S.93-49

SIMON FRASER UNIVERSITY

Office of the Vice-President, Academic

TO: Ron Heath
Secretary of Senate

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

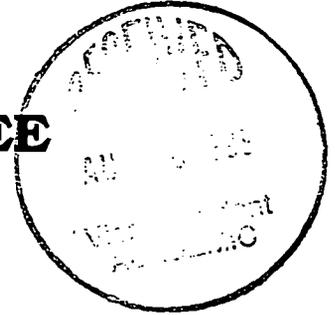RE: 1992/93 Annual Reports

DATE: August 31, 1993

The 1992/93 Annual Reports of the Senate Library Committee, the Library Penalties Appeal Committee and the University Libraries are attached for the information of Senate.

Simon Fraser University

SENATE LIBRARY COMMITTEE

Annual Report for 1992/93

INTRODUCTION

This report covers the activities of the Senate Library Committee for fiscal year 1992/93. The major concerns and actions of the Senate Library Committee involved the following:

Review of the W.A.C. Bennett Library Facilities Plan.
Establishment and work of a Subcommittee to Perform an Ongoing Review of Library Serials Subscriptions
Evaluation and follow-up to the University Library Review Report Recommendations by a Subcommittee entitled the Library Review Implementation Committee (LRIC)
Review of Information about the 1992/93 Library operating budget.
Review and Changes to the Library Loans Policy

LIBRARY FUNDING AND LIBRARY ACQUISITIONS

Although the Library received an increase of $400,000 in acquisitions funding for 1992/93, this only enabled the Library to maintain its previous level of acquisitions in monographs and serials (i.e., 27,837 volumes at a total cost of $3,425,295). In 1992/93, there was a decrease of about 1 percent in FTE students; in 1991/92, there was an increase of about 7 percent. According to the *Challenge 2001 standard*, acquisitions funding should have increased by 14 percent in 1991/92 (it actually increased by about 12 percent) and should have decreased by 2 percent in 1992/93 (it actually increased by about 18 percent). Over the two years, the increases totalled 30 percent when 12 percent would have met the standard. Information regarding comparison to other CARL libraries for 1992/93 was unavailable at the time this report was prepared.

These are expressed in nominal, not real dollars. A more demanding standard would be to express this objective in real dollars or to operationalize the target in volumes per student or Libary acquisitions' share of the total University budget. Much less progress would have been recorded towards this objective in those terms, but the Library did fare better than any other function in the University and appears to have received better funding increases than libraries at other Canadian universities.

SENATE LIBRARY COMMITTEE MEMBERSHIP, 1992/93

J. Munro, Chair, Academic Vice President	(Ex-officio)
W. Leiss, Vice-President, Research	(Ex-officio)
T.C. Dobb, Secretary, University Librarian	(Ex-officio)
M. Layton, Dean of Continuing Studies (designate)	(Ex-officio)
B.P. Clayman, Dean of Graduate Studies	(Ex-officio)
P. Baldwin, Associate University Librarian	(Ex-officio, Non-voting)
L. Dill, Senator	Elected by Senate
R. Barrow, Senator	Elected by Senate
M. Bawa, Senator (Student)	Elected by Senate
C. Green, Senator (Student)	Elected by Senate
R. Cameron, Faculty of Applied Sciences	Elected by Faculty
C. Gerson, Faculty of Arts	Elected by Faculty
G. Mauser, Faculty of Business Administration	Elected by Faculty
K. Egan, Faculty of Education	Elected by Faculty
A. Burr, Faculty of Science	Elected by Faculty

SENATE LIBRARY COMMITTEE'S EXISTING TERMS OF REFERENCE

1. To advise the University Librarian in:

    a. formulating policy in regard to the development of library resources for instruction and research,
    b. allocating funds to various fields of instruction and research,
    c. applying Senate policy concerning rules and regulations for the operation of the Library.

2. To report to Senate on matters of policy under discussion by the Committee and to make recommendations to Senate concerning changes in, and additions to, existing rules and regulations for the operation of the Library.

3. To report to Senate annually, in September, on the activities of the Senate Library Committee and generally on the operations of the Library.

4. Under authority delegated by Senate, to make minor changes to Library Loans Policy regulations, with the understanding that the Committee will inform Senate of such changes at the earliest opportunity.

LIBRARY REVIEW IMPLEMENTATION COMMITTEE   (LRIC)

Membership:

A. Burr (Biological Sciences)   C. Gerson (English)
R. Cameron (Computing Science)   G. Mauser (Business Administration)
T. Dobb (Library)   J. Munro (Vice President, Academic)
K. Egan (Faculty of Education)

This subcommittee of the Senate Library Committee was established to prepare a report to the Senate Library Committee and subsequently to Senate concerning the implementation and follow-up to the recommendations of the October 1991 Library Review Committee Report. The LRIC Report was completed on March 17, 1993, distributed to the Senate Library Committee, and approved with one change for submission to Senate by the SLC at its April 28, 1993 meeting. The Senate Library Committee revised LRIC's Recommendation 10.a., in order to keep the current membership of the Senate Library Committee unchanged. The SLC approved the new terms of reference for the Senate Library proposed by the Library Review Implementation Committee. This will be reviewed by Senate at a future meeting.

LRIC's PROPOSED NEW TERMS OF REFERENCE FOR THE SLC

The Library Review Implementation Committee proposes that the Senate Library Committee's Terms of Reference be changed as follows:

1.   Advises the University Librarian on matters relating to the operation of the Library and the liaison between the Library and academic departments and programs. The areas of advice include the following:

    a.   monitoring the continuing response to the Library Review Report recommendations and organizing subsequent reviews every five years

    b.   liaison between the Library and academic programs

    c.   establishing collections priorities

    d.   review of Library performance data

    e.   review of major changes in Library systems or operations

2.   Advises the Vice President, Academic on matters relating to the size of the Library budget.

3.   Approves guidelines for the allocation of the Library materials budget between various fields of instruction and research.

LOANS POLICY CHANGES

At the SLC's meeting of April 21, 1992, the following motion was approved (and subsequently implemented by the Library:

"An item which has been reported lost will not be subject to the $10.00 non-refundable charge until one of the following two events:

1.   the item has become due, or
2.   the item has been recalled and the guaranteed minimum loan period has elapsed."

At the SLC's meeting of July 10, 1992, the SLC asked the University Librarian to develop alternatives and recommendations for a new loan policy and other policies affecting material availability. This report was reviewed at the meeting of October 6, 1992. It was decided that a new draft loans policy should be sent out to the community for consultation. SLC approved two motions with respect to the proposed new loans policy as follows:

"That we approve, in principle, a new loans policy based on a one-week loan period for high demand items, a 3-week loan period for moderate demand items, and a semester loan period for low-demand items."
<p align="center">and</p>
"That one-week and three-week loans use a hold arrangement [rather than the recall arrangement used for semester loan books.]"

At its meeting of December 3, 1992, the SLC reviewed community responses to the proposed changes to the Library Loans Policy and other related issues. A recommendation to the senate was made regarding the proposed loans policy changes. Senate subsequently approved this change recommended by the SLC at Senate's January 1993, meeting.

ANNUAL REPORT OF LIBRARY PENALTIES APPEAL COMMITTEE

SEE next page.

W.A.C. Bennett Library
Simon Fraser University

MEMORANDUM

To: Paul Baldwin   From: Mandeep Singh Bawa
      Acting University Librarian   Chair, Library Penalties
                                                           Appeal Committee

Re: Annual Report of the Library   Date: August 3, 1994
      Penalties Appeal Committee

The Library Penalties Appeal Committee met twice during the 1992/93 fiscal year to consider patron appeals as follows:

May 27, 1992   4 cases were reviewed:
                               4 denied

November 23, 1992   8 cases were reviewed:
                               5 denied; 2 accepted; 1 fine was reduced

UNIVERSITY LIBRARIES ANNUAL REPORT

SEE following pages.

Simon Fraser University

W.A.C. Bennett Library

Samuel and Frances Belzberg Library

Annual Report for 1992/93

CONTENTS

COLLECTIONS

During 1992/93 the Library continued to maintain its previous level of acquisitions -- both serial and monograph -- at a total cost of $3,425,295.

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
1992/93	27,837

Since 1986/87 the Library has depended on an increasing amount of silent support -- that is funding which is either one time and non-budgeted, derived from internal revenues such as sale of extramural library cards, or funded by endowments or grants. These figures are not included in the budget figures contained in the University Budget Book and frequently arrive in the form of internal credits against future purchases. As a result there has been a growing disparity between what money the Library is officially given from operating funds and the value of the materials purchased. In order to clarify this apparent discrepancy two historical tables have been prepared: ACQUISITIONS EXPENDITURES FOR 1986/87 TO 1992/93: UNIVERSITY FUNDS (see p. 21) and ACQUISITIONS GRANTS AND ENDOWMENTS 1986/87 TO 1992/93 (see p. 23). There will be some conflict between these figures and past reports which were balanced to the operating budgets but they are more accurate in that they represent the total value of all materials purchased against various accounts and grants.

In the six years since 1986/87 the total expenditure for library materials has increased by 92.7% or slightly more than 15% per year. During that period we have avoided the necessity for any serials cancellations, except for purposes of adding other more desirable titles; and the monographs rate has rebounded to an average of about 27,500 volumes per year. Nevertheless there are increasingly vocal expressions of discontent with both the level of library expenditures for collections and the allocation of those expenditures by discipline. Since there seems little hope of significantly increasing the level of expenditure in the near future we believe that it is most important that a full discussion of these issues be undertaken by the Senate Library Committee.

One of the most critical issues to be considered in any discussion of departmental allocations is the ratio of expenditures between serials and monographs. Libraries throughout North America have found their budgets increasingly dominated by serials expenditures during the last decade as the price increases for journals outstripped the average increases for

COLLECTIONS (continued)

monographs and as libraries typically limited monograph purchases in order to protect their serials subscriptions. The extent to which a particular discipline depends on journals varies enormously and we have prepared a table which we hope will facilitate discussion of this issue: EXPENDITURES FOR MONOGRAPHS VS SERIALS BY DISCIPLINE 1991/92 TO 1992/93 (see p. 24). While, at SFU the overall proportion of monographs to serials is not exceeding 30/70 it is clear that in some departments, particularly in the Faculty of Science the ratio is a matter of considerable urgency.

The issues surrounding allocation of library resources are difficult and often potentially contentious. The numbers alone must be supplemented by considerable interpretation and such issues as differences in the average cost of materials, interdisciplinary usage, and support for faculty/graduate student research vs. needs of the undergraduates, must all be addressed.

Library support for new courses, programmes, etc.

One of the most significant events in the history of the Simon Fraser University Library occurred on February 8, 1993 when Senate approved regulations for the implementation of the following motion, which had been approved at its May 11, 1992 meeting:

> "that Senate establish regulations which will ensure that no new or revised courses and programs, or offerings of existing courses and programs at new locations, including individual offerings of special topics courses, can be offered unless adequate library resources are in place, or funds for them guaranteed in the base budget of the Library."

One can only speculate about the kind of library that would now be available to faculty and students had this regulation been in place in 1965. While we are in the early stages of implementing this new procedure it is clear that its success depends on an unprecedented degree of cooperation between the Library and the Department in order to arrive at a mutually acceptable assessment for adjudication by the appropriate committee (either the Senate Committee on Undergraduate Studies or the Senate Committee on Graduate Studies). The librarians believe that this offers an extraordinary opportunity for proponents of new courses to ensure the presence of adequate library support in a way that has never before been possible. Our intention is not to stifle academic initiative but to contribute to it by providing appropriate library resources.

In preparing course assessments librarians now have a number of means at their disposal which enable them to compare SFU holdings in considerable detail with literally hundreds of academic libraries in North America. This improved, electronic access to other library collections should prove helpful as the library and the individual departments try to arrive at reasonable and mutually acceptable assessments of library resources.

COLLECTIONS (continued)

Library Fire

Shortly before the library closed on November 5, 1992 a fire was deliberately set on the sixth floor in the section devoted to pollution control, ecology and toxic waste management. Quick action by security and library staff contained the damage to a relatively small area of the stacks but, in the end, 968 volumes valued at approximately $85,000 were affected -- some only minimally damaged but many ruined. 138 volumes were repaired, 366 rebound and the rest will be replaced if they can be located.   The University insurance policy will cover the repair to the stacks and the repair and replacement of burned books but it will be some time before this process is completed. In the meantime patrons looking for books which are designated "BURNED" in the catalogue may go to Interlibrary Loans.

Future Plans

We expect that 1993/94 will be characterized by continuing pressure on the collections and that we will be preoccupied by some of the following concerns:

1)   The acquisitions budget will be approximately $250,000 short. We expect to work with the Senate Library Committee Serials Review Committee in order to reduce our serials commitment by that amount, largely by substituting a document delivery system for expensive, relatively seldom used journals.

2)   The library will be implementing a new system of library liaison assignments which will designate a liaison librarian for each department. The liaison librarians will work with the departmental representatives in order to facilitate communication between the library and the faculty.

3)   We expect to facilitate and participate in a review of the allocations of library resources which will be conducted by the Senate Library Committee.

4)   We expect to continue to refine the process used to assess library collections and to increase our ability to support new course offerings.

LIBRARY COMPUTER SYSTEMS AND SERVICES

Systems developments in the Library continued at a fast pace in 1992/93.

Public Workstations and Databases Added to Library's 5th Floor

With specially allocated University funds and money received for mounting the Electronic Library Network OJAC Project (i.e., Online Journal Article Citations Project), SFU Library was able to expand access to electronic journal indexes and document requesting services. Patrons who have visited the fifth floor reference area in the WAC Bennett Library will have noticed that the print indexes have been relocated and twenty microcomputer workstations installed near the Reference Desk. These microcomputer workstations provide access to twenty-three networked CD-ROM databases, and to the BRS databases and electronic services available on the SFULIB menu, which runs on a VAX 4000 machine in Academic Computing Services. Of particular usefulness to patrons is that searches conducted on any of these databases can be captured to a file and subsequently transferred to a diskette, to the campus pay printer queue (one printer is located on the 5th floor near the workstations), or to the user's electronic mailbox. A help facility on these machines guides students to both electronic and print resources of interest in particular subject areas. Most, and soon all, of these electronic services will be available from the Belzberg Library as well.

CARL Uncover2: an Internet Online Journal Articles Delivery Service

Another service which has met with great interest is the CARL Uncover2 current contents and document delivery service which is offered by the Colorado Alliance of Research Libraries located in Boulder and accessible over the Internet. Once connected to CARL, the user can look at the table of contents for a journal issue, or search for journal articles using title keywords. Faxed copies of journal articles can be requested and paid for online using a credit card or deposit account.

SFU Library's OJAC Pilot PROJECT   (Online Journal Article Citations Project)

The OJAC Pilot Project, which was sponsored by the Electronic Library Network, has been a notable success. For this project, Social Science and Humanities journal indexes were made available on the BRS menu, and holdings for the participating libraries were linked to these indexes. A student at either Belzberg Library or a participating University College Library searches the database. Once a journal article of interest but not available locally has been identified, the patron's name, student number, and phone number are entered on the screen. An electronic mail message containing this information and the citation for the requested article is sent to the specified library. A clerk at that library xeroxes the article for delivery. This type of service reduces the cost of processing such a request at the borrowing library, since library staff do not need to receive the request and process it, and at the lending library, since the information transmitted in the request is accurate. A final report on this project will be available soon. It is expected that the OJAC service, which SFU Library is proposing be instituted on a fee basis for BC post-secondary libraries, will be of interest to many of these libraries.

LIBRARY COMPUTER SYSTEMS AND SERVICES
(continued)

Library Systems and Academic Computing Services Cooperation

Co-operation between SFU's Academic Computing Services and the Library has continued in 1992/93. The VAX computer upgrade was jointly funded. In addition, the Library provided funds for a pay printer installed in the fifth floor Reference area near the public workstations. ACS is maintaining this printer. Academic Computing Services continues to provide support for the SFULIB menu and for BRS and Research Data Library tape services. The products of this co-operation have benefitted the University Community and incurred lower costs than if these departments had worked independently. It is to be hoped that the University will continue to foster this type of co-operation.

Looking Ahead to 1993/94

Looking ahead to 1993/94, the Library is expanding its collection of electronic databases. Numerous changes in the GEAC system are being implemented to accommodate the new Loans Policy. We have also taken the first steps in the process of identifying a replacement system for GEAC. Electronic library-related developments in the past and next few years present exciting challenges and opportunities, for us and for SFU Library users.

STAFF DEVELOPMENT 1992/93

Library Training

"Collections Management and Development Institute", American Library Association (Toronto) - Sharon Thomas

"Committing to customer service in libraries", British Columbia Library Association Workshop (Whistler) - Karen Marotz

"How to find out what people really want to know", presented by Dr. Catherine Ross for the Canadian Library Association - Sylvia Bell, Peter Bojsa, Poh Chan, Jack Corse, Maurice Deutsch, Marilynne Finlayson, Ada Ho, Norma Marier, Karen Marotz, Mike McIntosh, Marjorie Nelles, Nina Smart, Gail Tesch, Ed Weinstein, Carole Wisdom plus librarians from the University of British Columbia, Capilano College, Vancouver City College and other post-secondary institutions.

"Legal reference materials", Philip Hall, Legal Services Society - Karen Marotz, Mike McIntosh, Nina Smart, Carole Wisdom

STAFF DEVELOPMENT 1992/93   (continued)

Academic Courses

"Preservation Microfilming", presented by CLA at UBC - Mary Harris

FPA 168 (Twentieth Century Art) - Carole Wisdom

Foundation Programme in Management for Women, SFU - Marjorie Nelles

Plain Language Institute - Internship - Heather-Ann Tingley

Plain Language Project - Internship - Heather-Ann Tingley

Spanish Conversation, Instituto Allende (San Miquel de Allende, Mexico) - Eve Szabo

Translation Workshop, Langara College - Aleksandra Zielinski

General Training Courses

"Clear legal writing", Heather-Ann Tingley, Continuing Legal Education

"Defusing Hostility", SFU Human Resources - Claude LeFrancois and nine other loans staff

"Diversity in the workplace", June Sharp, S.F.U. Employment Equity Office - Jenny Clifford (and Loans staff)

"Effective listening Skills", Heather-Ann Tingley, SFU Writing & Publishing Program

"Fire warden training at W.A.C. Bennett Library" - all librarians and continuing support staff

"Fire warden training and fire safety at Harbour Centre" - Jenny Clifford, Michelle Demopoulos, Karen Marotz, Mike McIntosh, Corinne Peters, Nina Smart

"Grammar review", Heather-Ann Tingley, SFU Writing & Publishing Program

"How to satisfy every customer every time", Keye Productivity Centre - Nina Smart

"Let's give coaching a try", British Columbia Library Association Workshop - Jack Corse, Percilla Groves, Karen Marotz

"Management Development I", SFU Human Resources - Mohamed Walji

"Management Development II", SFU Human Resources - Sarah Carroll

"Office ergonomics", S.F.U. Occupational Health and Safety Office - Jenny Clifford, Michelle Demopoulos, Karen Marotz, Mike Mcintosh, Nina Smart

"Personal safety and security techniques", S.F.U. at Harbour Centre - Jenny Clifford, Michelle Demopoulos, Karen Marotz, Nina Smart

STAFF DEVELOPMENT 1992/93   (continued)

"Proofreading skills", Heather-Ann Tingley, SFU Writing & Publishing Program

S.F.U. Harrassment Policy Workshop - Karen Marotz, Mike McIntosh

"Successful recruitment and selection in the 1990s", June Sharp, S.F.U. Employment Equity Office - Sarah Carroll, Luis Duran, Percilla Groves, Bel Jung, Karen Marotz, Marjorie Nelles, Gisele Pomerleau, Anvar Rahemtula, Mohamed Walji

"Time Management" SFU Human Resources - Gisele Pomerleau

Computing and Electronic Information Courses

"ABI/Inform" - Poh Chan, Elaine Fairey

"Advanced DOS" Robyn Winterbottom

"CAN/DOC: Document Delivery from CAN/OLE" - Marjorie Nelles

"Company intelligence", Dialog Workshop - Corinne Peters

"Data-Star", Vancouver Online Users Group - Mike McIntosh

"Dialog basic", Dialog Workshop - Emily Sheldon, Elaine Fairey

"Dialog Beyond the Basics", Dialog Workshop - Carole Wisdom

"Dialog update", Dialog Workshop - Elaine Fairey, Nina Smart, Gail Tesch

"DOS I", S.F.U. Computing Seminar - Fiona Brady, Donna Brearley, Poh Chan, Sandra Church, Michelle Demopoulos, Mary Harris, Judy Jackson, Viola Kasdorf, Lin Polson, Margaret Stirling, Heather-Ann Tingley

"Epic and Carl/Uncover", Vancouver Online Users Group - Nina Smart

"Excel" - Viola Kasdorf

"Faxon Canada" - Marjorie Nelles

"Filemaker Pro" - Viola Kasdorf

Infomart Training Workshop - Corinne Peters, Elaine Fairey

"Introduction to Next", S.F.U. Computing Seminar - Mike McIntosh

"Introduction to computing at S.F.U.", S.F.U. Computing Seminar - Corinne Peters

"Introduction to UNIX (BCIT)" - Ada Ho

STAFF DEVELOPMENT 1992/93   (continued)

"Introduction to UNIX Shell Script (BCIT)" - Walter Piovesan

"Market intelligence", Dialog Workshop - Elaine Fairey, Corinne Peters

"Navigating the Internet", an Online Course - Jack Corse

"Novell Network Management" BCIT - Neal Baldwin, David Binkley

"OCLC Prism System for Interlibrary Loans" - Nancy Blake, Margot Dykstra, Christine McConnell

"Pagemaker" - Viola Kasdorf, Marcela Adler

"UMI training workshop" - Corinne Peters

"Word", SFU Computing Seminar - Fiona Brady, Donna Brearley, Sandra Church, Mary Harris, Judy Jackson, Lin Polson, Margaret Stirling, Heather-Ann Tingley

"Word for Windows", S.F.U. Computing Seminar - Jenny Clifford

Conferences

American Library Association (San Francisco) - Percilla Groves, Lynn Copeland

Arnold Hauser and the Social History of Art: Modernism and Modernity (SFU Harbour Centre) - Ralph Stanton

Association of Canadian Map Libraries and Archives - Poh Chan

Bibliotheque de France (Berkeley, California) -   Ralph Stanton

Biological Basis of Language (Harbour Centre) - Aleksandra Zielinksi

British Columbia Library Association (Whistler) - Sylvia Bell, Percilla Groves, Mary Harris, Karen Marotz, Marjorie Nelles, Gisele Pomerleau, Carole Wisdom, Lynn Copeland

British Columbia Information Policy Conference (SFU Harbour Centre) - Sylvia Bell, Percilla Groves, Karen Marotz, Eve Szabo, Lynn Copeland

Canadian Library Association (Winnipeg) - Gail Tesch, Dave Binkley

Consumer Electronics Show (Las Vegas) - Neal Baldwin

Current Issues in Academic Librarianship. Beijng Agricultural University.   Dave Binkley.

IASSIST (Madison, Wisconsin) - Walter Piovesan

LITA (Denver) - Lynn Copeland

Inglish: Writing with an Accent (SFU Harbour Centre) - Gene Bridwell, Charles Watts

STAFF DEVELOPMENT 1992/93   (continued)

Rare Books and Manuscripts Section (ALA) Conference - Gene Bridwell

Two Cities: Vancouver and Montreal - Aleksandra Zielinski

Visual Resources Association/College Art Association Conference (Seattle) - Carole Wisdom, Norma Marier

Meetings

Academic Librarians in Public Services Meeting - Moninder Bubber, Elaine Fairey, Percilla Groves, Mike McIntosh.

ARLIS/NA Northwest Chapter - Carole Wisdom

Provincial, National and International Library Committees

British Columbia Library Association Executive: Carole Wisdom

British Columbia Library Association Conference on Information Policy Planning Committee: Percilla Groves

British Columbia Library Association Awards Committee: Lynn Copeland

British Columbia Information Resource Sharing Commitee: Lynn Copeland

CAPDU Committee on Canadian Census Products: Walter Piovesan

Canadian Association of Research Libraries: Ted Dobb

COPPUL Committee on Federation of Data Libraries in Western Canada: Walter Piovesan

CUFA/BC Council: Percilla Groves

ELN Advisory Committee: Ted Dobb

ELN Interlibrary Loans Working Group: Marjorie Nelles

ELN Reference Databases Working Group: Dave Binkley, Percilla Groves

ELN Media Working Group: Carole Wisdom

ELN Technical Working Group: Lynn Copeland

IASSIST Editor: Walter Piovesan

ICPSR Representative for SFU: Walter Piovesan

STAFF DEVELOPMENT 1992/93   (continued)

NET Advisory Committee: Ted Dobb

OJAC Advisory Committee: Paul Baldwin

Vancouver Freenet Hardware/Software Commitee: Lynn Copeland

Working Committee on Rules of Archival Description for Machine Readable Data Files: Walter Piovesan

Presentations Given

"1992 State-of-the-art report British Columbia". Presentation to the WesCan/ASIS conference, Regina. September 1992. Read by Ann Doyle, prepared by Moninder Bubber.

"Recruiting and selection in Libraries". Presentation to University College of the Fraser Valley Library Technicians British Columbia Library Association. Annual Conference, Whistler, B.C. Karen Marotz.

"Electronic reference services". November 25, 1992. Presentation to U.B.C. School of Library, Archival and Information Studies, Karen Marotz.

"Fishing the databanks: machine readable datafiles - new library resources". April 1992. Presentation to the Atlantic Provinces Library Association, Walter Piovesan.

"SFU Online Library Services". SLAIS Library Automation:. Lynn Copeland

"The Electronic Library Network: a user and manager perspective". LITA, Denver, Sept. 92. Lynn Copeland.

"The OJAC Project". BCLA. Lynn Copeland

"Star gazing to navel gazing: the Internet". BCLA, Whistler, 1992. Lynn Copeland.

"Optical data storage technologies". Beijng Agricultural University, May, 1992. Dave Binkley.

"ILL Management Software - AVISO". University of Victoria, University of Alberta, ELN. Dave Binkley.

LIBRARY FACILITY PLAN: Highlights of the Final Report.

This report was prepared by Aaron Cohen Associates, Croton-On-Hudson, NY on contract to the University's Facilities Management. The Final Report was completed on May 15, 1992.

Space for Library Expansion is Limited Because of the Campus Site.

The W.A.C. Bennett Library's building is almost at capacity, but some space will become available internally over the next several years. The architects for the campus master plan have determined that it is feasible to build a 7,897 GSM (gross square meter) or 85,000 GSF (gross square feet) maximum sized addition on the north side of the existing building. This is 57 % less than the anticipated ten year building expansion requirement of 18,162 GSM or 195,477 GSF, if a conventional approach to expansion is taken.

Problems with the Existing Library Building:

1.   The organization of the book shelving does not encourage patrons to browse effectively. The aisles are too narrow and do not meet the present BC Building code requirements for handicapped patron access. The shelves are too crowded. The shelving is not secured properly for the earthquake zone rating.

2.   Seating is both insufficient, and also of poor quality. Only half of the 990 general study seats are usable. In many areas chairs are so jammed together that, except during exam and paper writing times, students prefer to study elsewhere.

3.   The layout and organization of collections and services need to be improved. Library Reference services are located inappropriately on the 5th floor instead of the entry level (3rd floor). Serials publications are too distant from the entry level. Heavily used services and collections should be relocated nearest the entry level.

Proposed Solutions for Expanding and Improving the Library Building.

While the current site has limited expansion capacity, it appears to be the best location for a centralized library service on SFU's Burnaby campus. With respect to the Library building, the immediate and long range priorities are:

a.   to plan building expansion and renovation such that approximately 50 % of net assignable space is allocated to housing collections, 25 % to student study seating, 15 % to staff work and transaction areas, and 10 % to library instructional and user information services.

LIBRARY FACILITY PLAN: Highlights of the Final Report (continued)

Proposed Solutions for Expanding and Improving the Library Building (continued)

b.   to continue to develop library information services which utilize state-of-the-art and innovative methods of computerized access and delivery coupled to traditional and familiar hardcopy methods so that patrons can do research and obtain information which they require in the most effective manner.

c.   to divide library expansion and renovation into three phases which work toward the layout and configuration described in the report. The essential component of this expansion and reorganization plan involves dividing the Library's collections into two parts: (1) open access shelving in the existing building to hold approximately 700,000 volumes, and (2) limited or closed access shelving of the less heavily used part of the Library's collections.

d.   Three alternatives are suggested to house the non-actively used part of the Library's collections: (1) off-site collections warehousing, (2) on-site compact storage shelving built as part of a Library addition; or (3) an on-site robotic storage and retrieval book facility built as part of a Library addition. One of these three alternatives for collections storage would revitalize and extend the life of the existing Library facility beyond the report's planning horizon.

LIBRARY LOANS POLICY CHANGED TO IMPROVE MATERIAL AVAILABILITY

A motion to change the Library Loan Policy to improve material availability was made by Robert Cameron at the June 16, 1992, meeting of the Senate Library Committee. A revised motion made at the July 10, 1992 Senate Library Committee meeting asked the University Librarian to develop alternatives and recommendations for a new loans policy and other policies affecting material availability by September 30, 1992. The report was to contain budget impact assessment of policy alternatives, a plan for surveying the University community, and a timetable for implementing a new loan policy in the 1993/94 academic year. This report was completed on schedule and reviewed by the Senate Library Committee at its meeting of October 6, 1992. The Senate Library Committee passed two motions as follows:

(1) "That we approve, in principle, a new loan policy based on a one-week loan period for high demand items, a 3-week loan period of moderate demand items, and a semester loan period for low demand items;" and (2) "That one-week and three-week loans use a hold arrangement."

LIBRARY LOANS POLICY CHANGED TO IMPROVE MATERIAL AVAILABILITY (continued)

The University community was informed about the proposed loan period changes and responses were solicited during October and November. At its December 3, 1992 meeting the Senate Library Committee reviewed the University community's response to the proposed changes and passed the following motion:

To recommend to Senate a new loans policy based on the following principles:

1. Material is to be classified in two categories:

   a) low-demand material subject to semester-based loans, and

   b) higher-demand material, initially not to exceed 10 % of the collection, subject to 3-week loans.

2. Highest-demand material is to be temporarily subject to one week loans during peak usage periods (as measured by the number of outstanding holds).

3. A hold system (rather than a recall system) is to be used for material out on one week or three week loans.

Senate approved this recommendation at its January 1993 meeting. A Library Loans Project Management Task Group was established by the University Librarian to plan implementation for the 1993 Fall semester. On April 5, 1993, the Senate Library Committee approved changes in the Loans Regulations with amendments to the revised regulations as proposed by the Library's Loans Project Management Task Group.

REVISED LOAN REGULATIONS
APPROVED BY THE SENATE LIBRARY COMMITTEE

General Loans

	Previous	Beginning Fall 1993
Loan Period - low demand	Semester loan; items may be recalled after two week loan.	Semester loan; guaranteed for 3 weeks; may be recalled. 2nd hold triggers 1 week loan.
Loan Period - high demand	More than two holds triggers high-use reserves.	3 week loan; second hold triggers one week loan.
Renewals	No maximum renewals for semester if no recalls. Bulk renewals after set date in library or by phone.	Maximum two renewals for same loan period if no holds. No bulk renewals. Renewals on a per title basis before due date in library or via LVIS telephone system.
Holds/Recalls	Requested at recalls desk; staff placed.	Patron placed on OPAC or dial-in or staff placed.
Fines - low demand	$1.00 per item. Fines start on 3rd day of classes of following semester.	$1.00 per day per item. $50.00 maximum. Fines start on 3rd day of classes of following semester.
Fines - High demand	$1.00 per day. $25.00 max for recalled items. Fines start day after item due.	$2.00 per day. $50.00 max for one and 3 week loan and recalled items. Fines start day after item due.
Stops - low demand	Any overdue books 2 days after semester end. Any fines owing.	Immediate when any item overdue or fines owing.
Stops - High demand	Immediate after failure to return recalled items.	Immediate when any item overdue or fines owing.
Lost books charge	$10.00 processing charge and standard book price assessed 49 days after item due.	$20.00 processing charge and standard book price charged 15 days after due date for high demand; 30 days after due date for low demand.

Revised Loans Regulations approved by the Senate Library Committee   (continued)

Reserves

	Previous	Beginning Fall 1993
Loan Period	2 hr. 4 hr. 24 hr. 3 day 7 day	2 hr. 4 hr. 24 hr. 3 day 7 day
Renewals	If no holds, no maximum.	In-person renewals only; if no holds, no maximum.
Limits	9 reserve items on loan to one patron at a time.	same.
Holds/Recalls	Staff placed. 1 hold per item.	same.
Fines	Only if hold on item: $1.00 per hour to $5.00 max per day to $25.00 max per item.	As soon as item due: $2.00 per hour to $8.00 per day to $50.00 max per item.
Stops	Immediate after failure to return item with hold.	Immediate when any item overdue or fines owing.
Lost books charge	$10.00 processing charge and standard book price. Photocopies $0.10/page plus $0.25 for folder. Tapes $3.00.	$20.00 processing charge and standard book price assessed 15 days after due. Photocopies $0.20/page plus $1.00 for folder. Tapes $10.00.

STRATEGIC PLAN

In December 1990, the Library developed a strategic plan with the following mission:

"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."

In support of this mission, five objectives were identified to be implemented by the end of fiscal year 1993/94:

* improve the physical environment;
* enrich the collection;
* expand and improve use of appropriate technology;
* improve staff/management relations;
* improve external communications.

Significant progress has been made toward achieving these ambitious objectives. However, some of the priorities of the Library have been modified since the plan was formulated due to a variety of factors including: the University Library Review; the report of the Library Review Implementation Committee; advances in technology and the campus computing environment; and the shortage of additional funding. As a result, the Library intends to review and update the goals and objectives of the Strategic Plan in Fall 1993. This summary highlights progress toward the five current objectives.

Physical Environment

A major achievement toward this objective was the completion of the report by Aaron Cohen and Associates entitled "Simon Fraser University Library Facility Plan". This report calls for the expansion and reorganization of the library building in three phases over the next decade and outlines a plan to guide this expansion.

In addition to the long-range plans for improving the library outlined in the Cohen report, more immediate improvements have been made in the Reference area and in Reserves and to heat, ventilation and lighting levels in various areas of the building.

Collections

Progress has been steady toward the objective of enriching the collection. In particular, the new University Senate policy, which formally links new course approvals and new resources for the Library funded by departments, holds the promise of developing collection strengths in expanding areas of research and teaching. In addition, with the assistance of the Development Office, donations to support library collections and the Library Endowment Fund have increased significantly.

STRATEGIC PLAN (continued)

Technology

The highlight of work toward this goal has been the successful installation of a CD-ROM Local Area Network accessible from the Bennett Library 5th floor public workstations and partially accessible from Belzberg and the mounting of numerous databases on BRS which can be widely reached through the campus network or by dialing in. This use of technology has greatly enhanced the ability of students, faculty and staff to gain easy access to the vast stores of information in electronic form.

Two new areas of interest related to technology have emerged in the past year: systems changes to implement the new loans policy; and the progressive computerization of the interlibrary loans process.

Staff/Management Relations

Work to improve staff/management relations has concentrated on regularly scheduled informal meetings between the University Librarian and staff at all levels, specific projects within Library Divisions, and the many cross-divisional and cross-grade Library Task Groups which have tackled important library issues related to the University Library Review. The result appears to be a better flow of information which the Library believes is leading to improved communication between staff and management.

External Communications

One of the primary achievements in this area has been the development of a plan for a formal liaison program to reach all faculty. This plan, recommended by a Library Task Group as part of the follow-up to the University Library Review, outlines activities to be undertaken by librarians with responsibilities for faculty liaison, eg. library instruction, preparation of library guides, selecting books from approval shelves and forms, and conveying the needs of the faculty members to division heads for action. The recommendations were approved by the Library Review Implementation Committee and the program is currently being implemented.

SAMUEL AND FRANCES BELZBERG LIBRARY

The Samuel and Frances Belzberg Library has experienced rapid change and expansion in its services and resources over the past year. It continues to serve the traditional library needs of the students, faculty and staff of Simon Fraser University at Harbour Centre. However, advances in technology, particularly in electronic access, have resulted in a significant increase in the amount and type of information Belzberg can provide as a small branch library.

In fiscal year 1992/93, library staff handled almost 43,000 requests for information, an increase of 17% over 1991/92. Although the number of people coming into the library, 142,511, is down 1% over last year, this can be attributed to the decrease in undergraduate enrollment at Harbour Centre and increased ease of accessing the library electronically from home or office.

In September 1992, Belzberg Library was able to increase its weekly hours of service to 60 from 58. The library is now open later on Friday evenings, primarily to serve the needs of the Weekend Executive MBA program. A staff of two full-time and two part-time librarians, two support staff at Harbour Centre and one in Burnaby provide a complete range of library public services during all hours the library is open. These include circulation, reference assistance, database searching, reserves for downtown courses, access to interlibrary loan and delivery of items from the Bennett Library. Over the past year library staff have noted a fuller use of all library services; library users have more sophisticated information needs and librarians are spending more time instructing them on the range of options.

The number of electronic resources available at Belzberg Library has expanded significantly. In addition to computerized catalogues at S.F.U., U.B.C. and other B.C. college and public libraries. Belzberg users can gain access to thousands of references to journal articles or technical reports on almost any subject. Large databases mounted at the Bennett Library can be searched without librarian assistance at Belzberg and Bennett Libraries, through the campus computer network or by dialing in. One of these databases provides tables of contents to over 10,000 academic journals. Others permit specialized searches in the areas of business, social science and the humanities. Another computer network at Bennett Library using CD-ROM has expanded the subject access to include medicine, health, language and literature. Finally, Internet access enables students at Belzberg Library to search the catalogues of libraries around the world.

Electronic resources generally identify citations to books and articles. To ensure that students can obtain the physical book or the full text of the article, Belzberg Library relies heavily on the resources of the Bennett Library and the cooperation of other libraries through interlibrary loan. A daily courier delivery moves library material between the two campuses. In fiscal year 1992/93, more than 4,800 items were transferred from Burnaby for Harbour Centre students, faculty and staff, an increase of 24% over 1991/92. Belzberg Library has also been involved in the innovative OJAC pilot project sponsored by the Electronic Library Network to test electronic document delivery.

SAMUEL AND FRANCES BELZBERG LIBRARY (continued)

Despite the accessibility of material from Bennett Library and other institutions, Belzberg Library has a commitment to building a core collection of books and journals at Harbour Centre. The library has maintained its reference subscriptions, reserve materials for downtown courses and collection of over 800 journals on micro cassette as well as adding titles in business, gerontology and liberal studies.

Over the next few years, Belzberg Library hopes to develop its resources, both print and electronic, to meet the expanding needs of the Harbour Centre campus and associated downtown community initiatives. The major challenge for the library will be to identify additional sources of funding to maintain and expand the collection and to ensure that Belzberg Library remains a valuable resource for the university.

Samuel and Frances Belzberg Library: Selected Statistics

	1992-93	1991-92	Difference
Use of Library			
Headcount	142,511	143,258	-1%
Use of Services			
Total Inquiries	42,998	36,672	+17%
General Information	29,535	23,602	+25%
Reserves	2,139	2,248	-5%
Reference	8,461	8,614	-2%
Mediated Database Searches	47	93	-49%
Use of Collection			
Total Use	19,426	18,019	+8%
Circulation	9,461	8,395	+13%
In-Library Use	9,965	9,624	+4%
Items from Bennett	4,873	3,945	+24%
Library Instruction			
Tours and Classes	38	33	+15%
Number of Participants	257	233	+10%

APPENDIX A

ACQUISITIONS EXPENDITURES FOR 1986/87 TO 1992/93:   UNIVERSITY FUNDS

APPLIED SCIENCES	1992/93	1991/92	1990/91	1989/90	1988/89	1987/88	1986/87
Communications	$24,465.91	$21,139.24	$18,456.01	$16,663.05	$16,177.47	$13,865.74	$13,726.26
Computing Science	$111,028.97	$104,678.02	$83,770.74	$64,010.39	$59,342.09	$65,100.38	$52,009.13
Engineering Science	$54,760.65	$57,168.07	$50,275.28	$36,912.72	$32,141.66	$25,612.06	$22,822.40
Kinesiology	$10,573.70	$7,785.14	$7,272.65	$7,531.97	$7,778.61	$8,778.97	$6,728.05
Resource & Envi Mgmt.	$5,268.56	$7,712.32	$6,145.33	$6,138.84	$2,900.66	$2,460.15	$2,979.34
Tourism Management	$2,676.61	$1,826.74	$3,698.77	$917.64	$0.00	$0.00	$0.00
SUBTOTAL:	$208,774.40	$200,309.53	$169,618.78	$132,174.61	$118,340.49	$115,817.30	$98,265.18

ARTS	1992/93	1991/92	1990/91	1989/90	1988/89	1987/88	1986/87
Anthropology	$23,166.50	$19,407.48	$15,707.03	$13,213.05	$10,905.66	$11,581.58	$12,257.81
Archaeology	$15,602.23	$19,415.95	$14,145.58	$11,800.06	$10,241.46	$9,634.31	$10,962.25
Contemporary Arts	$72,685.37	$64,770.91	$59,444.60	$51,553.06	$48,215.91	$47,414.74	$47,651.10
Discs	$4,667.83	$2,901.66	$5,725.35	$0.00	$0.00	$0.00	$0.00
MFA	$13,147.57	$3,656.64	$0.00	$0.00	$0.00	$0.00	$0.00
Slides	$3,521.44	$2,674.16	$1,661.50	$0.00	$0.00	$0.00	$0.
Criminology	$34,357.91	$31,743.52	$28,426.32	$23,301.96	$27,031.74	$24,285.41	$20,109.2
Economics	$170,457.45	$143,186.67	$122,104.11	$133,679.60	$140,706.32	$140,619.43	$139,116.45
English	$83,830.84	$84,193.75	$69,463.90	$59,990.60	$68,182.24	$58,832.38	$57,948.94
French	$21,612.94	$19,703.42	$20,894.67	$13,141.52	$15,077.28	$0.00	$0.00
Geography	$63,140.05	$55,639.78	$47,747.40	$43,262.65	$41,221.01	$50,547.97	$38,537.84
Gerontology	$4,471.11	$6,228.54	$5,627.74	$2,473.25	$1,047.88	$0.00	$0.00
History	$64,504.42	$61,926.86	$58,605.60	$45,460.75	$44,293.22	$36,993.11	$39,496.23
Linguistics	$26,034.04	$32,681.39	$27,046.47	$18,859.08	$18,847.34	$20,997.73	$21,894.90
Literature (Misc. foreign)	$17,200.13	$16,694.00	$17,364.02	$17,440.64	$14,437.18	$23,356.43	$28,254.59
Master Liberal Studies	$6,762.07	$1,362.29	$0.00	$0.00	$0.00	$0.00	$0.00
Philosophy	$40,135.59	$34,543.04	$31,286.82	$25,548.35	$26,366.17	$24,284.54	$24,397.33
Political Science	$135,677.32	$125,353.16	$119,334.17	$99,828.66	$92,154.72	$91,505.85	$75,593.92
Psychology	$78,988.59	$62,355.92	$58,848.04	$50,967.38	$46,799.12	$49,719.30	$49,689.86
Sociology	$86,480.62	$72,766.76	$62,849.03	$55,098.57	$54,324.08	$54,251.74	$54,649.37
Spanish Literature	$0.00	$0.00	$0.00	$4,266.75	$6,464.19	$0.00	$0.00
Spanish/Latin Amer. St.	$16,137.93	$16,772.59	$12,458.89	$0.00	$0.00	$0.00	$0.00
Women's Studies	$4,686.37	$5,801.82	$6,464.83	$4,559.24	$1,583.42	$0.00	$0.00
SUBTOTAL:	$987,268.32	$883,780.31	$785,206.07	$674,445.17	$667,898.94	$644,024.52	$620,559.84

	1992/93	1991/92	1990/91	1989/90	1988/89	1987/88	1986/87
BUSINESS ADMINISTRATION	$136,511.21	$129,545.49	$110,196.93	$65,335.91	$53,754.26	$56,761.83	$56,540.67
EDUCATION	$56,122.74	$52,596.42	$57,047.98	$44,072.16	$48,128.45	$44,200.08	$37,964.

APPENDIX A (continued)

ACQUISITIONS EXPENDITURES FOR 1986/87 TO 1992/93: UNIVERSITY FUNDS   (continued)

SCIENCE	1992/93	1991/92	1990/91	1989/90	1988/89	1987/88	1986/87
Biological Sciences	$443,160.48	$364,428.60	$327,246.09	$293,179.46	$289,760.90	$300,394.88	$263,003.42
Chemistry	$387,671.96	$332,373.79	$251,656.19	$227,573.18	$219,217.42	$249,309.52	$213,562.49
Mathematics & Stats.	$183,838.83	$114,795.45	$107,691.76	$99,735.69	$96,554.53	$106,136.87	$87,270.91
Physics	$334,976.05	$258,286.68	$229,097.85	$194,669.56	$191,644.27	$198,839.72	$166,437.10
SUBTOTAL:	$1,349,647.32	$1,069,884.52	$915,691.89	815,157.89	$797,177.12	$854,680.99	$730,273.92

MISCELLANEOUS	1992/93	1991/92	1990/91	1989/90	1988/89	1987/88	1986/87
Athletics/Recreation	$3,960.06	$3,896.02	$3,225.05	$3,012.35	$2,776.91	$2,925.00	$3,368.57
Belzberg Library	$89,746.33	$103,412.56	$103,191.19	$60,091.15	$546.97	$0.00	$0.00
Binding	$168,431.88	$136,160.55	$109,471.54	$106,788.45	$100,273.96	$86,092.93	$69,571.72
Fraser Valley	$0.00	$42.10	$454.56	$3,453.38	$0.00	$0.00	$0.00
Gifts	$98.29	$64.65	($140.50)	$452.78	$0.00	$0.00	($62.94)
General-Humanities	$6,315.54	$4,865.76	$5,998.22	$5,531.64	$4,943.52	$4,741.29	$4,331.21
General-Library	$204,536.03	$166,681.66	$37,956.12	$119,066.64	$127,991.21	$145,592.91	$66,191.70
General-Sciences	$42,344.64	$42,288.50	$36,179.56	$33,426.12	$32,690.06	$34,917.78	$31,223.52
General-Soc. Sci.	$43,983.07	$41,559.35	$39,111.74	$37,759.13	$42,566.44	$40,559.89	$35,482.70
Maps	$2,767.85	$4,617.10	$1,355.66	$943.88	$671.93	$421.42	$811.81
Research Data Library	$44,865.32	$24,830.50	$17,205.55	$21,971.82	$16,680.17	$11,492.61	$0.00
Shuswap/Cariboo Access	$3,052.57	$2,069.03	$2,992.56	$0.00	$0.00	$0.00	$0.00
Special Collections	$5,505.22	$21,030.97	$27,235.08	$19,925.83	$5,135.02	$15,399.69	$6,968.86
SUBTOTAL:	$615,606.80	$551,518.75	$384,236.33	$412,423.17	$334,276.19	$342,143.52	$217,887.15

TOTAL: UNIVERSITY FUNDS	$3,353,930.79	$2,887,635.02	$2,421,997.98	$2,143,608.91	$2,019,575.45	$2,057,628.24	$1,761,491.18

NOTE: These figures are based on expenditures recorded in Library's GEAC system before final reconciliation with SFU Dept of Financial Services. Minor discrepancies may occur. In addition, these figures reflect expenditures against the University allocation and miscellaneous revenues.

APPENDIX B

ACQUISITIONS GRANTS AND ENDOWMENTS 1986/87 TO 1992/93

GRANTS & ENDOWMENTS	1992/93	1991/92	1990/91	1989/90	1988/89	1987/88	1986/87
Assoc of Canadian Publishers	$0.00	$0.00	$0.00	$0.00	$22,500.00	$0.00	$0.00
B.C. Hydro Development Fund	$12,011.71	$5,982.02	$3,897.06	$1,560.46	$0.00	$0.00	$0.00
Collins	$0.00	$0.00	$0.00	$2,182.66	$0.00	$4,047.57	$0.00
Filmscripts	$0.00	$120.92	$288.26	$291.49	$4,802.90	$0.00	$0.00
Foley	$16,037.54	$130.55	$0.00	$2,625.25	$1,012.96	$3,178.24	$2,116.12
Library Development Fund Donations	$10,576.20	$9,255.74	$0.00	$1,152.24	$2,806.75	$0.00	$0.00
Lunn Perpetual	$167.71	$681.71	$0.00	$313.29	$817.12	$0.00	$0.00
Maureen Wallace Memorial Book Fund	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Replacements	$16,837.71	$4,802.74	$4,070.02	$7,193.32	$0.00	$0.00	$0.00
Rodgers, Gordon & Goldie	$0.00	$31.38	$769.23	$0.00	$196.78	$0.00	$0.00
SSHRC - Canadian Publishing	$234.65	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
SSHRC - CLC	$7,280.52	$7,679.76	$8,861.30	$2,987.79	$0.00	$3,781.22	$7,225.76
SSHRC - Geronotology	$0.00	$0.00	$0.00	$0.00	$0.00	$195.07	$0.00
SSHRC -TINGLEY -Wordsworth 1991-93	$6,000.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
SSHRC - Wordsworth (6000-8019	$0.00	$0.00	$24,555.31	$1,180.80	$0.00	$0.00	$0.00
SSHRC - Wordsworth Specl(6000-8017	$0.00	$0.00	$0.00	$0.00	$1,125.00	$0.00	$0.00
SSHRC - Wordsworth (2000-0040)	$0.00	$0.00	$0.00	$0.00	$0.00	$3,075.33	$6,583.16
SSHRC - Wordsworth Special 93	$2,217.99	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
TOTAL:	$71,364.03	$28,684.82	$42,441.18	$19,487.30	$33,261.51	$14,277.43	$15,925.04

	1992/93	1991/92	1990/91	1989/90	1988/89	1987/88	1986/87
TOTAL LIBRARY EXPENDITURES	$3,425,294.82	$2,916,319.84	$2,464,439.16	$2,163,096.21	$2,052,836.96	$2,071,905.67	$1,777,416.22

APPENDIX C

EXPENDITURES FOR MONOGRAPHS VS SERIALS BY DISCIPLINE 1991/92 TO 1992/93

	1992/93			1991/92		
	TOTAL AMOUNT	PCT MONOG	PCT SRLS	TOTAL AMOUNT	PCT MONOG	PCT SRLS
APPLIED SCIENCES						
Communications	$24,465.91	69%	31%	$21,139.24	72%	28%
Computing Science	$111,028.97	23%	77%	$104,678.02	36%	64%
Engineering Science	$54,760.65	56%	44%	$57,168.07	65%	35%
Kinesiology	$10,573.70	44%	56%	$7,785.14	39%	61%
Resource & Envi Mgmt	$5,268.56	51%	49%	$7,712.32	63%	37%
Tourism Management	$2,676.61	56%	44%	$1,826.74	54%	46%
SUBTOTAL:	**$208,774.40**	**39%**	**61%**	**$200,309.53**	**49%**	**51%**
ARTS						
Anthropology	$23,166.50	61%	39%	$19,407.48	61%	39%
Archaeology	$15,602.23	66%	34%	$19,415.95	70%	30%
Contemporary Arts	$72,685.37	74%	26%	$64,770.91	70%	30%
Discs	$4,667.83	100%	0%	$2,901.66	100%	0%
MFA	$13,147.57	29%	71%	$3,656.64	73%	27%
Slides	$3,521.44	100%	0%	$2,674.16	100%	0%
Criminology	$34,357.91	50%	50%	$31,743.53	45%	55%
Economics	$170,457.45	45%	55%	$143,186.72	46%	54%
English	$83,830.84	69%	32%	$84,193.75	65%	35%
French	$21,612.94	72%	28%	$19,703.42	78%	22%
Geography	$63,140.05	14%	86%	$55,639.78	21%	79%
Gerontology	$4,471.11	15%	85%	$6,228.54	34%	66%
History	$64,504.42	63%	37%	$61,926.86	49%	51%
Linguistics	$26,034.04	44%	56%	$32,681.39	59%	41%
Literature (Misc. foreign)	$17,200.13	67%	33%	$16,694.00	73%	27%
Master Liberal Studies	$6,762.07	94%	6%	$1,362.29	73%	27%
Philosophy	$40,135.59	66%	34%	$34,543.04	69%	31%
Political Science	$135,677.32	37%	63%	$125,353.17	43%	57%
Psychology	$78,988.59	37%	63%	$62,355.92	35%	65%
Sociology	$86,480.62	70%	30%	$72,766.80	64%	36%
Spanish/Lat. Amer. St.	$16,137.93	74%	26%	$16,772.59	69%	31%
Women's Studies	$4,686.37	49%	51%	$5,801.82	60%	40%
SUBTOTAL:	**$987,268.32**	**52%**	**48%**	**$883,780.42**	**53%**	**47%**
BUSINESS ADMINISTRATION	$136,511.21	37%	63%	$129,545.62	31%	69%
EDUCATION	$56,122.74	54%	46%	$52,596.42	59%	41%

APPENDIX C   (continued)

EXPENDITURES FOR MONOGRAPHS VS SERIALS BY DISCIPLINE 1991/92 TO 1992/93 · (continued)					

	1992/93			1991/92		
	TOTAL AMOUNT	PCT MONOG	PCT SRLS	TOTAL AMOUNT	PCT MONOG	PCT SRLS
SCIENCE						
Biological Sciences	$443,160.48	10%	90%	$364,428.60	13%	87%
Chemistry	$387,671.96	6%	94%	$332,373.79	8%	92%
Mathematics & Statistics	$183,838.83	19%	81%	$114,795.46	24%	76%
Physics	$334,976.05	6%	94%	$258,286.68	6%	94%
SUBTOTAL:	**$1,349,647.32**	9%	91%	**$1,069,884.53**	11%	89%
MISCELLANEOUS						
Athletics/Recreation	$3,960.06	1%	99%	$3,896.02	23%	77%
Belzberg Library	$89,746.33	23%	77%	$103,412.56	23%	77%
Binding* (separate breakdown)	$168,431.88	43%	57%	$136,160.55	N/A	N/A
Fraser Valley	--	--	--	$42.10	100%	0%
Gifts	$98.29	100%	0%	$64.65	20%	80%
General-Humanities	$6,315.54	3%	97%	$4,865.76	19%	81%
General-Library	$204,536.03	8%	92%	$166,681.66	7%	93%
General-Sciences	$42,344.64	9%	91%	$42,288.50	17%	83%
General-Social Sciences	$43,983.07	0%	100%	$41,559.35	2%	98%
Maps	$2,767.85	73%	27%	$4,617.10	82%	18%
Research Data Library	$44,865.32	19%	81%	$24,830.50	56%	44%
Shuswap/Cariboo Access	$3,052.57	100%	0%	$2,069.03	100%	0%
Special Collections	$5,505.22	89%	11%	$21,030.97	97%	3%
SUBTOTAL:	**$615,606.80**	10%	63%	**$551,518.75**	15%	60%
TOTAL: UNIVERSITY FUNDS	$3,353,930.79	26%	69%	$2,887,635.27	29%	66%

NOTE:

These figures are based on expenditures recorded in Library's GEAC system before final reconciliation with SFU Dept of Financial Services. Minor discrepancies may occur. In addition, these figures reflect expenditures against the University allocation and miscellaneous revenues.

*Binding expenditures are not included in the "monographs" vs "serials" breakdown.

APPENDIX D

Library Collection Recorded Usage by Loans Category

Loan Period Category	Usage Count 1991/92			Usage Count 1992/93			% inc./dec.
	Circ.	In Library Use*	Total	Circ.	In Library Use	Total	
General Stacks	433,276	584,480	1,107,756	432,815	511,585	944,400	- 7.2%
Special Collections							
Reserves	167,139	-	167,139	161,411	-	161,411	- 3.4%
Fine Arts	8,879	5,923	14,802	13,491	3,429	16,920	+14.3%
In Process	870	-	870	1,032	-	1,032	+18%
Maps	431	6,465	6,895	578	7,228	7,806	
Subtotal	177,319	12,388	189,706	176,512	10,657	187,169	-1.3%
Non-Circulating							
Journals (Un/bound)	**	**	**	**	-	**	
Micromedia	-	42,231	42,231	-	33,104	33,104	-21.6%
Reference	-	58,130	58,130	-	45,967	45,967	-20.9%
Subtotal	-	100,361	100,361	-	79,071	79,071	-21.2%
Belzberg	8,395	9,624	18,019	9,461	9,965	19,426	+8%
Grand total	618,990	706,853	1,415,842	618,788	611,278	1,230,696	-13.1%

*   *In Library Use* is determined by a count of books reshelved from tables and carrels in the Libary.

**   Journals included in General Stacks "In Library Use" materials for 91/92 and 92/93. Future totals of General Stacks and Journals will be separated.

APPENDIX E

INTERLIBRARY LOANS

Years Ending March 31st	1991 / 1992	1992 / 1993
To Other Libraries		
Books	7,509	7,801
Photocopies	5,474	5,413
Total Interlibrary Lending	12,983	13,214
From Other Libraries		
Books	5,474	3,585
Photocopies	5,873	7,429
Total Interlibrary Borrowing	11,347	11,014
Borrowing requests (submitted at counter)	13,622	13,936
Lending requests (submitted by other Libraries)	17,490	18,353

APPENDIX F

TELEBOOK SERVICE USE

Years Ending March 31st	1991-1992	1992-1993
Requests Received	1,206	996
Items Sent to Students		
Books	1,583	1,055
Articles	2,504	1,949
Videos	661	698
TOTAL:	5,585	4,438

Telebook Library Services provides supplemental materials to SFU students taking courses at-a-distance.

The largest increase has been in the use of videotapes in support of Distance Education courses. Telebook has a collection of approximately 550 videotapes which are mailed to students who have no access to the Knowledge Network.

With the exception of videotapes, statistics for the fiscal year ending 1993 are down. This is attributable to some cost saving measures introduced by Telebook during the course of the last year.

Graduate student use of the service has been reduced, as well as some activities from departments. Certain special topics courses no longer have access to Telebook unless special arrangements are made through the departments. Telebook no longer provides material via Interlibrary Loan.

Furthermore, Telebook introduced geographical boundary restrictions for patrons as well as restrictions on the amount and type of supplemental materials sent.

APPENDIX G

REFERENCE   STATISTICS

1991 / 1992

WAC Bennett Library

	Directional	Reference	Research	Total
5th Floor	11,988	41,671	1,258	54,917
6th Floor	702	7,658		8,360
Maps		387		387
Fine Arts Room	458	1,134		1,592
Telebook		1,205		1,205
Special Collections		819		819
Theses		568		568
Research Data Library	334	1,561	250	2,145
Belzberg Library	23,602	8,614		32,216
TOTAL	37,084	63,617	1,508	102,209

Directional questions include Special Loans. This covers 5th Floor, FAR and RDL.

1992 / 1993

	Directional	Reference	Research	Total	% increase decrease vs. 1991/92
5th Floor	12,798	42,624	1,077	56,499	+ 2.88 %
6th Floor	1,517	5,421	2	6,940	- 16.98%
Maps	27	468	43	538	+ 39.01%
Fine Arts Room	355	789		1,144	- 28.14%
Telebook		1,001		1,001	- 16.92%
Special Collections *		188		188	
Theses *		221		221	
Research Data Library	403	1,149	330	1,882	- 12.26%
Belzberg Library	29,535	8,461		37,996	+ 17.94%
TOTAL	44,635	60,322	1,452	106,409	+ 4.11%

* Transferred out of Reference as from September 1992. During 1992/93 the Research Data Library developed an interface which allowed them to share CANSIM data with UBC.

APPENDIX H

ORIENTATION   TOURS   &   INSTRUCTIONAL   SESSIONS

	SFU STUDENTS, FACULTY, STAFF				COMMUNITY GROUPS[1]	
	Tours	Numbers	Instructional Sessions	Numbers	Tours/ Sessions	Numbers
WAC Bennett						
Orientation	29	518	44	499	16	321
Course-Specific Classes			154	2643		
Belzberg	38	257				
1992-1993 TOTAL[3]	67	775	198	3142	16	321
1991-1992 TOTAL[2]	32	411	31	460	15	230

[1] Community Groups include: International Baccalaureate Programme students and various other high school and post-secondary groups.

[2] Statistics incomplete for instructional sessions.

[3] Complete statistics available for 9 months only.

APPENDIX I

DATABASE SEARCHES PERFORMED BY REFERENCE LIBRARIANS

1991 - 1992   1992 - 1993

	SUMMER	FALL	SPRING	TOTAL		SUMMER	FALL	SPRING	TOTAL
Undergraduates	141	249	152	542		92	56	31	179
Graduates	78	79	63	220		41	25	34	100
Faculty	55	48	37	140		24	32	23	79
Other	78	47	26	151		23	40	16	79
Bennett Total:	352	423	278	1,053		180	153	104	437

Belzberg Total: 93   47

Total: 1,146   484

NOTE: By the Fall Semester 1992, several databases of citations in tape and CD-ROM form were available for searching by students and faculty.   The number of searches conducted by librarian intermediaries dropped at both libraries with the introduction of the new technology.

APPENDIX J

GROWTH OF COLLECTIONS

	March 31, 1992	Net Growth	March 31, 1993
Volumes - Classified	963,953	24,919	988,872
Volumes - Unclassified (Bound Journals)	174,109	7,586	181,695
Total Letterpress Volumes:	1,138,062	32,505	1,170,567
Serial subscriptions	9,788	89	9,877
Microfilm (reels)	39,960	755	40,715
Microfiche (sheets/cards)	822,708	25,639	848,347
Sound Recordings	6,258	434	6,692
Slides	(not available)	---	40,745
Manuscripts (Linear metres)	150	0	150
Computer Files (Research Data Library)	386	130	516
CD-ROM Reference Databases	0	24	24
Tape-mounted Reference Databases	0	5	5
Videotapes	45	15	60
Maps	80,410	826	81,236
Total:	2,097,767	60,422	2,198,934