ANNUAL REPORT OF THE

OAKLAND UNIVERSITY LIBRARY FOR 1977-78

PERSONNEL

A number of personnel changes occurred in the library during the past year. They are recorded briefly in the following paragraphs.

From May of 1972 S. Rita Sparks served as a member of the library faculty with the primary assignment of reference service in business, economics, and management, until November of 1977 when she resigned to accept the position of Assistant Personnel Director at the University of Detroit. Rita will be remembered by her colleagues in the library for her many valuable and important contributions to library service including her leadership in the development of the library affirmative action documents, personal factor assignment procedures and her work in the Michigan Chapter of the Special Libraries Association, of which she is president during the current year. The university community was also greatly benefitted through Rita's excellent service in a number of areas, among which were the Bachelor of General Studies curriculum and the Neighborhood Youth Corps Program.

Since September of 1974, Shera Farnham has served as the Oakland County Hotline Librarian. Effective July 31, Shera has resigned. The Farnhams will relocate in Phoenix, Arizona where her husband will begin his medical practice. During her tenure as the Hotline Librarian, Shera provided excellent public relations for the university within the county, expanded the role and volume of service offered by the hotline program, and played an active role in the Michigan Library Association.

Melbourne Jordan served as Acquisitions Librarian from August 1971 to August 1977. After leaving Oakland Mel enrolled at Wayne State where he has completed a Master's degree in anthropology.

In October 1977, Chris Miko was hired, on a temporary basis, to provide additional support and to complete several special projects in the reference and collection development areas. Chris found a permanent position with the staff of the Science Library at Michigan State University in April. Two other librarians are currently filling temporary positions. Nancy Hariani joined the faculty in November and Shirley Alexander in March. Nancy and Shirley are providing support in reference and government documents services, respectively.

Two clerical staff members with a total of nine years service to the library resigned this past year because of changes in their personal circumstances. They were Susan Rhead, an editor in cataloging from November 1973

to May 1978, and Sharon Spence, secretary for the Technical Services Division from April 1974 to January 1978. Sue Fidler, formerly library catalog clerk, was selected to replace Sue Rhead and Robert M. Burns, to replace Sue Fidler.

In order to provide microform service to patrons and monitor the maintenance of microforms and equipment, the position of microforms clerk was established this past January and filled by Mary Hipsher. Jutta Corrigan, order/payment clerk, resigned in August 1977 and was replaced by Judith Holmes in September. Linda Pagan, library serials clerk who resigned in October 1977 was replaced by Toni L. Payne in November.

Members of the library faculty and staff continue to develop professionally, provide service within, as well as beyond, the university community, and make contributions to scholarship.

Jennie Cross was appointed to chair the Work Group on Depository Libraries, elected to chair the Constitution Committee and to serve as treasurer of the Government Documents Round Table of the American Library Association. Robert Gaylor was active in his capacity as Past-President of the Michigan Library Association and in other activities supportive of library services in Michigan. He is President of the Avon Township Public Library Board of Trustees and Vice-Chairman of the Oakland County Public Library Trustee Association. Bob was also the Michigan Library Association representative to the Midwest Federation of Library Associations. George Gardiner has been elected Chairman of the Board of Trustees of the Michigan Library Consortium.

Lois Reilly is an active member of the Reference Service and Book Review Committee of the American Library Association. She was Oakland University delegate to the Michigan Federation of Music Clubs in April 1978. Elizabeth Titus and Robert Gaylor have been elected to represent Oakland County at the Statewide White House Conference on Libraries and Information Services to be held in Lansing in March 1979. This state-level conference, convened to prepare for the White House Conference on Libraries and Information Services to be held in the nation's capital in the fall of 1979, is charged with identifying library and information needs of the citizens of Michigan, defining problems facing libraries and proposing programs for improvement of library and information services to all citizens of the State. Beth also serves as a member of and consultant to the Michigan Library Consortium Task Force on Document Access and Delivery.

Jennie Cross and Janet Krompart enjoyed sabbatical leaves during the past year; the former was on leave between January and June 1977 and the latter, between September 1977 and February 1978. During her leave Jennie began gathering data to be compiled into a "Guide to Published Statistics in Michigan Documents." The State Library has tentatively indicated interest in publishing this valuable reference tool upon completion of the project. Janet completed the course work and most of the research for a master's dissertation for the degree of Master of Arts in Chinese Language and Literature from the Department of Far Eastern Languages and Literatures, the University of Michigan.

Eileen Hitchingham was awarded a United States Department of Health, Education and Welfare grant to study user assessment of search results in on-line information retrieval services. The amount of the grant is $23,000 for the period September 1, 1977 through November 30, 1978. Eileen is pursuing this project full time through December 1978. The Oakland University Research Committee granted Daniel Ring $550 to study the contribution to librarianship of Linda Ann Eastman, Director of the Clevelant Public Library, 1918-1938, a study which will be published in an appropriate library or history journal in the near future.

In May Jennie Cross gave presentations to meetings of the State Documents Depositories, the Documents Exchange Group and the Symposium of Library Resource Sharing in Michigan. Indra David was a panelist at the workshop "The New Copyright Law; Its Implications" at Madonna College in May. Indra presented a paper on library education to the National Librarians Association meeting in Chicago in June. George Gardiner was a panelist at the twenty-third annual Midwest Academic Librarians' Conference held at Ball State University on the theme, "Academic Libraries, Library Instruction and Faculty Development," in May.

The first library staff member to be awarded a degree under the Clerical/Technical Career Development Program is Sabine Kellett. Sabine received the degree of Bachelor of Science in Human Resources Development in June 1978. Ava Tagore of the clerical/technical staff of the library gave a presentation in May on Aging in India and Religious Affiliations and Fear of Death to the Oakland University Sociology/Anthropology class in Perspectives on Aging.

Eileen Hitchingham presented a paper entitled "Categorization of Elements in User Evaluation Forms" at the Michigan Data Base Users Group at Wayne State University, October 5, 1977. A paper entitled "Interlibrary Loan Statistics--Practice, Problems and Approaches" was presented by Elizabeth Titus at the

Symposium on Library Resource Sharing in Michigan, sponsored jointly by Oakland
University and the Michigan State Library at Meadow Brook Hall in May.

Publications of the faculty, either published during the past year or not
previously reported, include the following:

Cross, Jennie B. Reviews of Detroit: A Chronological Documentary History,
    1701-1976, ed. by Robert I. Vexler; State Elective Officials and the
    Legislatures, 1977, prepared by the Council of State Governments; Atlas
    of Michigan, ed. by Lawrence M. Sommers; Michigan Statistical Abstracts,
    ed. by David I. Verway. Volume 9, American Reference Books Annual
    (Littleton, Colo.: Libraries Unlimited, 1978).

Hitchingham, Eileen, "Selecting Measures Applicable to Evaluation of On-Line
    Literature Searching." Drexel Library Quarterly, 13 (July 1977), pp. 52-67.

Merz, Mildred H. (47 abstracts of journal articles in Bibliography Section)
    Christianity and Literature, 26-27 (Fall 1976-Winter 1978).

Ring, Daniel, "New Deal Works Administration in the Milwaukee Public Library."
    Transactions of the Wisconsin Academy of Sciences, Arts and Letters, 65
    (Fall 1977), pp. 28-40.

_____, "Professional Development Leaves as a Stepping Stone to Faculty
    Status." Journal of Academic Librarianship, 4 (March 1978), pp. 19-20.

_____, review of Archives in Library Relations, ed. by Robert L. Clark, Jr.
    in American Archivist, 40 (April 1977), pp. 242-243.

_____, review of Brother to a Dragonfly, by Will D. Campbell. Library
    Journal, 102 (October 15, 1977), p. 2174.

_____, review of A Ghetto Group in Brooklyn, by Harold X. Connolly. Library
    Journal, 102 (December 15, 1977), p. 2497.

Reilly, Lois L. Reviews of American Music 1698-1800: An Annotated Bibliography,
    comp. by Priscilla S. Heard; The Bradford Book of Collector's Plates 1976,
    ed. by Nadja K. Bartels and John G. McKinven; Encyclopedia of the Musical
    Theatre, by Stanley Green; The National Directory of Grants and Aid to
    Individuals in the Arts, International . . . , comp. and ed. by Daniel
    Millsaps and the Editors of the Washington International Arts Letter;
    Performing Arts Research: A Guide to Information Sources, ed. by Marion K.
    Whalen; The Concise Oxford Dictionary of Ballet, by Horst Koegler; The Music
    Locator, ed. by W. Patrick Cunningham; Popular Music Periodicals Index 1975,
    comp. by Dean Tudor and Andrew D. Armitage; Stage Scenery, Machinery, and

Lighting: A Guide to Information Sources, by Richard Stoddard; Classical Vocal Music in Print, ed. by Thomas R. Nardone; Magic as a Performing Art: A Bibliography of Conjuring, comp. by Robert Gill; The Literature of American Music in Books and Folk Music Collections: A Fully Annotated Bibliography, comp. by David Horn; Dance Index; ASCAP Symphonic Catalog 1977, ed. and comp. by the American Society of Composers, Authors, and Publishers; The Encyclopedia of Jazz in the Seventies, by Leonard Feather and Ira Gitler; The Music Guide to Belgium, Luxembourg, Holland, and Switzerland, by Elaine Brody and Claire Brook; A Companion to the Opera, by Robin May. In the Booklist, 73-74 (March, 1977-March, 1978).

FACILITIES

For the second consecutive year there is minimal progress to report on the proposed addition to the Kresge library building. Consequently this section of the report will be concerned more with steps that are being taken not only to maintain reasonable conditions for study and work in the existing facility but also to improve those conditions to the extent possible.

As a result of a recommendation formulated by the Michigan Efficiency Task Force, the Department of Management and Budget requested the university to re-evaluate the dimensions proposed for the library addition and consider a reduction from 243,000 gross square feet to 200,000 gross square feet. (These figures include the 77,000 gross square feet of the existing building.) The requested reduction was based on student enrollment growth projected by the Task Force which differed considerably from the student enrollment growth projected by the university. At the university's request, Rossetti Associates, architects for the project, reviewed this request and developed revised plans incorporating the 43,000 reduction in gross square feet. This reduction not only reduces the capacity of the proposed structure for the storage of books and journals but also eliminates the plan to house audio-visual services within the new building. This past fall the Board of Trustees reviewed and, with considerable reluctance, accepted the revised plans.

In response to the critical shortage of space in the library, a shortage that has been discussed in each of the library's annual reports for the past five years, the first phase of a remote storage program was implemented during the year. An area in the basement of North Foundation was identified and equipped with shelving. This area will fulfill about half of the library remote storage needs, assuming that the expanded library facility will be completed by 1983.

In accordance with the library remote storage program, all pre-1960 science collection serial volumes were placed in remote storage during the spring term. The process of storing approximately 23,000 monographic volumes which had not circulated in the past six years but which were deemed still relevant to the academic program of the university, was also begun. These materials are available within 24 hours after a request for them is submitted to the circulation department.

The second phase of the remote storage program calls for the remote storage of all pre-1955 general collection serial volumes and an additional 27,000 little-used monograph volumes in a location yet to be identified. This second phase is to be initiated in the 1979-80 academic year.

During the interim period while completion of the new facility is awaited, the Committee for Library Facilities Planning,[1] which has been charged to make recommendations for space utilization is in the new building, is also responsible for recommending improvements to the present structure.

The committee has made two major proposals which are currently under consideration. In the first proposal the committee recommended that the periodical collection, currently arranged in two separate alphabets (general periodicals and science periodicals), be integrated into a centralized collection in order to improve access. The second proposal, which is designed to provide needed expansion space for the card catalog and to improve access to periodical indexes, calls for a decrease in the size of the student lounge area on the first floor in order to accommodate the catalog expansion and to allow for consolidation of periodical indexes near the reference service area. Science indexes, formerly on the fourth level, and documents indexes, which had been housed in the documents department, have now been shelved on the index tables near the reference desk with other general and subject indexes to periodicals, documents, special collections, etc. This arrangement provides one-stop access to articles and full reference support for index users. Creation of student mini-lounge areas on the fourth level is also being considered.

Several other improvements to the present structure are at the planning stage, or have just been implemented. Funds to provide installation of a public alerting system to clear the building or to direct occupants in case of major

---

[1] Members of this committee are David Gustner; Thomas Lyons; Richard Pettengill, Chair; Ann Pogany; and Elizabeth Titus.

emergencies have been requested for fiscal 1978-79. Emergency lighting for interior passageways, which become hazardous during electrical failure, is now in place. Replacement of present graphics with an improved and systematic display is being planned, and a variety of painting and repair projects are being carried out to maintain and improve the building.

COLLECTIONS

While a detailed discussion of the development of the collections will be presented in a separate section of this report, several topics relative to the collections are discussed here including, in part, the biennial review of standing orders, the study of loss of materials incurred by the library, and development of collections of microform materials.

Continuing commitments, such as standing orders, must be periodically reviewed to assure that the material they generate continues to be supportive of existing and planned academic requirements. Titles with content that is no longer relevant and those that are now little used or are inordinately expensive in relation to their usefulness to academic programs, need to be cancelled and replaced by titles which are important to the research and reference needs of students and faculty. Sometimes this change means adding series that have customarily been purchased individually from annual departmental allocations. This type of adjustment not only assures the continuous receipt of a wanted series but lowers the cost of library processing of these items.

The regular biennial review of standing orders was initiated during the fall term. Two innovations were introduced in this year's procedure. Members of the faculty were requested to identify for cancellation only those standing orders not fulfilling the academic and research needs of the university. Many academic units were sent a listing of suggested new standing orders. All academic units were encouraged to recommend titles for new standing orders. As in previous reviews, library units such as reference, documents and performing arts also reviewed standing orders in their areas and recommended new standing orders. The review process, concluded late in the spring term, resulted in the cancellation of approximately 40 standing order titles and the placement of nearly 200 new titles.

The library was also able to begin new serial subscriptions from regular library materials funds. Each academic unit was allocated $100 for new subscriptions, in part, in order to compensate partially the humanities and social

science units for relatively heavy cuts experienced in the 1973 and 1975 reviews. Since serials in these areas tend to cost less than in the sciences a larger number of titles can be purchased with a fixed sum of money. In addition, over $1,000 worth of new serial subscriptions were placed for library units, such as reference and performing arts, and for selected academic units partially to compensate for the cancellation of very expensive standing orders, e.g., physics and chemistry, or to further reduce the impact of severe cuts sustained in early serials reviews, e.g., English and education. At the same time that serial subscriptions were being initiated, a special effort was made to obtain backfiles for those titles which were reinstatements of earlier cuts. Overall, 170 serials subscriptions were initiated. This expansion is nearly 70 more titles than were cancelled in the 1977 serials review; it represents the first significant net increase in serial subscriptions in over three years.

In May 1977 the Ad Hoc Committee to Study Library Holdings[1] was created. This Committee was charged with (1) developing a statistically sound methodology for studying the library's collections in order to determine an annual rate of loss, and to single out areas of the collection most vulnerable to loss, and (2) recommending a plan and schedule for implementing the holdings study.

The Committee met several times over the summer and isolated three questions for potential study of loss rates:

1. For each year over the past several years, what is the loss rate for volumes acquired and cataloged in a particular year?

2. What is the loss rate by subject area for a given year?

3. Of the volumes currently represented in the card catalog, what percentage of volumes is missing?

In its final report "Investigating Book Losses in the Oakland University Library: Development of a Methodology with Procedures, Costs and Recommendations" (October 1977), the Committee recommended that an investigation of the first question, annual loss rates, commence in the spring or summer of 1979 when a sufficient sampling file has been accumulated. The second question, loss rates by subject areas, would be investigated if annual loss rates proved to be greater than two percent. It was recommended that the third question, total loss estimation, not be attempted. The cost of studying this question

---

[1] Members of the committee were David Gustner; Linda Hildebrand; Eileen Hitchingham, Chair; and Ann Pogany.

was considered too great in relation to the potential value of the information that would be obtained. The Committee further recommended that the Collection Development librarian review the suggested procedures to determine the feasibility of incorporating a collection use study, e.g., a study of circulation patterns, with the loss study when it is implemented.

In response to questions raised by the Provost, among others, the library's policy and practice on the acquisition of microforms is discussed here, beginning with the text of the Acquisitions Policy for Microforms.[1]

> *The Library will consider the purchase of microform materials needed to support the teaching and research programs of the University under any or all of the following conditions:*
>
> 1. *the intellectual content is available only in microform,*
>
> 2. *the storage space required by the original edition is judged excessive in relation to anticipated usage,*
>
> 3. *the original edition is subject to above average rates of deterioration,*
>
> 4. *the purchase of microform material is more economical and no compelling reason exists for having the original edition, and/or*
>
> 5. *the expenditure of time and effort to acquire original editions is greater than for microforms.*
>
> *However, any microform purchase must consider the impact that such a purchase will have on microform service capabilities especially when new reduction ratios or formats are involved and when large amounts of reproduction or reader usage are anticipated. Refer to the Serials, Newspaper and Document Sections of this Acquisition Policy which have specific statements on the purchase of microform materials originally published in those forms.*

Microform editions are acquired for the library collections when needed materials are available in microform only. The Early American Imprints and Early English Books, collections of incunabula and other rare materials useful for literary and historical research, are examples of this category of acquisition. When the original edition is subject to rapid deterioration, a microform edition may be selected. Newspapers, an extremely selective list of which are acquired in the microform edition only, are an example of this type of material. Microform also has the advantage of eliminating both the need for collation and

---

[1] Approved by the Faculty Assembly on April 14, 1977.

claiming of newspapers and periodicals and the cost of binding, as well as the inconvenience of the unavailability materials being bound. These factors are all important to the acquisitions of backruns of serial publications. Material which would require an inordinate amount of space or would be cumbersome to use in the original format is also often acquired in microform. ERIC, the U. S. Educational Research Information Center Resources in Education series, important to students in education and the social sciences, is an example of this category of microform acquisition.

The library has been acquiring materials on microform, on the basis of these considerations, since its founding. Application of these criteria, in conjunction with broad collection development objectives to meet teaching and research needs at Oakland, has resulted in a microform collection which consists primarily of research materials, ranging from those which receive very high use, such as newspapers and ERIC, to those, such as the U. S. Serial Set and select foreign documents, which receive less use. At this time the general configuration of the microform collection is as follows.

Reels. Library holdings of microforms include approximately 8,500 reels of microfilm. The major share of this material is widely-used newspapers, The Times (London), New York Times, etc. and some backruns of periodicals. Some other titles in this form are Early English Books, approximately 500 reels; the Underground Newspapers Collection, approximately 200 reels; and over 150 reels of primary material on the history of the Chinese Communist Party from the collection of the Hoover Institution of War, Revolution and Peace.

Fiche. The library holds about 250,000 pieces of microfiche. The largest part of this collection is the ERIC documents, approximately 200,000 sheets. The American Statistics Index and Congressional Information Service are also acquired on fiche as well as a selection of source materials for British and American history.

Cards. Early American Imprints, approximately 45,000 cards, represents the largest portion of the microcard holdings. Also on microcard are the British Sessional Papers, Hansard and Early American Newspapers. Three Centuries of Drama, approximately 5,000 cards, is also part of this collection, which totals approximately 77,000 items.

Formerly, the library did not make a separate accounting of expenditures for microforms, and reporting of funds used for these materials was subsumed within

the subject category to which each microform purchase pertained. Because of an increase in requests for microform expenditure accounting (this reporting, for example, is now required by HEGIS), this information has been separately reported beginning 1975-76. During 1975-76, $13,000 of a total library materials expenditure of $238,600 was spent for microforms. Of this amount, $6,500 was expended for additions to the ERIC series. In 1976-77, $33,600 of a total materials budget of $270,300 was expended for microforms. $17,550 of this microfilm expenditure was for the special purchase of newspaper backfiles (primarily The Times, the Detroit News and the Watergate years of the Washington Post) and $6,300 was spent for selected back files of documents, such as the U. S. Serial Set and Federal Register. Some special funding, notably the $10,000 made available by President O'Dowd for materials of particular interest and usefulness to Oakland students,[1] enabled the library to make large purchases of these materials which serve both undergraduate and graduate student research needs.

The microform collection has reached a level highly supportive of student and, to some extent, faculty research. The employment of a microforms clerk to provide specialized service for this collection has improved access. Development of the collection will continue steadily under the guidelines described above.

The total collections of the library are also reaching a stage of maturity where blanket preservation and deselection programs need to be carefully developed and implemented. Standards of quality for paper and other book materials have not yet been agreed upon by librarians and the publishing industry, but there are national standards for the quality of microforms. Major research libraries have begun programs to preserve the content of needed but deteriorating materials by transferring them to microform format. Although a microforming program is not appropriate for Oakland at this time, microforms, often both less expensive and more durable, will continue to be an important alternative for both new and replacement materials.[2]

One of the directions likely to be explored by regional consortia in the future is the production and storage of microform masters. Large research

---

[1] See Annual Report of the University Library, 1976-77, p. 7.

[2] See Magarrell, Jack. "Damage in the Stacks," Chronicle of Higher Education, 16 (May 16, 1978), 9.

libraries will undoubtedly have a major role in this effort; smaller libraries like Oakland will also have a contribution to make.

During the winter semester the University Research Committee offered support to individual departments and cross-disciplinary research groups whose scholarly efforts require access to specialized library materials. A total of $9,720 was made available to five faculty members for the purchase of reference works, backruns of journals and similar library resources, such as films, tapes and microforms. Materials purchased with these grant funds become part of the library collections.

The awards were made to Richard Tucker of the Department of History and the Area Studies Program for the acquisition of Indian Imperial Gazetteers for Bombay and Punjab, Gottfried Brieger of the Chemistry Department for materials in archaeology, John Barnard of the Department of History for microform issues of the Detroit News, 1930-1941, William Hoffman of the Mathematical Sciences Department for selected backruns of mathematical journals and technical monographs and to Renate Gerulaitis of the Department of Modern Languages and Literatures for materials to support the new program Concentration in Women's Studies.

In February President O'Dowd made a commitment to provide, over a three-year period, a substantial infusion of funds from non-general fund sources for the purchase of undergraduate instructional equipment, including films, slides and audio-visual hardware. A portion of the first installment of these funds will be used to purchase materials and equipment selected by the departments of Modern Languages and Literatures, History, Art and Art History, English and the Area Studies Program. These materials will be inventoried in the audio visual services department and will be made available to user departments without charge.

SERVICES

Planning for the establishment of computer assisted literature search services using the Bibliographic Retrieval System (BRS) was described in the Annual Report of the University Library 1976-77, pp. 12-14. During the past twelve-month period, accounts and contractual agreements with the Midwest Library Network (MIDLNET) were established, a terminal was purchased, three librarians were trained in the query language of the BRS system, and other tasks associated with the development of this service were completed. The computer search services group, coordinated by Elizabeth Titus, will offer

this service on an experimental basis to the School of Engineering faculty during the summer term and will begin promotion and demonstrating its capabilities on a university-wide basis this fall.

The data bases which are available on BRS at this time provide bibliographic citations to the literature of medicine, agriculture, chemistry, physics, education, management and administration, electrical technology, electronics, computers and control engineering, environment and psychology. Dissertation Abstracts listings since 1861 are also accessible. Some of these data bases also provide abstracts on or off-line.

Library instruction activities during 1977-78 were diverse and evidenced growing effort and commitment. During the year, a team of librarians visited select campuses with strong library instructional programs in order to assist in the further development of the library instruction program at Oakland.[1] This project was supported by a University Departmental Study Grant, awarded to the library by the Teaching and Learning Committee in February 1977. The members of the team gained valuable information and insights about instructional objectives, evaluation of library instruction, and instructional formats and aids. The Report to University Teaching and Learning Committee (January 19, 1978) fully describes this project.

In January 1978 a library instruction group was established. The group meets monthly and is designed to provide a forum for discussing issues related to instructional activity. Initial attention of the group was focused on the development of instructional aids in order to control the quality and promote the effective use of materials which have proved valuable in instruction. An "Instruction Guide Series" of bibliographies and aids to using reference works or finding information have been issued in an attractive new format. A new standard format for class handouts has also been developed.

Although the number of library faculty members participating in short-term instructional activity has increased since last year from seven to ten, usage has remained relatively constant. The number of students instructed has ranged between 1,350 to 2,200 over the past six years. Since all activity is dependent upon individual faculty members contacting the library for instruction, there has been no dramatic growth to date. It is assumed that as the library begins

---

[1] Members of the study team were Eileen Hitchingham; Janet Krompart; S. Rita Sparks; and Elizabeth Titus, Chair.

to promote the instruction program and makes contacts with a broader range of faculty, activity levels will increase.

The American Library Association and the Library Association (of Great Britain) have been cooperating since 1908 in the establishment of rules for entry and description to be used in the bibliographic information that appears on library catalog cards. At the present time, the code followed by catalogers in English-speaking countries and widely adopted in many non-English language nations is the Anglo-American Cataloging Rules, published in 1967.

Many revisions and emendations have supplemented the AACR since 1967. In 1973 a cataloging committee of the American Library Association issued a recommendation for a new edition of AACR. American, Canadian and British cataloging experts met in Chicago in March 1974 to establish procedures for implementing that revision. The goal of revision is to provide a definitive national and international standard for preparing the descriptive portion of bibliographic entries and to facilitate the conversion of bibliographic information to machine-readable form. Later in 1974, the American Library Association issued a revision of AACR Chapter 6, "Description: Separately Published Monographs" which was based upon International Standard Bibliographic Description for Monographic Publications, issued in 1971 by the International Federation of Library Associations. Revised Chapter 6, which established a new punctuation code for the description of monographs, has since been adopted by most libraries and shared cataloging data bases. Oakland began using these rules in October 1975 in order to familiarize the staff with these rules which were required when Oakland joined the Ohio College Library Center shared cataloging system in March 1976.

The new edition of AACR will be published in November 1978. Since these new rules are expected to mandate extensive changes in forms of entries, changes which will render the forms currently used obsolete, many librarians are concerned about disservice to catalog users and costs to libraries that may attend conversion to the use of the new rules.

For a number of years the Library of Congress has been confronted with a severe space problem presented by their enormous and rapidly-expanding card catalog.[1] Finding information in this instrument is also impeded by its size.

---

[1] See Magarrell, Jack, "A Ticking in the Card Files," Chronicle of Higher Education, 16 (April 3, 1978), pp. 1, 13.

The library intends to respond to these problems by converting to an on-line catalog. About January 1, 1981, the card catalog at the Library of Congress will cease further growth and a new on-line catalog, providing access to acquisitions after that date, will begin operation. The bibliographic data in the automated system will be based upon the new edition of the Anglo-American Cataloging Rules. The Library of Congress has considered experimenting with a nation-wide computer network connecting libraries with this data base but has been constrained by the Congress to limit its activities in this area to ex-ploiting the use of outside agencies, such as OCLC, to distribute LC-supplied bibliographic materials in machine readable form.

Since libraries throughout the country save substantial cost by using Library of Congress bibliographic materials, these changes in bibliographic code of entry and medium of the catalog will make continuation of the card catalog in its present form impossible. Libraries need to consider carefully all options and plan a timetable for adapting to these changes to best meet local needs and cost constraints.

FUNDING

The library's budget allocations and expenditures during fiscal 1977-78 are outlined in the first of three tables presented below; the second table contains details of library expenditures for materials, i.e., books, journals, microforms, etc.; the third table provides an historical comparison of library expenditures by budget categories. Without question fiscal 1977-78 was a good year for material acquisitions. It is the first year in which the library has expended more than $300,000 for books and other reading materials and the first time in a number of years that new serial titles were purchased without the discontinuance of matching current serial subscriptions. Expenditures for library materials, relative to the previous fiscal year, were increased by nearly 22 percent. In reaching this zenith, however, excepting the Critchfield endowment fund, library gift funds were virtually depleted. Depleting these gift funds at this time was an intentional action, if not a calculated risk. These funds, some of which were available for nearly a decade, were not established as an endowment to accrue interest in support of the book budget. During the past several years the Executive Budget Committee has been exceedingly cautious in allocating new dollars to the library's materials budget in view of the availability of these funds, and several potential new sources of gift funds simi-larly evidenced little incentive to provide assistance and support. Although an expenditure of $325 to $330,000 for library materials during the current fiscal year is a reasonable goal, by the following fiscal year, 1979-80, additional sources

of funding must be identified and tapped. The library's one-year plan has identified several probable actions:

1. *to institute a program jointly with the Oakland student body to provide for the the continued high level development of the reference collection through a five-year fund-raising effort of $100,000*
2. *to seek, through the Office of the President, funds to match those raised by students to provide supplemental growth for the general collection*
3. *to develop an endowment fund plan of no less than $250,000 for supplemental support of the serials collection, the principle and intent of which will be expended over a fifteen to twenty-year time frame.*

TABLE 1: Library Allocations and Expenditures

	Adjusted Allocations	(Totals)	Expenditures	(Totals)	Balance
General Funds:					
Equipment:					
Library Materials	$251,528		$251,528		
Movable (Lib)	7,966		7,966		
Movable (AV)	2,000		2,000		
		$261,494		$261,494	0
Salaries & Wages (Lib)[a]	590,641		586,926		$ 3,715
Salaries & Wages (AV)[a]	44,787		44,701		86
		$635,428		$631,627	$ 3,801
Supplies & Services (Lib)	77,955		79,094		($ 1,139)
Faculty Travel	2,320		2,320		0
Other Travel	3,500		3,392		108
		$ 83,775		$ 84,806	($ 1,031)
Total: General Funds		$980,697		$977,927	$ 2,770[b]
Non-Library General Funds					
Work Study	$ 3,045		$ 3,189		
Telephone	7,700		8,197		
Computer Services	9,650		7,385		
AV - Telephone	2,520		2,358		
Total: Non-Library General		$ 22,915		$ 21,129	$ 1,786[b]
Non-General Funds					
Gifts & Grants					
(Library Materials)	$ 77,991		$ 77,991		
Audio-Visual					
(Revolving Account)	50,038		50,038		
(Other Income)	34,823		34,823		
Total: Non-General Funds		$162,852		$162,852	0
GRAND TOTAL:					
ALLOCATIONS & EXPENDITURES		$1,166,464		$1,161,908	$ 4,556[b]

[a]Excludes fringe benefits

[b]Reverted to the Office of Business Affairs.

TABLE II

Expenditures for Library Materials, 1977-78

	Expenditures	Total
General Funds		
Departmental	$ 40,564.88	
Standing Order	46,865.62	
Serials	121,044.81	
Library Units	13,573.45	
General	29,479.24	
		$251,528.00
Gifts and Grants		
Friends	$ 25,392.26	
Other Funds	52,598.74	
		$ 77,991.00
GRAND TOTAL		
Library Materials Expenditures for 1977-78		$329,519.00

OAKLAND UNIVERSITY LIBRARY

GENERAL FUND EXPENDITURES[a]

Year	Salaries	Increase or Decrease	Labor	Increase or Decrease	Supplies & Services[b]	Increase or Decrease	Equipment	Increase or Decrease	Library Materials	Increase or Decrease	Total	Increase or Decrease	FYES	% Change
1969-70	$309,513	22.3%	$ 93,890	18.9%	$ 86,603	19.7%	$43,591	39.1%	$188,825	11.7%	$722,422	19.5%	5,905	21.7%
1970-71	$352,806	14.0%	$107,184	14.2%	$ 82,410	4.8%	$12,360	-71.6%	$155,500	-17.6%	$710,260	- 1.7%	6,643	12.5%
1971-72	$360,697	2.2%	$ 99,378	- 7.3%	$ 76,568	- 7.1%	$12,000	- 2.9%	$170,612	9.7%	$719,255	1.3%	6,905	3.9%
1972-73	$358,251	- 0.7%	$ 95,670	- 3.7%	$ 68,600	-10.4%	$11,835	- 1.4%	$168,687[c]	- 1.1%	$703,043	- 2.3%	7,403	7.2%
1973-74	$371,545	3.7%	$ 93,632	- 2.1%	$ 67,573[d]	- 1.5%	$13,150	11.1%	$246,417	46.1%	$792,317	12.7%	8,120[e]	9.7%
1974-75[f]	$460,240	23.9%	$105,348	12.5%	$ 67,534[d]	- 0.06%	$12,378	- 5.9%	$193,567	-21.4%	$839,067	5.9%	8,537[e]	5.1%
1975-76[f]	$451,265	- 0.02%	$ 97,700	- 0.07%	$ 82,137[d]	21.6%	$ 7,867	-36.4%	$196,763	1.65%	$835,732	0.39%	8,612[e]	0.8%
1976-77[f]	$523,982	16.0%[g]	$ 74,735	-24.0%[g]	$ 88,317[d]	7.5%	$ 4,852	-39.0%	$232,113	17.0%	$923,999	10.0%	8,493[e]	- 1.0%
1977-78[f]	$557,471	6.3%	$ 77,345	3.5%	$102,746	16.3%	$ 9,966	105.0%	$251,528	8.4%	$999,056	8.1%	8,825	3.9%

[a]Includes matching funds; excludes fringe benefits.

[b]Includes CDPC charges.

[c]The original $98,087 allocated for books was increased through the following fund transfers: $31,800 from the Library's Salaries account; $5,800 from Labor; $3,000 from Supplies and Services. In addition, a supplemental appropriation of $30,000 was received in June 1973.

[d]Includes Faculty Travel and Non-Library General Funds.

[e]Source: Budget Director's Office.

[f]Includes Audio-Visual Department, primarily Salaries and Labor.

[g]Three C/T employees shifted from Labor payroll to Salary payroll mid-year.

BT:re
10/23/78

TABLE III

The College Library Program, jointly sponsored by the Council on Library Resources and the National Endowment for the Humanities, is intended to increase the effectiveness and use of libraries in accredited four-year colleges through the greater involvement of libraries in the teaching/learning process in accredited four-year colleges and universities. Program grants cover a performance period of from three to five years and require continuation of the program after grant funds have been exhausted. The host institution must contribute at least 25 percent of the grant support with a maximum award of 75 percent by the Council and the Endowment. Grant funds may only be used in support of programs focused within the traditional disciplines in the humanities and those social science disciplines which share interests and methodologies with the humanities.

In January 1977 the Provost notified the Dean of the Library of his willingness to commit institutional funds over a five-year period in partial support of a College Library Program at Oakland and to provide full support for the program at the conclusion of the program performance period. He asked that the library proceed in developing a proposal.

A preliminary proposal was completed in July by a committee consisting of several librarians, teaching faculty and administrators. A program officer at the Endowment reviewed this proposal and responded with a number of specific suggestions the most crucial of which was that the teaching faculty involved in the program must evidence no less commitment than librarians in all phases of the program. Work is continuing on the program proposal; it should be completed and submitted during the next year.

Several circumstances, most importantly the discontinuance of the Glynde-bourne Picnic at least in the form under which it gained so much popularity and prominence, suggests a review and re-evaluation of the Friends of the Library organization at this time.

The Friends' organization is an association of individuals working in behalf of the university and its educational mission and programs. The association has no strict legal standing with the unviersity although the university can be sued and can itself sue on behalf of the organization. On the basis of an implicit gentleman's agreement and an explicit set of joint responsibilities the library and the university interact with the association in terms of the use of university facilities, expenditure of donations, certain clerical and professional services,

insurance coverage and so forth. It is possible for the organization to establish itself as a not-for-profit body. In that case it becomes a legal entity which can sue and be sued, control its own funds, etc. Such an arrangement may entail more administrative problems than is desirable, including audits and related fund-administration obligations, insurance coverage, formal linkage with the Board of Trustees, etc. Consultation with legal counsel, thorough discussion and evaluation of the advantages and disadvantages should obviously precede any contemplated change in the Friends' relationship with the university.

At the present time there are some six organizations associated with the university similar to the Friends' group. They are the Meadow Brook Gallery Associates; the Guilders' Group; the Theatre Guild, the Women's Ticket Sales Committee and the Executive Committee of the Meadow Brook Festival and Theatre; and the Amici Della Musica.

The Meadow Brook Gallery Associates serves to support the Gallery through membership fees and fund-raising activities, to promote interest in and knowledge of art, and to develop and conduct research projects relating to art. It has a membership of some four hundred persons. Liaison with the university is maintained through the Curator of the Meadow Brook Art Gallery.

The Guilders' Group serves to support Meadow Brook Hall through contributions of its members and fund-raising activities. Its long-term goal is to establish an endowment fund the interest from which will be used for the upkeep and preservation of the Hall. Liaison with the university is the responsibility of the Dean of Continuing Education.

The Theatre Guild was organized recently. It has a membership of about thirty persons who provide modest donations of funds and volunteer labor, e.g., stuffing mailings, helping with props, purchasing cushions, drapes, costumes, etc. Liaison with the university is handled by the Director of Community Relations. The Women's Ticket Sales Committee is a volunteer group responsible for ticket sales and other fund-raising activities of the Festival and Theatre. University liaison is also handled by the Director of Community Relations. The Executive Committee of the Meadow Brook Festival and Theatre is a voluntary administrative body whose chair is appointed by the university. It makes decisions relating the Festival and Theatre in terms of fund raising and recommendations in terms of buildings and grounds. The special assistant to the president has overall university administrative responsibility for the Festival and Theatre and the several volunteer organizations associate with these programs.

The Amici Della Musica serves to support the Music Department through scholarship and other fund-raising activities, to promote student and faculty performances, and to organize "appropriate social events related to the Department's activities." It has been inactive over the past several years but will be revived next fall. The chairman of the music department serves as liaison for the university.

It is obvious that each of these groups is rather distinct. The Friends of the Library shares common characteristics with each one but shares a full set of characteristics with none. Only the Friends of the Library and the Amici Della Musica are directly linked to academic programs of the university. The other organizations serve as community relations, self-supporting enterprises of the university. Consequently, the extent of the interrelations of these organizations with the university is dependent on the role which it plays within the university.

For a number of years there has been a general decline in the support of higher education from both public and private sources. This national trend of declining support has affected Oakland and its library. Perhaps because of the institution's relative youth, the impact has seemed unusually severe. At the same time, inflation has had a phenomenal negative impact on higher education, primarily because higher education is a labor intensive service. Within higher education only the rise in the rate of inflation on fringe benefits exceeds inflation on the costs of library materials. In view of the commitment of the library faculty to strive for excellence in developing library collections and services, there is no question that there is a very real and continuing need for the funds the Friends raise. The role of the Friends should not, however, be limited to fund-raising activities.

The university and its library are resources of the community and, as such, deserve community support. Certainly the university and the community are interdependent in many ways. Support must be mutual and should appropriately extend beyond the fiscal to include the cultural and educational as well. In addition to the fund-raising role, the Friends have important and useful roles to play in interpreting the educational goals and objectives of the university and its library to the local community as well as in encouraging cultural enrichment and continuing education in the local community through the promotion of reading and related learning experiences.

At this juncture the Friends' Board should review and revise the Friends' constitution. It is time to establish a new and more realistic schedule of membership fees. The committee structure should certainly be given careful attention. The establishment of an executive committee, a small committee that can meet frequently, consisting of the officers of the Board and the dean, could prove beneficial in advancing the organization's work. Several standing committees should probably be eliminated. The standing committees that are eventually established should tie in closely with the organization's objectives and goals.

Additionally, the Friends should strengthen their interaction with the university and the library. The President's annual reception for the Friends and the Friends' annual dinner have been positive experiences for both the President, the Friends' membership and other university personnel. From time to time the Friends and the library faculty and staff can also share experiences. The Friends should continue their cultural and educational programs through the sponsorship of book talks and reviews, author luncheons, poetry readings and so forth. They should also bring to fruition the several fund-raising activities which are presently under consideration, including the annual dance and golf tournament.

The Friends' organization has always meant involvement and commitment. That spirit should continue. With a range of programs that can appeal to a broad cross section of the local community, the Friends can be of considerable assistance to the university and the library and they, in turn, a substantial resource for the community.

GOVERNANCE AND MANAGEMENT

Following a lengthy review by the Library Council, as reported in last year's annual report, on the request of the mathematics department that mathematics journals circulate among members of that department for a one-week period after their receipt in the library, an ad hoc committee on mathematics journal utilization issued the following recommendation this past September:[1]

> That the Mathematics Department hire a student (approximately 10 hours/week) to serve in a library liaison capacity. This

---

[1] Members of the committee were Curtis Chipman, Donald Malm, Richard Molnar (mathematics) and Eileen Hitchingham, Richard Pettengill, Elizabeth Titus (library).

student will be trained to perform two functions (1) gathering information on current publications by photocopying the content pages each week of mathematics journals displayed in the current math periodicals shelves and (2) responding to math faculty requests for copies of current articles and publications in the older literature held by Kresge Library. Training the student in locating, accessing, and copying the journal items in the collection, and copying the journal items in the collection, and in use of the Central Serials Record (CSR) for identification of current issues received, and status of individual journals for which questions may be raised, will be assumed by the Library. . . . Hiring and payment of the student will be assumed by the math department. Copying costs will be charged to the department's account.

While this recommendation was jointly supported by the library and mathematics, the plan was not implemented. Instead, the issue of a separate mathematics library reemerged, an issue which is pervaded with more emotionalism than common sense. The recommendation of the ad hoc committee is a sensible, short-term solution to the needs of both the library and mathematics which the new chairman of mathematics has insisted will be explored in the next academic year.[1] In the foreseeable future, this plan will be supplemented through the availability of faculty carrels in the new library building. Beyond that point, a science building and, eventually, a science library will further resolve the competing points of view between the library and mathematics on the service configuration of mathematics materials which best serves the overall interests of the university.

The Library Council, required by the library constitution to convene at least twice a year, met twice each semester and was active in discharging its responsibilities for participation in the formation of broad general policies and enhancing library-student-faculty communication.[2] The Council reviewed

---

[1] Memorandum from George Feeman to the mathematics department (April 28, 1978) on the future directions for the mathematics department.

[2] Members of the Library Council during 1977-78 were R. Eberwein (Graduate Council), chair; R. Edgerton (School of Engineering); R. Hansen (Arts & Sciences, Social Science); W. Jones/R. Christina (School of Education); M. Stano (School of Economics & Management); L. Orton (Arts & Sciences, Humanities); D. Young (Arts & Sciences, Sciences); D. Wilson/S. Lowery (Nursing); W. Biddlingmeier, S. Finley, C. Stutzky (Student Congress); I. David, R. Gaylor, M. Merz, R. Sparks/D. Ring (Library); and G. Gardiner, ex officio (Library); and F. Obear, ex officio (Provost).

policies and concerns in a variety of areas, including a request from the mathematics department for increased access to newly issued research articles, student interest in longer library hours during examination weeks, improved communication among users of educational films provided through audio visual services, and the dissemination of information about changes in the copyright law which affect the use of library materials.

In addition to providing able leadership in those and other matters, Professor Robert Eberwein, the Council's chair, worked with the dean of the library to encourage reactivation of the Matilda R. Wilson gift fund for library materials, through which students contributed $100,000 by assessing themselves one dollar per student per term during the period 1967-75. This sum was matched by the Wilson Foundation. The $200,000 raised by these efforts was vital to the initial development of the reference collection at Oakland.

Although the full implementation of an archival program at Oakland University cannot move forward before the completion of the proposed addition to the library has been completed, the library maintains the limited archives collection which is described in A Report on the Oakland University Library for the Board of Trustees, November 15, 1976 (pp. 40-42). In the fall of 1977, a draft archives policy statement was prepared in order to establish the framework for a full program as well as its gradual and orderly implementation. Review of this draft policy, reproduced below, has been completed within the Division of Academic Affairs and will be reviewed in the near future by the Administrative Council.

DRAFT

A General Statement of Policy on University Archives

The University Archives collects and preserves the significant records which chronicle the history of the University. It serves, not only as a depository, but as a comprehensive and systematic instrument for institutional research relative to administrative decision-making, educational marketing analysis, and scholarship in education.

Any intramural record created for an official University purpose may be regarded as suitable for inclusion in the Archives. These records may be created by an individual, committee, or an office. Primary examples of these records include official University publications, documents produced by the several governance bodies, and the non-current administrative office files. Ephemeral

materials, including announcements, flyers, programs and similar
memorabilia, fall within the context of official records. The
scope of the Archives need not, however, be limited to these
official records. The Archives may also house the personal papers
of members of the Board and administration, faculty, staff, student
body and the alumni, as well as of persons and organizations that
have made substantial contributions to the University and its mission.

In order to promote the orderly flow of institutional records from
the source of origin to the Archives, several principles including
those of ownership, transference, confidentiality and formatting
require establishment:

(1) All records produced within the University for an official
     purpose should be considered the property of Oakland University.

(2) Excepting confidential personnel records, official records of
     the University should periodically be transferred from the
     originating office to the Archives in accordance with schedules
     and procedures established for that purpose.

(3) Certain records, for reasons of confidentiality, among others,
     may be closed from public view or have reasonable restrictions
     placed on their use for limited periods of time.

(4) Some records, owing to their age or voluminous quantity, for
     example, may be reformatted by standard reprographic methods
     as a matter of routine processing when they are added to the
     collections.

Decisions regarding the acceptance of materials for inclusion in the
Archives, access to the archival collections and the general admini-
stration of the Archives are the responsibility of the University
Library subject to approval by the Board of Trustees. When such
decisions as these are made, they will encompass an assessment and
and representation of the best interests of the entire University
community.

In July 1976, an Ad Hoc Committee[1] was formed to study the 1978 revision
of the Copyright Law especially as it would affect library operations and services.
A preliminary report was summarized in the annual report of the library for 1976-
77. The full report, submitted in December 1977, provided an overview of those
sections of the law that affect library operations and recommended changes in
library policies and procedures necessary for compliance. As a result of these
recommendations the library is currently displaying notices of copyright

---

[1]Members of this committee were Indra David, Chair; Daniel Brown; David
Gustner; Richard Pettengill; and Elizabeth Titus.

regulations in appropriate locations, has developed a policy on reserve materials within the specifications of the law and has modified its procedures for maintaining records both in regard to the use of reserve as well as interlibrary loan materials. Photocopying services are rendered in compliance with the law and procedures to request copyright clearance when necessary have been set up in circulation.[1]

On August 29 and 30, the Faculty Assembly met for a two-day retreat in order to devote limited time exclusively to an agenda of broad concerns. The major topics discussed were library instruction, alternative administrative structures, sabbatical and other types of leaves, and the library's management by objectives which has subsequently come to be known as the one and five-year plans.

On the first day of the retreat, Ms. Patricia Breivik, Dean of Library Services, Sangamon State University, Springfield, Illinois, spoke to the group about librarians' roles in library instruction and innovative administrative structures currently in effect at Sangamon State. At the end of the second day, President O'Dowd, Provost Obear, members of the Library Council and the Board of the Friends of Kresge Library, the Oakland County Librarian and chairperson of the County Library Board joined the library faculty in informal discussions.

The Faculty Assembly accepted the July 1, 1977 Report of the Affirmative Action Committee and resolved to support, in principle, its goals and recommendations. The Assembly received the reports of all standing committees and discussed the procedures and criteria of the Library Committee on Appointment and Promotion. A revised charge to the Services Committee was passed by the Assembly in December. Policies on bindery service and photocopying recommended by that committee were approved in April. Procedures for new course approval recommended by the Committee on Instruction were approved during the same meeting.

During the year, the Constitution of the Library, originally ratified in April 1970, was thoroughly reviewed by an Ad Hoc Committee appointed by the library's Executive Committee.[2] A number of revisions were suggested by the

---

[1] See "Guidelines for Fair Use," Chronicle of Higher Education, 15 (January 23, 1978), p. 10.

[2] Members of the committee were George Gardiner, Chair; Eileen Hitchingham; and Richard Pettengill.

committee and a revised Constitution was ratified by the Faculty Assembly in April 1978.

This document accomplished several objectives: (1) to bring the Constitution of the Library into accord with the revised Constitution of the Oakland University Senate and the present organization of the university and (2) to meet the needs of the proposed organizational structure of the library which will become effective in September 1978.

Other changes that were made in the Constitution included the conferring of standing committee status on committees already established by motions adopted in the Library Faculty Assembly, alterations in charges and membership of the standing committees established by the original Constitution, allowance for membership in the Faculty Assembly for individuals who are not members of the library faculty and a required review of the Constitution at least once every five years.

An important and rewarding activity of the Faculty Assembly was hosting several distinguished visitors during the year. In addition to Ms. Patricia Breivik, who spoke with the faculty at the August retreat, President O'Dowd met in the library with the Assembly in October and Ms. Ruth Patrick who has been in the Continuing Library Education Network and Exchange, a national organization, visited in March. In April, the Assembly had its annual meeting with Provost Obear.

An extensive study was completed this year regarding alternatives to our present security system. Six theft detection systems were evaluated, including Checkpoint, Gaylord, Sentronic, Knogo, Book Mark, and 3M Tattle-Tape. The Gaylord system was rejected primarily because it is so new that it is untested in the field. The Sentronic, Knogo, and Book Mark systems are all plagued by false alarm problems and were rejected largely because of this. The 3M system was rejected because of its method of affixing protective strips and its high cost. The Checkpoint system most closely meets Oakland's requirements. It is one of two systems which is not plagued by emitting false alarms. It is also the simplest system to operate, probably the most dependable, and is among the most inexpensive systems available. The initial purchase price, including the protection of 20 percent of the library's holdings, is estimated to cost $13,000.

An additional yearly expenditure of approximately $2,000 will be required for additional protective tags and a maintenance contract. This will clearly represent a major cost savings over the current method of exit control.

The faculty and staff overdue policy approved by the Library Faculty Assembly and the Library Council in April 1977 had its first impact in March of this year. The policy authorizes withdrawal of borrowing privileges for those individuals who do not return or renew library materials within a period of time equal to twice the original loan period. In March 64 faculty members were in violation of the policy. Privileges were withdrawn for nine of the more serious offenders and final notice sent to the remaining 55. Response for the most part has been excellent. The faculty has recognized the need for and the purpose of the policy and have co-operated in full. For this reason the portion of the policy which authorizes the collection of a $2 fee per overdue item has not yet been exercised. Thus far, over 250 books which had been misplaced or simply forgotten in faculty or departmental offices are again available for use. This policy has been highly successful in helping us to meet one of our basic goals, that of promoting the availability of materials to all library users. The text of the policy follows.

FACULTY AND STAFF OVERDUE POLICY[1]

1. Borrowing privileges will be withdrawn in all units of the library for any borrower who has not returned or renewed a library book within a period of time equal to twice the original loan period. This procedure permits a grace period of 15 weeks for most materials.

2. A service fee of $2 per book will be imposed to cover the costs of maintaining and distributing current delinquent borrower lists.

3. Borrowing privileges will not be reinstated until all books on the delinquent list have been returned and the service fee paid.

4. All borrowers will be charged retail costs for lost in-print materials and $15 for out-of-print items.

5. This policy (and fee schedule) on lost and overdue materials will become effective on August 15, 1977. It carries no

---

[1] Approved by the Library Faculty Assembly on April 14, 1977 and by the Library Council on April 20, 1977.

> *import for materials borrowed from the library prior to that date.*

On petition of student representatives to the Library Council the library extended its hours on a trial basis from 11:30 p.m. to 1 a.m. during the week immediately preceding exams and during exam week itself. Since there was an 11 percent increase in the doorcount, comparing the fall exam periods for 1976 and 1977, and a 9 percent increase, comparing the winter exam periods for 1977 and 1978, the library will continue the extended hours as long as students make reasonably sufficient use of the library during these periods of time.

In a continuing effort to find a viable alternative to our present circulation system, an extensive survey was conducted of institutions using the CLSI system and Mohawk Data Sciences equipment. The CLSI system is a combined software and hardware package using a mini-computer manufactured by Digital Equipment Corporation. The system requires "zebra" or bar coding for borrower and material identification. It is an on-line inventory system capable of performing nearly any task required of a circulation system with limited flexibility for local options.

The Mohawk system consists of data collection equipment and programs for the interconnection of their equipment and a central computer. All users of Mohawk have prepared or obtained circulation software from some other source. Most Mohawk installations are batch-processing, absence systems, although on-line inventory systems using this hardware do exist. The system requires punched IBM cards for material input- and punched ID card or keyboard input for borrower information.

After careful analysis of nine completed CLSI questionnaires it was determined that although LCSI is probably the best system of its type, it is not the most viable solution to the needs of this library. The task of converting from the present system to CLSI would be monumental and quite possibly beyond Oakland's present manpower capabilities. Furthermore, the adaptability of the CLSI system, designed for public library needs, to academic library needs, is questionable. The technology of this type of system and its integration with other systems is changing rapidly. It would appear that the required investment, in excess of $150,000, would be premature.

Analysis of eleven completed Mohawk questionnaires provided a list of four institutions whose systems merit further consideration, the most promising of which is the system of McMaster University in Hamilton, Ontario. The head of circulation has recently visited McMaster to gather more information and to determine the potential for sharing their system. The McMaster system is highly dependable and has many other desirable features which Oakland's system lacks.

COOPERATION

The $7,700 Michigan Library Network Program grant which the W. K. Kellogg Foundation approved for Oakland University in June 1976 was expended prior to the termination date of June 30, 1978. For detailed background of this grant and its expenditure, see the Annual Report of the University Library for 1976-77, pp. 6-7.

With these funds, the library was able to purchase a printer to attach to the CRT terminal that accesses the Ohio College Library Center bibliographic data base. The capability to produce instant printed copy provided by the printer immensely increased effective use of the data base information.

More than half of the Kellogg grant supported a retrospective shelf-listing project through which the library began entering its holdings cataloged under the old manual system into the data base and onto the library archival tape. Full information about Oakland University's cataloged holdings, available to all users of the system, is a major step forward in establishing the library's responsible participation in cooperative ventures in Michigan and nationally. To date approximately 35 percent of the shelf list has been input, and the Oakland University role as an interlibrary lender has increased several fold for monographs. Once a full record of cataloged holdings is on archival tape, a number of choices for improvement of library service to the Oakland University community will become available as outlined in the annual report a year ago. Funding is now being sought to complete the retrospective shelf-listing project.

In February 1978 the library began the process of entering approximately 2,400 general collection serial titles into the Union List of Select Serials of Michigan.[1] Except for the library's staff costs, this work is being funded

---

[1] See the Annual Report of the University Library for 1976-77, pp. 4-5.

under a grant obtained by Wayne State University from the Michigan State Library. This grant also provides funding to enter the serial titles of the State Library and the University of Michigan-Dearborn campus into the union list and to add all of Detroit Public Library's current serials not previously included.

At the end of the fiscal year, bibliographic data for nearly 50 percent of the 2,400 Oakland University titles as well as necessary corrections to about half of the 1,200 science collection titles which had been entered in the Union List of Select Serials of Michigan a number of years ago, had been transmitted to Wayne State. Maintenance costs of the science collection titles is covered under a cooperative agreement with the Metropolitan Detroit Medical Library Group. Maintenance of the general collection titles will cost about $2,000 in subsequent years.

TRENDS IN THE LIBRARY
COLLECTION DEVELOPMENT[1]

The position of Collection Development Librarian at Oakland was created in the spring and filled in the fall of 1974. Obviously, there was development of the Library's collections before that time, but it was not until then that a single individual was designated to serve in this capacity. Previously, the responsibility for this function was shared primarily by the acquisitions and the serials librarians. This rather recent creation of what would seem to be a very basic library position is not unique to Oakland. Typically, the 1960's were particularly good years for library materials budgets throughout the United States, and thus the emphasis by libraries during those years was on the spending of these budgets.[2] However, with the coming of more austere budgets in the seventies and with no slackening in the ever increasing numbers of periodicals and books published at spiraling costs, emphasis had to be shifted to the careful selection of those materials which were most needed by a particular library. It was with this shift in emphasis that such positions as collection development librarian or officer were created or collection development committees were formed.[3]

At Oakland, Collection Development began as a part of the Acquisitions Department, then became a separate department in the Technical Services Division, and in the fall of 1978 will be considered as one of the three core services of the Library. From the creation of the position of Collection Development Librarian, however, the principal objective of collection development has remained the same: to build, with the budget provided and the gifts and grants received, a collection to support the University's curriculum, to contribute toward the accomplishment of student and faculty research, and to meet the reference needs of the University community. Obviously, this is a task

---

[1] This section of the annual report was prepared by Mildred Merz, Collection Development Librarian.

[2] Rose Mary Magrill and Mona East, "Collection Development in Large University Libraries," Advances in Librarianship, 8 (1978), p. 3.

[3] Association of Research Libraries, Systems and Procedures Exchange Center, Collection Development in ARL Libraries (Washington, D.C.: Association of Research Libraries, 1974), p. 1.

impossible for a single individual, and it is not one which has been under-
taken alone. While there is only one librarian whose primary responsibility
is collection development, this person serves to coordinate the selection
activities of several others -- both library faculty and library coordinators
(teaching faculty representing departments or schools of the University).

The activity usually thought of in connection with collection development
is the selection of library materials for purchase for the Library's collec-
tions. This is, of course, the most important activity; but preliminary to it
must come the allocation of the Library's materials budget. Involved in this
is the estimation of costs for continuing commitments (periodicals and standing
orders), and then the division of remaining funds into various accounts for
reference materials, departmental allocations (funds out of which selections
by library coordinators are purchased), general purchases (the account from
which books selected by librarians for the circulating collection are purchased
and from which funds for very expensive items are taken), etc. Then the rele-
vant budgetary information must be communicated to those involved in the selec-
tion process. It is difficult to make any value judgment about what should be
purchased without first knowing the total amount of money that will be available
for that type of material. For example, the History Department may be able to
say that the Library should purchase a certain "book A" no matter what the
allocation for history books is, but it may not be able to decide about "books
B, C, and D" until the amount of the History allocation is known. Thus two very
important functions of collection development are to enter into the decision
about how the materials budget is allocated and to keep each selector informed
of money available for a certain subject or type of material.

The collection development librarian also participates directly in the
selection process by maintaining a desiderata file of titles to be considered
for purchase with the general fund and by conveying to the selectors informa-
tion about materials they might wish to request for purchase. In scanning
incoming publishers' announcements, sale catalogs and book review sources, titles
are identified that seem appropriate for this library's collections. Experience
at the reference desk with actual library users, review of certain high use
areas of the collection, and background in certain subjects are helpful in making
these decisions. Quite often the titles chosen are interdisciplinary in content
or are in subject areas where the demand for materials is particularly high.

It is, of course, the responsibility of the collection development librarian to make the final decision about whether or not to order items requested. Several questions have to be considered when reviewing these requests. Does the potential usefulness of the item justify its cost? Are the subject and its treatment appropriate to a university of Oakland's size and with Oakland's curriculum? Is there a better work available on the subject? Will the item be so rarely used that it would be more appropriate to secure it through Interlibrary Loan when it is needed? Can it be conveniently used at other libraries in the area? Fortunately, the selectors themselves usually have already considered these questions; and, if there are sufficient funds, the items requested are ordered. Requests rejected by the collection development librarian are returned to the selector who may in turn resubmit them with justification for the purchase of the item. Requests for very expensive items that are judged to be desirable but not immediately essential may be retained in anticipation of special funds becoming available for such items.

Continuing commitments for periodical subscriptions and standing orders (annuals, publishers' series, collected works, etc.) represent special concerns in the selection process. As mentioned, the estimation of their costs for a coming year is the beginning point for the allocation of the materials budget. It has been the case that when these two categories of material require too great a portion of the budget, the library has had to undertake reviews of its periodical and standing order holdings. This is not a situation unique to Oakland.[1,2] If such reviews were not carried out, the time might come when the entire materials budget would be committed before a single book for the circulating or reference collections could be purchased. (Since 1973 periodicals and standing orders have been reviewed in alternate years.) However, even when there are not budgetary problems, reviews of this type are still highly desirable. During the past year a review of standing orders was carried out in which the principal aim was not to cut titles but to review the appropriateness to our collection of each. All

---

[1] Charles P. Bourne and Dorothy Gregor, "Planning Serials Cancellations and Cooperative Collection Development in the Health Sciences: Methodology and Background Information," Bulletin of the Medical Library Association, 63 (October 1975), pp. 366-377.

[2] Donald A. Windsor, "De-Acquisitioning Journals Using Productivity/Cost Rankings," The De-Acquisitions Librarian, 1 (Spring 1976), pp. 1, 8-10.

library coordinators and several librarians were asked to review the titles in his or her subject area with the aim of indicating titles that were no longer relevant to the needs of the University or whose usefulness at this university did not justify the current annual cost of the title. At the same time such titles were recommended for cancellation, other titles were suggested by the selectors for addition, and a large proportion of these suggestions were added. Also, for the first time in several years new periodical subscriptions were added -- approximately $100 worth for each academic department and school.

Another aspect of collection development that has an impact on the selection process is the creation of evaluations of the library's ability to support proposed new graduate programs. Such reports are required by the Graduate Council as a part of its review and determination of the university's preparedness to offer new graduate programs. Since 1976 reports have been prepared reviewing the library's holdings in reading and language arts; educational administration, supervision, curriculum, and instruction (a proposed specialist degree considered by the School of Education); medical physics; computer science; linguistics; sociology; public administration; and education (another proposed specialist degree program still being considered by the School of Education). In each report all aspects of the library's holdings related to the subject area were reviewed -- the reference collection (especially indexes and abstracts), periodicals, standing orders, monographs, and government documents. Both strengths and weaknesses were pointed out, specific suggestions were made concerning needed materials, and cost estimates were given for what it would take to bring the collection up to an adequate level. While the preparation of such reports is quite time consuming, this process is one of the best means both of informing the concerned academic unit and the Graduate Council of the library's holdings and of providing the library with a measure of its own adequacy. Also quite valuable is the interplay between the unit proposing the program and the library. Both gain information that is essential in making more effective selection of library materials.

There are other tasks in collection development that do not entail the spending of money for library materials. The library receives phone calls every month from individuals interested in donating books and/or journals to Oakland. These potential gifts have included back issues of nursing journals (which the library quite often needs), romantic novels of the 1940's, valuable autographed copies of books, and worthwhile collections in various academic subjects. Each

offer must be carefully considered and then either accepted or tactfully declined. If the gift is accepted, then it must be reviewed using the same criteria that would be used in selecting materials for purchase. Is it appropriate for this library's holdings? Is it likely to be used? It is actually worth the processing that it will take to have it added to the collection?

Because the likelihood of an addition to the library is still several years in the future, space for library materials has become a crucial problem. Remote storage for both books and periodicals has begun, and collection development is being closely involved in the selection of books for storage. The circulation department pulls from the shelves books that have not circulated in five years. Then these are reviewed by librarians to determine if the work should remain on the open shelves, should be sent to remote storage, or should be withdrawn. Materials withdrawn have included such books as unused second copies (copy one is retained), earlier editions of technical works, works written on a level not appropriate to a University, and books whose physical condition does not warrant repair. Depending on the nature of the book withdrawn, it may be discarded, given to another library, or given to the Friends of the Library for a book sale.

While the collection development department contains only one librarian, it is obvious from this description of activities involved in collection building that many other individuals do participate. Mentioned several times have been the library coordinators. The departments in the College of Arts and Sciences, the schools, and a few other units (area studies, health sciences, and learning skills) each select one member of the teaching faculty to serve as liaison with the library concerning the purchase of library materials. In some units the same individual may serve as library coordinator almost indefinitely while in other units the position carries a specific term of office. These are the individuals who have the responsibility of informing the library of what the teaching faculty would like it to purchase (through the submission of book and periodical requests) and who review continuing commitments when this is necessary. Hopefully, however, the coordinators also serve another role -- to inform the library of faculty and student perceptions of its strengths and weaknesses and to inform their colleagues of such matters as important new acquisitions and the state of the library's budget. In the past year the collection development department has made a special effort to encourage this broader role by providing more complete information concerning budgetary matters, by specifically asking

that teaching faculty point out shortcomings in the library's collection, and by encouraging library coordinators to share among the faculty in their units memos sent to them from the library.

Librarians also make an important contribution to collection building. They are often able to combine special subject expertise with a practical knowledge, gained through reference work and library instruction, of what faculty and students actually come to the library hoping to find. In addition, special allocations for purchase of library materials are made to three library units -- the documents department, the performing arts library, and the reference department. Librarians in these units have direct contact with their users and are thus able to select those materials which will best suit their needs. This combination of library coordinators and librarians in the selection procees seems to be a most efficient method of developing a library collection useful to the entire university.

This has been an overview of collection development at Oakland at the present time. It is probable that this description will not be an accurate picture for long. The first change that will come was alluded to early in this review and involves collection development's being designated as a core service of the library. This designation may have far-reaching results because it is in part intended to increase the participation of all librarians in collection development. Obviously, not all of the additional involvement will be in the area of book and periodical selection. Rather, it is hoped that projects for which there has always been insufficient time can now be undertaken. For example, with every library feeling the effects of the high rate of inflation in periodical prices, many libraries have carried out extensive studies to determine which of their periodicals actually are used.[1,2] A periodical use study at Oakland could provide quantitative data identifying those periodicals that are seldom or never used. The savings resulting from the cancellation of such titles could then be used to purchase materials that would be more greatly utilized. Also, there is importance in carrying out a use study of books pur-chased for the circulating collection to determine if there are discernible

---

[1] Donald A. Windsor, op. cit.

[2] Dianne C. Langlois and Jeanne V. Von Schulz, "Journal Usage Survey: Method and Application," Special Libraries, 64 (May/June 1973), pp. 239-243.

common elements identifiable in the category of books which do circulate heavily. This information could then be taken into account in the selection of new books for the library.

Both of these potential projects are illustrative of the direction in which collection development is proceeding. There is an emphasis on a greater selectivity in the purchasing of materials -- on choosing what is appropriate and useful for the particular library. Few libraries now can attempt to collect even all publications in a single subject -- they must collect those items which their users are most likely to need. As a result of this new philosophy two other trends have evolved. Resource sharing has begun receiving renewed attention in library practice.[1] Even the large research libraries now recognize that they cannot be self-sufficient. Oakland's library has long recognized this and is both willing to borrow materials from other libraries for its users and to share its own resources with other libraries. The second trend is the writing of detailed collection development policies subject by subject.[2,3] In these policies librarians and teaching faculty have agreed upon the depth in which the library should develop each part of its collection. These policies can be very important as the bases for resource sharing agreements and, of course, provide guidance to those who select materials. The resources committee of this library has spent several years developing collection policies for various forms of materials (books, newspapers, films, etc.). It is probably now time for the library to formulate policies in terms of disciplines or subject areas.

While the carefully planned policies and coordination of selection activities which collection development implies had as their immediate causes the budgetary restrictions of the seventies, it is doubtful that anyone would want to put them aside even if the growing budgets of the sixties returned.

---

[1] Thomas J. Galvin and Allen Kent, "Use of University Collection: A Progress Report on a Pittsburgh Study," Library Journal, 102 (November 15, 1977), pp. 2319-2320.

[2] Allen Kent and Thomas J. Galvin, Library Resource Sharing: Proceedings of the 1976 Conference on Resource Sharing in Libraries, Pittsburgh, Pennsylvania (New York: Marcell Dekker, 1977), pp. 1-11.

[3] Association of Research Libraries, op. cit.