UBC LIBRARY
**80TH YEAR**

**REPORT OF
THE UNIVERSITY
LIBRARIAN
TO THE SENATE**

**1994/95**

# CONTENTS

This Report marks a change in the period covered by the Library's Annual Report from the academic year to the fiscal year. This ensures that statistics presented in the Annual Report cover the same period as those which the Library submits for other reports and statistical returns. Because of this change, the current Report only covers the period September 1, 1994 to March 31, 1995, although the statistics cover the period April 1, 1994 to March 31, 1995. Next year's Report will cover the full 1995/96 fiscal year.

## PREFACE

The Library Annual Report describes the major strategic activities we have engaged in to achieve the Library's mission:

To provide outstanding access to the universe of recorded knowledge and information.

Our focus is on how best to use our resources of collections, people, facilities and technology to continuously improve our services to today's users and to invest for our future users. The Report lists the seven major initiatives which will guide us for the next few years and the principles of our restructuring plan. It also highlights our accomplishments such as:

◆ extensive teaching programmes;

◆ increased acquisition of electronic materials and access to Internet sources;

◆ increased dialogue with users through our focus group project;

◆ enhanced services such as self-service renewal and improved access to materials awaiting cataloguing.

Our first major focus for 1995/ 96 is to prepare for the move of collections and staff to Koerner Library, and to complete the organizational plan and service model for the Koerner Library and for those units that will remain in the Main Library after the move to Koerner Library.

The second major project is to complete negotiations with the vendor of our new Library system to support acquisitions, cataloguing, circulation, public access, serials management, and commence data preparation and system implementation.

The third major focus is to examine the report of the University's review committee for the UBC Library, and to use its recommendations and the ongoing plans for reorganization and future services to make the Library the best it can be.

My thanks to the Library staff who are engaged in providing ongoing quality services as well as planning for future improvements. The Library's human resources are its greatest asset, and are essential to its mission.

It is important as well to acknowledge the contributions of the many other stakeholders who care about and shape the Library — the many advisory committees, the Senate Library Committee, and the University Administration. We welcome the new energy and leadership provided by Dr. Maria Klawe, Vice President Student and Academic Services. The desires and effort of all of these people make the Library "the great Library" that it is.

Ruth J. Patrick, Ph.D.
University Librarian

## LIBRARY SELF STUDY AND EXTERNAL REVIEW

### Self Study and Major Initiatives

The Library's self study, *Towards 2000 and Beyond: A Progress Report and Self Study*, was published in December 1994. Developed to assist the Library in charting its future course as well as to provide information for the University's Review Committee for the UBC Library, it considered the environmental factors and planning implications which would influence the Library's development during the next decade. It identified seven major initiatives which the Library intends to accomplish during the next few years, and which have formed the basis for the Library's plans and activities throughout the reporting year.

1 Enhance client service through a comprehensive overhaul of the Library's technological infrastructure.

◆ identify ongoing funding for information infrastructure and technology

◆ begin transition from local development to purchase of commercially available library systems

◆ continue implementation of Five Year Technology Plan

2 Strengthen our knowledge of client needs and improve our performance measures to ensure that we are meeting those needs.

3 Continue redesigning services and staff roles in response to changing client needs and expectations.

◆ implement new roles for librarians which emphasize instruction, liaison, and outreach

◆ provide information retrieval skills and user-friendly interfaces to facilitate access to and use of electronic resources

◆ introduce core and enhanced service levels that prioritize service to UBC clients

◆ introduce more self-services to improve speed and convenience of service

◆ continue improvements to basic access services

4 Improve client and staff work space and collections storage space through the construction of Phase I of the Walter C. Koerner Library, through planning for Phase II of the Koerner Library, and through better use of Main Library space for units not moving at this time.

5 Expand client access to information by integrating print, electronic, and remote resources into collections planning and development strategies.

◆ recognize and promote access as a valid alternative to ownership

◆ complete reorganization of Interlibrary Loan operations

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◆ integrate electronic resources, including electronic journals, into the collections development process

◆ investigate the potential of electronic publishing and digital preservation methods

◆ develop policies which outline electronic resources and services which will continue to be provided at no cost and those which may be subject to fees, in keeping with the Library's vision and values statements, the University's mission, and the necessities of the information marketplace

6 Continue the organizational restructuring of the Library to ensure effectiveness, efficiency, and flexibility.

◆ complete the reorganization of Cataloguing and other technical services units

◆ complete the development of an organizational structure for the Koerner Library

◆ continue with the development and implementation of a flexible management structure for the UBC Library

◆ continue to ensure the Library is efficient and cost-effective in its operations

7 Continue to ensure the effectiveness of Library operations through an external evaluation and review.

◆ internal self-study

◆ external review

In addition, many other tasks were identified, which will be completed as part of the Library's normal day-to-day operations. Following the next external review, the Library will begin a new planning cycle which will take it beyond 2000 and well along the road into the 21st Century.

**External Review**

During the spring of 1995, the University's Review Committee for the UBC Library began its work. The Committee met with University administrators, faculty, students, Library staff and administrators, and other campus groups to gain a broad understanding of the Library's services and operations, and to see how its services are perceived by the University community. The information the Review Committee has obtained and its report on the Library will play key roles in the Library's plans for reorganization and future services. The Committee's report, expected to be completed in the summer of 1995, and the Library's response to it will be reviewed in next year's Annual Report.
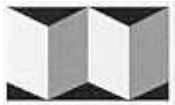
## RESTRUCTURING THE LIBRARY

In December 1994 the Library started a planning process to restructure. The challenge is to find money to upgrade the technological infrastructure and, at the same time, to maintain support for traditional services and collections. Since the University anticipates static or diminishing funding for post-secondary education in the next few years, the financial pressures are daunting.

The Library needs $1 million in continuing funds to support technological change and development. This money must be reallocated from the Library's existing budget. The Library cannot undertake this reallocation without a major reorganization and a reduction in staff.

To develop the restructuring plan, the Library Administration has consulted with the University Administration, faculty, students, and Library staff. Since the spring of 1995, the Library has discussed the options for restructuring with many campus groups, including the Senate Library Committee, thirteen faculty and departmental Library Advisory Committees, bargaining unit representatives, the Alma Mater Society, the Graduate Student Society, and the President's Advisory Committee for the University Library.

A priority of the restructuring plan is to maintain a balance between services and collections that will meet the needs of our primary users — UBC students,

faculty, and staff. The principal components of the plan include clustering of service points, introducing more self-service operations, and integrating support services such as ordering, cataloguing, and interlibrary loans.

Phase I of the new Koerner Library will bring about the first major organizational change. Koerner will merge staff and services from the Sedgewick Undergraduate Library, the Humanities and Social Sciences Division, the Government Publications and Microforms Division, and the Data Library. In addition, some services and staff from processing units will be relocated to Koerner. Detailed planning for the organizational structure of the units which will move to Koerner as well as for those which will remain in the Main Library is currently under way.

Several task groups have been formed to examine other possibilities for reorganization and to develop implementation plans. Services and areas currently under review are interlibrary loan operations, the integration of Asian language processing and public services staff, levels of cataloguing for different types of materials, and acquisitions and fund accounting procedures.

## STRATEGY: SERVICES

### The Electronic Library

Increasingly, information services are electronically based. Information continues to migrate from print to electronic media and many primary publications are now available electronically. The shift to electronic information sources has broadened the scope of reference work, increased the number and complexity of search systems needed to provide access to information, and raised the expectations of Library users.

The UBC Library has focused on new and more creative ways to satisfy the growing demands for information. The shift to electronic information sources, both local and remote, has increased the quantity and scope of information available to users. It is clear that the Library must continue to focus on instructional programs to ensure that the community is aware of and knowledgable in the use of these new resources.

### Library Instruction

The Teaching and Learning Initiative funds continue to support extensive teaching programs throughout the Library, frequently in cooperation with faculties and student organizations. The AMS Tutorial services support NETINFO instruction. Multimedia workstations will be installed and training programs introduced in the Humanities and Social Sciences Division as part of a joint project with the School of Library, Archival and Information Studies. Instruction and assistance in

computer-based legal research is a cooperative project of the Library and the Faculty of Law. Other projects include the graduate advisory service for the electronic library, teaching research skills for the electronic library, the fine arts World Wide Web project, skills development for electronic text in classics, and the talking book narrator project.

A strong instruction program, closely coordinated with teaching programs is developing with emphasis on information literacy skills. Sophisticated, discipline-oriented information services enhance faculty productivity and the quality of the University's graduate programs.

### UBCLIB, WWW and Netinfo

The Library has added many new feature to UBCLIB, the Library's online catalogue. In addition to information about the Library's collections, UBCLIB gives direct access to many commercial databases and services and to campus and world-wide information sources available on the Internet. The tables of contents of journals can be browsed electronically using *ContentsFirst* (via *FirstSearch*), *REVEAL* (via *UnCover*), and *Current Contents*. Databases located at Simon Fraser University and at the Research Libraries Information Network (RLIN) in California are also available through UBCLIB.

Development of the UBC Web site continues with most Library services supporting a home page.

### Netinfo

The Library continues to work with Computing and Communications to develop and deliver Netinfo services to students at UBC. The service provides access to electronic mail and other Internet resources for 10 hours per month to all students. As of March 1995, almost 14,000 students were registered for the service.

### Electronic Journals

An electronic journals pilot project to make a selection of electronic journals available via the Library's Gopher/WWW server was initiated. The project includes journals from a variety of subject areas. Some are available from remote sites while others are maintained on a UBC server.

A shared initiative of the English Department, the Library, and the Arts Computing Centre has produced *Early Modern Literary Studies*, a refereed journal in electronic form which will serve both as a formal arena for scholarly discussion and as an academic resource for researchers.

### Resource Sharing and Interlibrary Loans

A Task Group to review the UBC Library's sharing of resources has been working since early 1995 to revise the policies, services and organization of Interlibrary Loans, to review other Library resource sharing services, and to review the relationship of the Library to external resource sharing groups at the provincial and national levels. As serials collections are reduced, growth in requests for material not held locally is increasing

significantly. The strategy for change is to improve the speed of delivery of materials to the UBC community, streamline and introduce end user requesting processes and reduce the cost of getting material from remote sites.

*Project Pegasus*, a pilot project to test the ease and effectiveness of having end users place their own interlibrary loan orders directly with the Canadian Institute for Scientific and Technical Information has been an outstanding success among faculty and graduate students in the physical, life and applied sciences. Orders are generally received within 48 hours and Library staff time required is significantly reduced.

### Electronic Reserves

A pilot project to make reserve material available electronically is supporting courses in audiology, health care and epidemiology, anatomy and geography.

### Dialogue with Users

As part of continuing efforts to maintain a dialogue with users, the Library invited undergraduates, graduate students, and faculty to participate in 12 focus group sessions. The resulting report by consultant Pat Cavill identified several themes:

◆ the Library is central to teaching, learning and research.

◆ Library staff are essential in helping faculty and students navigate through the rapidly expanding universe of information.

◆ concern about hours of opening, lineups at terminals, access to library materials and reduction in services.

◆ concern about reductions in journal subscriptions and the possibility of user fees for some services.

The report concludes: "Participants felt very strongly that the Library should not be viewed as a place for making revenue or as a cost recovery operation, but that it is provided by the university as an essential service to everyone on campus, regardless of discipline."

### Scholarly Communication

*Scholarly Communication, Serials and Technology: Problems and Possibilities*, a report by the Senate Library Committee's Subcommittee on Serials and Technology was presented to Senate to encourage the University to begin the orderly development of means and mechanisms to help faculty, students and the University community to learn and use new forms of information transfer. As a result of the report, University committees to study information technology issues have been established.

### Education Library

The new Education Library opened in February 1995. In addition to the traditional collection, the expanded and improved Library now holds the ERIC fiche collection and most of the children's literature collections. Faculty, students and Library staff are pleased with the facility.

### Koerner Library

The contract for Phase I of the Walter C. Koerner Library was awarded to Foundation Building West Inc. and work began in December 1994. The anticipated date of completion is December 1996. The Library will be built in two stages, starting with the new section which will occupy the area behind the present Sedgewick Library. It will consist of two floors below ground and five floors above ground. When the new part of the building is completed, the Sedgewick Library will be emptied, renovated, and combined with the new structure. The Koerner Library will integrate staff from the Circulation Division, the Humanities and Social Sciences Division, the Government Publications and Microforms Division, the Data Library, and the Sedgewick Library, as well as some staff from the processing units in the Library Processing Centre.

### Cooperative Access

The Library's membership in consortia such as the Electronic Library Network (ELN) and the Council of Prairie and Pacific University Libraries (COPPUL) has led to reductions in access costs for a number of databases through shared purchasing and licensing agreements. The Life Sciences Libraries also established reciprocal resource-sharing agreements with other medical libraries in the Pacific Northwest. Sharing of electronic data through ACCOLEDS (A COPPUL Consortium of Library Electronic Data Services) has also increased through the provision of shared access to the CANSIM (Canadian Socio-economic

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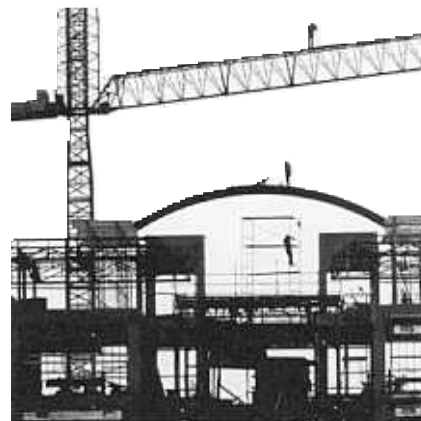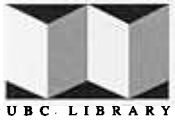
Information Management) data stored at UBC by members of COPPUL.

## Goals and Objectives

1   Continue to review services in view of the Focus Group Report.

2   Increase liaison activities throughout the Library's service units.

3   Improve communications with the staff and users.

4   Continue to expand and improve the teaching programs through the Teaching & Learning program.

5   Complete the organizational plan and service model for the Koerner Library and the Main Library after completion of Koerner Phase I.

6   Prepare for the move of collections and staff to Koerner Library including tattletaping, RECON, and identification of materials to be moved in consultation with users.

7   Improve interlibrary loan services and eliminate the interlibrary loans operating subsidy.

8   Review the organization and management of Music, Fine Arts, Special Collections, Archives and Map Library to determine if the portfolio should be reconfigured.

## STRATEGY: COLLECTIONS

### Collections Management

Although collections have continued to grow each each year, changes are occurring as a result of fiscal restraint and new technology. This evolution has led to an increase in the acquisition of electronic/ online materials, greater emphasis on cooperative collecting with other institutions (especially in regard to electronic materials), changes to procedures for the handling of donated materials, and closer cooperation with the faculty in collection development.

### Electronic Materials

The Library is still reaping benefits from the $1 million infusion into the collections budget which was allocated for Netinfo and electronic materials. Along with the challenge of using this increased funding wisely has come the challenge of keeping up with the rapid development of electronic materials. During the first year (1993/94), purchases were limited primarily to CD-ROM resources.

This second year (1994/95) has seen the purchase of more online services, including online table-of-contents and alerting services such as *Current Contents, ContentsFirst*, and *UnCover Reveal*. These can be accessed from the researcher's own workstation, and include titles not available in the Library's collection. Via *UnCover*, users have the option of paying for prompt delivery of specific items via fax. *Project Pegasus*, a pilot project in the science and medical subject areas begun in March 1995, allows users to order copies of articles from

periodicals and conference proceedings from their own workstations. These materials are delivered by courier to the Library within 48 hours, and the Library covers the cost of those items, which are not otherwise accessible as part of the Library's own collection. ·

This second year also saw the third electronic development, that of networked full-text. *IPO*, the full-text of periodicals and conference proceedings from the Institute of Electrical and Electronic Engineers and the Institution of Electrical Engineers, was made available in October 1994 and is a harbinger of future developments. These electronic services are expensive but provide significantly improved access to the world of information for the Library's users.

What the additional collections funding does not cover is the additional infrastructure which is necessary, including both the hardware and software required within the Library as well as that needed in the researcher's office, a not insignificant cost. Nor does this funding cover the cost of the staff time required to integrate the processing of these materials with regular Library processes, to publicize the new materials to the proper user groups, to instruct users which among the myriad of materials are most useful for their research, and to keep up with current developments regarding electronic materials.

### Cooperation in Collection Building

Despite the extra funding for growth in the electronic area, it would not be possible for the

Library to keep pace with developments without cooperation with other institutions. A key player is the Electronic Library Network (ELN), a consortium of B.C. post-secondary institutions, which among other projects, sponsors the joint purchase of periodical index databases which are then available online to its members. The UBC Library, along with the other two largest provincial university libraries, plays a leading role in mounting and making these databases available. Another consortium of which the Library is a member, COPPUL, is increasingly involved in negotiations for discounts of electronic and other materials. UBC's Data Library has been very active in the COPPUL ACCOLEDS initiative, which brings together data libraries and potential data services from all COPPUL members. ACCOLEDS negotiated a federated membership in the ICPSR (Inter-University Consortium of Political and Social Research), a major international data archive, at considerable savings over individual membership. As the costs increase for electronic materials, and they surely will, libraries will need to find additional ways to cooperate in negotiations with publishers and vendors.

## Donated Materials and Gifts

Donations for the collection enrichment endowment have begun to arrive, thanks to the employment of a fundraising coordinator. Special gifts and grants for collections development during the year included a $26,000 SSHRC grant for works by nineteenth century women authors, a $5,650 gift from the Ernest Theodore Rogers Fund

for a microfilm set in economic history, and a 500,000 Yen grant from the Japan Foundation for maps in Special Collections. Just at the time when the Library's need for sources of outside funding is growing more acute, the SSHRC grants are being phased out. During the final round in the Spring of 1995, the Library applied for a grant for historic children's literature.

In 1994/95 the Library spent more than $300,000 on collections from funds outside the operating budget, i.e. trust funds, endowment funds, funds from faculties, revenue from fines, grants, and gifts. Fund-raising to enhance the Library's ability to acquire materials is obviously a key area for the Library and University to strengthen. It is important to remember, however, that not all donations of books or designated-purpose gifts of money correspond with the research needs of the Library's users, and that there are costs associated with the acquisition and processing of donated materials. This past year was the Library's first year without the position of a gift-and-exchanges librarian, and the handling of gifts was integrated into the operations of individual Library units. Figures are not readily available, but the number of gifts received into the collection has likely been reduced as bibliographers have focused on adding only those gift materials which are most appropriate to the Library's collection.

## Collection Development and Budget

The Library's collections budget receives an annual increase to cope with inflation and currency

fluctuations, and an additional 1.5% for new materials. However, since the total increase (usually between 5% and 6%) does not cover increased costs for books and serials, annual serials cancellations have had to take place in recent years. One positive outcome of this regular scrutiny of journal titles is that faculty have become quite involved in helping the librarians ensure that collection development is focused on appropriate areas of research and teaching at the University. Such activity is vital, for the Library can no longer afford to spend money on materials not relevant to the curriculum and research at UBC. Faculty have also participated in the review of the written collections policies which were developed for all subject areas.

In the fall of 1994, the Senate Curriculum Committee instituted the requirement that the Library indicate whether the collection is adequate (or inadequate) for all new courses and programs before they can be approved by Senate. This, and the evaluations by faculty and librarians of the Library's collections and how its emphasis has to change, have been beneficial, as the Library wants to make best use of increasingly limited University resources. Nevertheless, faculty, Library advisory committees, and librarians remain concerned about the increasing inadequacy of funding to cover evolving collection needs.

### Preservation

The Preservation Microfilming Special Projects Program, begun in 1993 at the conclusion of the Canadian Cooperative Preservation

Project, has continued its work of protecting scarce and endangered materials by reformatting them onto polyester-base silver halide microfilm. Key projects during the period September 1994 through March 1995 included the filming of the *British Columbia Directories* for 1930-1939, and for 1940-1948, and UBC theses and graduating essays on B. C. history and related subjects, including regional studies in science and industry, submitted between 1920 and 1931. All these projects are fully cost-recovered through the sales of copies of these microfilm sets, and subscribers to the directories projects have been attracted from British Columbia, Alberta, and Washington.

As the fiscal year came to a close, preparations were far advanced on the first of a three-part program to film the provincial and local directories from the turn of the century through 1929. Future plans also include the filming of archival collections, such as the *W. M. Rossetti Diaries*, and Malcolm Lowry's *Shakespeare*, and several sets of high-profile government publications.

In February 1995 a day-long seminar and workshop was held by Program staff. Participants from libraries, archives and records centres located in the Lower Mainland, Victoria and Calgary were given presentations on the philosophy and background of preservation microfilming, relations with the microfilming service bureau, the importance of standards in the production of preservation microfilm, and other aspects of microform librarianship. Special
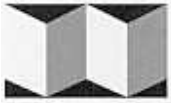
procedures in preparing archival and manuscript collections for microfilming were also covered in detail.

The provision of a satisfactory storage environment for the Library's collections is the single most important thing that can be done to preserve this valuable resource. The Library has discussed mutual needs for appropriate storage space with the UBC Press, and has provided this information to Campus Planning and Development.

Disaster preparedness supplies and equipment were purchased and distributed throughout the Library system.

## Goals and Objectives

### Collections

1 To complete the first round of consultation with faculty about the written collection policies.

2 To begin mainstreaming collection procedures relating to electronic materials.

3 To begin further initiatives for resource sharing and cooperative collection development.

### Preservation

1 To continue to produce preservation microfilm sets to national standards and to make them available at reasonable cost to the local and international library communities.

2 To evaluate preservation microfilming proposals from Library units.

3 To foster observance of the standards and procedures of preservation microfilming in the wider library and archives community, and to encourage cooperative microfilming projects among government, academic, public and special libraries.

4 To continue to promote awareness of the potential of preservation microfilming in collection development— improving access by reformatting fragile, rare and expensive resources onto a stable and relatively inexpensive medium.

5 To continue to work toward acceptable storage for the Library's collections.

6 To survey acetate microfilm collection for the presence of "vinegar syndrome," using AD (Acid Detecting) Strips developed by the Image Permanence Institute at the Rochester Institute of Technology.

7 To continue to monitor the development of digitization projects for print materials.

## STRATEGY: ACCESS

### Circulation

Circulation activity increased approximately 32% overall in the Library system during the reporting year reflecting changes in Library loans policy and the resulting increase in availability of high-use materials. In addition self-service renewal activity continues to grow in volume, and has become an exceedingly popular service.

Circulation patterns in Appendix D reflect a number of changes. Circulation activity in the Asian Library increased by 62,000 transactions or 210% over two years with the introduction of an automated circulation system. Transfer of collections from Main Library to the Education Library and the Lam Library served to increase circulation in the branch libraries and moderate growth in the Main Library. The use of materials within Library buildings, which is not recorded by the circulation system, continues to increase. Studies planned for the coming year will help to assess this use of the collection.

### Technical Services

#### Improved Access to New Materials

The Books to Branches (B2B) program, inaugurated in January 1994, was fully integrated into Technical Services workflows during 1994/95. The uncatalogued backlog waiting for catalogue copy or original cataloguing is stored in public areas for the most part where it is available for circulation. The Catalogue Division has worked out recall procedures for the books with relevant Public Services areas. Now that the catalogue backlog is no longer stored in the Library Processing Centre basement, the space is available for storage. Compact shelving has been installed in this area and low use material, primarily from the Main Stacks, is being transferred to this area, the Library's latest storage location.

#### Conversion of Card Catalogue Records

One of the Library's long-running projects is a step closer to completion. The retrospective conversion (RECON) project, which is converting pre-1978 card catalogue records into electronic form, has received $168,000 in one-time funding from the provincial government, thanks to a joint proposal for SFU, UBC and UVic made in January 1995. The other universities received a total of $132,000.

The Library plans to use this funding to employ student assistants for RECON duties and to acquire workstations for RECON staff. These student assistants will supplement the time already allocated to RECON work by Library staff in the Catalogue Division, the Music Library, the Fine Arts Library and Special Collections & University Archives. The priority will be to enter brief bibliographic records and up-to-date holding information into the Library's online catalogue. The objective is to finish conversion of records for those materials most likely to move to the new Koerner Library, as this needs to be completed prior to the Koerner move-in date of December 1996.
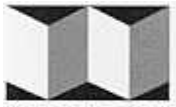
### Asian Library Cataloguing

The Asian Library is making good progress in cataloguing the rare books in the P'u-pan Collection, through its participation in the RLG International Union Catalog of Chinese Rare Books Project. The project began in 1991 and now has more than 5600 records in the RLIN database, representing the holdings of 11 North American collections and 5 libraries in China. The Asian Library has contributed over 500 records to the database and is striving to enter the remaining 300 rare titles within the next 12 months. The project pays the Library US$5.00 for each record contributed to cover necessary expenses.

### Serial Vendor Change

A review of the Library's arrangements for North American journal acquisition in 1994 and a subsequent evaluation of proposals from several serials agents led to the replacement of Faxon Canada by Canebsco. At the same time, the Library began phasing out use of U.S. Post Office boxes for journal subscriptions, as increasing taxes, service fees, and handling costs no longer made the use of these economical. As records already had to be modified to implement the change in agent, it was efficient to make the subscription address changes at the same time. Monitoring these changes will require a certain amount of time over the next year.

## Goals and Objectives

### Circulation

1  Introduce self-service holds and self-service check out in the Library.

### Technical Services

1  To complete the internal reorganization of the Catalogue Division to improve workflow.

2  To upgrade equipment, including the provision of ergonomic furniture for each staff member.

3  To develop a Library policy on the level of cataloguing given to items acquired for the collection.

4  To streamline processing workflows by making use of the capabilities of the Library's new automated system, by implementing the to-be-developed level of cataloguing policy, and by considering processing options offered by the Library's book and journal vendors.

5  To continue with the integration of technical processing and public services staff where effective.

6  To continue with ongoing projects such as RECON and the installation of theft-detection strips in the Main Library collection.

## STRATEGY: PLACE

### Automation and Technology

Work commenced on two major technology initiatives: to commence the transition from local development to purchase of commercially available systems, especially for support of library processing work; and to secure ongoing funding and budget flexibility for technology and the information infrastructure. This was also the year when it became very apparent that the UBC Library was entering an era of multiple online systems.

The UBC Library prepared and issued a Request for Proposal (RFP) for automated library systems and services; reviewed seven responses and selected three shortlisted vendors; held two-day on-site presentations from each of the shortlisted vendors; and completed a final review and evaluation. In the coming year, the Library expects to complete negotiations with the most suitable vendor and commence conversion and implementation work.

A target of $1 million was identified for the ongoing technology and information infrastructure budget. A multi-year campaign has been initiated to reallocate existing budget resources and raise new funding.

UBCLIB, the Library's online catalogue continued to expand and improve. In July 1994, a new version of the menu interface was implemented. Many new databases and services, especially remote ones, were incorporated directly into the

standard menu screens. A highly requested function, self-service holds, was also introduced. New databases and services included: The B.C. Outlook database, a union catalogue of the holdings of most B.C. public, college, and other post-secondary institutions; Books in Print database; OCLC *FirstSearch*.

Activity on other locally supported online systems increased dramatically. All seven subsets of the *Current Contents* database were made available on the Ovid system (previously known as PlusNet 2). *IPO*, a special version of the UMI Powerpages system with the full-text reports and conference papers of IEE/IEEE was implemented. This was done as a cooperative project with the Faculty of Applied Science and the Department of Computer Science.

The UBC Library also received Innovation Funding to acquire and implement the Silverplatter ERL system to provide network access to databases previously available only on standalone CD-ROM workstations at various Library locations. In its initial implementation later this year, the system will provide access to at least nine databases.

World Wide Web activity was evident in all parts of the Library. Most branches and divisions had projects underway to create and provide online information via the Web. The Library also acquired a separate computer to act as a Web server and a prototype Web gateway to the local UBCLIB system was also created. The latter was used to demonstrate the feasibility of
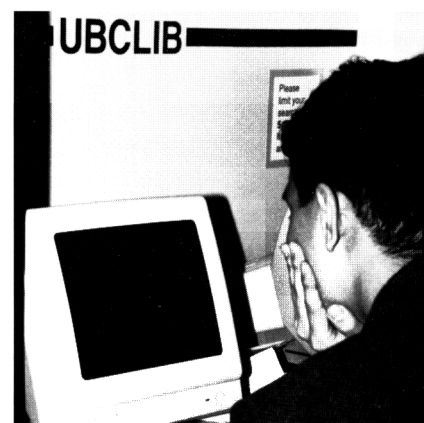
making locally loaded electronic journals available via the Web.

## Library Space and Equipment

### Koerner Library

In the Fall of 1994 the Walter C. Koerner Library (Central Library-Phase I) was sent out to tender. The lowest bid had been substantially over the project budget, and the architects, together with the low bidding contractor, were asked to develop a list of potential savings which would bring the project within the budget but which would not drastically revise the programme or the architectural quality of the project.

This goal was achieved, and on November 29, 1994 Campus Planning and Development announced that the contract had been awarded to Foundation Building West Inc., and that site work would commence on December 1, 1994. The date of anticipated completion of the work is December 1996.

Construction is proceeding on schedule. The contract specified that the Sedgewick Library would remain open, and the staff there have coped very well with the construction which is going on around them. The contractors have developed a good working relationship with Library staff members involved in Koerner planning, and most problems to date have been minor and have been settled to the satisfaction of both sides.

While the building is under construction, Library staff have been working toward the division of the humanities and social sciences collections, in anticipation of the move into the new library in the winter of 1996.

### Storage

The Library's need for storage is acute and continues to grow, and the environmental conditions for such storage are specialized. For example, between July 1994 to June 1995, 14,389 volumes of newly-catalogued books were added to the Asian Library. In addition, over 8,000 volumes of uncatalogued books were moved there from the Library Processing Centre when the Books to Branches project was implemented. To accommodate these books, 15,000 volumes of catalogued books were moved to LPC for storage. More materials will have to be placed in remote storage unless additional storage space is found either in the Asian Library or the Asian Centre. The feasibility of installing compact shelving in the public areas of the Asian Library is being explored, although the cost may prove prohibitive, and an appeal has been made to the University Administration for space in the Asian Centre.

Campus Planning and Development has been engaged in a study of storage requirements for the University, and the Library is participating in this study. Additional compact shelving was installed in Room 21 of the Library Processing Centre. This work was completed in April, 1995. Room 105 of the Main Library (the Old Bindery) which had long been used as a store room, was cleared and shelving was installed. A new ramp

leading into the room was built.

### Maintenance and Repairs

Campus Planning and Development has agreed to replace the northwest elevator in the Main Library. The work is scheduled to take place some time early in 1996. Plant Operations agreed to replace the ageing air conditioning plant for the vault in the Special Collections and University Archives Division. This work was scheduled to take place in the autumn of 1995. The Library Processing Centre has experienced severe climate control problems over the reporting period, and the Library, together with Plant Operations, has been working on solutions.

### Emergencies

Emergency supplies, such as mops and buckets, plastic sheeting, newsprint, trouble lights, etc., were purchased and distributed to all Library locations, to enable staff to deal with building emergencies, such as broken water pipes.

## Goals and Objectives

### Automation and Technology

1   To complete negotiations with the most suitable vendor for a new library system to support acquisitions/accounting, cataloguing, circulation, public access catalogue, and serials management; and commence data preparation and system implementation.

2   To continue with reallocation and fund raising for the new information and technology infrastructure budget.

3   To continue with the addition of new workstations, and the replacement of old equipment, for both staff and public use.

4   To prepare for the systems and infrastructure support required for the new Koerner Library.

5   To implement self-checkout workstations at five major locations.

6   To continue to develop the systems resources that will address the increasingly complex and varied requirements of client-based software for multiple online systems now supported at the UBC Library.

### Space

1   To continue to work on the construction of the Walter C. Koerner Library.

2   To install additional compact shelving wherever possible in the Library system.

3   To work with Campus Planning and Development to achieve the type and quantity of storage space the Library needs to alleviate our severe space shortage.

4   To develop a Master Space Plan for the University Library.

## STRATEGY: PEOPLE

### Staff

The UBC Library and its staff have been involved in a period of continuing change during the past few years. The challenges of meeting the ever-increasing pace of innovation in information technology, planning for new services and buildings, restructuring of existing services and the organization, and dealing with UBC's financial restraints have led to a re-evaluation of priorities and services. It is a tribute to the Library's professional and support staff that they have continued to provide both responsive and well-appreciated services to the Library's many clients and to maintain the processing services and infrastructure facilities upon which information and reference service depend.

### Training and Development

The Library has completed three years of staff training and development (STD) programs, implementing the comprehensive plan developed in 1992. In this third year of programming, the Library supported 240 sessions or courses for 1,100 participants. Computer Skills and Managerial and Other Skills Training Program (MOST) courses continued to be supported. Where appropriate, these and other courses were customized for in-house delivery or lab training. Special emphasis was placed on training and development that would help staff to adapt to changing roles and career paths. These included such diverse topics as leadership development, interpersonal effectiveness, teaching/training roles, human

resource management, and information technology management. More individualized training was provided to 69 staff members in such specialties as electronic texts, Gopher, resource sharing, Pacific Rim resources, Freedom of Information legislation, copyright, preservation, media librarianship, and many more. New training methods were added to the repertoire: videoconference, online electronic workshops, model simulations for decision making. The terms of reference of the Staff Training and Development Committee were revised and new committee members were recruited for a two year term.

### Safety and Security

New safety and security policies were developed for the Library, dealing with the exclusion of animals from Library buildings, rollerblading and skateboarding within Library buildings, and with the proper loading and use of book trucks. The Facilities and Preservation Manager (F&PM) organized personal security training sessions for Library staff and served on the Selection Committee for the University's Personal Security Coordinator. The F&PM also served as chair of the University's annual Health and Safety Awareness Week which took place at the end of October 1994.

A traffic plan put into effect in the summer of 1994 by Campus Planning and Development had put the Security Bus stop at the rear of the Main Library, an unpopular move for users of the bus, as the location was poorly lit and without shelter. The Library lobbied to have

bus stop moved back to the front of the Main Library. After a series of meetings with Campus Planning and Development, Parking and Security Services, the Alma Mater Society, etc., the University agreed to return the bus stop to its former location.

The retrieval of keys from individuals who have left the Library continues to be difficult under current University procedures. To improve security, a thorough review was made of outstanding keys and of access codes in an effort to retrieve or cancel all those held by people no longer employed in the Main Library building.

### Staff Complement

The Library's staff establishment totalled 342.84 full-time equivalent (FTE) positions, including 87.75 librarians, 8.17 management & professional (M&P) staff, and 246.92 support staff, at the end of the reporting period. This includes 14.8 cost-recovery or grant-funded positions, and compares to a total of 344.16 (including 12.59 cost-recovery or grant-funded positions) at the end of the previous reporting year. General purpose operating fund (GPOF) positions decreased from 331.57 positions to 328.04, a reduction of 1.06 percent while cost-recovery and grant-funded positions increased by 17.55 percent. The latter now represent 4.31 percent of the Library's staff complement.

However, the actual working staff complement was considerably less than establishment figure listed above. As of the writing of this report, 19.67 FTE GPOF positions have been left vacant for financial reasons in addition to another 5 FTE positions

which are blocked by early termination agreements. Many of these positions will be used in the 1995/96 fiscal year to fund negotiated staff salary increases, to supplement allocations for technology, supplies, equipment, and other operating expenses, and to fund new services. So far, the Library has been able to deal with fiscal restraint through normal attrition, early retirement, and an increased use of cost-recovery and grant-funded staff; it has not yet had to resort to layoffs.

### Goals and Objectives

#### Training and Development

1   In consultation with the STD Committee, review and revise STD policy based on experiences with the STD plan in first three years.

2   Plan and implement programs for STD at all levels to assist them in managing organizational and personal change and transition.

3   Plan and implement training programs to assist staff in learning the Library's new automated system (in cooperation with Library Systems and Public Service/ Technical Service Heads).

#### Safety and Security

1   To continue to address the general safety and security concerns of the Library's staff.

2   To improve security and safety in the Main Library through improvement of the alarm system.

## STRATEGY: PARTNER

### Development and Community Support

Thanks to a combination of private sector donations and matching funds from both the provincial government and the President's Fund, the Library raised over $416,000 during 1994/95. Specific fundraising efforts included the Walter C. Koerner Library *Leave Your Mark* Campaign, the Faculty and Staff Campaign, Gifts-In-Kind, and Friends of the Library.

The Koerner Library *Leave Your Mark* Campaign, which raised $164,415 during the 1994/95 campaign, will continue into 1995/96. For contributions ranging from $250 to $5,000, donors' names will be inscribed on a book plate inside a new volume being added to the Koerner Library collection ($250), a book stack ($500), a skylight roof panel ($1,000), or the granite foundation blocks ($2,500 and $5,000).

The Library has also established two endowments with targets of $1 million each. Gifts made to these endowments are eligible for matching funds from the Hampton Place Endowment. The Library Collection Endowment will enable the Library to continue to build its rich and unique collection. The Technology Endowment will help the Library keep pace with technological developments. This endowment is off to an excellent start with an initial gift of $50,000 from Mr. Haig Farris.

The Library also has a Friends of the Library organization. The Friends of the Library welcome everyone interested in the continued excellence of the UBC Library. If you would like to become a member, please call the Development Officer at 822-5071.

### Donations

The UBC Library gratefully acknowledges those alumni, parents, faculty, staff, corporations, organizations, and friends who contribute to the Library. The Library wishes to take this opportunity to give special recognition to those supporters who contributed donations or gifts of $1,000 or more during the year under review. The Library also gratefully acknowledges the support of the many donors who have provided donations or gifts-in-kind of less than $1,000.

**The Crane Library Memorial Donations Fund**
Mr. & Mrs. William R. Read

**The Friends of the HSS Book Fund**
Vancouver Foundation

**The Friends of Macmillan Library Fund**
Dr. Joseph &
Mrs. Joyce Gardner

**The Friends of the Library Fund**
Dr. & Mrs. Cyril Bryner
Mrs. Anne M. Kaplan

**The Dr. Stanley Z. Pech Book Fund**
Mrs. Vera Pech

**The Walter Gage Memorial Fund in support of Crane Library**
Mr. John A. MacDonald

**Walter C. Koerner Library Fund**
Brascan Ltd.
Commonwealth Holding Co. Ltd.
RBC Dominion Securities
    Pemberton
Shell Canada Ltd.
Trident Enrichment Society
Miss Elsa Alsgard
Dr. C. Jane Banfield
Mr. John & Mrs. Cheryl Banfield
Dr. Walter & Mrs. L. M. Barss
Dr. William H. Barton
Mrs. Birgit Freybe Bateman
Estate of Irene M. Bourassa
Dr. David Brabyn
Miss Joanne V. Brown
Miss Jean A. K. Campbell
Mr. Chung Cheung
Mrs. Elizabeth Clark
Dr. Stanley Coren
Mr. Charles A. Davis
Dr. E. M. Derworiz
Mr. Gene W. Faryna
Mr. & Mrs. A. B. Gellatly
Estate of Elizabeth Wilson Grant
Ms. Janis Hamilton
Mr. H. Meng Heah
Mrs. Mona Iwabu
Dr. Herbert William Kee
Dr. Daniel S. Y. Lee
Mr. John A. MacDonald
Mrs. Mary C. Martin
Dr. & Mrs. Robert C. Miller, Jr.
Mr. Paul R. Moritz
Dr. Abdul M. Mousa
Ms. D. Marie North
Mr. John E. O'Donnell
Mr. Mark T. Olsen
Mr. James Orr
Mr. Noel A. S. Owens
Dr. Ruth J. Patrick
Ms. Marion Pearson
Dr. Leslie R. Peterson, QC, OBE
Dr. Man-Chiu Poon
Mr. James G. Reddon
Mr. Donald Rogers
Mrs. Sheila &
    Mr. Robert Ross, QC

Dr. Robert S. Rothwell
Miss D. E. Ryder
Dr. John E. R. Stainer
Mr. Lynn & Mrs. Florence Sully
Dr. Delfa Syeklocha
Dr. Geraldine M. Ty

**Matching Gifts**
The Library appreciates the support of corporations and organizations who match the gifts of their employees to the UBC Library.

Arthur Andersen & Co
Chevron Canada Ltd.
Chevron Canada Resources Ltd.
ICI Canada Inc.
Lafarge Canada Inc.
Metropolitan Life Insurance Co.
Mobil Oil Canada Ltd.
Prudential Foundation
Seagram Company Ltd.
Spar Areospace Ltd.
Suncor Inc.
Upper Skeena Counselling &
    Legal Assistance Society

**Planned Giving**
Planned giving through estate and tax planning by alumni and friends continues to assist the development of the Library. The Library gratefully acknowledges the generosity of such donors.

Catherine MacIntosh

**Gifts-in-Kind**
Gifts-in-kind enrich and enhance the research collections of the UBC Library. The Special Collections and University Archives Division received a number of notable gifts during the year, including the personal papers of humorist Eric P. Nicol and some of the literary manuscripts and
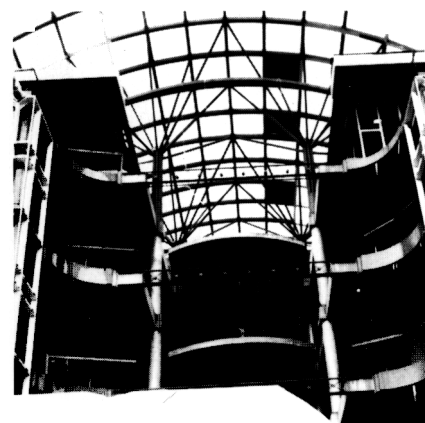
correspondence of science-fiction writer Spider Robinson.

The Stanley Deane Collection, a significant collection of some 297 maps and seven books and atlases from the 16th to 19th centuries, was donated by collector Dr. L. Stanley Deane. This collection, which includes many fine examples of the work of a number of the most important pre-1900 cartographers and map publishers, documents the growth of geographical knowledge, cartographic art, and technical skills in western society. The collection complements other cartographic collections in the Special Collections and University Archives Division which provide valuable resources for the study of the history of geography and cartography as well as the history of printing.

The Asian Library received a number of valuable collections. The State Education Commission of China provided 698 volumes of scholarly works published in China in recent years. This multi-disciplinary collection will benefit faculty, students and researchers from many faculties and academic departments as it covers all aspects of Chinese Studies, including History, Literature, Politics, Economics, Education and Art. The Korean Foundation provided 200 volumes of Korean books in the subject areas of Sociology, History, Literature, Language and Politics; the Daewoo Foundation provided 200 volumes of Korean books in the Humanities and Social Sciences; and 50 volumes of Korean books in the areas of Sociology, History, Religion and Culture were donated by the Academy of Korean Studies.

The Library expresses its thanks to the following donors for gifts to the book collections of various Library units.

Academy of Korean Studies
Daewoo Foundation
Korean Foundation
State Education Commission
    of China
Vancouver Foundation
Dr. David F. Aberle
Dr. Ivan Avakumovic
Dr. Michael H. Bullock
Mrs. Margaret E. Burke
Dr. Max &
    Mrs. Moira Cynader
Dr. L. Stanley Deane
Dr. Ronald A. Jobe
Dr. Robert W. Kennedy
Mr. Eric P. Nicol
Mr. Spider Robinson
Mr. Philip &
    Mrs. Hilda Thomas
Dr. James V. Whittaker
Miss Frances M. Woodward

**Special Purpose Gifts**
The Japan Foundation provided $6,000 for the purchase of another 22 volumes of *Gokaido Bunken Nobe-Ezu* (scaled pictorial strip maps of the five major highways in Old Japan), which is published in 103 volumes. This is the second donation the Japan Foundation has provided to assist with the purchase of this valuable set.

The Library also expresses its thanks to the Science Council of B.C. for its donation to the Library's PATSCAN service to promote the development of inventions which contribute to the solution of environmental problems.

Every effort has been made to ensure accuracy of this listing of donations and gifts received between September 1, 1994 and March 31, 1995. Please notify Library Development of any errors or omissions.

## STRATEGY: FUNDING

### Salaries & Wages

For the first time in eight years expenditures on salaries and wages for Library staff appeared to decline in real dollars as well as continuing their steady downward trend as a percentage of the Library's total expenditures. This was largely the result of freezing budgeted positions as they became vacant in order to fund actual and anticipated salary increases for the remaining staff. The University's budget guidelines now require that these increases, as well as salary scale steps and reclassifications, be covered from within existing budgets. Both of the Library's major employee bargaining units, CUPE local 2950 and the UBC Faculty Association, were still in negotiations at the close of 1994/95, and their settlements would be retroactive to April 1994 and July 1994 respectively. In fact the salaries expenditures incurred for 1994/95 did not actually decline in real dollars, once the retroactive pay settlements were taken into consideration, but their proportion of the Library's total spending continued to slip downward.

This trend is expected to continue and even accelerate over the next several years. A major Library restructuring initiative began in 1994/95 when the decision was taken to reallocate $1 million in continuing funding from the salaries budget to support the Library's technological infrastructure. Specifically, the reallocation is to establish a permanent budget for replacement and upgrading of the computing and telecommunications equipment

on a five-year cycle, eliminating the need to rely on unpredictable "soft money" for this purpose each year. The reallocation will take place over several years beginning in 1995/96. It is intended to continue utilizing budgeted positions as they become vacant in the normal course of events, in order to avoid layoffs if at all possible.

### Collections

Spending on collections continued to increase, both in real dollars and in its percentage of the Library's budget (34.3%) and the University budget (6.4%). The second installment of University funding for the Electronic Library amounted to $350,000. The Collections Formula increase provided another $452,717, an increase of 5.7%, with 1.5% designated for new material, 2.4% to offset unfavourable foreign exchange fluctuations, and 1.8% to mitigate the effects of inflation. Actual inflation for serials subscriptions amounted to 14.2% in 1994/95. $475,000 worth of serials subscriptions were cancelled in order to continue other subscriptions and allow for some new titles to be purchased.

### Supplies, Services & Equipment

Because of the need to reallocate salary savings to cover salary increases, less "soft money" was available for ergonomic furniture and equipment purchases than usual. Spending in these areas was down by over $200,000 from that in 1993/94. The cost of supplies and services continued to rise, especially in the growth areas of computing and telecommunications. As with salaries, any increases had to

be covered from within the existing budget.

## Cost recoveries

Of necessity the Library has come to rely on additional income generated from sales of products and services to support and expand those services which lend themselves to cost recovery. Such cost recoveries from sources external to the Library's operating budget, plus Library fines, amounted to $1.7 million in 1994/95, a 22% increase over 1993/94. They permitted expansion of the Library's fleet of public use photocopiers by 11 machines, supported a substantially increased volume of patent-searching services, and reflected increased use of the UBC Library collection by other libraries and extra-mural borrowers. Fine revenues covered their own processing costs and contributed to the Collections budget.

During 1995/96 the Library and other units on campus with significant cost recoveries will be setting up special "non-core" accounts and budgets to segregate the operations supported through cost recoveries from those supported by the General Purpose Operating Fund, in accordance with the University's new budget policy.

## Grant Funding

Grants are playing an increasingly important role in funding services and projects that would otherwise be beyond the Library's means. Benefits from successful applications over the past year include:

**B.C. Government Innovation Fund**
$142,500 to develop networked access to CD-ROM databases.

**B.C. Ministry of Advanced Education, Training and Technology.**
**Networks of Centres of Excellence**
**Information Infrastructure**
$10,000 to support electronic library services to the health sciences.

**B.C. Ministry of Employment and Investment**
$65,900 for continued support of the PATSCAN service.

**B.C. Ministry of Skills, Training and Labour**
$168,060 to support electronic access to libraries through further retrospective conversion of the UBC Library card catalogue.

**Canadian Council of Archives**
$3,000 for an academic internship in the Special Collections & University Archives Division for a student in the School of Library, Archival and Information Studies.

$2,795 for the Nitrate Negative Identification and Treatment Project in the Special Collections & University Archives Division.

**Law Foundation of B.C.**
In response to a request from the UBC Law Faculty, $6,424 for an ARIEL workstation for the Law Library.

**National Library of Canada**
$52,913 for continued support of the Cataloguing in Publication Program.

**National Library of Canada. Adaptive Technology for Libraries Program 94/95**
$6,548 for a scanner workstation with voice output and screen enlargement, and a closed circuit magnifying TV for the Crane Library.

**Social Sciences and Humanities Research Council of Canada**
$26,000 to develop the collection of materials relating to 19th century women authors of Great Britain and Ireland.

**University of B.C. Disabled Employee Assistance Fund**
$3,575 to fund 50% of the cost of a photocopy station in the Main Library for users in wheelchairs.

**University of B.C. Minor Capital Fund**
$95,000 for compact shelving in the Library Processing Centre.

**University of B.C. President's University Croquet Tournament**
$2,000 in support of the Crane Library.

**University of B.C. Teaching & Learning Enhancement Fund**
$19,133 for continuation and expansion of the Electronic Resources Teaching Program.

$7,807 for the Library Gopher Project.

$17,603 for the Crane Library's Multi-Media Talking Book Project which permitted the recording of *The Enjoyment of Music*, 6th ed. (1990) by Joseph Machlis and Kristine Forney.

## Goals and Objectives

1 To begin implementation of the Library's decision to reallocate $1 million from the salary budget to technology.

2 To develop financing plans for the acquisition of the new Library system.

3 To continue revising the Library's accounts and budget allocations as required to reflect changes arising from restructuring initiatives associated with the reallocation to technology and the move to the new Walter C. Koerner Library in 1996/97.

4 To work with the University's Office of Budget and Planning and the Dept. of Financial Services to set up non-core operating accounts for the Library's major cost recoveries.

5 To continue implementation of cost recovery and cost reduction strategies to eliminate the GPOF subsidy of interlibrary loans by 1995/96.

6 To continue working toward the objective of restoring the Library to its former position as one of the top 20 research libraries in North America.

7 To continue training Library managers to use and interpret financial data.

## APPENDICES CONTENTS

## Appendix A

# LIBRARY STATISTICAL SUMMARY

April 1, 1994 – March 31, 1995

| COLLECTIONS | 1994/95 |
|---|---|
| Total Volumes[1] | 3,467,184 |
| Volumes Added, Net | 112,809 |
| Total Titles Catalogued | 68,095 |
| Current Subscriptions[2] | 23,041 |
| Number of monographs purchased | 54,805 |

[1]Includes net volumes added
[2]Includes 17,486 paid subscriptions and 5,555 received as gifts or exchanges

| SERVICES | 1994/95 |
|---|---|
| Total Use of Library Resources | 3,720,490 |
| Document Delivery (Health Sci. Network)[3] | 39,008 |
| Interlibrary Loan – Loaned[3] | 52,473 |
| Interlibrary Loan – Borrowed[3] | 18,535 |
| Instruction Classes/Orientation Sessions | 938 |
| Number of Participants | 10,395 |
| Library Tours (Faculty & Students) | 211 |
| Number of Participants | 2,159 |
| Library Tours (Community Groups) | 196 |
| Number of Participants | 925 |
| Total Questions Answered | 402,091 |
| Research Questions | 36,581 |
| Reference Questions | 258,642 |
| Directional Questions | 106,868 |

[3]Included in Total Use of Library Resources

| STAFF (FTE) | 1994/95 |
|---|---|
| Librarians | 87.50 |
| Professional (M&P) | 8.17 |
| Staff | 246.92 |
| Student | 52.90 |
| Total FTE[4] | 395.49 |

[4]Includes 14.8 cost-recovery or grant funded positions

| EXPENDITURES | 1994/95 | |
|---|---|---|
| Collections | $8,389,284 | 34.32% |
| Salaries & Wages | $13,663,492 | 55.89% |
| Binding | $210,068 | 0.86% |
| Other Operating Expenditures | $2,183,458 | 8.93% |
| Total Gross Expenditures | $24,446,302 | |
| Cost recoveries | ($1,711,736) | |
| Total Net Expenditures | $22,734,566 | |

UBC LIBRARY

## Appendix B

# GROWTH OF COLLECTIONS

|  | MARCH 31, 1994 | NET GROWTH | MARCH 31, 1995 |
|---|---|---|---|
| Air Photos | 1,045 | 0 | 1,045 |
| Aperture Cards | 2,589 | 0 | 2,589 |
| CD-ROM Discs | 576 | 401 | 977 |
| Data Bases On Line | 27 | 14 | 41 |
| Documents–Uncatalogued | 813,099 | 10,203 | 823,302 |
| Films | 919 | 1 | 920 |
| Filmstrips | 2,854 | 0 | 2,854 |
| Large Print & Braille Volumes | 9,104 | 17 | 9,121 |
| Magnetic Tapes | 905 | (5) | 900 |
| Manuscripts (metres)[1] | 2,909 | 63 | 2,972 |
| Maps | 193,769 | 2,348 | 196,117 |
| Microcards (cards) | 111,680 | 0 | 111,680 |
| Microcomputer Discs | 999 | 60 | 1,059 |
| Microfiche (sheets) | 2,943,901 | 91,806 | 3,035,707 |
| Microfilms (reels) | 104,710 | 1,368 | 106,078 |
| Microprint (sheets) | 1,087,670 | 0 | 1,087,670 |
| Photographs | 325,793 | 300 | 326,093 |
| Pictures | 66,198 | 370 | 66,568 |
| Serial Subscriptions[2] | 24,440 | (1,399) | 23,041 |
| Slides (sets) | 31,974 | 100 | 32,074 |
| Slide/Tape Shows | 112 | 0 | 112 |
| Sound Recordings | 125,946 | 2,423 | 128,369 |
| Transparencies (sets) | 1,482 | 0 | 1,482 |
| Video Tapes | 5,221 | 598 | 5,819 |
| Videodiscs | 12 | 0 | 12 |
| Volumes-Catalogued | 3,354,375 | 112,809 | 3,467,184 |

[1]  Thickness of files in metres.

[2]  Includes periodical subscriptions, monographic series and sets.

## Appendix C

# LIBRARY OPERATING EXPENDITURES
### FISCAL YEARS APRIL/MARCH

| YEAR | SALARIES & WAGES | COLLECTIONS | BINDING | OTHER | GROSS EXPENDITURES | COST RECOVERIES | NET EXPENDITURES |
|------|------------------|-------------|---------|-------|--------------------|-----------------|------------------|
| 1990/91 | 12,706,989 (61.64) | 5,898,405 (28.61) | 244,422 (1.19) | 1,765,675 (8.56) | 20,615,491 | 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) | 20,826,340 | 1,019,300 | 19,807,040 |
| 1992/93 | 13,502,655 (58.45) | 6,735,336 (29.16) | 258,481 (1.12) | 2,604,148(11.27) | 23,100,620 | 1,296,117 | 21,804,503 |
| 1993/94 | 13,726,868 (57.80) | 7,541,116 (31.76) | 235,432 (0.99) | 2,244,024 (9.45) | 23,747,440 | 1,404,708 | 22,342,732 |
| 1994/95 | 13,663,492 (55.89) | 8,389,284 (34.32) | 210,068 (0.86) | 2,183,458 (8.93) | 24,446,302 | 1,711,736 | 22,734,566 |

◆ As in previous years, only expenditures from the Library's own GPOF budget are included in the above. Excluded are:
　　Faculty of Commerce expenditures in support of the David Lam Library.
　　Expenditures for library materials by other campus units, for example for departmental reading rooms.
　　Expenditures from library grant and trust funds.
　　Collections expenditures from library grant and trust funds in 1994/95 amounted to $187,774.

◆ Percentage figures in parentheses relate to total spending independent of Cost Recoveries. For 1994/95 Cost Recoveries were:
　　Internal　　　$130,992
　　External　　$ 1,202,963
　　Fines　　　　$377,781

◆ Collections expenditures for years prior to 1992/93 are shown net of fines revenues, as published in the Reports for those years.
　　Gross fine revenues in those years were:　　1990/91　　　$92,923
　　　　　　　　　　　　　　　　　　　　　　1991/92　　　$136,252

◆ "Other" expenditures include non-recurring equipment acquisitions which vary considerably from year to year.

◆ The Library's GPOF expenditures for 1994/95 were 6.42% of the University's GPOF expenditures.

## Appendix D

# RETROSPECTIVE CONVERSION (RECON)

The Library closed its card catalogues at the end of 1977. All material catalogued since then is listed in the online catalogue, UBCLIB. As well, pre-1978 catalogued material which has been revised since 1977 is also listed in UBCLIB. During the late 1970's/early 1980's, the Provincial Government funded recon for five years for B.C. colleges and universities. The UBC Library used that grant funding to convert its serial records (both bibliographic and holdings information) and made some progress in converting the pre-1978 monograph collection. Since then, the Library has periodically reallocated some of its budget and staff resources to continue the conversion work. Partial electronic records have been created in a separate file by staff in different branches and divisions from various card files. Because of these local initiatives, it is difficult to give an exact count of number of titles which have been converted.

There are still some 800,000 records which require conversion into electronic form. Conversion occurs in a number of ways:
◆ In October/November 1988, online order records for the period 1968–1977 were loaded into the Old Catalogue File. Over 350,000 records were loaded. These records were unedited and are updated as encountered during recon work by staff.
◆ When catalogue card records require revision.
◆ Systematically, class by class, working from the master shelf list card file.
◆ From branch shelf list card files, which only reflect branch holdings.

**CONVERSION IS CARRIED OUT IN THE FOLLOWING ORDER OF PRIORITY:**
1. Enter brief bibliographic records and complete holdings for the catalogued collections (or partial holdings if conversion is done from a branch shelf list).
2. Search remote databases for full bibliographic records and load successful searches into the Old Catalogue File.
3. Manually code full bibliographic records for those not found during searches of remote databases.
4. Edit the results of the successful remote database searches.
5. Complete authority work on names.

The following indicators show the progress of conversion to date:

**OLD CATALOGUE FILE (IN UBCLIB)**
The Old Catalogue File as of April 1, 1995 included 443,538 records, more than half of which are unedited.
Of these records, 61,660 are complete bibliographic records and 97,096 have complete UBC Library holdings.

**MASTER SHELF LIST CARD FILE**
This card file contains 1,692 drawers of cards.
Of those, 403 drawers have complete UBC holdings and brief bibliographic records in UBCLIB.

**CLASSIFICATION RANGES**
UBCLIB contains brief bibliographic records and complete UBC Library holdings for the following classification ranges:
> AC 1 — AC 146 M
> AC 150 — AG 90
> F 5000 — G 58 (Canadian History)
> JV 8500 — JX 1299
> JX 5001 — L 111 A (Law)
> LA 1500 — LB 775 K76
> M 2 D — M 700
> N 1 R — N 80
> PR 8748 — PR 9598 F (Canadian Literature)
> Q 11 N14 — Q 11 N82 n.100
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