SPECIAL COLLECTIONS

ubc library bulletin

No. 120 April 9, 1975

OPERATING BUDGET, 1975/76

The Library's operating budget will be increased by $321,262 in the fiscal year 1975/76. This is approximately a 5% increase over last year. The increase will permit the following developments:

New Staff - Librarians for the Law Library, Curriculum Laboratory, Science Division.
Library Assistants I for the Interlibrary Loan Division, Law Library, MacMillan Library, Wilson Listening Room.
A Library Assistant II for the Data Library.
A full-time Stack Attendant for the Fine Arts Division.
Increased student assistance for the Asian Studies Division, Curriculum Laboratory, Original Cataloguing, Fine Arts Division, Government Publications, Periodicals, Sedgewick, Social Work Library, Special Collections, and Woodward Library.

Supplies & Sundry Expenses - Modest increase to supplies budget and a few more stamps.

Systems - A contribution of $10,000 to the operation of MEDLINE, which is mostly funded by the B.C. Medical Centre and other concerned groups.

Collections - An increase of $106,324.

Biomedical Branch Library - More student assistance, some money for supplies and equipment, and an added $12,457 for collections.

Crane Library - Formerly operated with a special grant for Innovative Programmes, the costs of Crane are to be absorbed into the Library's budget...$73,676.

No funds have yet been allocated for equipment and renovations. Pray.

EXPERIMENT IN STAFF PARTICIPATION: TASK FORCES ESTABLISHED

Names of those who have volunteered for work on the Task Forces described in the last issue of the Bulletin are given below; also given are the dates, times, and place for the Task Forces' first meetings. It might be noted that the number of general librarians and library assistants who have volunteered is relatively small...and some divisions aren't represented at all. It certainly would be worthwhile for more interest groups within the Library to be involved. There's still time; anyone who hasn't yet volunteered but wants to participate should simply show up at the first meetings.

Task Force on Binding. Wednesday, April 16th, 9:30 a.m., Conference Room - Main Library, Stack Level 3.

Rita Butterfield (Circulation), Graham Elliston (Bibliography), Percy Fryer (Head Binder), Matthew Hartman (Original Cataloguing), Ann Turner (Serials), Bob Tudge (Prebindery), Bill Watson (Administration), Anne Yandle (Special Collections), Bill Parker (Woodward).

Task Force on Library Security. Wednesday, April 16th, 11:00 a.m., Conference Room - Main Library, Stack Level 3.

Rita Butterfield (Circulation), Elisabeth Bouscholte (Bibliography), Erik de Bruijn (Administration), Carol Hamill (Law), Peg Leighton (Woodward), David Miller (Acquisitions), Bill Watson (Administration).

Task Force on Collections. Thursday, April 17th, 9:30 a.m., Conference Room - Main Library, Stack Level 3.

Mavis Balshaw (Searching), Melva Dwyer (Fine Arts), Howard Hurt (Curriculum Laboratory), Anna Leith (Woodward), Nick Omelusik (Reading Rooms), Tom Shorthouse (Law).

Task Force on Extended Services. Thursday, April 17th, 11:00 a.m., Conference Room - Main Library, Stack Level 3.

Rita Butterfield (Circulation), Lois Carrier (Social Sciences), Erik de Bruijn (Administration), Margaret Friesen (Interlibrary Loans), Tony Jeffreys (Woodward), Heather Keate (Woodward), Diana Kraetschmer (Fine Arts), Peg Leighton (Woodward), Richard Melanson (Searching), Jeannette Pyrch (Sedgewick), Joan Sandilands (Information & Orientation), Joan Selby (Special Collections), Allen Soroka (Law), Joan Whitney (Fine Arts).

NEW FILING POLICIES

Catalogue Maintenance has made some filing rule changes in the light of patron feedback. These apply to the public catalogues only:

Generic Titles

Generic titles such as Journal of the American Medical Association, Proceedings of the annual conference of the Cat Fanciers Association, and Report to the Directors of the British Columbia Automobile Association should now be filed as Journal/, Proceedings/, and Report/, and interfiled by the corporate body author. (Main Library concourse catalogue only)

"See Also" References and Information Cards

All "See Also" references in the Author/title and Subject Catalogues should be filed immediately before the term referred from. This includes "see also" references to a different spelling, successive reference cards for corporate bodies indicating name changes (i.e., "For works by this body issued under its earlier name see ..."; "For works by this body issued under its later name see ..."), and general reference cards for the works of personal and corporate authors which are available in collections such as the Readex Microprint editions.

Compound Words: File as Written

Compound words, when hyphenated or written as two separate words, should be filed as two words, e. g. Co-operating, tri-quarterly, epoch-making are filed as two words. File as one word compound words or syllables written as a single word, e. g. cooperation, handbook. Where two filing sequences result, please request "see also" references from Catalogue Maintenance to link the two sequences.

Initialisms: File as Written

Initialisms should be filed as a word if the letters are unbroken by punctuation or space, whether the initialism is pronounceable or not. If the letters are broken by spaces or punctuation, file letter by letter.

Catalogue Maintenance and others will undertake a refiling project in the author/file and subject catalogues to implement this new rule. "See also" references will be inserted where two filing sequences result.

PROCESSING BUILDING - THE SAGA CONTINUES

At a meeting April 1st, the Properties Committee of the Board of Governors tabled the recommendation of the Planning Coordinating Committee that Brock Hall be renovated for the Processing Divisions, pending a review by the University Administration of the implications of such renovation. Specifically, this will involve a study of the present use of Brock Hall space, alternative space for present occupants and functions, and costs. The Board of Governors, at a later meeting, took note of the action of the Properties Committee, and will await the completion of the study by the University Administration.

Further developments, if any, will be reported as soon as they occur. No one knows how long the study will take.

TRAVEL GRANTS & EXPENSES COMMITTEE REPORT, 1974/75

The three-member committee which supervises "the disbursement of money which is made available by the Library to help defray expenses incurred by staff members travelling to conferences or conference seminars and short courses" has submitted its annual report. 1974/75 started out with a slim budget for travel expenses but then more money was found; with a fund of $10,000, the committee was able to provide for all requests received. In sum, forty-three grants were made to thirty-seven people.

The report includes some interesting appendices. One breaks down the 1974/75 grants by the status of the applicants (division heads: 14 grants [$3,269.00]; general librarians: 28 grants [$6,676.40]; non-librarians: 1 grant [$10.00]), and by division (top three: Cataloguing [9 grants, $2,176.00]; Government Publications [6 grants, $1,236.00]; Special Collections [4 grants, $933.00]). Another table gives distribution of travel grants for the period 1963-1974/75, including a list of individuals and the number of grants they have received. And another appendix lists individuals who have received more than $1,000 over the years.

A copy of the report is available for consultation in the Front Office.

WORKSPACE FOR TECHNICAL SERVICES, PART I

Of late, there's been a lot of noise about the siting of the much needed processing building. Well, around here - in scholarly circles, that is - it's said that a proper historical perspective helps in making rational decisions for the future. Maybe so. So, in this first of a series about workspace for technical services, we'll outline the history of that workspace in the U.B.C. Library.

Back in 1925, when the Library moved from the Fairview Shacks to what is now the centre section of the Main Library - and then for some time thereafter - there was plenty of space for Processing staff. The few members of the Catalogue Department and the Order Clerk (Serials was a public service division until 1950) had desks in what has become the "Front Office", in the area now used for xeroxing. The lighting was poor - it was and still is, all through the building - but there was room enough even for sole cataloguer Dorothy Jefferd's dog to stretch out, and ventilation was good. As late as 1940, there were only three people in the Catalogue Department and still just one Order Clerk. By the end of the war, though, there were ten full-time staff members in Cataloguing and two in the Order Department, and the old quarters were getting crowded.

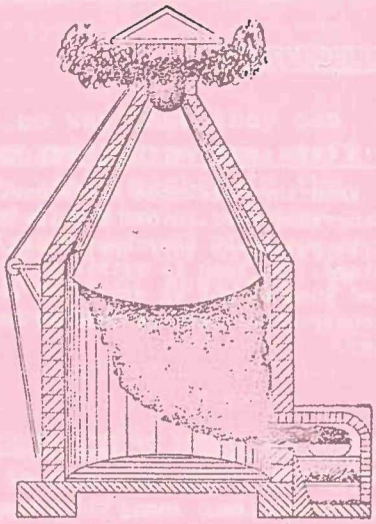

Fig. 6.

In 1948, the long-awaited North Wing was added to the Library. The Catalogue and newly-formed Acquisitions Departments set up shop on the third floor of the Wing, where Fine Arts Division is now. "The new quarters," the Librarian's Annual Report noted, "have been found to be most comfortable, and the general lay-out is proving as convenient in practice as it looked on paper." But it didn't stay that way for long. In the mid-Fifties, staff was added; in 1955/56, there were 21 people in Cataloguing and Acquisitions, taken together; in 1956/57, there were 25; and in 1957/58, there were 28. Soon, there was hardly any space between desks.

In 1960, the South Wing was built. That freed the area now occupied by the Reserve Book Room, around the corner from Fine Arts, and in that space the Catalogue, Acquisitions, and Serials Divisions were united for the first time. Right away it was found to be a poorly ventilated workspace, and there were complaints too about the "outmoded and noisy fluorescent fixtures". And the staff kept growing...38 people in the three divisions in 1963.

In the Fall of 1964, the Processing staff moved to the 7th floor, to space that had previously been set aside for book storage. It was to be a temporary location. For one year it was gloriously roomy; desks were by the windows and the area where Searching now is was used only for catalogues and shelving. Then, in 1965, H.R. MacMillan gave the Library a spectacular sum of money and that led to a dramatic increase in staff size. By 1966 there were 40 full-time staff members in Cataloguing, 27 in Acquisitions, and 14 in Serials...and the number kept growing. In the "Plan for Future Services (November Supplement)", issued by the Library in 1966, a Processing Centre was given top priority among building needs. The 1967/68 Annual Report stated, "It is obvious to any visitor behind the scenes of the Library that staff members are everywhere working in such cramped quarters that efficiency and morale are at stake on a daily basis." The 1968/69 Report continued, "The library staff...who cannot be put into storage [unlike books] must continue to work under steadily more crowded conditions. Technical services, for example, now has 150 employees working under a seven-foot ceiling in an over-crowded, badly lighted and heated area which was meant to be used only for book storage."

When, however, in 1969, the "Plan for Future Services" was revised, the Processing Centre had dropped to third place; the Undergraduate Library and a Science Library were first and second priorities because it had been predicted that the University enrolment would reach 34,000 by 1973-74. And the number of people on the 7th floor kept growing.

In 1971, the Library proposed to the University administration that when the Sedgewick Library was completed, Brock Hall should be renovated to serve as a Library Processing Centre. Nothing happened.

In March, 1973, in response to a complaint about working conditions from a Library staff member, an Inspector of Factories inspected the 7th floor and, in a letter to University President Gage he condemned it; he advised that the area could not be made satisfactory, and he asked that alternative space be provided, requesting that the matter be given top priority. There were then about 125 full-time staff plus student assistants working on the 7th floor.

In April, 1973, the University Board of Governors established a Planning Coordinating Committee "to identify the needs of the Processing Section of the Main Library". Meanwhile, with high hopes for some quick relief, the Library arranged for the Catalogue Preparations section to move off the 7th floor.

In the two years since then, much of the space vacated has been filled with needed catalogue cabinets and shelving. Now, with 85 people awaiting summer stuffiness, the situation is again critical.

SATURDAY EXCHANGE AT A REFERENCE DESK

She said, Where are the books? I said, What would you like to see? She said, I want to READ a book. (She emphasized the word read) I said, Oh, would you like fiction? She said, No! I want to READ! And then she drew a square in the air and walked off.

ANNOUNCEMENTS

WHAT'S THIS ABOUT WAITING THREE MONTHS FOR A ---- LC CARD?

When the Catalogue Divisions get a book to catalogue, it will be catalogued at once if there is an LC (Library of Congress) card in our DCF (Depository Control File). If not, a temp (temporary slip) is filed in the DCF and the book is put in PO (Purchase Order) hold. When a card for that book is filed in the DCF (it could be the very next morning), the book is retrieved and catalogued. Very few books wait for the full three months; those that do are pulled when we get an exception report (like an overdue notice) from Acquisitions. The reason for all this is obviously financial: it reduces original cataloguing (at $5.85 per title) and increases LC cataloguing (at $2.99 per title).

NEWS FROM THE SCHOOL OF LIBRARIANSHIP

The U.B.C. library school is preparing for a visit next spring from the American Library Association's Committee on Accreditation. Among the preparations is a required "self-study" process, from which a report will be drawn up and sent to the committee before November, 1975. The School's work is to be analysed under the headings of (i) Programme & Objectives, (ii) Curriculum, (iii) Faculty, (iv) Students, (v) Governance, Administration, Finance, and (vi) Physical Resources & Facilities. Roy Stokes, the School's director, has circulated a letter to libraries asking for "clear, direct and critical comments from the profession at large"; the letter adds: "We should value especially your comments on our sins of omission as well as those of commission. We shall be helped by your frankness, because we are genuinely concerned in trying to assess our contribution to the profession."

Also from the library school comes word that this year, for the first time, there will be summer session courses offered. Four courses are to be open (a) for credit to those who are already in the School's professional programme or others with the approval of the School's Committee on Admissions, or (b) for auditors to be admitted at the discretion of the instructor. The courses planned are:

June 30th - July 18th
- L. 601. Resources in the Arts & Humanities (taught by Richard Bernard).
- L. 608. Legal Bibliography & Information Services (Allen Soroka).

July 21st - August 8th
- L. 643. School Libraries (Geofffey Chapman).
- L. 661. Historical Bibliography (Roy Stokes).

For more information contact the School's office in the north wing of the Main Library. Last day for registration is May 30th.

PASSING PARADE

Dr. J. Ranz, who was U.B.C.'s University Librarian from 1962 to 1963, will become the Director of Libraries at the University of Kansas in July 1975.

UPWARD MOBILITY

The following recruitment notices have been received recently by the Library. For more complete job descriptions and contact addresses, get in touch with Michael Kasper, I & O Division.

University of California, Santa Barbara. Assistant University Librarian, Collections. (Letter dated: March 1)
University of California, Riverside. Serials Automation, Reference & Catalog Librarian. (Position available: July 1)
University of Chicago. Associate Director for Public Services. (Deadline: April 25)
Indiana University. Bloomington. Head, Chemistry Library. (Position available: July 1)
University of Kentucky. Lexington. Dean of College of Library Science. (Position available: July)
University of North Carolina. Chapel Hill. Science Cataloger. (Deadline: May 15)
Northwestern University. Evanston, Ill. Assistant University Librarian, Collection Development. (Letter dated: March

INFORMATION WANTED

The School of Library Service at Dalhousie University, on behalf of "the organizations concerned with international information activities", is collecting information about people who've had experience in libraries or information services overseas. The file they're preparing is expected to be"useful for finding persons with experience and language ability who may be in a position to serve or give advice" to developing library systems. Specifically, they're looking for: "1) Canadians who have worked or are working for a significant period of time beyond the bounds [beyond the bounds!] of Canada and the U.S.A. 2) Foreign-born persons, now resident in Canada, who have useful knowledge of information work in other countries."

For copies of the questionnaire to be filled out, get in touch with Michael Kasper, I & O office.