

SIMON FRASER UNIVERSITY

S.73-112

MEMORANDUM

To SENATE

FOR INFORMATION

Subject SENATE LIBRARY COMMITTEE - REPORT,
PAPER S.73-112

From K. STRAND *K. Strand*

PRESIDENT AND CHAIRMAN OF SENATE

Date SEPTEMBER 13, 1973

The Report to Senate of the Senate Library Committee for the period September 1969 - April 1973 is provided for information.

Note: One of the items still under review by the Senate Committee on Agenda and Rules is the determination of appropriate procedures for the disposition of reports from Senate Committees.

On the recommendation of the Senate Committee on Agenda and Rules this paper, S.73-112 - Senate Library Committee Report to Senate - has been distributed for information. It is proposed that this Report be open for discussion and comment for a period not exceeding 30 minutes unless the nature of the debate indicates the desirability of further time and extension is made by the Chair.

Had this Report contained specific recommendations these would have been included as motions in the usual manner on this covering sheet. The normal actions of Senate on such motions would pertain.

Should the discussion of this paper lead to the development of any motions these would be given as "Notice of Motion" and would not be formally dealt with until the next meeting of Senate. They would appear on the agenda for the next meeting of Senate only provided there was formal submission of Notice of Motion to the Senate Committee on Agenda and Rules with appropriate support papers - as in the usual manner.

(It will be recognized that if a discussion on a Committee report indicated the necessity of extraordinary action, Senate during the meeting could initiate formal action to suspend its normal procedures to deal with items of urgency.)

S.73-112

SENATE LIBRARY COMMITTEE

REPORT
TO SENATE

FOR THE PERIOD
SEPTEMBER 1969 - APRIL 1973

This report is in two parts, as follows:

Part A: Report of Senate Library Committee
 Activities

Part B: Report of the University Librarian to
 the Senate Library Committee

Part A: REPORT OF SENATE LIBRARY COMMITTEE
ACTIVITIES

1. Summary of Activities for 1969 - 1972

The last report to Senate by the Senate Library Committee was made in September 1969 and covered the period September 1968 through August 1969. Although the present report covers the year ending April 30, 1973 we believed it useful, for the sake of continuity, to summarize Senate Library Committee activities from September 1969 through April 30, 1972.

The Committee met 13 times during this period. Committee discussions and decisions were concentrated on the following areas.

- . A revised loan policy was developed and forwarded to Senate for approval, at first on an interim basis and later permanently.
- . Library fine administration was rationalized and the establishment of a Library Fines Appeal Committee recommended.
- . The Library's future space needs were discussed and recommendations made to the Academic Vice-President.
- . A decision was made, once again, that there should be no development of branch libraries.
- . Advice was given to the University Librarian concerning the budget allocations by field for 1970/71 and 1971/72. The Committee expressed its dissatisfaction with the overall size of the 1970/71 acquisitions budget.

- . A request was made that a statement on the adequacy of Library resources be made as part of Senate's new course proposal process.
- . Revisions were approved in the administration of study carrell space and in the "Standards for Library Patrons" statement.
- . Initiation of a survey to ascertain the opinions held of the library and its services by its patrons.
- . A proposal was made that the present library building, with a 2-floor addition, become an Arts Library and that separate libraries be built for the Science and Education faculties. The Committee recommended that the library remain a physically centralized operation within the University.

2. Members of the Committee on April 30, 1973 were as follows:

President	Ex-officio			I. Mugridge (designate)
University Librarian	Ex-officio			D. A. Baird
Senator (Chairman)	Elected	1 year	September 30, 1973*	J. M. Munro**
Senator	by	1 year	September 30, 1973*	K. K. Nair
Senator	Senate	1 year	September 30, 1973*	A. MacPherson***
Faculty Member(Arts)	Elected by Faculty	2 years	September 30, 1974	J. Curtis****
Faculty Member (Education)	Faculty	2 years	September 30, 1974	G. R. Eastwood
Faculty Member (Science)	Faculty	2 years	September 30, 1973	K. S. Viswanathan
Assistant University Librarians (non-voting)	Ex-officio Ex-officio Ex-officio			T. C. Dobb C. W. MacDonald L. E. Thomas

* On January 10, 1972 Senate lengthened the term of office of Senate members of the Committee to two years. However, the elections held on October 2, 1972 were for one-year terms only.

** Replacing P. L. Wagner as Chairman for the 73-1 semester

*** Replacing P. L. Wagner for the 73-1 semester

**** Replacing P. Stigger for the 73-1 and 73-2 semesters

3. Activities for 1972/73

The Senate Library Committee met four times during this year -- on July 26 and November 7, 1972 and on February 16 and 23, 1973. Major decisions and areas of discussion are outlined below.

. Journal Circulation

It was proposed by the Chairman of the Physics Department that current issues of research journals be placed in a reading room in the Physics Department for a 10-day period on an experimental basis. The Committee, following long-established policy, refused to agree with this request.

. Reserve Loan Material

The Committee discussed the problem of unsatisfactory usage of books and xerox material placed on reserve loan by course instructors. Although some improvement has occurred, indiscriminate reserve still occurs, with resulting processing costs and weakening of the general collection. The Committee is investigating ways of improving this situation.

. Loan Policy

Modifications to the Loan Policy were approved and forwarded for Senate adoption. These were designed to improve the operation of the recall and penalty systems.

. TRIUL - Conference of the Tri-University Libraries of British Columbia

The University Librarian reported on the work of this organization, which is designed to increase coordination among the three university libraries with a view to conserving resources and improving services.

. Survey of Faculty Opinion

The final report of this survey is presented on pages 18 and 19. The Committee noted that although faculty are generally satisfied with the library's operations, collections are viewed as inadequate for faculty and graduate student research. Collections were regarded as adequate for undergraduate teaching, but needing improvement.

. Study Rooms

The use of the 56 closed study rooms on the fifth floor of the Library has created some controversy. Present policy allows these rooms to be reserve for use by faculty and students. Complaints are increasing from students who are unable to obtain one of these rooms and the Committee has received a recommendation that the reservation system be abandoned. The University Librarian and his staff are experimenting with several options.

. Library Budget

The Committee expressed its grave concern at the continuing reduction of the library's proportion of the total University budget, particularly in view of increasing demands for materials and services. After a careful review of the subject allocations for 1973/74 the Committee expressed its agreement with the Library's proposals. Details are provided on the next page.

ALLOCATIONS FOR FISCAL YEAR 1973/74 BOOK BUDGET

	SUBJECT	Retro. 705	Gov. Docs. 710	Current 725	Total Monograph	Backfiles 730	Current 750	Renewable 755	Gov. Docs. 760	Total Serials	Non-Print Media 770	Total
901	Economics & Commerce	\$ 4,500	\$ 2,000	\$ 16,500	\$ 23,000	\$ --	\$ --	\$ --	\$ 1,600	\$ 1,600	\$ 1,000	\$ 25,600
905	English	16,500	--	22,000	38,500	--	--	--	--	--	500	39,000
910	Geography	4,000	500	3,750	8,250	--	--	--	300	300	1,000	9,550
922	Linguistics	2,000	--	8,000	10,000	--	--	--	--	--	--	10,000
924	Mod. Languages-Lit.	5,500	--	8,500	14,000	--	--	--	--	--	--	14,000
928	Philosophy	2,000	--	6,000	8,000	--	--	--	--	--	--	8,000
930	Political Science	1,400	--	6,000	7,400	--	--	--	--	--	100	7,500
931	Sociology	1,000	200	4,800	6,000	--	--	--	150	150	200	6,350
932	Anthropology	1,000	100	2,300	3,400	--	--	--	150	150	2,000	5,550
933	Archaeology	900	--	1,300	2,200	--	--	--	--	--	100	2,300
935	Psychology	900	--	2,000	2,900	--	--	--	--	--	--	2,900
940	Curriculum Materials	500	--	10,500	11,000	--	--	--	--	--	1,000	12,000
942	Education	1,000	400	4,000	5,400	--	--	--	300	300	--	5,700
944	Athletics/Recreation	--	--	500	500	--	--	--	--	--	--	500
946	Kinesiology	500	--	3,750	4,250	--	--	--	--	--	--	4,250
950	Fine Arts & Music	1,500	--	7,000	8,500	--	--	--	--	--	500	9,000
952	Communications	500	--	1,500	2,000	--	--	--	--	--	500	2,500
955	Computing Sciences	--	--	1,000	1,000	--	--	--	--	--	--	1,000
960	Biological Sciences	2,000	--	13,000	15,000	--	--	--	--	--	--	15,000
963	Chemistry	600	--	4,300	4,900	--	--	--	--	--	--	4,900
970	Mathematics	1,000	--	6,000	7,000	--	--	--	--	--	--	7,000
975	Physics	500	--	4,500	5,000	--	--	--	--	--	--	5,000
981	Social Science General	--	1,000	--	1,000	6,900	2,000	--	1,000	9,900	--	10,900
982	Humanities General	--	--	--	--	12,500	1,500	--	--	14,000	--	14,000
983	Science General	--	--	--	--	8,000	3,000	--	--	11,000	--	11,000
984	Library General	1,000	--	24,700	25,700	500	500	\$205,000	--	206,000	--	231,700
988	History-Americas	6,500	--	2,000	8,500	--	--	--	--	--	--	8,500
992	History-N. East & Africa	6,500	--	2,000	8,500	--	--	--	--	--	--	8,500
993	History-Europe	6,500	--	2,000	8,500	--	--	--	--	--	--	8,500
997	History-General	15,000	2,300	9,500	26,800	--	--	--	1,500	1,500	1,000	29,300
TOTALS		\$83,300	\$ 6,500	\$177,400	\$267,200	\$27,900	\$ 7,000	\$205,000	\$ 5,000	\$244,900	\$ 7,900	\$520,000

4. History of Library Subject Allocations

- a. A basis for allocating funds for subject collections was presented by the University Librarian on May 28, 1964 as part of a report for the Board of Governors entitled "Development Plan for Simon Fraser University Library, 1965 - 1969." The report was accepted by the Board at its June 1964 meeting and an understanding of its conceptualization can be found in the following extraction:

" Budget

Several factors influence the budgetary requirements of a university library. Chief among these is the book budget. The size of the book budget determines the size of the processing staff and influences the size of the service staff.

The book budget is founded on the fundamental educational policy of the university, the number of faculties and teaching departments of the institution, and the faculty and student population.

Simon Fraser University is committed to graduate study and research in at least one of its three faculties and, therefore, in at least one of its fourteen departments. The fact that graduate and research work may be postponed for one or two years is, perhaps, irrelevant because a research collection substantial enough to support research takes several years to develop.

Neither can it be argued that because the freshman and sophomore book requirements are limited, the size of the collection should similarly be limited. Faculty always borrow more books than students, and because knowledge is the palpable commodity of a university professor, he must have access to a collection that exhibits breadth and depth.

In determining the size of the initial book collection, I have assumed the validity of the two following propositions: firstly, that the Head of a Department at Simon Fraser is the most reliable instrument in determining what is an adequate collection for his staff and students, and secondly, when the Head of a Department is not available, that a proportional division of the collection must be made and the most expert advice that is available should be used.

Dr. Haering, Head of our Department of Physics, has estimated that his department will require a minimum collection of 1,000 to 1,500 volumes, and that anything less than 1,000 would be inadequate. This estimate is based on experience at the University of Waterloo, where the physics collection numbered 2,500.

Establishing an authoritative base for a reliable proportional division of a new university library collection would normally be resolved by examining the collection of some established university library. Fortunately, the University of California, in establishing the three new campuses at San Diego, Santa Cruz and Irvine, was able to hire a staff of librarians to examine, in detail, the collections that had been successfully developed for the undergraduates at Harvard and Michigan. The similarity of proportions in subject allocations in the accompanying table is remarkable and can be considered as both reasonable and reliable.

As the categories listed in the statement from the University of California do not agree with the departments at Simon Fraser University, I have broken them down on the proportion of titles but have retained the correct balance within the original category

On the basis of the number of volumes required by the Department

of Physics (1,000), and by using the percentage that is required for each category or department, I have extrapolated the number of volumes needed in each department and the number of volumes in the collection.

The prices of books have continued to rise with regularity since the end of the war. The average price of books published in the United States in 1963 was \$6.55. Converted into Canadian funds, this becomes \$7.12. Therefore, it is likely that 56,000 volumes will cost \$398,000.

As this figure is large, I would suggest that it represent the book budget for 1964-65 and 1965-66. Consideration might be given to using \$15,000 from the current capital budget which includes books, and the remaining \$248,000 be appropriated for the fiscal year 1965-66. I would further suggest that the book budget for the fiscal years 1966-67 to 1968-69 inclusive keep pace with the initial budget but be increased above \$250,000."

COMPARISON OF VOLUME DISTRIBUTION BY DEPARTMENTS, 1964 AND 1972

	<u>1964</u>		<u>1972</u>	
	<u>Volumes</u>	<u>Percent</u>	<u>Volumes</u>	<u>Percent</u>
<u>Faculty of Arts</u>				
Economics and Commerce	3,500	6.2	46,435	12.81
English	12,000	22.5	72,980	20.14
Geography	5,000	8.9	9,098	2.51
History	5,500	9.8	67,753	18.70
Modern Languages	7,000	12.5	38,059	10.50
Philosophy	2,000	3.5	15,342	4.24
Political Sciences, Sociology and Anthropology	6,500	11.6	42,920	11.84
Psychology	1,500	2.6	5,022	1.38
<u>Faculty of Science</u>				
Biological Sciences	1,300	2.3	14,963	4.13
Chemistry	1,000	1.7	4,789	1.32
Mathematics	1,200	2.1	7,868	2.17
Physics	1,000	1.7	5,720	1.57
<u>Faculty of Education</u>				
Elementary and Secondary (including art, music and physical education)	5,000	9.8	26,668	7.36
Library	3,000	5.3	4,630	1.27
	<u>56,000</u>	<u>100.00</u>	<u>362,247</u>	<u>100.00</u>

b. Book Budget Expenditures for 1964 - 1972

(1) This section gives a brief summary of how the book budget has been spent to support the academic disciplines at Simon Fraser during the period 1964-1972. It should be noted that the figures on the last page summarize expenditures rather than allocations. For the year 1972/73, however, it has been possible only to present allocations since the expenditures are not known precisely until all transactions initiated in 1972/73 are concluded, which occurs sometime in 1973/74. In any case it appears that the ratios of support for the various subjects will not change significantly because of activity in 1972/73.

(2) How allocations were originally determined.

The first allocations (1964/65) were modelled after the patterns used at the new campuses of the University of California, the new undergraduate library at the University of Michigan, and the Lamont Library at Harvard. There was, at that time, a considerable amount of published information on how the budgets for these libraries were structured to provide well-balanced high standard collections for undergraduate studies. From this information, and with a knowledge of our own special requirements, a profile of subject allocations for SFU was developed, proposed, and approved.

(3) Adjustments made during 1964-1972.

To date there have been no really striking deviations from the original pattern. There has been, however, a tendency to diminish support for the Sciences and to increase support for the Arts. Over the years 1964-1969 Sciences received approximately 16.8% of the budget, and Arts 63%. Since that time it has been closer to 15.6%

for Sciences and 67.5% for Arts. Part of the shift was accounted for by the addition of archaeology as a new allocation line in 1969/70.

(4) Changes made in 1972/73.

Again in 1972/73 modest changes were made in the allocations profile to allow for better support of new programmes that were approved by Senate. These were Canadian Studies, Latin American Studies, African-Middle East Studies, and a projected 'Fine Arts'. Three of these programmes are inter-disciplinary in nature, but new budget lines were not established for them. Instead, it was decided to retain the division by tradition disciplines and charge materials to the various lines as the interests of the new programmes required. Fine Arts, on the other hand, has existed as a separate subject allocation for several years even though there was not an approved Department before 1972. The fine arts programme is still not operating, but the collections are being heavily used and seem to require expansion.

(5) The Library allocation, it will be noted, is the largest single allocation in the book budget. The greater part of this money is used to renew serials subscriptions. This was approximately \$180,000 in 1972/73. In addition general accounts are allocated to the Humanities, Science, and Social Science Divisions for the purchase of reference materials, serials backfiles, and materials of very general subject nature that do not relate readily to the standard allocations.

SUMMARY OF EXPENDITURES FOR 1964-1972 AND
PROPOSED ALLOCATIONS FOR 1972/73

	1964 - 72 *		1972 - 73**	
	Total \$	%	\$	%
1. Library	1,167,918	27.08	286,700	51.41
2. English	545,481	12.65	40,000	7.17
3. History	519,235	12.04	66,000	11.83
4. PSA	337,446	7.82	19,500	3.50
5. E & C	246,324	5.71	23,100	4.14
6. Modern Languages	241,254	5.59	25,000	4.48
7. Biological Sciences	231,919	5.38	17,500	3.14
8. Geography	162,477	3.77	9,000	1.61
9. Chemistry	150,970	3.50	8,000	1.43
10. Education	129,038	2.99	16,900	3.03
11. Psychology	110,025	2.56	3,000	0.54
12. Physics	108,751	2.52	10,500	1.88
13. Philosophy	107,429	2.49	8,000	1.43
14. Mathematics	106,316	2.46	10,000	1.79
15. Fine Arts	83,426	1.93	9,000	1.62
16. Physical Development	55,302	1.28	3,500	0.63
17. Archaeology	9,966	0.23	2,000	0.36
TOTALS	4,313,277	100 %	557,700	100 %

* Based on actual expenditures for 1964 through fiscal 1971; figures for 1971/72, however, are derived from allocations.

** For 1973/74 allocations see page 7.

5. The Financial Needs of Library

The University Library occupies a unique and vital position. It provides critical support for teaching and research in all areas of the University and its support is, therefore, a matter of interest to all parts of the academic community. The Senate Library Committee has become concerned over the Library's financial needs in light of the following developments:

- . The steadily declining share of the University's financial resources that is being spent on the Library.
 - . Indications that the Library collection was not keeping pace with the teaching and research needs of the University.
 - . Comparisons with the University of Victoria's library budget.
- a. The proportion of the University budget assigned to the Library has declined from 9.76 percent and 9.77 percent in 1967-68 and 1968-69 to 7.31 percent in 1973-74. Except for a minor reversal in 1972-73 the decline has been quite steady. During this period the acquisitions budget has fared even worse; budgeted figures are shown below:

Library Acquisitions (\$ '000)

	<u>Initial Budget</u>	<u>Adjusted Budget</u>	<u>Expenditure</u>
1969-70	561	705	714
1970-71	650	700	713
1971-72	448	462	465
1972-73	558	583	608
1973-74	520		

These reductions in budgeting have occurred during a period of rapid increase in book prices. The average price of U.S. hard-cover trade and technical books increased 51 percent between 1967 and 1971. Between 1970 and 1971 the average price increase was 14 percent. Thus, for example, the reduction in the acquisitions budget between 1970-71 and 1971-72 although only 31 percent in money terms, was 40 percent in real terms. Similar effects could be shown for other years.

The Committee considered the argument that the Library's share of the University budget should have been expected to decline after the first few years of collection-building but it was agreed that the decline had in fact been excessive in view of the exceptional increase in book prices and the development of new programmes, particularly graduate programmes.

- b. It is difficult to provide hard summary information on the extent to which the Library collection is not able to meet the needs of the University. The Committee is impressed with the creative professional skills which the Librarian and his staff have used to make the best use of the Library's resources. A recent faculty survey by the Library for the Committee reveals, however, that almost two-thirds of those responding feel that the collection is "inadequate" or "adequate, but needing improvement."
- c. In the four fiscal years ending with 1972-73 the University of Victoria budgeted \$548,000 more for library acquisitions than did Simon Fraser. Planning budgets for 1973-74 may increase this gap to \$718,000. This difference cannot be explained as a "catch-up" effort by the University of Victoria; in 1970, nearer the beginning of this

comparison period, the University of Victoria's collection was 301,000 titles, compared to 254,000 titles at Simon Fraser. Furthermore, the University of Victoria, while it is about the same size as Simon Fraser, has a graduate programme that is much smaller in scope and size.

Information on comparative funding of other "new" Canadian University libraries is presented on the next page. While there are variations in the budget patterns, comparisons of relative and absolute amounts show that Simon Fraser has supported its library less generously than institutions with academic programmes comparable in scope and type.

The Committee does not suggest that other universities should serve as exact models for Library budgeting at Simon Fraser but we believe that the magnitude of the difference strongly suggests that our Library may require a higher level of financial support if it is to meet the academic needs of the University. The Committee feels that the Library's share of the total University budget should be increased.

The Senate Library Committee recognizes that the University budget is finite and that the allocations of these scarce funds is a controversial and perplexing problem. We do not argue that the Library, like the other parts of the University, has an automatic claim for funding. However, the cumulative impact of the continuing reduction in support for the Library seems to us to be a matter of serious concern. The correction of this trend should, we believe, be given priority in the allocation of the University budget next year.

COMPARATIVE LIBRARY & UNIVERSITY BUDGETS
FOR SELECTED UNIVERSITIES *

YEAR	VICTORIA (1963)	CALGARY (1966)	CARLETON (1957)	REGINA (1961)	WINDSOR (1962)	S.F.U. ** (1963)
1969/70	1,618,296 12.34 13,118,907	2,074,000 8.10 25,600,000	1,961,201 11.15 17,595,398	916,620 9.17 10,000,000	1,877,802 12.02 15,616,190	1,656,676 8.87 18,662,416
1970/71	1,823,175 11.63 15,676,400	2,330,000 7.71 30,240,000	2,325,244 10.15 22,917,829	975,931 8.51 11,470,000	2,511,000 13.22 19,000,000	1,859,366 8.77 21,084,000
1971/72	1,971,520 11.58 17,030,700	2,500,000 7.20 34,705,500	2,643,579 9.54 27,696,519	1,066,102 8.64 12,344,000	2,143,920 11.19 19,152,000	1,672,242 7.76 21,549,000
1972/73	2,087,000 11.86 17,589,875	2,397,045 6.81 35,205,000	2,517,028 9.08 27,712,425	1,222,232 8.38 14,590,222	2,070,000 8.92 23,194,000	1,775,346 7.73 22,958,374

* Source: Canadian Association of College and University Libraries. Salary and Budget Survey. 1969/70 - 1972/73

** Source: Simon Fraser University. Bursar's Office. Budget Application (approved by Board of Governors) 1969/70 - 1972/73.

SENATE LIBRARY COMMITTEE SURVEY OF FACULTY
FINAL REPORT

January, 1973

When a progress report on the survey was presented in November, 1972 the librarians were asked by the Committee to attempt to obtain replies from more faculty members. At that time only 45 people has answered. During the past semester the librarians again contacted every department, frequently more than once, to get a better response. As a result of this effort 23 more replies were received, making a total of 68, or c. 20 percent of 332 faculty.

The following departments failed to reply: Education, Communications, Biological Sciences, Chemistry, Physics and Kinesiology.

Summary of Responses

1.	Are the collections inadequate	11
	adequate, but needing improvement	32
	satisfactory	22
	outstanding	3
		68
2.	Aspect of work most hampered by Collections inadequacy:	
	undergraduate teaching	18
	graduate teaching	16
	graduate research	24
	personal research	38
3.	How often is ILL used:	
	once a month	20
	6 to 12 times per year	19
	1 to 6 times per year	22
	not at all	6

4. How often is UBC Library visited:

once a month	8
6 to 12 times per year	13
1 to 6 times per year	27
not at all	16

5. Reading ability in non-English languages:

French	26
German	16
Spanish	4
Russian	4
Latin	4
Others	12

6. Should SFU collect more non-English materials:

Yes	22
No	33

In addition to the above, suggestions for new acquisitions, as well as for topics or disciplines that might be strengthened, were requested. In each case a Collections Librarian has already spoken to the individual faculty member about his request, or to the Library Representative. In most instances orders have been placed for items we lack. The more generalized replies, i. e. those concerning collections that should be built up, have also been discussed with the Departmental Representatives. Our collecting objectives then have been modified when this has been mutually agreeable.

Conclusions

In general the replies express the feeling that:

1. The collections are adequate for undergraduate teaching, but they need some improvement.
2. There are numerous sub-disciplines to which future collecting should be directed in order to provide broader support to the undergraduate programme.

3. The collections are not adequate for the research work faculty are personally engaged in, nor for that being done by the graduate students they supervise.
4. There is heavy reliance on UBC via Inter-Library Loan, or in-person visits; to supply needed research materials.
5. SFU should not collect more non-English materials.
6. The Library should be more active in collecting out-of-print materials.
7. It takes too long to process a new book.
8. The turn-around time on binding serials is too long.

Part B: REPORT OF THE UNIVERSITY LIBRARIAN TO
THE SENATE LIBRARY COMMITTEE

1. Introductory Remarks

During the period under review the University Library passed two significant milestones on the road to academic respectability; the 300,000th volume in April 1970 and the 400,000th volume in February 1972. By the end of the fiscal year, March 31, 1973, 455,212 letterpress volumes had been acquired and with the addition of non-book materials the total reached 737,042 items. The subtle change from an undergraduate institution to one with research capabilities was further acknowledged when the University was accepted as a full member in the Canadian Association of Graduate Studies in November 1970. When one remembers the bareness of the shelves in September 1965, with the thin line of 13,000 volumes, the impact of our growth and development becomes conspicuous.

The lively growth of our collections has had as its basis both the generous funding provided by a far-sighted university administration and the dedication to collection development of a corps of faculty members and librarians. Unfortunately, the recent trend has shown a gradual diminution in acquisition funds and a steady increase in operating costs. Quality education is expensive and the Library contributes significantly to both the expense and the quality. Perhaps, the seventies will provide new answers to an old problem.

2. Physical Plant

The architect designed the University Library as a nine-storey building that could be constructed in two or three phases. When the

University opened in 1965 the first phase of the Library was built in five floors; at that time the interior of the fifth floor was not finished. The building housed the power plant, all administrative departments, the Bookstore and the Library in 122,000 gross square feet. In 1967, several academic departments were moved to the newly finished fifth floor but Library space was not extended. A construction strike in 1970 set back the completion of the Classroom Complex and the move of tenants from the fifth floor was set back several months.

The Library acquired 2/3 of the space on the fifth floor in February 1971 but because of the excessive over-crowding prior to the move this new space was filled immediately. However, with an additional floor the long-term plans that provided a separate floor for each major subject collection came to fruition; social sciences on the fifth floor, humanities on the fourth and sciences on the second. The processing and loan divisions occupy the third or entrance floor and audio visual spread over much of the first floor. The completion of the Administration Building in August 1971 and the Physical Plant Building in November 1972 saw the end of the interlopers and allowed the Library to claim ownership and sole tenancy of the building designed for that purpose.

Proposals for additional floors to house and service our growing collections were discussed on several occasions by the Senate Library Committee during the past two years. At the request of the Academic Vice-President documentation was prepared by an ad hoc Building Committee established by the University Librarian. Planning standards were based on the Western Interstate Commission for Higher Education (WICHE) and were accepted by the Department of Physical Plant and Planning and the Office of the Academic Vice-President.

Building priorities have been set by the Academic Vice-President and, subject to the approval of the Board of Governors, a second phase to the University Library will begin in May 1974. The addition will have two floors, that is, the sixth and seventh floors. The sixth floor will provide additional space for the social sciences collection; the fifth floor will be largely dedicated to services while the sixth floor will house the book collection and both will have additional seating. The seventh floor will be unfinished initially but is tentatively planned for the sciences collection. Additional elevators will be provided. Barring any prolonged construction strike in 1974 the new floor will be ready for occupancy late in 1975.

3. Processing (Acquisitions and Cataloguing)

If a generalization can be made about the activities in the processing divisions over the past four years, it is that we have gone from the period of big budgets and feverish growth, through a period when many processes and records have had to be newly minted or improved upon, and are now entering a period, although not of tranquility, where the workload permits more adequate attention to each detail.

A major physical change took place with the move of the Registrar to the Administration Building. The space increased from 6600 to 8700 sq. ft. and gave configuration better suited to Cataloguing but, unfortunately, this was not true for Bibliographical Searching.

Organizational changes have taken place in both Acquisitions and Cataloguing. In Acquisitions, Serials and Monographs have been combined into one unit with Bibliographic Searching and Serials now under the supervision of senior Library Assistants, rather than professional

librarians. In Cataloguing, two changes have taken place: A descriptive Cataloguing Unit has been formed; this achieves the principle that librarians will only be involved in work of a professional nature. The Key punch Unit has been transferred to the Systems Division, as staff there have the greatest involvement with the Computing Centre.

The largest work project completed in Cataloguing was the conversion of subject catalogue to "tick-tracing". This will speed up and reduce costs of card production and will simplify the usage of the catalogue by patrons.

In the Spring of 1970, S.F.U. began participation with a shared cataloguing scheme aimed at getting new books on the shelf sooner and at less expense. This scheme started with U.B.C., UVic and S.F.U. and now includes eight university libraries across Canada.

In Serials the major project is work toward up-dating and correcting the various files of annual serials. In addition, the space consumption of the Kardex was finally ended by the purchase of a Centrac--which, if we must expand it, will grow vertically.

This period saw the deterioration of service from our major supplier and agent for our approval plan for American publications. We have gradually moved our business to other suppliers and are now testing an approval plan operated by a Canadian agent.

A major activity taken on by the processing divisions has been the provision of a centralized processing service for two-year colleges. Beginning in 1970/71 with Douglas College, this year service is provided (at cost) to Douglas College, Capilano College, Vancouver City College, Selkirk College and B.C. Institute of Technology. While this

is a worthwhile service and is in keeping with the general stance of the University as an institution with concerns outside its campus, the magnitude of the task is a considerable burden, and moves are under-way to get support for the venture from the provincial government.

This January, the processing divisions embarked on an experiment with the modified work week along with other units of the University. Early results indicate staff satisfaction combined with improvement in throughput.

Processing Divisions Statistics

Acquisitions

	<u>1969/70</u>	<u>1970/71</u>	<u>1971/72</u>	<u>1972/73</u>
Monographs received	31,109	37,052	29,654	33,294
Monographs received (College Processing)		12,404	18,342	18,729
Current Serials (Cumulative)	6,411	7,118	8,921	11,846
Serial Backfiles (Cumulative)	35,140	47,726	54,984	63,440

Cataloguing

Volumes catalogued	54,292	40,582	42,507	43,485
Volumes catalogued (College Processing)		12,000	22,280	23,295

Bindery

Binding (Commercial)	15,556	18,140	17,357	21,276
Binding (in-house)	9,000*	12,000*	15,477	17,467

* Estimate

4. Collections

Over the past four years 144,268 new titles have been acquired. This is an increase of about 49% since January 1969. As a result, 481,868 physical items have come onto the shelves; about 65% more than the 1969 item count.

It appears that on an average taken over the past four years, the collections have been enlarged by 36,852 titles and 120,170 items annually.

The high rate of microform accessions is striking. There has been a great increase in this form of publishing over the past few years. The SFU Library has been actively acquiring these materials because there has been demand for them from faculty and students, and because they give smaller academic libraries access to a body of materials that is generally out-of-print and not obtainable in the original form.

The following table presents a general summary of collections expansion since the beginning of 1969.

	<u>January 1969</u>		<u>March 1973</u>	
	<u>Titles</u>	<u>Items</u>	<u>Titles</u>	<u>Items</u>
Monographs and Classed Serials	147,190	200,735	279,260	391,772
Serials (Unclassed)	4,756	28,015	11,846	63,440
Classed Microforms	67	2,400	2,860	237,156
Maps (sheets)		24,024		41,371
Audio Visual Material	nil	nil	2,315	3,303
TOTALS	152,013	255,174	296,281	737,042

The staff of 12 librarians responsible for collections development is also responsible for all services which help students and faculty make efficient use of library resources. Lecturing by invitation of faculty on specialized aspects of bibliography, offering a non-credit course on how to do library research, preparing and maintaining CAN/SDI profiles for members of the Science Faculty, lecturing in the Reading and Study Programme, and consulting with graduate students on library problems related to their research are examples of the kinds of service offered daily in the Collection Divisions.

In addition to the above, librarians and library assistants offer direct one-to-one assistance to readers at six public desks. These are staffed approximately 75 hours per week and a count of the kinds and numbers of questions is kept. The following is a brief summary of this service from September 1968 through March 1973.

Total Reference Questions by Division

	68/69	69/70	70/71	71/72	72/73	Total
Social Sciences Division	29,642	28,286	27,312	18,789	17,022	122,051
Humanities Division	6,730	6,055	6,951	9,241	10,342	39,319
Sciences Division	3,132	3,263	3,667	5,688	5,029	20,779
Information Desk	-	2,256	7,718	15,836	19,178	44,988
TOTALS	39,504	39,860	45,648	49,554	51,571	

5. Loans

As a major 'front end' service, the Loan Division is continually responding to changes in the pattern of user requirements:

Since January 1970 the Division has read (made sure each book is in its proper place on the shelves) the entire Collection twice a month, and ensured that all books received or picked-up in-house, are returned to the shelves in no more than one-and-a-half days.

In April 1970 Phase I of an On-Line circulation system was installed. Users enquired about the status of loaned books via cathode ray tubes connected directly to the computer. Had Phase II been completed, the system would have provided immediately current information about both General and Reserve loan transactions. However, a cost/benefit analysis done by the Systems Division, prior to the initiation date of Phase II, proved that the system could not be justified, so the Division returned to batch processing in August 1971, and concentrated on other problems.

Starting in April 1971, the Division progressively added nine B.C. colleges to a service whereby it provides xerox copies of journal articles and parts of books (no monographs or copies of complete works) to their undergraduates at a charge of ten cents per exposure. The experiment has been very successful, and a service fee structure is being formulated so that monographs can be supplied to the colleges through Interlibrary Loans without imposing a financial burden on S.F.U. The long term purpose of such extensions of service, is to move toward complete reciprocal borrowing amongst the libraries in B.C., so that a diminishing amount of money is spent by the Province on the duplication of books collections and services.

Similar to the above is an agreement amongst the three B.C. University Libraries to modify the Interlibrary Loan Code so that undergraduates at the three institutions can borrow material reciprocally. This agreement began in January 1973 for an experimental period and shows every sign of being well received by our undergraduates (they borrow an average of ten items a day from the other two universities). An estimate of costs and benefits will be made at the end of the Spring 1973 semester to determine if the service can be continued.

In September 1971 a new loan policy was introduced. It continued the established policy of parity, extended the basic loan period for General materials to a semester, established a Recall system which guaranteed the borrower at least fourteen days use of the material, and allowed the Library to recover unpaid fines and lost-book money through the use of a collection agency. The new policy has worked well.

The following statistics show a declining circulation figure for Fall and Spring semesters to a low in the year 1971/72. Although the sharpest drop in Total Loans occurred coincidentally with the new loan policy in the Fall semester of 1972, the Division regards this as a statistical, not an absolute, decline in the number of times individuals used Loan Division services. Under the old system, the requirement to place Renewals or return books every two weeks, caused people to come into the Library when it was not convenient for them — but these actions added to our statistical count. Except for the fact that all material is due at the end of the semester, the new system produces a statistical pattern that is an expression of user needs, and is, therefore, much more reliable when assessing behavioral changes in the use of the Library. Finally, it is interesting to note

the gradual increase in Summer semester Loan activity over the whole period and that Fall semester 1972 figures show an increase over the same semester a year earlier.

<u>Date</u>	<u>Semester</u>	<u>Total Loans *</u>	<u>Turnstile***</u>	<u>No. of Enrolled Students at Beginn- ing of Semester</u>	<u>No. of Loans Per Student</u>
Sept. /69	3	201,193	486,773	5,497	36.6
Jan. /70	1	208,551	478,583	5,222	
May /70	2	129,079	284,911	3,092	41.7
		<u>538,823</u>	<u>1,250,267</u>	<u>13,811</u>	
Sept. /70	3	182,712	416,768	5,089	35.8
Jan. /71	1	187,553	421,212	5,116	
May /71	2	128,471	260,725	3,006	42.7
		<u>498,736</u>	<u>1,098,705</u>	<u>13,211</u>	
Sept. /71**	3	143,159	392,534	5,048	28.1
Jan. /72	1	134,873	396,062	5,037	
May /72	2	<u>132,169</u>	<u>226,374</u>	<u>2,954</u>	<u>44.7</u>
		<u>410,201</u>	<u>1,014,970</u>	<u>13,039</u>	
Sept. /72	3	166,455	371,564	5,453	30.5
Jan. /73	1	166,436	386,294	5,366	
May /73	2	<u>84,953</u>	<u>212,298</u>	<u>2,793</u>	<u>30.4</u>
		<u>417,844</u>	<u>970,156</u>	<u>13,612</u>	

* Total Loans - includes: all General Loans, Reserves, ILL transactions, Popular Tapes circulated from Reserves desk, effective May 1971 and Study Tapes circulated from Reserves desk, effective May 1972.

** New Loan Policy in effect.

*** Reduction in traffic due to relocation of Administrative departments and reduced use of Library Cafeteria when East Concourse Cafeteria opened.

6. Audio Visual Centre

Since the Audio Visual Centre does not fall within the terms of reference of the Senate Library Committee, it is not included in this report.

7. Administration

In 1970 all professional positions were filled; the Head of the Sciences Division had been vacant since our opening in 1965. The number of librarians has stabilized at 28 and the total staffing during this period ranged between 170 and 150. The ratio of librarians to other staff has normally been over 1:5, well below the American standard of 1:3.

Several new standing committees have been established in recent years including: Library Administration Committee, Collections Committee, Exhibitions Committee and recently a Committee of Division Heads.

To undertake comprehensive library planning it is essential to know and understand the role and requirements of the Library in relation to the academic programmes of the university. With this knowledge the resources of the Library needed to implement agreed upon plans can be mounted. The need exists for improved library statistics to determine the cost and effectiveness of Library programmes and services in relation to academic programme requirements. To this end work has begun on collection usage analysis and we have been encouraged by the information that has been produced.

In the area of management information, discussions with the Bursar's Office provided the opportunity to develop responsibility accounting in the Library. For the past two years division heads have

developed their own operating budgets and receive the bi-monthly commitment report for their division. The Assistant University Librarians are responsible for monitoring the expenditure of divisional funds on a quarterly basis. The arrangement has been effective.

The Systems Division was approximately six months old in September 1969 and since that time it has been directly involved in over twenty Library projects, of which some involved automation, some not.

Many of them could be characterized as housekeeping projects: the On-Line Loan System, which went up in April 1970 and down in August 1971 -- for good cost/benefit reasons; revisions to the Acquisitions programmes to allow the processing of materials for the colleges; Library forms control; Arts Centre Archives Index; Accessions Lists; etc.

But, at the same time, the Division began working toward the development of a Library Management Planning System. The gradual effect of this has been to bring the sophisticated resources of the Division closer to the Library management function: programmes have been written which give a statistical picture of the growth of the Collection and its use; a prototype simulation model has been developed using hard data from the Library's keypunching unit. Both these activities represent the tangible beginnings of an ambitious but necessary plan that will result in the Library having powerful tools with which to make itself increasingly effective.

In the fall of 1970 British Columbia's three provincially supported university libraries established an informal organization called Tri-University Libraries (TRIUL) with the objectives of maximizing the use of resources and reducing overall costs through cooperation

and integration. Notable progress is being made in attaining these goals. Continuing consultation among collections development librarians has made it possible to avoid expensive duplication and triplication of major acquisitions. Insofar as the universities' curricula permit it, responsibilities for collecting in specific subject areas are being allocated among the three libraries. Development of automated systems is proceeding along parallel lines: work on a single system for acquisitions is well advanced. Common policies on public service are being developed, and special codes governing loans to colleges and other types of libraries are in preparation. Cooperative processing is resulting in faster and cheaper cataloguing of new materials.

The possibility of using the joint resources of the three provincial universities will be a mode of cooperation that will, hopefully, flourish in the next decade.

May 15, 1973