

U.B.C. LIBRARY NEWS

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This newsletter is published as an information service for UBC faculty, students and other readers outside the Library. It contains feature articles and news about developments in the Library system which we feel will be of interest or concern to the larger community. The *News* welcomes all comments, criticisms, and suggestions for future articles.

AT LAST!

Is there anyone who *doesn't* know yet that the new Sedgewick Library will be under way this month? A construction fence should be going up at about the time this newsletter comes out, and the actual excavating will start soon afterwards.

LARGE-SCALE BOOK STORAGE BEGINS

Since 1965 the Librarian's *Annual Report to Senate* has warned of an approaching storage crisis. This year the message will change slightly. The crisis is no longer approaching; it is here.

The Main Library no longer has enough shelf space left to hold the books that are being added. Outside of limited compact storage facilities in the Woodward Library, no other campus library has enough room to shelve the excess books. This situation will not change even when the new Sedgewick Library opens 18 months from now. If no more library buildings are provided, hundreds of thousands of volumes will have to be sent into expensive off-campus storage and made available to readers only on request.

For the past month, Main Library staff members have been going through the stack collection selecting the first block of books — about 50,000 volumes — for closed storage in the Woodward Library. The criteria for selection have been carefully worked out. Two types of books will be sent into storage:

- 1) Those which have been borrowed at least once, but not for the past 10 years
- 2) Those which have been in the Library for over 5 years and have never been borrowed at all

No serials will go into storage; neither will oversized volumes or books marked "Library Use Only".

The process of selecting and transferring all 50,000 volumes should be finished in January. A card file has already been set up to keep track of the books sent to storage. Later on cards will be added to the Location File, and the Library will put out a computer listing of all books in storage.

Already readers who need some of these books are asking how they can retrieve them. A call card should be filled out for each one at the Main Loan Desk, and every Tuesday and Friday the books ordered will be brought back from the storage area. They are signed out for the normal loan period, and may be renewed in the same way as regular stack books.

The Librarian's *Annual Report*, due in the new year, will have more to say about storage plans for the next few years. As usual, much of the *Report* will be carried in this newsletter.

MORE BOOK SHIFTS

At the request of the teaching departments, books and journals in the "TX" (Home Economics) classification are being transferred from the Main Library bookstacks to the open stacks in Woodward. At press time some of this material was still in transit. The staff at Woodward's Circulation Desk can help readers locate anything they need while the collection is being set up in its new location.

BIBLIOGRAPHERS MOVE TOO

Three of the Main Library's four bibliographers have recently moved to a new working area, although their phone numbers have not changed. Miss Eleanor Mercer (in charge of English language materials), Miss Dorothy Shields (Western European publications) and Graham Elliston (research periodicals) are now in the office area at the northwest corner of the Main Concourse. This location should be more convenient for faculty library representatives who may wish to discuss things with them. (Mrs. Heather Keate, the Science Bibliographer, remains in the Science Division.)

The new position of Biomedical Bibliographer has been filled by Dr. Anthony Jeffreys, who has worked in this field at UCLA and the University of Toronto. Until the end of the month Dr. Jeffreys can be reached at local 2884 in the Woodward Library.

CHANGE IN PROCEDURES FOR BUYING DISSERTATIONS

In 1968 the Senate Library Committee decided that the Library would not normally buy and catalogue copies of Ph.D. dissertations. In line with this ruling, some changes were recently made in the Interlibrary Loan Division's policies. ILL will no longer be able to accept requests to purchase dissertations with library funds. Instead, such requests will be referred to Mr. R.M. Hamilton, the Assistant Librarian for Collections. The text of the revised policy is given below:

Ph.D. Dissertations

It is not Library policy generally to buy Ph.D. dissertations. In those relatively few cases where a particular dissertation is an outstanding monograph on the subject, it *may* be bought, usually on microfilm, *through the Acquisitions Division* and subsequently added to the Library collection. On the authorization of the Departmental Library Representative and the Assistant Librarian for Collections, the departmental library allocation is charged for such purchases.

Dissertations may also be acquired through Interlibrary Loan, but the costs of microfilm or photocopy in this case will not be met from Library book funds, nor will the dissertation be added to the Library collections. It will instead be considered the property of the individual placing the request.

LIBRARY COPYING SERVICES, CHARGES AND RESTRICTIONS

What does the UBC Library offer that wasn't available ten years ago, but is used almost as much as the book collection today? Answer: copying services. Since the first library photocopier was installed in 1962, the demand for these services has risen fantastically. About 10,000 copies were made in the 1962/63 academic year. For the same period in 1969/70 the figure was well over 1½ million. In fact, the number of photocopies made in campus libraries during 1969/70 actually exceeded the number of recorded loans during that time.

Besides SCM or Xerox photocopies, library machines can be used to make offset masters, transparencies for overhead projectors, and full-sized prints from micromaterials. All of these services are available to readers. Those who are not familiar with them might want to clip out the information given below.

COPYING SERVICES

I. PHOTOCOPIES

- COIN-OPERATED COPIERS

There are thirteen of these in the library system. Most are SCM machines, which will make a 9½" x 14" exposure for 5 cents and give change for dimes and quarters. The Main Library has three SCM copiers; Sedgewick, Law and the Curriculum Laboratory have two apiece; and MacMillan and Woodward each have one. The two coin-operated Xerox machines (one in the Marjorie Smith Library and one in Music) do not work in quite the same way. The exposure is the same size, but the machines only take dimes and will not give change.

- STAFF-OPERATED COPIERS

These Xerox machines are located in the Main Library's Xerox Room, in the Woodward Library's Circulation Division, and in the Biomedical Branch Library at Vancouver General Hospital. Service hours are as follows:

Main Library	9 a.m. - 5 p.m., Monday to Saturday
Woodward Library	8:45 a.m. - 5 p.m., Monday to Friday
Biomedical Branch	10 a.m. - 4:30 p.m., Monday to Friday

A 9½" x 14" page costs 10 cents, and material is usually left off to be picked up later.

II. OFFSET MASTERS

Ordinary photocopies cannot be used as masters for commercial offset copying, but the Main Library's Xerox Room can make masters by using the regular Xerox machines and special paper. The cost is 15 cents for a 10" x 15" copy.

III. TRANSPARENCIES

Any material suitable for photocopying can also be reproduced for use with overhead projectors. The Xerox Room staff will do this at a charge of 35 cents for each 8½" x 11" transparency.

IV. MICROFORM COPIES

The Government Publications and Microforms Division on stack level 6 of the Main Library has copiers which will make 8½" x 11" or 10" x 14" prints of any material on microfilm, microfiche, microcard or microprint. Staff members will make the copies at 15 cents a page, or users may do it themselves at 10 cents a page.

METHODS OF PAYMENT

I. CASH

Most library copying is a cash transaction. Cheques are accepted only if the customer can show a faculty card, staff card, or student A.M.S. card. All cheques should be made payable to the University of British Columbia, and should have the customer's name, address, telephone number and A.M.S. registration number or Social Insurance number on the back.

II. CHARGE ACCOUNTS

It is not always necessary to pay for copies at the time they are made. The Library Copy Service, operating out of the Main Library's Xerox Room, will set up a charge account for any faculty member who wishes to charge his copying to a departmental account. (Research assistants working for a faculty member may also use his account, if the Copy Service has been given their names.)

Anyone who wishes to have copying charged in this way must send in UBC's standard (blue) general requisition form bearing the departmental account number, the signature of the department head, and the name of the person or persons authorized to charge copying to that account.

Graduate students may also set up charge accounts if they wish copying costs to be paid for out of their research grants. In such cases, the requisition form should include the number of the research account and the signature of the student himself. It is not necessary to have the form signed by the department head.

Some readers may wish to set up private accounts instead. This can be arranged for:

- 1) Faculty members who do not have research grants, but use research assistants, and who do not want their copying charged to a departmental account
- 2) Various government research agencies which make use of UBC libraries but are not covered by a University grant
- 3) Any reader who is willing to leave a deposit

To open a private account, the Library Copy Service must have a letter from the head of the academic department or government agency, requesting this service and listing the people authorized to use the account. Anyone with a private account will be invoiced directly at the end of each month.

Occasionally someone will wish to charge material even though he does not have an account with the Copy Service. In this case he is asked to bring in a general requisition form signed by the head of his department. If he wishes to charge material to another person's account, he should bring written permission in the form of an interdepartmental memorandum signed by that person.

Charge accounts can be used to pay for copying done on any staff-operated machine in the library system. They run for one fiscal year at a time, from April 1 to March 31.

A NOTE ON LIBRARY COPYING AND COPYRIGHT RESTRICTIONS

Under the Canadian Copyright Act it is illegal to "produce or reproduce [a] work or any substantial part thereof in any material form whatsoever" without permission from the copyright holder. (The term of copyright extends for fifty years after the author's death.)

Some exceptions to this general rule are permitted, though. The Act does allow "any fair dealing with any work for the purposes of private research, criticism, review or newspaper summary". However, there is no indication as to how much of a work may be reproduced under this "fair dealing" clause, and so far there have been no court decisions which might serve as guidelines. The Library Copy Service has issued the following statement on reproduction of copyright material:

"Fair dealing" is interpreted to mean that it is permissible to make *one* copy of portions of a book, but not of the whole book, and one copy of a journal article, but not of the whole issue or volume of the journal. It is a violation for friends to work in collusion, each copying part of a work, with the intent of obtaining the whole text.

Anyone who wants an entire book or journal issue copied should see the Copy Service supervisor, Mrs. Phil Vacheresse (local 2584), who will decide whether or not the work in question is protected by copyright.

P. S.

Two more coin-operated SCM copiers will be added to campus libraries this month. One is going inside the entrance to stack level 3 of the Main Library, and the other will be in Woodward.

1970 SERIALS LIST HERE

The Library's annual *Serial Holdings* list has just come back from the printer. As usual, copies will be distributed to all public service desks in the library system, and to all academic departments.

This new edition is the most comprehensive ever; it gives publishing information, locations, call numbers and holdings for almost 20,000 separate titles. All the same, some titles (chiefly government publications) will not be included, and must still be found through the card catalogue.

After copies of the 1969 list have been collected, they will be given away at the Information Desk in the Main Concourse. Although these copies are now a year out of date, they are still most useful, as the majority of entries do not change from one year to the next. Supplies will be limited, so phone and reserve one if you can't come in person.

ONE MORE SERIAL

The library system has just given birth to another publication, the *Crane Library News*. Editor/librarian Paul Thiele hopes that this will help Crane's small staff keep up with the demand for information on Canada's largest academic library for the blind.

Some notes from the "Crane Quick Facts" section should be of interest to all our readers:

- There are now 36 blind and sight-restricted students (not all registered at UBC) who use the Crane collection and facilities regularly.
- Crane has 102 volunteers to tape-record books. (More are always welcome.) An average 250-page book can be completed in a day and a half.
- The library's new tape duplicator takes just 6½ minutes to run off four copies of a tape containing eight hours of recorded material.
- A total of 10,000 items were borrowed from Crane during the one-year period ending October 15, 1970.

Not everyone knows yet that books and journals may be borrowed from the Crane Library in the same way as from any other campus library. Anyone with a UBC library card is eligible as a borrower.

Students outside the university should approach their own high school, college or university library. Any requests will then be marked "Crane Library" and forwarded through the Main Library's Interlibrary Loan Office. Blind individuals who do not attend school, college or university may obtain a \$15 UBC extra-mural library card which allows them to borrow from Crane and all other campus libraries.

Readers who would like more information should contact Paul Thiele at the Crane Library (local 2373).

[Editor's note: A story in the November 10 *Ubyssey* calls Crane "the only academic library in Vancouver for university students". Who's your PR man, Paul?]

MORE REFERENCE GUIDES PUBLISHED

Since the start of the fall term, Main Library reference divisions have issued five new bibliographies. Their titles are given below, with the name of the division where copies are available.

- 1) *Brief Guide to Reference Materials in Electrical Engineering* (Science)
- 2) *Guide to Reference Materials in Economics* (Social Sciences)
- 3) *Sociology and Anthropology 100; an Introductory Library Guide* [issued with instructor's manual] (Social Sciences)
- 4) *A Doukhobor Bibliography. Supplement to Part I* (Humanities)
- 5) *A Doukhobor Bibliography. Part II: Government Publications* (Humanities)

A CLOSER LOOK AT READING LISTS

Each fall reference librarians are mobbed by students who need help in finding material appearing on their course reading lists. Usually the problem is a simple one: the student just doesn't understand the bibliographical form, or doesn't know how to look up the entry in the card catalogue. All too often, though, the entry itself turns out to be wrong or incomplete. When this happens, an entire class may waste hours trying to find a book under the wrong title or author, or a journal which has been listed only under its initials. Most students have to be helped individually by the library staff, and this in turn holds up service to other readers.

Faculty members can help break this chain of frustration by taking extra pains with their reading lists. The first and most obvious step is to try and give the author's *full name*. The card catalogue still does not have a title card for every work, and if none has been filed for the book a student has been told to find, knowing only that the author's last name is Brown will not make things much easier.

For the same reason, the spelling of each author's name should be carefully checked before a reading list is distributed. The faculty member who entered the above book under "Brown" might have forgotten, or never noticed, that the name was really "Browne". If his spelling was correct originally, it might have been changed by the secretary who typed the reading list.

Often an assigned reading is part of a book which brings together writings by various authors. This type of entry should always give the complete title of the volume and the editor's full name, as well as the author, title and paging of the section to be read.

When periodical articles are listed, the citation should include the author and title of the article, the *full title* of the journal, and, of course, the volume number, date and page reference. All of this may sound obvious, but how often does a really complete periodical entry show up on a reading list? How many faculty members abbreviate journal titles, for instance, and assume that their students will understand what is meant? Until a student is really familiar with the literature, he may need help to decipher even fairly standard abbreviations like *R. Eng. Stud.* or *J. Exp. Ch. Psy.* Straight initialisms are even worse. If periodical titles must be abbreviated, it is a good idea to provide a key at the start of the reading list (*not* on the back page, as few readers seem to think of looking there).

Citations for government publications should also be as full as possible. All too many reading lists give shortened entries which bear very little relation to the form used in library card catalogues. A student told to find the *Annual Report* of the Superintendent of Motor Vehicles has no way of knowing that he should look for it under "British Columbia. Department of the Attorney-General." A note for faculty members who may not be sure of the correct form themselves: just call the Government Publications Division at local 2584.

One other problem sometimes crops up. A reading list will mention that a book or journal has been placed on reserve, but it will not always say where. As almost every campus library has a reserve collection, locations should be given for this type of material.

Of course nobody really has to be told all these things. But try something, faculty members — take a minute to check over one of your own reading lists. Isn't there *any* room for improvement?

ALIAS GOVERNMENT PUBS.

The Library is pleased to announce its newest (and smallest) collection, currently taped to an office door on stack level 6. It's an assortment of address labels from mail meant for the Government Publications Division. The incredible thing is that these items actually got there — addressed as they were to . . .

London Life Insurance Company,
The Library,
University of B.C.,
Reference Division,
Vancouver 8, B.C.

Government Publications,
University of British Columbia

Government Documents Section,
Acquisitions Division,
Vancouver Public Library,
University of British Columbia

and (a Freudian slip?)

Government Pollution Division,
The Library,
UBC

