

# University of British Columbia Library Bulletin

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## ACQUISITIONS DIVISION - Automation Report:

The Acquisitions printout and its daily cumulative supplements now contain all the following classes of titles:

- 1) All outstanding orders placed between January 1, 1965 and July 31, 1968.\*\*
- 2) All orders placed since August 1, 1968: this includes items both outstanding and received (i.e., in process).
- 3) All Blanket and Approval books received since October 11, 1968.
- 4) All Standing Orders (Continuations and Monographs-in-Series) placed and received since early September, 1968.

This, unfortunately, does not yet mean that the old Order File is entirely obsolete. It is still necessary to check here for:

- 1) Orders placed before January 1, 1965.
- 2) Orders received before July 31, 1968.
- 3) Blanket and Approval books received before October 11, 1968.
- 4) Standing Orders received before early September, 1968.

Until the conversion to the automated system is entirely completed the Continuations File is being kept up to date manually, so this is a place which still must be checked where continuations are concerned.

However, as the conversion to computer based records is proceeding well, it is now (as a general rule) more profitable and efficient to check first in the printed lists, turning to the older files only as the last step in a thorough search.

The printed lists of titles on order and received are kept at the following locations: Acquisitions, Searching Section of the Cataloguing Division (two copies), Information Desk, and Sedgewick Library. Superseded issues are passed on from these points to others: Fine Arts, Forestry/Agriculture, Music, Humanities/Social Science, and Woodward Library.

\*\* CAUTION: Many of the orders placed before July 31, 1968 and described as "outstanding" have actually been received. This is being corrected now so that the records for 1968 will all be accurate in the next cumulative printout; those for 1965-1967 soon thereafter.

## UBC CALENDAR 1968/69:

In the reorganization of the Humanities/Social Sciences reference area both these divisions lost their copies of the UBC Calendar. If anyone has a copy which is not being used please donate it to Mrs. Susan Port in the Humanities Division (two copies are required).

## LOAN CATEGORIES Being Reassessed:

Numerous cases have been found of main stacks books marked for the wrong loan category. Not only are there series in which various volumes of the same title are different categories, but there are also whole sets wrongly marked. For example, some multi-volume works of individual authors are marked "Serials" rather than "Home Use". The Circulation Division is trying to correct these errors as they are discovered and would appreciate being notified by staff members of other divisions in this regard. Please address a note to Rita Butterfield, giving the call number, author and title of the book in question, together with a suggestion as to what would be a more appropriate loan category.

CATALOGUING DIVISION - Announcement Regarding Author-Title Catalogue:

We regret to say that we have been forced to suspend the filing of cards for new books in the Author-Title Catalogue as of November 15th until new cabinets arrive -- too many trays have now reached absolute capacity. This does not apply to revised cards, which we are continuing to file because they do not increase the size of the catalogue.

In September the Cataloguing Division predicted that the Author-Title File would reach capacity by Christmas. The additional filing time recently provided has speeded this process by six weeks. The double-time filing in the Subject Catalogue created by the suspension of filing in the Author-Title will consequently result in that file reaching capacity in some sections by February rather than the predicted June.

It is expected that new cabinets will have been received for the Author-Title File by the end of December, and for the Subject File by February. In the meantime, we are creating a new supplementary Author-Title catalogue located beside the door to the Interlibrary Loan Office.

POSTAL METER:

A postal meter will be obtained for the Library as soon as the various models have been examined to determine which may be the most suitable for our purposes.

PERSONNEL - Communication of Intentions:

A number of staff who resigned in the last few months have given the Library less than a month's notice, sometimes only a few days. Such short notices make it difficult to find a replacement by the time the resignation becomes effective and thus disrupt library service.

There is also a continuing problem created by staff who say, when they apply, that they will be here at least one year and then leave after a few months.

In both such cases the individual harms his own best interests, since employers are generally not interested in hiring job-hoppers or people who are not responsible enough to give sufficient notice when they are leaving.

PHOTOCOPYING Statistics:

The photocopying revolution continues to change the face of library operations. One wonders what massive problems we might be wrestling with right now if the Xerox and SCM machines were not clicking off about one million exposures a year in the library system.

Some statistics for the fifteen machines during the month of October:

<u>Main Library:</u>		<u>Law Library:</u>	SCM	9,830 exposures
- Level 3	Xerox 1			
	Xerox 2			
		<u>Curriculum Laboratory:</u>		
- Level 5	SCM 1		SCM 1	3,293
	SCM 2		SCM 2	4,180
		<u>Social Work:</u>	Xerox	1,451
<u>Sedgewick Library:</u>		<u>Music Library:</u>	Xerox	2,620
	SCM 1			
	SCM 2	<u>Biomed. Branch:</u>	Xerox	4,500
<u>Woodward Library:</u>		<u>Forestry/Agr.:</u>	Xerox	823
	SCM			
	Xerox			
		<u>TOTAL FOR LIBRARY SYSTEM =</u>		<u>137,451</u>

LIBRARIANS' STAFF Association:

Approximately 20 librarians have not yet returned the letter regarding the formation of an association within the Library. It is important that we get an expression of opinion from everyone. Please send your reply to Walter Harrington, Gifts & Exchanges Division.