

SIMON FRASER UNIVERSITY

SENATE LIBRARY COMMITTEE

ANNUAL REPORT : 1990/91

1. COLLECTIONS

The 1989/90 Annual Report of the Senate Library Committee noted that after several years of declining acquisitions "the President [in 1987/88] agreed to provide sufficient financial support to prevent further erosion to the accessions rate and since then the level of growth has increased to the present rate of 27,354 for 1989/90." During 1990/91 this rate was almost exactly duplicated as the Library increased its letterpress holdings by 27,447 volumes. The total operating grant expenditure for materials during 1990/91 was \$2,411,461. However, while the rate of collection growth remained static, enrollment did not. The Office of Analytical Studies reported an increase of 4.5 % in full-time equivalent students from 1989/90 to 1990/91.

In preparation for the external review of the Library, which is now underway in the summer 1991 semester, Library staff undertook a strategic planning exercise in the fall of 1990. The Collections Management staff participated in that process and submitted to the Library Review Committee the following objectives for the three year period beginning in 1991/92:

- (1) Assess the collection to determine strengths and weaknesses, and write a comprehensive collections policy.
- (2) Co-operate with the Development Office to build the Library endowment fund to \$500,000. On March 31, 1990, the Library Endowment Funds totalled \$189,187.21 with an outstanding pledge from B.C. Hydro of \$120,000 to be paid in three annual installments.
- (3) Increase the letterpress accessions rate to reflect enrollment growth and curriculum development.
- (4) Enrich the journals collection with newly published journals in existing collections areas.

1. **COLLECTIONS**

THREE YEAR COLLECTIONS OBJECTIVES (continued)

- (5) Enrich the journals collection in areas of recent curriculum development.
- (6) Develop and implement policy for weeding and relocation of materials.
- (7) Replace missing volumes at a rate of 2,400 per year.
- (8) Inventory the collection to determine the extent of physical deterioration and propose a preservation program.

In order to help carry out the above objectives, the library obtained approval to add a librarian to the Collections Management Division. Interviews to fill the position were held at the end of the fiscal year. This position will concentrate on replacement of lost and missing books; gifts and exchanges; conservation and preservation; weeding and relocation of materials.

REVIEW OF JOURNAL SUBSCRIPTIONS

The process of reviewing journal subscriptions in collaboration with individual faculties and departments continued during the 1990/91 fiscal year. The first exercise was undertaken by the Faculty of Arts Library Users Committee which had been formed in 1985 and was initially chaired by Evan Alderson, then Associate Dean of the Faculty of Arts. The Committee reviewed existing journal subscriptions in order to identify titles of lowest priority and to consider whether or not they should be replaced by more urgently needed subscriptions. The process was an exhaustive one and resulted, under the aegis of the present chair, Richard Schwindt, in the cancellation of 207 journal titles and the reallocation of about \$23,500 for new journals as requested by Committee members.

The Science Library Users Committee, which includes representatives from both the Faculty of Science and the Faculty of Applied Sciences, has been conducting reviews on a department-by-department basis. To date, three departments (Chemistry, Mathematics and Statistics, and Biological Sciences) have cancelled 47 titles at a total cost of approximately \$55,000. Computing Science has just proposed a list of possible cancellations which is currently being circulated to the other Committee members and the Department of Communication for review. The Faculties of Business Administration and Education have made minor changes to their lists, but intensive reviews remain to be done during the current fiscal year.

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1. COLLECTIONS (continued)

COLLECTIONS EXPENDITURES BY ACCOUNT

<u>ACCOUNT</u>	<u>1989/90</u>	<u>1990/91</u>
<u>APPLIED SCIENCES</u>		
COMMUNICATIONS	16,663	18,456
COMPUTING SCIENCE	64,010	83,771
ENGINEERING SCIENCE	36,913	50,275
KINESIOLOGY	7,532	7,273
RESOURCE & ENV. MGMT.	6,139	6,145
TOURISM MGMT.	918	3,699
FACULTY TOTALS	132,175	169,619
 <u>ARTS</u>		
ANTHROPOLOGY	13,213	15,707
ARCHAEOLOGY	11,800	14,146
CONTEMPORARY ARTS	51,553	66,831
CRIMINOLOGY	23,302	28,426
ECONOMICS	133,679	122,104
ENGLISH	59,991	69,464
FRENCH	13,142	20,895
GEOGRAPHY	43,263	47,747
GERONTOLOGY (+ BELZBERG)	2,473	5,628
HISTORY	45,461	58,606
LINGUISTICS	18,859	27,046
LITERATURE; MISC.	17,440	17,364
PHILOSOPHY	25,548	31,287
POLITICAL SCIENCE	99,829	119,334
PSYCHOLOGY	50,967	58,848
SOCIOLOGY	55,099	62,849
SPANISH/L.A.S.	4,267	12,459
WOMEN'S STUDIES	4,559	6,465
FACULTY TOTALS	674,445	785,206
 <u>BUSINESS ADMINISTRATION</u> (+ BELZBERG)	 105,336	 110,198
 <u>EDUCATION</u>	 44,072	 57,048

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1. COLLECTIONS (continued)
COLLECTIONS EXPENDITURES BY ACCOUNT (continued)

<u>ACCOUNT</u>	<u>1989/90</u>	<u>1990/91</u>
<u>SCIENCES</u>		
BIOLOGICAL SCIENCES	293,179	327,246
CHEMISTRY	227,573	237,049
MATH & STATISTICS	99,736	107,692
PHYSICS	<u>194,670</u>	<u>229,097</u>
FACULTY TOTALS	815,158	901,084
<u>MISCELLANEOUS</u>		
ATHLETICS/RECREATION	3,012	3,225
BELZBERG LIBRARY	60,091	103,191
BINDING	106,788	109,472
FRASER VALLEY	3,453	455
GENERAL - LIBRARY	79,066	37,816
- HUMANITIES	5,532	5,998
- SCIENCES	33,878	36,180
- SOCIAL SCIENCES	37,761	39,112
MAPS	944	1,355
REPLACEMENTS	7,193	4,070
RESEARCH DATA LIBRARY	21,972	17,205
SCES / SFU	NIL	2,992
SPECIAL COLLECTIONS	<u>19,926</u>	<u>27,235</u>
MISCELLANEOUS TOTALS	379,616	388,306
GRAND COLLECTIONS TOTALS	2,150,802	2,411,461

2. LIBRARY STRATEGIC PLAN, 1990/91 - 1993/94

In anticipation of the University Library Review, the Library Management Group decided to develop a strategic plan in lieu of a "self-study" which would have taken more time and resources than were available in fiscal year 1990/91. The purpose of the Library Strategic Plan was not to second guess the University Library Review Committee's findings, but to communicate to Library staff and to the University Library Review Committee where the Library thought it should be going in its planning for collections and services.

As noted in section 1 above, work on the Library's Strategic Plan was begun in the fall semester of 1990, as a collaborative effort of the Library Management Group. Another feature of the Library Management Group's planning process was that it retained a management consultant, Harriett Lemer of Ron Einblau and Associates, to conduct a staff questionnaire prior to its planning session. In December the Library Management Group met with the consultant to review staff responses and to write the Library's mission statement,

2. **LIBRARY STRATEGIC PLAN (continued)**

goals, and objectives for the strategic plan. In addition, the Library conducted a number of Library user surveys during the 1991 spring semester. The mission and goals for the Library are as follows:

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.

LIBRARY STRATEGIC GOALS

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

- (1) Improve physical environment.
- (2) Enrich the collection.
- (3) Expand and improve use of appropriate technology.
- (4) Improve staff/management relations.
- (5) Improve external communications.

A steering committee and five working groups were formed to develop the tactical / workplans for accomplishing the strategic objectives identified for each of the five broad goals. A number of follow-up reports were worked on during 1990/91, as part of the strategic planning process. These reports include the following:

SPACE NEEDS AUDIT FOR W.A.C. BENNETT LIBRARY, Prepared by Paul Baldwin and Peter Hight.

This report projects library space needs for collections, services, and seating through 2001, using the enrollment growth estimates in the President's **CHALLENGE 2001** report. The report concludes that the library has a critical shortage of study seating according to the Council of Ontario Universities library space standards and also according to recent staff and library user surveys. Analysis of projected growth in student enrollment and the library's collections indicates that even with the additional space which the library is scheduled to obtain in 1994, there will be no amelioration in the library seating crisis. The report identifies a number of alternatives which would provide additional reader seating needed to match the anticipated growth in University enrollment.

LIBRARY STRATEGIC PLANNING REPORTS (continued)

USER SURVEYS IN THE SFU LIBRARIES CONDUCTED DURING THE SPRING SEMESTER 1991, Prepared by Percilla Groves.

These surveys were conducted by the Library Survey Committee and include the following five studies: basic measures, general satisfaction, materials availability, reference satisfaction, and remote use of the Library.

Some conclusions are as follows: Library users are overwhelmingly undergraduates. 82% of the respondents to the General Satisfaction Survey and the Materials Availability Survey, and 78% of the respondents to the Reference Satisfaction Survey identified themselves as undergraduates. Nearly 80% of the literature searches reported were for books; but only 47% were found. The major reason for the unavailability of owned items was that they were on loan or on hold for another user; but 25% of the items reported by users on the survey as being unavailable, were actually on the book shelves. Another 10% of items reported on the shelves could not be found by either the users or Library staff doing follow-up searches due to the extreme disorder in the book stacks in several areas. 60% of the searches for journal literature were found. Nearly 80% of the persons responding to the survey were using the Library for course work.

WORKPLAN FOR GOAL 2: ENRICH THE COLLECTION, Prepared by Sharon Thomas.

This report lays out the strategy, tasks, and time frame for achieving the five specific collection objectives listed in above section 1, q.v.

WORKPLAN FOR GOAL 3: EXPAND AND IMPROVE USE OF APPROPRIATE TECHNOLOGY, Prepared by Paul Baldwin and Mary Harris.

It notes that the life expectancy of the present Geac computer system is 1996, and recommends a number of projects to be funded before that date and in anticipation of a new replacement system, including: implementation of a thesaurus and cross-references in the online catalogue (i.e., authorities system) and clean-up of the catalogue database; mounting a number of reference databases on BRS software on a Vax 8530 in the computing centre (as a replacement for SPIRES running under MTS); the implementation of CD-ROM mounted databases with remote access via SFULAN; the replacement of dumb ascii terminals used by library staff and users with microcomputers attached to SFULAN; and a number of Geac computer system enhancements.

STRATEGIC PLAN REPORTS IN 1990/91 (continued)

JOURNAL CONTENTS DATABASE AND DOCUMENT DELIVERY PILOT IMPLEMENTATION STUDY. Prepared by Paul Baldwin for the B.C. Electronic Library Network.

The significant feature of this project, which was approved to be implemented pending funding in 1991/92, is that journal article citations in the pilot database will be linked to library journal holdings information. Software will be used which will support generation of document delivery requests by students and faculty as an integral function of the search / retrieval session at the computer workstation or terminal. The project will experiment with campus document delivery. This project will utilize the BRS software resident on the Vax 8530 computer mentioned above.

3. LIBRARY APPOINTMENTS 1990/91

ASSOCIATE LIBRARIAN: Paul Baldwin
 HEAD OF MONOGRAPHS DIVISION: Mary Harris
 HEAD OF REFERENCE DIVISION: Percilla Groves
 MANAGER OF COMPUTER OPERATIONS: Neal Baldwin
 REFERENCE / MAPS LIBRARIAN: Poh Yu Chan

4. W.A.C. BENNETT LIBRARY: SELECTED STATISTICS

	<u>1989/90</u>	<u>1990/91</u>
<u>MISCELLANEOUS</u>		
Building Usage	1,848,679	1,784,760
Public Photocopying	2,708,477	3,009,768
Book Loans	501,650	546,921
Book Recalls	19,643	20,443
Continuing Staff	128	136
<u>REFERENCE</u>		
Ref Queries	78,667	63,891
Database Searches	25,427	26,830
<u>INTERLIBRARY LOANS</u>		
Books Borrowed	3,409	2,973
Journal Article Copies	6,153	6,715
<u>COLLECTIONS</u>		
New Volumes	27,354	27,447
Classed volumes	921,271	942,776
Journal volumes	159,081	166,641
Microform items	818,443	840,779

5. BELZBERG LIBRARY: SELECTED STATISTICS

	<u>1989/90</u>	<u>1990/91</u>
Library Usage	92,335	118,821
Queries	20,326	30,957
Loans	N/A	4,525

6. LIBRARY FINANCIAL STATEMENT: OPERATING FUND EXPENDITURES

(extracted from the University Financial Statements)

	<u>1989/90</u>	<u>1990/91</u>
TOTAL SALARIES	\$3,584,000	\$4,062,000
EMPLOYEE BENEFITS	\$432,000	\$518,000
TRAVEL & PERSONNEL COSTS	\$17,000	\$33,000
SUPPLIES & EXPENSES	\$530,0090	\$509,000
EQUIPMENT & FURNISHINGS	\$59,000	\$90,000
EQUIPMENT & FACILITY RENTALS	\$131,000	\$100,000
LIBRARY ACQUISITIONS (SEE note below RE:	\$2,149,000 Library	\$2,569,000 Acquisitions)
UTILITIES	\$26,000	\$33,000
PROFESSIONAL FEES	NIL	\$2,000
RENOVATIONS & ALTERATIONS	\$34,000	\$54,000
INTERNAL COST ALLOCATIONS	\$141,000	NIL
EXTERNAL COST RECOVERIES	<u>(\$286,000)</u>	<u>(\$352,000)</u>
T O T A L	\$6,817,000	\$7,618,000

**RE: LIBRARY ACQUISITIONS

The 1990/91 acquisitions figure includes, per CAUBO requirements: \$123,000 value of gifts-in-kind, and \$35,000 in Access funding for Infotrac service to the SFU program at Cariboo College.

end: SLC90/91 (LMG [PEB

SIMON FRASER UNIVERSITY

MEMORANDUM

To..... TED DOBB
..... UNIVERSITY LIBRARIAN
.....
Subject..... LIBRARY PENALTIES APPEAL COMMITTEE.....

From..... GISELE POMERLEAU
..... HEAD, LIBRARY LOANS
.....
Date..... JULY 26, 1991.....

The Library Penalties Appeal Committee met once during the 1990/91 fiscal year to consider patron appeals.

November 29, 1990 Meeting

8 appeal cases were reviewed:

8 denied



c.c. Scott Bukovac, Chairman
Library Penalties Appeal Committee

GP/jc