UBC LIBRARY

77TH YEAR

REPORT OF

THE UNIVERSITY

LIBRARIAN

TO THE SENATE
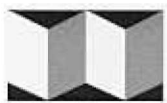
1991/92

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PREFACE

I would like to express my gratitude to the many librarians and staff members who continue to provide outstanding services to our users, to assess and evaluate current services and activities, and to implement new services which our users need.

I acknowledge as well the contributions of so many who care about and shape the Library — the Deans, Administrators, and, most importantly, the Faculty, who regard the Library as their lifeline to knowledge. The desires and efforts of all these people make our Library the 'Great Library' that it is.

Ruth J. Patrick, Ph.D.
University Librarian

The UBC Library passed a significant milestone during 1991/92 with the acquisition of its three millionth book

INTRODUCTION & OVERVIEW

The UBC Library passed a significant milestone during 1991/92 with the acquisition of its three millionth book. The size of the collection still stands as the main measure in the ranking of academic libraries today. As electronic publishing transforms the methods and the medium of scholarly communication, it will be interesting to see if collection size remains a key measurement as we move toward our four millionth volume.

Another sign of growth for the UBC Library appeared in the most recent rankings of the Association of Research Libraries. The UBC Library moved from 26th to 25th position out of the top 107 research libraries in the United States and Canada. In Canada, we rank second after the University of Toronto Library.

Having developed a strategic plan last year, the Library Administration spent 1991/92 publicizing and implementing strategies to move toward our vision of the Library in the year 2000. Sessions were arranged for all Faculties, the Alma Mater Society, and the Graduate Student Society to review and discuss the strategic plan and the environmental context in which our strategic planning is taking place.

In 1992/93 the Library will undertake a review of all public, technical, and support services. The main objective of the services review is to develop an organizational structure that will enable the Library to implement our vision set out in the strategic plan.

The most difficult challenge that continues to face the Library is how to deal with the escalating cost of serials.

LIBRARY SERVICES

Measures of Use

During 1991/92 the Library staff answered 416,646 reference questions and circulated 2,084,224 items from more than 40 service points throughout the Library system. Volume of use is almost unchanged from the preceding year in spite of the service disruptions resulting from a three-week strike by bargaining unit employees in the spring.

Library instruction was provided for approximately 14,000 students and faculty, almost 50% of the University community. As the Library's online catalogue, CD-ROM database search services and remote access to databases on the INTERNET become central to the information gathering process, the Library is developing programs to ensure that the UBC community is aware of these resources and understands how to access them.

At the same time, mediated computer searches performed by Library staff for users continue to decline as students and faculty do their own information gathering from remote and local electronic sources. The PATSCAN service was added to the University Library's operating budget this year and continues to provide mediated searching for the many complex and expensive patent databases to researchers at UBC, Simon Fraser University and the University of Victoria as well as a large clientele outside the universities. The PATSCAN program is supported by a grant from the Ministry of Advanced Education, Training and Technology and through cost recovery.

Focus on Users

User Survey

In March 1991 over 6,000 UBC students, faculty and staff responded to the Library User Survey. The study showed that the most popular reasons for using the Library are borrowing/renewing material, photocopying, using library material and studying. Different groups use the Library for different reasons: undergraduates are more likely to study or use photocopiers while graduate students borrow and renew books, and use library material. The Library is looking carefully at these differences as planning for the integration of the undergraduate library services into the subject-focused library units progresses.

Over 86% of those surveyed use computers in their work or studies. Of those, 40% already use the Library's online catalogue remotely. That number is expected to double in the next two years. Respondents are very interested in new technology; it saves time and 'foot work' for users.

Almost 50% of those surveyed report that they typically need only materials published during the last five years for their research and study. More than one third of the respondents want more information on CD-ROM and 60% would choose help from Library staff as the preferred method to learn about the Library. Across the Library system the greatest satisfaction is with help from Library staff.

The Library is studying the results of the survey, and will develop services responsive to the needs expressed. A review of

Resource sharing with other academic libraries continues to be a priority as one mechanism to meet the rapidly increasing costs of scholarly publications

services planned for 1992/93 will systematically review the survey results.

The survey information provides valuable data on the current and changing needs of our user community. The Library is committed to continuing a dialogue with all segments of the University community through focus groups, advisory committees and surveys.

Resource Sharing

Resource sharing with other academic libraries continues to be a priority as one mechanism to meet the rapidly increasing costs of scholarly publications. During the reporting year, the UBC Library participated in studies carried out by the Association of Research Libraries, the Canadian Association of Research Libraries, and the British Columbia Electronic Library Network. In addition, a study of the internal interlibrary loan process was completed. Each study examined the organization, policies, and funding required to build complimentary rather than duplicate research collections among libraries and to develop cost effective mechanisms through which materials could be shared.

The Library continues to work with these agencies to implement recommendations made as a result of the studies. At the same time, regional resource sharing initiatives are being developed through the Council of Prairie and Pacific University Libraries and with the Pacific Northwest Libraries (Universities of Washington and Oregon).

New and Improved Services

Circulation

Phase I of the development of a new circulation system was substantially completed this year. Library users enjoy a faster check out service and with Phase II, to be complete by September 1993, there will be up-to-the-minute circulation information as well as improved and new circulation services.

Electronic Databases

Installation of PlusNet2 has greatly increased the availability of *MEDLINE* at UBC. A service of the Library supported in part by the Variety Club Tent 23, PlusNet2 allows up to 20 simultaneous users to search the *MEDLINE* database from the Woodward Library, the hospital libraries and at remote locations. In addition, *Canadian Newspaper Index, Canadian Statistics Index, Canadian Institute for Historical Microreproductions Catalogue, Canadian Education Index, Current Index to Journals in Education, Resources in Education,* and *PsycInfo* comprise the growing list of databases mounted on UBCLIB, the Library's online catalogue. A proposal to provide remote access to science databases has been completed and implementation is planned for the coming year. CD-ROM databases continue to be added to the collection in increasing numbers. New CD-ROM services include *Canada 1986 Census Profiles, Current Contents on Diskette, Expanded Academic Index, Health, Index to Legal Periodicals, INSPEC, MLA International Bibliography* and *Social Work Abstracts Plus.*
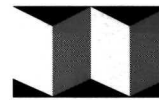
Library Instruction

The Library has focused on user education and training programs to ensure that students and faculty can take full advantage of the power of the electronic services. A grant from the Teaching and Learning Enhancement Fund provided funding to develop an instructional program in electronic information skills for undergraduates. The sessions ran from January through March and were well received. The Library will continue this program and develop new teaching programs for new databases in the coming year.

Print/Download Facilities

Print/download workstations with debit-card readers are now available for public use in the Education, Sedgewick and Woodward libraries. A fourth workstation is planned for the Main Library. These facilities make it possible for users to print results from all of the data files on UBCLIB.

Improved Services for Persons with Disabilities

One of the University's goals is to create a barrier-free campus for people with disabilities by the year 2010. The Library has been working to provide services for disabled users. Enhanced Service Library cards have been introduced to let Library staff know that cardholders have a mobility or print disability. People with these disabilities are entitled to photocopy services, book retrieval and other assistance. A *UBC Library Guide for People with Disabilities* has been produced and distributed.

The Library's TTY/TTD device to support deaf and hard-of-hearing people is located in the Sedgewick Library. The TTY/TTD uses a normal telephone line to permit people to converse by typing back and forth. Like a telephone with an answering machine, the TTY/TTD permits us to answer with a recorded message and invite the user to leave a message.

Outreach Services

Collections from the Marjorie Smith Social Work Library were integrated in collections in the Main, Woodward and Law libraries in April 1992. Reference, collection development, instruction on the use of information resources and consultation services to support research for the School of Social Work are being provided by the Social Work Librarian through an 'Outreach' Office located in the School.

ScInfoNet is a new information service provided by the Science Division that will improve access to scientific information for faculty and students. The ScInfoNet Librarian visits reading rooms in the Departments of Chemistry, Physics, Civil Engineering, Geological Sciences, and Mechanical Engineering to provide the following services: online searches, CD-ROM training, assistance with current awareness and classroom instruction as requested.
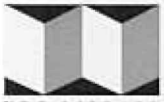
In September 1991, the Board of Governors approved planning for Phase I of the new Central Library

Organizational Update

Planning is almost complete for a new Education Library, part of a $12 million Education building expansion program. The project, designed by Hotson Bakker Architects, should go to tender by March 1993 and a summer 1994 completion is possible. In anticipation of the improved and expanded facility, the Curriculum Laboratory has changed its name to the Education Library.

In September 1991, the Board of Governors approved planning for Phase I of the new Central Library. The building will be a new Humanities and Social Sciences Library, merging the services and collections of the Sedgewick Undergraduate Library, Humanities and Social Sciences Division, Government Publications and Microforms Division and the Data Library. A number of organizational adjustments are being made in preparation for the Phase I building.

Integration of reference services for Humanities and Social Sciences, Government Publications and Sedgewick is being planned, collections policies are being reviewed and staff are considering the implications of these changes.

The Information and Orientation Division has been integrated into other Library service units: instruction, teaching publications for the Library system and coordination of Graphics are now under the direction of the Undergraduate Services Coordinator. A half-time position has been established for Library publications and public relations, and the management of the Main Library's Information Desk is now coordinated through the Interlibrary Loans Division.

Government Publications and Microforms have been an integrated service unit for many years. A new service module planned for Phase I will integrate the Microforms service with current periodicals. In preparation for the change, Microforms and Government Publications reference services have been separated.

The three hospital libraries, Health Sciences Network, and Woodward Library have been combined into one administrative unit. Now called the Life Sciences Libraries, the hospital libraries and network staff will report to the Head of Woodward Library.

UBC LIBRA

LIBRARY ORGANIZATION & COMMUNICATION

As part of moving toward a flattened management structure in the Library, the Library Planning and Management Council was formed in November 1991. The main function of the Council is to assist the University Librarian in the management and operation of the Library through strategic planning and the review and development of Library services.

Chaired by the University Librarian, membership on the Council includes the Assistant University Librarians, the Financial and Budget Manager, the Systems Manager, the Undergraduate Services Coordinator, and the Heads of the Catalogue Products/Catalogue Records Division, Education Library, Humanities and Social Sciences/ Government Publications & Microforms Division, Law Library, Order Division, Science Division, and Woodward Biomedical Library.

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COLLECTIONS

The 1991/92 fiscal year saw the start of major problems for the Library's collections budget. Exchange rates over the previous few years had been favourable and had allowed the Library to manage with budget increases considerably below the rate of inflation on library materials. In 1991/92, however, exchange rates between major world currencies and the Canadian dollar gradually worsened. In the fall of 1991 it was decided that we should prepare for serial cancellations of $100,000 to be made the following summer. As exchange rates worsened during the winter, a further decision was made to reduce drastically the remaining duplicate subscriptions in the Library system; this yielded a further $100,000 worth of titles to cancel. Since many of these duplicates were heavily used, the cancellations will have a significant impact on users. A total of $200,000 worth of subscriptions were thus cancelled in the summer of 1992; most of the cancellations will be effective with the January 1993 issues. Almost 1,000 subscriptions will disappear. However, since a good number of these are duplicates, the number of titles affected will be fewer.

During the spring and summer of 1992, exchange rates continued to worsen as a result of crises in Europe and the uncertain Canadian political situation. Collections budget increases for 1992/93 were:

For inflation	0%
For exchange rate effects	0.85%
For new programs	1.50%

In addition to the exchange rates there was evidence that the major serial publishers were planning increases of 10 to 12% in their basic prices. It was apparent that costs for serials could easily increase in the 15 to 20% range. The summer of 1992 was therefore spent on the preliminary planning for possible serial subscription cancellations of $600,000 to $1 million as necessary over the next few years. This would represent 15-25% of the 1991/92 serials expenditure.

In other areas of collections activity during the reporting year, collections policies in the humanities and social sciences, and in the physical sciences, were completed and drafts distributed to all branches and divisions for comment. Discussion with faculty members in the humanities and social sciences began.

AUTOMATION & TECHNOLOGY

During the reporting year, all the objectives identified for the first year of the Five Year Technology Plan were successfully addressed. The three major automation and technology projects were circulation and barcoding, Online Public Access Catalogue (OPAC) upgrading, and LDMS migration to UNIX.

The Phase I version of the new circulation system was successfully implemented by September 1992. The most labour-intensive component was the barcoding and item record conversion of the UBC Library's circulating collection. Over twenty project staff and many regular staff worked on the project as it moved from branch to branch. Barcoding was a major success. At most branches it was completed ahead of schedule and with minimum disruption to regular services. The barcoding timetable for the Main Library was advanced with an expected completion before the end of 1992 — over one year ahead of schedule.

Systems staff in conjunction with University Computing Services Network and Communications staff kept one step ahead of barcoding activity with the installation of new microcomputer workstations and local area networks for communications support.

The first round of twenty new online catalogue workstations for public inquiry were installed as part of the OPAC upgrade project. A new version of UBCLIB, the Library's online catalogue, is expected to be implemented in late fall 1992 with several new online features and one very major development — a merged catalogue inquiry file containing records from eight of the UBC Library's major databases. The merged file was designed expressly for general inquiry use and contains over two million bibliographic records.

The migration of the LDMS system to the UNIX operating environment began in earnest during the reporting year. Support for the new circulation system and the new version of UBCLIB were developed on the Library's UNIX computers. A local version of the Z39.50 protocol (a computer standard that allows different computer systems to communicate for the purposes of searching and retrieving bibliographic records) was also implemented to provide a link between the old and new computer systems. A third UNIX computer was acquired to provide additional processing capacity and disk storage.

The Library also acquired and installed the PlusNet2 system to support *MEDLINE* and several other life sciences databases. This DOS-based system uses a Novell local area network to link twelve inquiry workstations located in Woodward Library and the three hospital branches and provides support for eight dial-in remote users.

Projects which had a significant impact on Technical Services included barcoding and serial cancellations

TECHNICAL SERVICES

The new Order Division continued to integrate many of the functions and staff of the former Serials and Acquisitions Divisions. A reorganization of part of the Library Processing Centre Floor I resulted in the move of the Collections Accounting and Budget Division to one end of the Floor, and left the Order Division occupying a homogeneous area.

Projects which had a significant impact on Technical Services included barcoding and serial cancellations. The Order Division and the two Cataloguing Divisions had to organize the procedures necessary to barcode newly received monographs and serials, and to use the barcodes to update the location of monographs as they move through the processing stream. Many Library Assistants in Technical Services spent four hours a week barcoding the collections in branch libraries from May to August 1992. Diversion of this amount of staff time created backlogs in most areas, especially since it followed a lengthy work stoppage in March. Cancellation of about 1,000 serial subscriptions between May and August added considerably to the workload of serials units in the Library Processing Centre and other libraries.

Problems with the GST continued to add to the workload of the Order and Accounting Divisions. The culminating blow was the announcement in spring 1992 that, as of July, the GST on many parcels would be collected by Canada Post, which would add to the GST a $5.00 per parcel charge to cover its own staff costs. The cost to the Library of staff time spent on GST matters is significant (quite apart from the actual GST payments themselves).

Orders for monographs were reduced during the year and there was increased use of online facilities by selection staff to transmit requests to the Order Division. Selection staff in the various units did more checking of holdings themselves, and greatly reduced the demands on the searching staff in Catalogue Records. As a result of this trend, more time was available for cataloguing books. Between April 1991 and March 1992 output of catalogued books increased by 8% despite the work stoppage in March. Barcoding during May to August will, however, have an impact on the output for 1992/93. For the first time in many years the cataloguing backlog went down in 1991/1992 from 82,000 to 75,000 items. The demand for rush cataloguing continues to increase drastically, however. The preponderance of English language items amongst the rush requests suggests the need to review the priorities which are given to various types of materials in the cataloguing stream.

At the end of 1991, OCLC replaced its first Online System with the PRISM Service, which created some terminal emulation problems. The RLIN workstation, used for cataloguing Asian CJK materials, was upgraded with some improvement in the handling of vernacular characters.
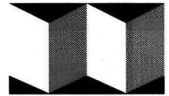
LIBRARY SPACE & EQUIPMENT

In the autumn of 1991 the firm of Arthur Erickson Aitken Wreglesworth Associates was selected as the architect for Phase I of the new Central Library. Following this decision, Philip Leighton and David Weber, library building consultants from Stanford, were appointed to work on the project. At the time of writing this Report, the predesign report has been submitted to the Board of Governors for approval. The architects will then begin work on the schematic design. Phase I of the new Central Library is slated for completion in September 1995.

Planning for the configuration of the new building proceeded steadily over the year. Phase I will not be large enough to accommodate all the social sciences and humanities collections presently housed in the Main Library, which means that the present library organization has had to be studied in depth and various changes made in order to ensure that the collections and services destined for Phase I can function as effectively as possible.

In April 1992 the Marjorie Smith Social Work Library closed and the collection was moved to the Main, Woodward and Law libraries. By the end of 1992, the Data Library is slated to move into the Main Library, and eventually will be housed in Phase I. St. Paul's Library moved into new quarters in October 1991, as planned.

The Fine Arts Library was provided with forty-eight double faced bays of shelving in Room 335, giving the Library much needed space to house the ever-increasing collection.

In September 1991, the Woodward Library Reserve Collection was moved from the basement to the first floor.

In response to the resolution of Senate in April 1991, a project to brace the stacks in the Main Library to improve their stability for possible seismic activity was begun in late 1991 and completed in the summer of 1992.

Long-term concerns about the safety of the Main Library building and, in particular, the lack of an emergency lighting system, are being addressed. Work is expected to begin in September 1992 on the installation of an emergency lighting system for the Main Library.

An inventory of all the electrical equipment in the Library system was completed during the summer of 1992. This information, which is now in machine-readable form and which we plan to update on a regular basis, will be used for planning for future needs as well as for inventory control.

A project to provide workstations for the new circulation system equipment is in progress. The workstations will be built wherever they are needed.
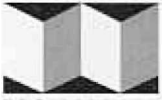
Work on a preservation policy for the Library has begun

PRESERVATION

The Library is a participant in the Canadian Cooperative Preservation Project, funded by a grant from the Andrew W. Mellon Foundation. The other members of the Project include the University of Alberta, University of Toronto, McGill, Laval, and the National Library of Canada.

At the beginning of 1992, Precision Micrographic Services was contracted to do the preservation microfilming for the Library, and in May 1992 Norman Amor was appointed as Project Manager for the Library's share of the grant. To date more than sixty reels of 35mm microfilm have been produced, and the microfilming is progressing at a steady pace. The material filmed so far includes British Columbia government publications and publications of the University.

The Library Assistant 3 in the Mendery received additional training and equipment over the year enabling her to provide increasingly sophisticated conservation services to the Library.

Work on a preservation policy for the Library has begun. This will include such things as binding, preservation microfilming, book repairs, preservation photocopying, storage, and disaster preparedness.
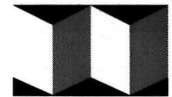
UNIVERSITY ARCHIVES

During the past year the University Archives program continued to benefit from the active role played by the University Archives Advisory Committee. Established by the University Librarian to discuss issues and make recommendations regarding the development of the Archives, the Committee met several times and also made a number of presentations to various campus groups. The Committee proved to be very useful for discussion of ideas from various University constituencies as well as serving as an effective conduit for disseminating ideas to the community.

In February 1992 the Committee, after consultation with the broader University community, published its *Report and Recommendations*. The document addressed the difficulties affecting the Archives within the context of a more comprehensive system of information management on campus with the University Archives assuming a coordinating role. The Report recommended the development and implementation of an official policy governing the University's administrative records and also pointed out the need for a survey of existing records. In the spring of 1992, the Library received funding for Phase I of the University Records Survey.

The University Archives received a $9,000 grant from the Canadian Council of Archives to help process the Coolie Verner papers. In addition, the Archives sponsored a summer practicum student from the Master of Archival Studies program. The Archives also received help from the work study program and volunteers.
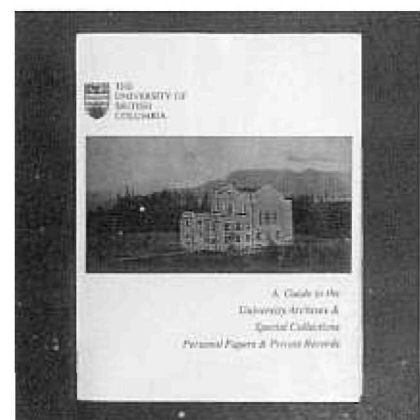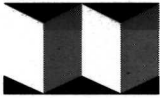
The Library is committed to devoting sufficient financial resources to staff training and development activities

HUMAN RESOURCES

Staff Establishment

At the end of the reporting year, the Library's staff totalled approximately 354 positions, including 91 librarians, 7 management & professional (M&P) staff, and 256 support staff. The total included 9 cost-recovery or grant-funded positions. This compares to an establishment of 359 (including 9 cost-recovery or grant-funded positions) at the end of the previous reporting year. The 1.34% net decrease resulted from the elimination of positions through reorganization, transfer to the ETA reserve of positions vacated through retirement, and retrenchment to meet budgetary requirements. Two positions were added to the Library's budgeted establishment: an M&P programmer/analyst position was transferred to the Library from University Computing Services when the Library assumed full responsibility for the operation of the Data Library, and the Library reallocated funding to support the PATSCAN Librarian's position.

As in previous years, all vacancies were carefully reviewed by the Library Administration to see whether a replacement was necessary. Funds resulting from positions left vacant were reallocated to meet other pressing needs.

Staff Training & Development

The Staff Training and Development Committee, established during the previous year to develop a comprehensive plan for all Library staff, continued to meet and discuss training and development needs. A final report was presented to the University Librarian in May 1992.

The Library is committed to devoting sufficient financial resources to staff training and development activities to ensure the Library's staff is ready to meet the increasingly sophisticated information needs of the Library's users. Among other initiatives, the Library participated with the libraries at the University of Washington, Washington State University, and the University of Oregon, in supporting a Basic Library Management Skills Institute, presented by the Office of Management Services of the Association of Research Libraries. Nine UBC librarians attended this institute.
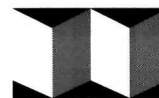
Professional Staff

Three outstanding librarians, who together contributed over 80 years of service to the development of the UBC Library, took early retirement during the reporting year. Bob MacDonald, Assistant University Librarian for Technical Services and Systems, Anne Yandle, Head, Special Collections and University Archives, and Ture Erickson, Reference Librarian, Humanities & Social Sciences Division, and formerly Head, Sedgewick Undergraduate Library, retired at the end of December 1991. Another long-service librarian, George Freeman, Head of the Biomedical Branch Library at Vancouver General Hospital, who had been on extended sick leave, left in December on Long Term Disability leave.

The Library's staff was saddened by the death of Lynne Hallonquist, Life Sciences Bibliographer, in August 1992. Lynne served the Library well for many years, and will be missed by colleagues and friends not only in the Woodward Library but throughout the Library system.

Isabel Pitfield, Library Development Coordinator, resigned in July 1992. Jack McIntosh, Slavic Bibliographer and Science Reference Librarian, and Joyce Davidson, Head, Collections Budget and Accounting Division, were on Professional Leave pursuing research interests during this reporting year.

New appointments included Johann van Reenen as Head of the Woodward Biomedical Library, Julie Stevens as Undergraduate Services Coordinator, and Brian Owen as Systems Manager.

As a result of organizational and structural changes within the Library, several librarians took on new responsibilities. Tony Jeffreys assumed responsibility for all technical services operations upon the retirement of Bob MacDonald, and his title was changed to Assistant University Librarian for Collections and Technical Services. The new position of Systems Manager, filled by Brian Owen, now reports to the University Librarian. Hans Burndorfer, Head of the Music and Fine Arts Libraries, took on part-time responsibility as interim Head of Special Collections Division and University Archives upon Anne Yandle's retirement in January 1992. The responsibilities of Johann van Reenen were changed to include management of all the life sciences libraries. As a result, there will no longer be separate administrative heads in the hospital branches, and Pat Lysyk and Nancy Forbes were assigned responsibilities as reference librarians in the Hamber and Biomedical Branch Libraries respectively. The closure of the Marjorie Smith Social Work Library in April 1992 led to the placement of Beverley Scott, the former Head, in the Humanities and Social Sciences Division. Margaret Friesen, Head, Interlibrary Loans, assumed responsibility for the operation of the Main Library's Information Desk.

Two librarians were granted confirmed appointments by the Board of Governors during the reporting year: Bonita Stableford, Head, Science Division, and Ann Doyle, Librarian/Analyst, Systems Division.
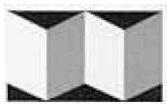
The Library thus continues its role as a major provider of student employment on campus

Support Staff

The support staff severance rate decreased to 15% from 17% during the previous reporting year. Of the severances which occurred, almost 66% were resignations. However, the turnover rate (the percentage of positions which change hands during the year compared to the establishment) increased from 32% to 46%. There were more temporary promotions and transfers, in part related to special project activities such as the circulation and barcoding projects. Fifty-nine new employees were appointed, and fourteen staff members were recalled.

Patricia Meagher, Library Assistant 4, Biomedical Library, retired during the reporting year. Patricia had a long record of service to the Library in a number of divisions, and her experience will be missed.

The classifications of 5 support staff positions were reviewed this year as responsibilities changed. Reclassifications included a Secretary 4 to 5 (Librarian's Office), Clerk 3 to Administrative Clerk (Librarian's Office), Library Assistant 3 to Administrative Clerk (Copy Services), Library Assistant 1 to Clerk 2 (Copy Services), and Library Assistant 2 to Data Control Clerk 2 (Systems Division).

Student Employment

The Library's regular student assistant and hourly staff budget amounts to more than $1 million, the equivalent of almost 48 full-time equivalent positions or 168 student positions on an annual basis.

The Library thus continues its role as a major provider of student employment on campus, and participates actively in programs designed to foster such employment. For example, the Library again participated in the Work Study Program, providing jobs for 58 students, and yielding the Library some 10,769 hours of additional assistance.

BUDGET

Operating Budget

The Library's major budget allocations are for salaries and wages (63%) and Library acquisitions (32%). Supplies, services and equipment take the remaining 5%. These proportions have continued with little fluctuation from year to year, but reallocations of funds within the categories are necessary every year to adjust to changing circumstances and priorities. In the year under review the Library experienced and adjusted to the increasingly difficult economic situation faced by the University and the province.

Salaries & Wages

The successful conclusion of contract negotiations between the University and CUPE 2950 (representing the Library's support staff), and the University and the Faculty Association (representing the librarians) resulted in salary settlements in excess of the University's budget for increases. As a result, 4 currently vacant librarian positions and 1 vacant library assistant position were lost permanently to make up the shortfall in the Library budget.

New funding was provided to assist with the hiring of a Science Outreach Librarian and the reorganization of services in the Humanities and Social Sciences and Government Publications areas.

Library Acquisitions

Increased funding for Acquisitions in the 1991/92 fiscal year included 1.5% for new programs, 0.28% to offset foreign exchange increases, and 4% for inflation. Because of the University's difficult financial position, 1992/93 increases have been limited to new programs (1.5%) and a small adjustment for foreign exchange. In the face of double-digit increases in serial prices and exchange rate losses, the Library is working with the University and the Senate Library Committee to explore many solutions, one of which is cancellation of serial subscriptions.

Library fine revenues (net of their collection costs) have been designated entirely to supplement the Library acquisitions budget provided by the University. Fine revenues increased substantially in the past year as a result of increased fine rates and tighter controls on delinquent borrowers.

Supplies, Services & Equipment

Additional funding for preservation activities was provided in the 1991/92 fiscal year, as well as a 4% general increase in the Supplies & Expenses budget to help cover inflation. Because of the difficult financial conditions, the University was unable to provide any increase for inflation in the 1992/93 fiscal year.

The cooperation and vigilance of staff at all levels in containing costs is much appreciated. They have helped the Library cope with its budget limitations by pursuing outstanding receivables, limiting requests to essential items only, sharing and recycling resources whenever possible, and identifying erroneous charges to the Library's accounts.

There is increased awareness of costs, budget limitations, options and expenditure patterns throughout the Library

An additional $30,000 was reallocated from the general supplies budget to staff training and development, to allow staff members to obtain necessary and long overdue work-related training. At $60,000, the budget for staff training and development is approximately half-way toward its long-term objective of 1% of the salaries budget.

Cost Recoveries

External cost recoveries provide approximately 2% of the Library's operating budget.

All activities which generate cost recoveries were reviewed and their 1992/93 budgets adjusted to reflect current realistic revenue expectations.

The University was unable to provide requested seed money to begin additional revenue services such as document delivery in the 1992/93 fiscal year. The Library will continue to look for ways to increase revenues from existing operations, and will introduce new cost recoveries where that can be done with minimal outlay of capital.

Involvement of Library Managers in Financial and Budget Activities

Financial reports are distributed monthly to branch and division heads and other library managers. There is increased awareness of costs, budget limitations, options and expenditure patterns throughout the Library.

Responsibility and accountability for student assistant funds allocated to their areas have been assigned to branch and division heads.

Responsibility and accountability for staff development and training funds have been assigned to the Staff Training and Development Committee. The Travel Grants Committee of UBCLA allocates funds to assist librarians' attendance at conferences and professional meetings.

Managers of large expenditure areas, such as Systems, PATSCAN, Interlibrary Loans, and catalogue support, are working with the Financial and Budget Manager to prepare budget estimates and manage expenditures in their areas.

Branch and division heads assisted with the preparation of the Library's 1992/93 budget submission through their work on the Budget Planning Task Group and participation in several open review sessions.

Grant Funding

The Library continues to seek grant funding wherever opportunities arise. Successful applications over the past year include:

Teaching and Learning Enhancement Fund

◆ Continuation of the CD-ROM instruction program.

◆ Provision of the *Commonwealth Agricultural Bureaux* database on CD-ROM in MacMillan Library.

◆ *Dissertation Abstracts on Disc* (through a grant awarded to the Faculty of Graduate Studies and the Graduate Students Society).

◆ Tutorial programs in use of *Quick Law* and *Canadian Law Online* databases (through a grant awarded to the Faculty of Law).

Social Sciences and Humanities Research Council

◆ Purchase of the first two sections of the *Opie Microfiche Collection of Children's Literature.*

Networks of Centres of Excellence

◆ Introduction of PlusNet2, a compact-disk-based, networked information system for the Life Sciences Libraries.

◆ Support for the Science Outreach Librarian position.

◆ Planned introduction of an online information system for science and engineering.

Canadian Council on Archives

◆ Academic Internship Program grant.

◆ Archival Conservation.

◆ Backlog Reduction of Archival Collections.

Community Archives Assistance Program

◆ Barbarian Press project.

Canadian Cooperative Preservation Project (Mellon Foundation Grant)

◆ Preservation microfilming.

B.C. Ministry of Advanced Education, Training and Technology

◆ Continued operation of the PATSCAN service.

UBC Capital Funding

Library Automation Project

◆ Funding for the second year of this $1.5 million, 3-year project will permit introduction of the new circulation system in September 1992 as planned.

◆ Upgrading of the Online Public Access Catalogue will continue into Year 3 of the project.

Minor Capital Projects

◆ Structural assessment, seismic bracing and move of shelving in the Fine Arts Library.

◆ Electrical and other work in the Order Division.
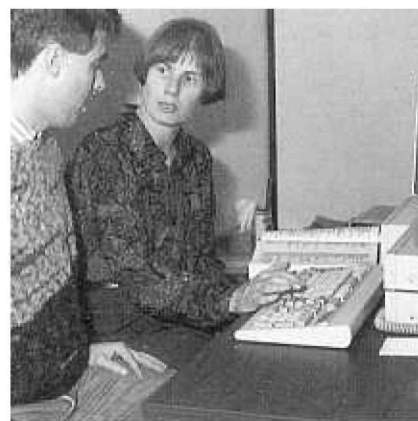
Grants were used to develop an instructional program in electronic information skills for students and to purchase CD-ROM and OPAC workstations

DEVELOPMENT AND COMMUNITY SUPPORT

The Library succeeded in obtaining $57,600 from the Teaching and Learning Enhancement Fund, established by the Board of Governors in 1991. The three grants from the Fund were secured by the Faculty of Graduate Studies and the Graduate Students Society, the Faculty of Law, and by the Library. The grants were used to develop an instructional program in electronic information skills for students and to purchase CD-ROM and Online Public Access catalogue (OPAC) workstations in several locations. During the reporting year, the Library developed another proposal for a grant from the Teaching and Learning Enhancement Fund for 1992/93.

Work continued with the Friends of the Library, and two newsletters were produced. The President's Advisory Council on the University Library met twice to discuss the Library and to advise the President on matters affecting the Library.

The second annual Authors' Reception, originally scheduled for March, was held in the fall of 1992. Sponsored by the University Librarian and the President, the Reception honours the University's many authors. This year's Reception recognized 90 faculty and staff who had published over 100 books during the previous year. At the Reception, we also publicized and celebrated the acquisition of the three millionth book in the Library's collection.

The Library worked closely with the University's Development Office in the Campus Campaign and fundraising for the Phase I Building Project.

Charitable Donations

The Library benefits from donations large and small from individuals, corporations, and organizations.

Cash Donations
The Library expresses its thanks to the following special supporters:

For Gifts to the
Friends of the Library Fund
   The Alma Mater Society
   Dr. Cyril Bryner
   Mr. Noel Owens
   Mr. Robert Rothwell
   Ms. C. M. Sim

For Gifts to the Crane Library
   Ms. Katherine Block
   Mr. John MacDonald
   Mr. James Phelps
   The PEO Sisterhood Chapter
   Mr. William Read
   Mrs. Marjorie Bruce Sing (estate)
   Mr. Paul Thiele
   The Vancouver Foundation

For a Gift to
Friends of MacMillan Fund
   Dr. Joseph Gardner

For Gifts to the
Special Collections Division
   Mr. Lewis Green
   Dr. W. Kaye Lamb

For a Gift to the
Dr. Stanley Pech Memorial Fund
   Mrs. Vera Pech

Gifts-in-Kind

The most notable gift to the Special Collections and University Archives Division was the papers of the artist Jack Shadbolt. The Division also received the papers of Dorothy and Harvey Burt, Roy Daniells, John Gibbard, Derek Lukin Johnston and John A. Pacey.

The Library expresses its thanks for donations to various library units:

For Donations of Book Collections

David Aberle
Kloh-Ann Amacher
Ivan Avakumovic
Janos Bak
Branko Blazicevic
Beverley Buchanan
Stephen Casey
Ronald Jobe
Jean Laponce
John McDonald
Nicholas Poppe
Roselyn Robertson
Jan Solecki
Leslie Solyom
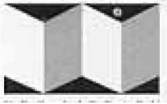Kate Stevens
Norman Watt
Glennis Zilm

The Library expresses its thanks to the following special supporters:

For Special Purpose Gifts

Variety Club, Tent 23, for assistance with the installation of the PlusNet2 system for the Life Sciences Libraries.

Asia Pacific Foundation of Canada for appraisal of the P'u-Pan Collection.

To review services in the context of the responses to the Library User Survey, the Library's strategic plan and the realities of the economic environment

GOALS AND PLANS FOR 1992/93

1. Services

◆ To review services in the context of the responses to the Library User Survey, the Library's strategic plan and the realities of the economic environment.

◆ To develop strategies for involving Library users in planning for new services, and changing or discontinuing existing services.

◆ To complete Phase II of the circulation system on time and on budget.

◆ To increase the number of online public access workstations in the Library.

◆ To improve access to material not available in the Library's collections by providing access to commercial document supply services such as *Uncover, Faxon Finder* and *Citadel.*

◆ To introduce CD-ROM facilities in the Fine Arts and Music libraries.

◆ To monitor and analyze the Science and Social Work outreach programs and to evaluate the success of these models for information services.

◆ To relocate Data Library and plan for integration of its services into subject divisions.

◆ To describe a service model for the Phase I building which will include the integration of reference services for Humanities and Social Sciences, Government Publications and Microforms, Sedgewick and Data Library.

◆ To describe a service model for units remaining in the Main Library Building: Science, Special Collections & Maps, and Fine Arts.

◆ To develop a document delivery service and a document retrieval service on a cost recovery basis.

◆ To examine the most cost-effective method for delivering circulation services in the Phase I building and the Main Library building.

◆ To implement remote access database services for the Physical and Applied Sciences.

◆ To publicize and obtain support from the University community and community-at-large for resources to provide the services required by users.

◆ To demonstrate to the University community that, within the resources available, the Library is providing its services in a cost-effective manner.

◆ To relocate the Wilson Recordings Collection and the Extension Library in preparation for construction of the Phase I Library building.

◆ To improve the cost effectiveness of interlibrary borrowing and lending.
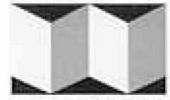
2. Library Organization & Communication

◆ To continue the review of the Library's organization in order to develop an organization which will meet the needs of the 21st century.

◆ To continue the transition to a more flexible, self-managed, matrix organization.

◆ To involve and consult with the Library's staff through meetings, surveys, newsletters, committees and task forces.

◆ To encourage librarians and staff to participate fully in and contribute to those structures responsible for the governance and development of the University.

3. Collections

◆ To prepare for cancellations of serial subscriptions.

◆ To review the allocation of collection funds.

◆ To improve access to the collections of other major libraries, both directly and through commercial services.

◆ To work with library and university organizations to reduce the role of for-profit publishers in academic publishing — whether print or electronic.

4. Automation & Technology

◆ To proceed with the second year of the Five Year Technology Plan, with an emphasis on the continued migration to the UNIX environment and the Library's new communications network.

◆ To develop and implement Phase II of the new circulation system.

◆ To develop and implement Phase II of the OPAC upgrade, including more public inquiry workstations and improvements to the online user interface.

◆ To provide access to additional bibliographic and information databases through the development and implementation of a 'gateway' facility for UBCLIB.

5. Technical Services

◆ To review processing workflows and priorities.

◆ To reduce the cataloguing backlog, especially the English language material.

◆ Where possible, to place newly received materials in the library location where they will ultimately reside, and to circulate the material uncatalogued until catalogue copy is available.

*To continue
with the
planning of the
Phase I
building,
including work
on the schematic
designs and on
the schedule of
moves and
relocations
which will be
necessary once
the construction
begins*

6. Library Space & Equipment

◆ To continue with the planning of the Phase I building, including work on the schematic designs and on the schedule of moves and relocations which will be necessary once the construction begins.

◆ To analyze the space currently occupied by the Library system, including any space available for storage.

◆ To provide additional storage space by installing compact shelving in the Library Processing Centre.

◆ To move the Data Library from the Computing Centre to the Main Library by December 1992.

7. Preservation

◆ To devise a way of making any future preservation microfilming operable on a cost recovery basis, once the Canadian Cooperative Preservation Project's Mellon Grant concludes at the end of March 1993.

8. University Archives

◆ To continue to move into the area of information management to ensure the early identification and preservation of the University's permanently valuable records.

◆ To oversee the completion of the University Records Survey.

◆ To coordinate the development and dissemination of guidelines for records retention schedules for the University's administrative records.

◆ To play a coordination role in the planning for and implementation of Freedom of Information legislation at UBC.

9. Human Resources

◆ To begin to implement the plan of the Staff Training and Development Committee.

◆ To allocate the necessary financial resources to support staff training and development.

◆ To encourage librarians to participate in professional organizations and library research by allocating time and resources for such activities.

10. Financial Management

◆ To provide financial data to assist with the planned review of services.

◆ To revise the Library's accounts and budgets to reflect changes in organizational structure and services.

◆ To assume responsibility for the Library's accounts receivable, currently handled by the University's Financial Services Department.

◆ To review procedures for cash handling and tighten controls where necessary.

◆ To continue to review and revise the financial reports distributed to Library managers to improve their usefulness for decision-making and control.

◆ To continue the training of managers in the use and interpretation of financial data.

11. Development & Community Support

◆ To engage in fundraising following the University's coordinated plan.

◆ To apply for further grants from the Teaching and Learning Enhancement Fund.

◆ To continue a Library-wide needs assessment and establish fundraising strategies for defined needs.

APPENDICES CONTENTS

A

UBC LIBRARY

Appendix A

SIZE OF COLLECTIONS — PHYSICAL VOLUMES

	MARCH 31/91	ADDITIONS	DELETIONS	RELEGATED TO STORAGE	MARCH 31/92
Asian Library	245,456	11,387	0	0	256,843
Biomedical Branch Library	34,705	855	2	0	35,558
Catalogue Records Division	5,890	59	0	0	5,949
Crane Library	9,869	1,780	36	0	11,613
Data Library	864	64	1	0	927
Education Library	119,121	5,631	1,244	250	123,258
Fine Arts Library	124,858	6,939	3	221	131,573
Government Publications	12,062	2,193	4	10	14,241
Hamber Library	12,414	528	0	0	12,942
Humanities & Social Science Reference	67,540	2,878	11	766	69,641
Law Library	158,999	3,531	25	4,000	158,505
MacMillan Library	66,071	2,501	171	2,368	66,033
Main Library	1,041,855	38,919	297	5,359	1,075,118
Map Library	9,834	307	1	0	10,140
Marjorie Smith Library	23,907	1,186	3,360	0	21,733
Mathematics Library	33,507	1,354	1	0	34,860
Music Library	61,617	1,792	7	0	63,402
St. Paul's Library	9,323	574	0	0	9,897
Science Reference	31,678	889	45	0	32,522
Sedgewick Library	196,182	5,637	3,191	0	198,628
Special Collections Division	104,150	3,896	0	8,500*	99,546
Woodward	350,875	9,165	53	2,161	357,826
SUBTOTAL	2,720,777	102,065	8,452	23,635	2,790,755
Storage Collections	299,102	0	0	23,635	322,737
TOTAL	3,019,879	102,065	8,452		3,113,492

* 8,500 duplicate copies of UBC theses were removed from Special Collections and relegated to the LPC Storage Area.
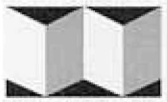
Appendix B

GROWTH OF COLLECTIONS

	MARCH 31, 1991	NET GROWTH	MARCH 31,1992
Serial Subscriptions [1]	26,686	213	26,899
Volumes - Catalogued	3,019,879	93,613	3,113,492
Documents - Uncatalogued	760,610	9,072	769,682
Microfilm (reels)	98,986	2,164	101,150
Microcards (cards)	111,680	0	111,680
Microprint (sheets)	1,087,670	0	1,087,670
Microfiche (sheets)	2,624,358	86,520	2,710,878
Aperture Cards	2,589	0	2,589
Films	1,027	-109	918
Filmstrips	2,839	6	2,845
Slides	30,974	400	31,374
Slide/Tape Shows	126	-15	111
Transparencies [2]	1,481	0	1,481
Video Tapes	3,272	414	3,686
Videodiscs	1	1	2
Photographs	308,443	8000	316,443
Pictures	75,407	11,000	86,407
Maps	187,136	2,623	189,759
Manuscripts [3]	2,777	53	2,830
Sound Recordings	112,568	3,399	115,967
Computer Tapes [4]	914	n/a	797
Microcomputer Discs	536	37	573
CD-ROM Discs	148	31	179
Air Photos	1,042	0	1,042
Large Print & Braille Volumes	8,814	76	8,890

[1] Includes periodical subscriptions, monographic series and sets. 20,832 are purchased; 6,067 are gifts or exchanges.

[2] Sets

[3] Thickness of files in metres

[4] Statistics vary from 1989/90 as tapes were rewritten from round-reel to cartridge. No tapes have been discarded and holdings have been added.

UBC LIBRARY

Appendix C

LIBRARY OPERATING EXPENDITURES
FISCAL YEARS, APRIL/MARCH

YEAR	SALARIES & WAGES	COLLECTIONS	BINDING	OTHER	COST RECOVERIES	TOTALS
1988/89	10,263,629 (60.40)	5,243,498 (30.86)	208,922 (1.23)	1,276,776 (7.51)	870,464	16,122,361
1989/90	11,478,225 (59.85)	5,575,211 (29.07)	219,007 (1.14)	1,904,516 (9.93)	826,133	18,350,826
1990/91	12,706,989 (61.64)	5,898,405 (28.61)	244,422 (1.19)	1,765,675 (8.56)	944,463	19,671,028
1991/92	12,730,853 (61.13)	6,111,422 (29.34)	267,970 (1.29)	1,716,095 (8.24)	1,019,300	19,807,040

(1) Expenditures from grant and trust funds are not included; in 1991/92 they amounted to $182,038 for collections.

(2) Percentage figures in parentheses relate to total spending independent of cost recoveries.

(3) Other expenditures include non-recurring equipment acquisitions which vary considerably from year to year.

Appendix D

RECORDED USE OF LIBRARY RESOURCES
YEARS ENDING JUNE 30

	1989/90	1990/91	1991/92	% INCREASE/ DECREASE VS 1990/91
GENERAL CIRCULATION				
MAIN LIBRARY				
General Stacks	510,657	503,087	536,722	
Extension	10,281	9,300	6,025	
Fine Arts	104,471	100,151	95,347	
Government Publications	116,589	106,364	105,300	
Map	10,773	12,305	14,833	
Reserves	23,859	21,027	*	
Special Collections	21,966	18,453	16,869	
SUBTOTAL	798,596	770,687	775,096	+0.57%
BRANCH LIBRARIES				
Asian	27,107	27,323	29,606	
Biomedical Branch	26,543	26,440	21,861	
Crane	2,874	2,738	2,240	
Education Library	133,430	142,846	146,196	
Hamber	33,905	34,423	32,606	
Law	99,178	99,917	101,072	
MacMillan	39,897	42,593	41,240	
Marjorie Smith	29,607	26,498	18,591	
Mathematics	24,684	25,157	26,212	
Music	54,029	56,012	55,808	
St. Paul's	23,124	23,060	20,286	
Sedgewick	286,509	281,546	298,252	
Woodward	197,477	189,308	187,714	
SUBTOTAL	978,364	977,861	981,684	+0.39%
USE OF RECORDINGS & DATA FILES				
Data Library tape mounts	-	3,872	3,862	
Wilson	223,926	202,302	183,027	
Music	53,823	51,674	50,386	
SUBTOTAL	277,749	257,848	237,275	-7.98%
DOCUMENT DELIVERY				
Health Sciences Network	47,417	48,477	46,679	-3.71%
INTERLIBRARY LOANS				
To Other Libraries	27,231	28,210	30,993	
From Other Libraries	14,071	14,879	12,497	
TOTAL INTERLIBRARY LOANS	41,302	43,089	43,490	+0.93%
GRAND TOTAL (GENERAL CIRCULATION & INTERLIBRARY LOANS)	2,143,524	2,097,962	2,084,224	-0.65%

*Reserves moved to Sedgewick Library in 1991/92

Appendix E

INTERLIBRARY LOANS
YEARS ENDING JUNE 30

	1989/90	1990/91	1991/92	% INCREASE/ DECREASE VS 1990/91
TO OTHER LIBRARIES				
ORIGINAL MATERIALS				
General	10,038	10,187	11,307	
Federation Information Network	727	600	698	
B.C. Post-Secondary Library Network	3,627	3,919	4,272	
Bamfield Marine Station	69	39	27	
SUBTOTAL	14,461	14,745	16,304	
FILMS	559	407	313	
TAPED BOOKS	211	193	206	
PHOTOCOPIES				
General	3,554	3,934	4,006	
Federation Information Network	189	210	214	
B.C. Post-Secondary Library Network	7,978	8,330	9,772	
Bamfield Marine Station	279	391	178	
SUBTOTAL	12,000	12,865	14,170	
TOTAL INTERLIBRARY LENDING	27,231	28,210	30,993	+10%
FROM OTHER LIBRARIES				
ORIGINAL MATERIALS				
General	4,025	5,235	3,230	
FILMS	372	281	259	
TAPED BOOKS	51	68	18	
PHOTOCOPIES	9,623	9,295	8,990	
TOTAL INTERLIBRARY BORROWING	14,071	14,879	12,497	16%

Appendix F

HEALTH SCIENCES LIBRARY NETWORK
JULY 1991 - JUNE 1992
INTERBRANCH LOANS

	ORIGINAL MATERIAL	PHOTOCOPIES	TOTAL	% INCREASE VS. 1990/91
TO OTHER BRANCHES				
Woodward	5,577	31,675	37,252	
Biomedical Branch	622	2,645	3,267	
Hamber	416	1,259	1,675	
St. Paul's	494	760	1,254	
Other UBC Libraries	1,817	1,404	3,221	
TOTAL	8,926	37,743	46,669	·3.73%
(1990/91)	(9,695)	(38,782)	(48,477)	
FROM OTHER BRANCHES				
Woodward	613	1,676	2,289	
Biomedical Branch	2,752	11,012	13,764	
Hamber	2,889	12,851	15,740	
St. Paul's	1,536	8,249	9,785	
Other UBC Libraries	1,136	3,955	5,091	
TOTAL	8,926	37,743	46,669	-3.73%
(1990/91)	(9,695)	(38,782)	(48,477)	

Appendix G

REFERENCE & INFORMATION QUESTIONS ANSWERED
JULY 1991 - JUNE 1992

	DIRECTIONAL QUESTIONS	REFERENCE QUESTIONS	RESEARCH QUESTIONS	TOTAL QUESTIONS	% INCREASE DECREASE VS. 1990/91
MAIN LIBRARY					
Fine Arts	7,310	8,749	1,418	17,477	
Government Publications	991	21,266	1,143	23,400	
Humanities & Social Sciences	1,738	32,996	2,687	37,421	
Information Desk	17,196	40,667	0	57,863	
Map	1,402	4,099	376	5,877	
Patscan	0	0	652	652	
Science Division	758	7179	416	8,353	
Special Collections	6,654	13,185	2,758	22,597	
SUBTOTAL	36,049	128,141	9,450	173,640	+1.75%
(1990/91)	(40,876)	(122,408)	(7,375)	(170,659)	
BRANCH LIBRARIES					
Asian	1,773	5,647	580	8,000	
Biomedical Branch	8,679	14,981	276	23,936	
Crane	961	1,467	552	2,980	
Data Library	361	896	253	1,510	
Education Library	10,283	19,597	1,847	31,727	
Hamber	4,964	6,318	4,163	15,445	
Health Sciences Network	0	5,382	5	5,387	
Law	7,491	7,271	3,577	18,339	
MacMillan	2,024	7,735	934	10,693	
Marjorie Smith	1,497	2,061	64	3,622	
Mathematics	1,564	1,113	426	3,103	
Music	2,842	9,841	58	12,741	
St. Paul's	6,703	19,266	1,011	26,980	
Sedgewick	7,695	19,439	55	27,189	
Wilson	798	5,323	550	6,671	
Woodward	8,403	29,350	6,930	44,683	
SUBTOTAL	66,038	155,687	21,281	243,006	-5.66%
(1990/91)	(70,818)	(165,852)	(20,913)	(257,583)	
GRAND TOTAL	102,087	283,828	30,731	416,646	-2.71%
(1990/91)	(111,694)	(288,260)	(28,288)	(428,242)	

Appendix H

COMPUTER-ASSISTED BIBLIOGRAPHIC SEARCHES
JULY 1991 - JUNE 1992

DIVISION	1 NO. OF SEARCHES	2 STUDENT SEARCHES	3 UBC SEARCHES	4 NON-UBC SEARCHES	5 REFERENCE	6 ILL	7 SDI REPORTS
Biomedical Branch	22	-	16	1	-	5	-
Crane	44	-	11	-	-	33	11
Fine Arts	17	-	1	-	16	-	2
Government Publications	22	-	-	-	22	-	-
Hamber	1,492	-	150	-	297	1,045	209
Humanities & Social Sciences	152	14	11	1	126	-	-
Law	1,111	-	10	2	1,099	-	-
MacMillan	62	16	1	1	42	2	-
Mathematics	320	-	56	-	238	26	-
St. Paul's	510	-	61	-	5	444	48
Science *	809	14	38	4	50	703	-
Sedgewick	4	-	-	-	4	-	-
Woodward	718	11	152	27	218	310	814
TOTAL	5,283	55	507	36	2,117	2,568	1,084
(1990/91)	(5,775)	(151)	(863)	(87)	(2,474)	(2,200)	(1,483)

1   Number of searches: a total of the figures in columns 2 to 6.

2   Student specials: limited searches provided to UBC students at a flat fee.

3   UBC searches: for UBC members, excluding student specials.

4   Non-UBC searches: full costs, including staff time, are charged for searches on behalf of persons not associated with the University. These searches tend to be complex and often involve the use of several data files.

5   Reference searches are usually brief inquiries for information not readily accessible in print.

6   ILL verification is a search for the purpose of determining the existence and location of documents. In Woodward and Main the searches result in online orders for interlibrary loans.
   * The total for Science includes all ILL verification for the Library system except Woodward, the hospital libraries, MacMillan and Crane.

7   Selective Dissemination of Information reports: the number of monthly updates distributed to clients. Current awareness (SDI) profiles are included in columns 1 to 5 only when they are initially established or subsequently revised.
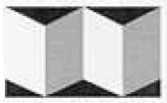
Appendix I

ORIENTATION TOURS & INSTRUCTIONAL SESSIONS
JULY 1991 - JUNE 1992

	UBC STUDENTS, FACULTY, STAFF				COMMUNITY GROUPS	
	Tours	Participants*	Instructional Sessions	Participants*	Tours/ Sessions	Participants*
MAIN LIBRARY						
Fine Arts	6	56	15	270	4	43
Government Publications	1	23	8	107	3	5
Humanities & Social Sciences	-	-	88	1,579	-	-
Information & Orientation	30	612	4	47	8	121
Map Collection	14	42	5	56	1	15
Science	9	40	13	207	1	3
Special Collections	5	47	3	33	-	-
SUBTOTAL	65	820	136	2,299	17	187
(1990/91)	(104)	(710)	(128)	(2,335)	(14)	(147)
BRANCH LIBRARIES						
Asian	-	-	30	107	137	470
Biomedical Branch	2	17	84	121	-	-
Crane	11	30	16	100	6	62
Data Library	-	-	13	154	-	-
Education Library	39	684	169	1,908	2	65
Hamber	11	12	173	278	1	6
Law	4	55	33	1,525	9	214
MacMillan	28	197	24	41	-	-
Marjorie Smith	52	55	15	346	16	16
Mathematics	3	6	-	-	1	2
Music	19	126	4	238	-	-
St. Paul's	-	-	45	425	-	-
Sedgewick	-	-	207	2,704	-	-
Woodward	34	659	100	338	3	18
SUBTOTAL	203	1,841	913	8,285	175	853
(1990/91)	(130)	(1,187)	(437)	(8,346)	(180)	(1,024)
GRAND TOTAL	268	2,661	1,049	10,584	192	1,040
(1990/91)	(234)	(1,897)	(565)	(10,681)	(194)	(1,171)

* Estimated number of participants

Appendix J

CATALOGUING & PRE-ORDER SEARCHING

September 1991 - August 1992

UNIT	1	2	3	4	5	6	7
Administration	1419	4	1423	358	1781	33	0
Asian English	19	0	19	9	28	0	0
Chinese	2360	1016	3376	98	3474	144	789
Education/Sedg.	5151	319	5470	2897	8367	232	1150
English	8696	247	8943	698	9641	181	1386
European	6164	496	6660	587	7247	177	1365
Indic/Law	6232	251	6483	430	6913	101	966
Japanese	1938	676	2614	104	2718	105	764
Korean	18	8	26	0	26	0	0
Music/Fine Arts	5989	82	6071	902	6973	859	1473
Sciences	10786	369	11155	1795	12950	162	1403
Serials/AV	7473	775	8248	604	8852	2655	1202
Slavic	1714	261	1975	137	2112	20	766
Other (Theses)	0	339	339	0	339	0	0
TOTAL	57959	4843	62802	8619	71421	4669	11264

Column definition:

1 Derived cataloguing

2 Original cataloguing

3 Total new titles catalogued

4 Added copies and volumes

5 Total titles catalogued

6 Revisions

7 Pre-order searching

Appendix K

LIBRARY ORGANIZATION
1991/92

ADMINISTRATION

Patrick, Ruth J.	University Librarian
de Bruijn, Erik	Assistant University Librarian for Administrative Services
Jeffreys, Anthony	Assistant University Librarian for Collections (to December 1991)
	Assistant University Librarian for Collections and Technical Services (from January 1992)
Keate, Heather	Assistant University Librarian for Public Services
MacDonald, Robin	Assistant University Librarian for Technical Processes and Systems (to December 1991)
Owen, Brian	Systems Manager
Turner, Ann	Financial and Budget Manager
Dodson, Suzanne	Facilities and Preservation Manager
Pitfield, Isabel	Library Development Coordinator (to July 1992)

ASIAN LIBRARY

Joe, Linda	Head

BIOMEDICAL BRANCH LIBRARY (V.G.H.)

Forbes, Nancy	Acting Head (to June 1992)
	Reference Librarian (from July 1992)

CATALOGUE PRODUCTS DIVISION

Omelusik, Nick	Head

CATALOGUE RECORDS DIVISION

Omelusik, Nick	Acting Head

CIRCULATION DIVISION

Crema, Leonora	Head

COLLECTIONS ACCOUNTING AND BUDGET DIVISION

Davidson, Joyce	Head (LOA July 1992 - June 1993)

COLLECTIONS DIVISION

Elliston, Graham	Bibliographer - Serials
Forbes, Jennifer	Bibliographer - English Language
Hallonquist, P. Lynne	Bibliographer - Life Sciences (to July 1992)
Karpinski, Leszek	Bibliographer - European Languages
Kreider, Janice	Bibliographer - Science
McIntosh, Jack	Bibliographer - Slavonic Studies (LOA March 1992 - July 1992)

CRANE LIBRARY

Thiele, Paul	Head

DATA LIBRARY

Colenbrander, Hilde	Head

EDUCATION LIBRARY

Hurt, Howard	Head

FINE ARTS LIBRARY

Burndorfer, Hans	Head

GIFTS & EXCHANGE DIVISION

Elliston, Graham	Head

UBC LIBRARY

Appendix K

LIBRARY ORGANIZATION
1991/92

GOVERNMENT PUBLICATIONS & MICROFORMS DIVISION
Godolphin, Jocelyn   Acting Head

HAMBER LIBRARY (Children's/Grace/Shaughnessy Hospitals)
Lysyk, Pat   Acting Head (to June 1992)
            Reference Librarian (from July 1992)

HUMANITIES & SOCIAL SCIENCES DIVISION
Godolphin, Jocelyn   Head

INFORMATION & ORIENTATION DIVISION (to August 1992)
Stevens, Julie   Acting Head

INTERLIBRARY LOAN DIVISION
Friesen, Margaret   Head

LAW LIBRARY
Shorthouse, Tom   Head

MACMILLAN LIBRARY
Brongers, Lore   Head

MARJORIE SMITH LIBRARY (to April 1992)
Scott, Beverley   Head

MUSIC LIBRARY
Burndorfer, Hans   Head

ORDER DIVISION
Baldwin, Nadine   Head

ST. PAUL'S HOSPITAL LIBRARY
Saint, Barbara   Head

SCIENCE DIVISION & MATHEMATICS LIBRARY
Stableford, Bonita   Head

SEDGEWICK LIBRARY & WILSON RECORDINGS COLLECTION
Stevens, Julie   Head

SPECIAL COLLECTIONS & UNIVERSITY ARCHIVES DIVISION & MAP LIBRARY
Yandle, Anne   Head (to December 1991)
Burndorfer, Hans   Acting Head (from January 1992)
Brandak, George   Manuscripts Curator
Hives, Chris   University Archivist
Ross, Tim   Map Librarian
Woodward, Frances   Curator, Historical Maps

SYSTEMS DIVISION
Dennis, Donald   Head

WOODWARD LIBRARY
van Reenen, Johann   Head

Appendix L
LIBRARY ADVISORY COMMITTEES

Archives Advisory Committee

Asian Library Advisory Committee

Data Library Advisory Committee

Faculty of Agricultural Sciences Library Advisory Committee

Information Resources and Services Committee (Faculty of Education)

Faculty of Law Library Advisory Committee

Life Sciences Libraries Advisory Committees

    Biomedical Branch Library Advisory Committee (VGH)

    Hamber Library Advisory Committee

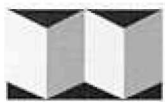   St. Paul's Hospital Library Advisory Committee

    Campus Programmes Advisory Committee

School of Music Advisory Committee

Science Division Library Advisory Council

Senate Library Committee

Social Work Advisory Council

Appendix M
STANDING LIBRARY COMMITTEES

CIRCULATION LIAISON GROUP STANDING COMMITTEE

Chair: Leonora Crema

Membership: Alannah Anderson, Eloisa Anton, Judy Atkinson, Darlene Bailey, Ursula Borejsza, Hilde Colenbrander, Leonora Crema, Joyce Harries, Linda Hilts, Rowan Hougham, Howard Hurt, Trudy Korth, Carol Linney, Pat Lysyk, Ruth McLaren, Deborah Newstead, Tip Placzek, Sheila Porter, Lynne Redenbach, Barbara Saint, Jane Shinn, Alfred Tse, Shui Yim Tse, Philomena Vacheresse, Martha Whitehead, Patrick Willoughby, Frances Wong, Judy Wright.

HUMANITIES & SOCIAL SCIENCES COLLECTIONS DEVELOPMENT COMMITTEE

Jenny Forbes

Membership: Keith Bunnell, Graham Elliston, Jenny Forbes, Jocelyn Godolphin, Joe Jones, Les Karpinski, Mary Luebbe, Jack McIntosh, Dorothy Martin, Julie Stevens.

LIBRARY PLANNING AND MANAGEMENT COUNCIL (LPMC)

Ruth Patrick

Membership: Nadine Baldwin, Jocelyn Godolphin, Howard Hurt, Tony Jeffreys, Heather Keate, Nick Omelusik, Brian Owen, Ruth Patrick, Tom Shorthouse, Bonita Stableford, Julie Stevens, Ann Turner, Johann van Reenen.

PUBLIC CATALOGUES TASK GROUP

Chair: Brenda Peterson

Membership: Susan Andrews, Nadine Baldwin, Lee Ann Bryant, Ann Doyle, Patrick Dunn, Nancy Forbes, Jocelyn Godolphin, Janice Kreider, Iza Laponce, Mary Mitchell, Nick Omelusik, Brian Owen, Brenda Peterson, Joan Whitney, Martha Whitehead.

PUBLIC SERVICES HEADS

Heather Keate

Membership: Lore Brongers, Hans Burndorfer, Diana Chan, Hilde Colenbrander, Leonora Crema, Nancy Forbes, Margaret Friesen, Jocelyn Godolphin, Howard Hurt, Linda Joe, Heather Keate, Pat Lysyk, Barbara Saint, Tom Shorthouse, Bonita Stableford, Julie Stevens, Paul Thiele, Johann van Reenen.

STAFF TRAINING & DEVELOPMENT COMMITTEE

Chair: Erik de Bruijn

Membership: Sheryl Adam, Elizabeth Caskey, Margaret Friesen, Heather Keate, Peggy Ng, Pamela Niblock, Margaret Price, Hélène Redding, Johann van Reenen, Nancy Wyatt.
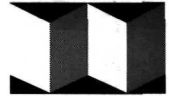
SYSTEMS CHANGE CONTROL BOARD

Ruth Patrick

Membership: Brian Owen, Don Dennis, Jocelyn Godolphin, Nadine Baldwin, Brenda Peterson, Leonora Crema, Heather Keate.

TECHNICAL SERVICES HEADS

Chair: Tony Jeffreys

Membership: Nadine Baldwin, Joyce Davidson, Nick Omelusik.

Appendix N

SENATE LIBRARY COMMITTEE
1991/92

Mr. J.A. Banfield
Dr. L.L. Bongie
Ms. E.A. Carty
Dean J.R. Grace
Dr. S.E. Grace (Chair)
Dr. J.A. McLean
Mr. S. Mak
Ms. C.L. Rankel
Ms. B.M. Peterson
Dr. P. Resnick
Dr. G.G.E. Scudder
Dean N. Sheehan
Mr. P. Simmons
Vice President K.D. Srivastava
Ms. N. Sterling
Ms. N.E. Woo

EX-OFFICIO
Dr. R.J. Patrick
Chancellor L.R. Peterson
Dr. R.A. Spencer
President D.W. Strangway

Terms of Reference

To advise and assist the Librarian in:

i   formulating a policy for the development of resources for instruction and research;
ii advising on the allocation of book funds to the fields of instruction and research;
iii developing a general program of library service for all the interests of the University; and
iv keeping the Librarian informed about the library needs of instructional and research staffs, and keeping the academic community informed about the Library

2. To report to Senate on matters of policy under discussion by the Committee.

Appendix O

PRESIDENT'S ADVISORY COUNCIL
ON THE UNIVERSITY LIBRARY
1991/92

Dr. Robert H. Blackburn (to December 1991)
Dr. Wallace Chung
Dr. Joanne Euster
Mr. Haig de B. Farris
Ms. Heather Keate
Dr. Ruth J. Patrick
Dr. H. Rocke Robertson (to December 1991)
Dr. P.R. Sandwell (Chair)
Dr. K.D. Srivastava
Ms. Sally Reukauf Warren
Dr. Jonathan Wisenthal

HONORARY MEMBERS
Sir Frederick Dainton
Dr. Cecil H. Green
Dr. Neal Harlow
Dr. Walter C. Koerner
Dr. W. Kaye Lamb

Terms of Reference

The President's Advisory Council on the University
Library assists the University President's office and
the University Librarian in their efforts to strengthen
and promote established areas of Library excellence
and to build new strengths in support of developing
university programs.

i   To examine, review and constructively
    criticize the Library's progress and plans.

ii To represent the Library to the
    community, based on an understanding
    of its operation and plans for the future.