

FOR INFORMATION

SIMON FRASER UNIVERSITY

MEMORANDUM

S. 84-64

To.....Ron Heath, Registrar.....
.....Secretary of Senate.....
Subject.....Annual Reports.....

From.....Charles Hamilton, Chairman.....
.....Senate Library Committee.....
Date.....November 6, 1984.....

Attached herewith is the Annual Report of the University Librarian to the Senate Library Committee. The Senate Library Committee forwards this report to the Senate for information.

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C. Hamilton
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A Report to the Senate Library Committee

by

The University Librarian

I. General

The 1983-84 year was primarily devoted to the continued implementation of policies articulated during the previous year including:

- a) a collection development policy which originated the concept of the secondary collection and put heavy emphasis on its use
- b) the concept of the "steady-space" library and plans for its implementation
- c) our commitment to the rapidly developing technology available for bibliographical control.

II. Recent Activities of Note

A. BCLN (British Columbia Library Network)

During 1983-84 cooperative testing of software indicated that the BCLN was indeed technologically feasible but that the present fiscal and political climate rendered its implementation unlikely and the project was reluctantly terminated. Nevertheless, the needs of the cooperating institutions for improved systems, leading to on-line public access, remain and, at SFU, we immediately began to plan our own technological future.

B. RECON (Retrospective Conversion of Library Records)

After six years of separate government funding which allowed us to convert over two-thirds of our bibliographic records to an electronic format, we were told that no more special funding would be available and that the government-funded part of the Recon Project would have to be terminated. This led to the immediate loss of seven positions and places the entire burden of conversion on our regular staff.

C. Collections Evaluations

Library staff embarked on a two-stage Collections Evaluation Project, undertaken in cooperation with

Library representatives which was designed to:

- 1) evaluate the various components of the collection, using criteria developed by the American Library Association, and
- 2) decide whether the jointly determined level of collection development is appropriate for the particular requirements of that discipline at SFU.

By the end of the 1983-84 year about 50% of the first stage interviews had been completed and the project is scheduled for completion during 1984-85.

D. Periodical Reading Room Open Door Policy

During the Fall semester the Periodical Reading Room door was temporarily removed in order to allow access to current periodicals whenever the Library was open rather than just when the Periodical Reading Room itself was open as had previously been the case.

Since there has been no significant loss of access due to migration of material and the net result has been increased service at no increase in cost the door remains in storage.

E. Space

The first floor of the Library building was vacated by the Instructional Media Centre late in 1983 and, in response to a proposal from the Library, the University Space Committee allocated the first floor to the Library with the following exceptions:

- 1) several rooms were allocated to the Office of the Vice-President, Academic for use as faculty offices until other accomodation is available.

- 2) the TV and Multimedia Studios were assigned to the Centre for the Arts for use as film studios until more permanent quarters become available.

We had planned to install high-density shelving on the first floor to store the lesser used materials and solve two pressing problems on the Collections floors:

- 1) Shortage of student study space
- 2) Shortage of shelving space

This is an essential element of our "steady-space" plan but when no money was available for high-density shelving we compromised with a plan to move the lesser-

used materials and the shelves on which they are located to the first floor, filling the resulting space with approximately 190 units of additional student seating. We expect to implement the revised plan during 1984-85.

F. Fine Arts Room

We opened a Fine Arts Room on the 5th floor to house the non-print materials used by the Centre for the Arts. These materials have been used quite heavily and it soon became clear that the service and housing of non-book materials would be a matter of increasing concern if the Centre expanded its Curriculum.

G. Backfile Usage Survey

The preliminary results of a backfile usage survey indicated that during the first nine months of the study 47.8% of the titles on our bound periodical shelves showed no recorded use - that is, not even a single volume of a particular periodical title was reshelved by Library staff during that period in 47.8% of the titles.

This has profound implications for our collection policy and will be broadly discussed over the next months.

III. Goals for the Coming Year

- 1) Continued investigation and implementation of a data tape library,
- 2) Augment our services at the Downtown Site,
- 3) Analyze and possibly reorganize our support services for microforms,
- 4) Work toward the implementation of a new bibliographic control system which will serve cataloguing, acquisitions, serials and loans as well as providing the basis for a public access catalogue.
- 5) Continue the Recon project,
- 6) Remove approximately 20,000 volumes from the collection and store approximately 100,000 little used volumes on the first floor.

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S E L E C T E D S T A T I S T I C S

	<u>1972/73</u>	<u>1977/78</u>	<u>1982/83</u>	<u>1983/84</u>
Total Circulation	378,994	407,462	485,813	507,128
Reference questions	52,190	72,027(1)	67,863	73,806
Current Serials	11,846	13,527	13,570	13,384
Bound Letterpress Collection	391,350	540,031	784,577	820,116
Microform Collection	237,156	696,283	767,825	777,138
Letterpress Volumes added to Collection	50,895	39,918	27,377	35,539
Permanent staff (FTE)	144 (2)	129	131	123.6
Data Base Searches	-	-	657	745

(1) In September, 1977 the Library closed the Card Catalogue and instituted the new microcatalogue, causing a large, temporary increase in reference information desk questions.

(2) A decline of 24 positions from the 1970/71 high of 168

THE LIBRARY PENALTIES APPEAL COMMITTEE: APRIL, 1983-MARCH, 1984

A REPORT TO THE SENATE LIBRARY COMMITTEE

by

THE UNIVERSITY LIBRARIAN

The Library Penalties Appeal Committee met three times during 1983-84 to consider appeals against various Library regulations. The majority of the appeals were against lost book fines but others concerned address problems, recall notices not received or received late, books returned late or appellants denying they ever took out a particular book.

Meetings:

1) August 25, 1983

The Committee considered five appeals, with one appellant appearing in person. These deliberations resulted in four denied appeals and one reduced fine.

2) December 6, 1983

Nine appeals were heard with one appellant appearing in person before the Committee. At this session, six appeals were denied and one fine was cancelled. The remaining two cases were postponed to the next meeting in order to allow the individuals involved to make a personal presentation.

3) March 6, 1984

The Committee discussed eleven cases, including the two carried forward from December 6th, with four people appearing personally before the Committee. After some deliberation the Committee ruled that five appeals be denied, four fines cancelled and two reduced.

Summary of Activities: 1983-84

Appeals Denied	15	65%
Fines Cancelled	5	22%
<u>Fines Reduced</u>	<u>3</u>	<u>13%</u>
Total Appeals	23	100%

During this period the Library's Loans Division recorded 507,128 circulations of which 23 generated problems sufficiently intransigent to require the services of the Library Penalties Appeal Committee. While the number of appeals as a proportion of the larger activity may seem so small as to be statistically insignificant, I believe the Committee performs a critical service for both the Library and its users by providing an independent, neutral appeal mechanism.

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