOBB	From..... MANDEEP SINGH BAWA, CHAIRMAN
..... UNIVERSITY LIBRARIAN	..... LIBRARY PENALTIES APPEAL COMMITTEE
Subject..... ANNUAL REPORT	Date..... JULY 23, 1992

The Library Penalties Appeal Committee met three times during the 1991/92 fiscal year to consider patron appeals.

- June 24, 1991 - 10 appeal cases were reviewed:  
6 denied; 1 accepted; 1 deferred;  
2 fines were reduced
- September 25, 1991 - 6 appeals cases were reviewed:  
6 denied
- February 19, 1992 - 10 appeal cases were reviewed:  
6 denied; 3 accepted; 1 fine reduced



*Mandeep Bawa*