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OUTLINE OF ORGANIZATION

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INTRODUCTION

The academic year began with a goal setting workshop involving the entire library staff. Much of what follows in this report represents the outcomes related to the goals stated in the workshop. General goals and special emphasis for the year centered on these three general areas:

Acquiring computer technology to provide greater user access to information and to increase the efficiency of library operations.

Develop better campus communications to increase the use of library services.

Study, review and modify existing policies required by automation, budget restraints and/or new programs.

Budget activities in 1988-89 centered on reducing expenditures where possible in order to maintain programs. For the third consecutive year, revenue programs were required to underwrite student employee wages (\$8,500). This diverted funds from capital replacement needs, i.e. two copy machines, stacks, 3 microform reader/printers, 3 microform cabinets, 2 typewriters and a computerized timeclock. Without budget increases in 1989-90, reallocations of GPR budgets will be made to eliminate the reliance on revenue accounts to fund daily operations. The library administrative office functions continue to center on monitoring seven library accounts, student payroll processes, data collections for the required reporting to UW System, supervision of LSA III and IV positions and maintaining the internal purchasing procedures. Access to the administrative computer was finalized with the purchase of the "Handshake" program.

And finally, staff training and development continued to be emphasized. All staff members participated in two general workshops and many participated in specific educational programs related to their area of work.

What follows is an overview of the activities and outcomes reported by the supervisors of each functional unit of the library.

ADMINISTRATIVE OFFICE

The functions of the unit are to monitor expenditure and revenue activities for 7 library accounts, coordinate work study and student employment and payrolling, collect data and prepare statistical reports, coordinate library administrative office, initiate and process purchase orders for supplies and equipment, process acquisition invoices, monitor classified staff leave reporting, and supervise 3 Library Service Assistant positions.

New programs, policies, initiatives and/or changes that have taken place this year include:

Access to budget via "Handshake."

Acquisition of new equipment:

- Ricoh 4480 copier
- Computerized timeclock
- 2 Canon typewriters
- 3 Microfilm reader printers (lease to purchase)
- Library shelving
- 3 Microform cabinets
- 2 Xerox 1038 copiers (36 month lease)
- Personal computers, printer, peripheral equipment, and workstations
- Office furniture (desk, file cabinet)

Purchased plastic book bags and plastic paper clips for preservation.

Carol Stoelting attended workshops on "Leadership Training for Professionals" and "How to Manage Multiple Priorities." She also gave a presentation on "How to Manage Multiple Priorities" at the January in-house workshop and talked to 100 second graders at West Salem Elementary School about her career and position at Murphy Library.

PUBLIC SERVICES

The mission of the Public Services units of Reference, Circulation, Bibliographic Instruction, Government Documents, Interlibrary Loan, ARC/Special Collections, and Online Search Services is to assist users with accessing local or remote information and, in concert with Technical Services, to develop and maintain collections to support that function. Public Services strives to provide excellent service to its primary clientele of faculty, academic staff, graduate and undergraduate students by supporting the research and instruction goals of campus as well as assisting with the information needs of the community at large.

This year has been one of expansion and improvement of services, and the increase in items circulated, number of students and others receiving library instruction, and questions answered at the reference and government document desks attest to a heavier use of library services and collections. Most significant is the increase library instruction participation of 39.3% over last year, 40.7% jump in questions answered at the government documents desk, and dramatic increase in the number of books circulated during the second semester outlined in the Circulation report.

This was the first full academic year with the LS/2000 system, and it had a major impact on Public Services units, particularly Circulation. Numerous policies and procedures were evaluated and rewritten and staff retrained. Reference staff spent time at the service desks teaching the use of the online systems, designing terminal keyboard templates, and revising handouts to reflect the change. The use of the Dukane equipment purchased last year to project computer images on a screen has been a great asset in teaching the use of LS/2000 to assembled groups.

One important goal of Public Services is to insure that UW-L students develop library use skills. This goal was advanced by rewriting a job description with a half-time designation for a Library Instruction Librarian. Randy Hoelzen filled this position in fall of 1988 and soon began systematically contacting faculty to inform them of course-related instruction the library could offer; a number of faculty who had not made use of this service participated this year. New this year were walk-in tours offered to students during the first few weeks of classes.

Two more issues of the library newsletter, Fine Print, were published and highlighted online circulation and catalog features, staff changes, collections within ARC, the new subscription to Wilsonline, government documents acquisitions, the collection development process, preservation issues, etc. The newsletter helps to keep faculty academic staff in touch with what is happening in the library and also is a means of communicating with colleagues in local and UW system libraries.

Public Services participated in planning for the reallocation of space in the area occupied by the author/title and subject card catalogs. Staff took part in the library open house in January to introduce campus to the online catalog and automation points around the library.

Continuing education and involvement in regional and national professional associations continues to be a high priority for Public Services staff who participated in workshops, professional meetings and served as officers/committee members in ALA and WLA.

Acquiring the computer equipment and upgrades necessary to enhance services and efficient operation of the units will be a major concern in the future. The gains in records management in Special Collections with the acquisition of a microcomputer station this past year clearly indicates the advantages of having computing power in the units.

Maintaining an appropriate level of student staffing, purchasing the necessary paper sources while moving ahead with the available technologies such as CD-ROM products will be the challenge of the next few years.

BIBLIOGRAPHIC INSTRUCTION UNIT

The mission of the Bibliographic Instruction Librarian is to promote the increased use of library resources by assisting students, faculty, and other patrons in learning methods in which they can effectively access information in our library. The Bibliographic Instruction Librarian, working with teaching staff and faculty, administrators, and other librarians, identifies the information literacy needs of various patron populations and strives to construct instructional settings which will meet the needs of those groups.

Over the past year various individuals, groups, and classes have participated in bibliographic instruction sessions. The focus over the past year has been to increase the visibility of the BI Unit and to reach out to various populations who have not been traditional users, without diminishing the level of services to the routine BI patron. The statistics reported below indicate a degree of success.

INDIVIDUALS RECEIVING BIBLIOGRAPHIC INSTRUCTION

1983/84-----2,016	1986/87----1,963
1984/85-----1,554	1987/88----2,328
1985/86-----1,838	1988/89----3,242

1988/89 STATISTICAL BREAKDOWN

High School and other Community Patrons----117
Fall Orientation Tours----60
Faculty Orientation to LS2000 (Open house &
Department Meetings)---173
General Orientation (Eng. 110 and SpTh 101)----1666
Specialized Instruction (Undergraduate and
Graduate)----1226

The General Orientation sessions are general overviews of library resources presented to English 110 and SpTh 101 classes. Library instruction consists of a 45 minute to a one hour lecture format presentation in which the students are introduced to the LS2000, periodical indexes, and a variety of other library resources. In many instances the presentation is followed by a hands on library assignment which tests the students' ability to retrieve information. These sessions are arranged on an individual basis with the instructors and are given strictly at their discretion. During the Fall/Spring 1988/89 terms 53 of a possible 85 (62%) English 110 classes participated in library instruction.

Efforts were made to promote the BI program with faculty in all departments on campus. Primary focus was placed upon introducing or reacquainting teaching faculty and staff with the character and potential of this program. Articles appeared in

the campus and library newsletters explaining the program. Letters went out to selective department chairpersons. New faculty involved in teaching English 110 classes received letter explaining the program. Telephone contacts were made to targeted instructors. In all of the above promotional techniques emphasis was placed on the fact that each BI session could be structured to meet the individual teaching objectives of the instructor. This was true even with English 110 instructors as their students were given a very interesting variety of written assignments which required BI sessions structured accordingly.

The interest in specialized presentations was encouraging. Two new technologies to the library helped promote this interest. The introduction of the LS2000 and ERIC SilverPlatter resulted in a number of faculty expressing an interest in introducing their students to the potential of both. The LS2000 open house activities, as well as departmental meetings held at our library, were of great assistance in promoting BI programing.

Other new programs, policies or changes include:

1. Reinstatement of the fall orientation tours for new students.
2. Contacts with staff on campus serving the needs of disadvantaged students. The introduction of individualized instruction for referred handicapped students.
3. A greatly expanded collection of BI transparencies and a periodically revised catalog advertising same.
4. The library is now a member of LOEX and has enjoyed the resources of that clearinghouse. Contact has also been established with the Wisconsin Bibliographic Instruction Clearinghouse.

A good deal of effort has been extended, over the past year, on the production of a library orientation video tape. Production delays have extended the target completion date into the beginning of the new fiscal year. Other goals from last year's list have been filled, or they are ongoing in nature, and will continue to require the unit's attention.

Goals for next year include:

1. Completion of the video tape.
2. A self guided tour audio tape production.
3. Identification of new BI patron populations.

4. Promote the integration of library instruction into the basic studies courses required to teach critical thinking skills.

What success this unit has enjoyed is in large part due to the cooperative efforts of the many librarians on staff engaged in BI, the Director of Instructional Services, concerned faculty, and hopefully to an ever increasing degree, an active and informed Library Committee. A major objective will continue to be to nurture this cooperative spirit.

CIRCULATION SERVICES

The Circulation Services Unit is responsible for the circulation and maintenance of the general collection and the course reserve collection, the maintenance of patron files, the recording of statistics, the shelving of material and the provision of basic directional information to library patrons.

The 1988/89 academic year has been a period of comprehensive change and activity in the Circulation Services unit, as LS2000 was implemented, and online checkout brought up as of November 30, 1988.

New loan policies, examined in committee as part of LS2000 profiling, were implemented with the beginning of the Fall term.

Procedures were revised and documented in over 13 major functions, including checkout, check in, shelving, holds, statistics, closing, opening, patron registration, contingency plans for system failure, encumbrances, checkout of unbarcoded items, patron blocks, and notices.

Students were trained in new procedures, with the transition from manual checkout to online taking place fairly smoothly. Worksheets, developed by our staff for use in the training database, were used to familiarize the student staff with the new system.

The temporary location of items not currently on the shelf, now displays in the online catalog, as circulation utilizes automated carts to track the movement of books as they may be found in the staging area, or on the new book shelves, or at the bindery.

Patron satisfaction with the new system seems to be high. Checkout statistics for the 6 month period of January - June 1989 indicate that circulation has increased 40% over that same period in 1988. The preceding 6 month period reflected only a 16.4% increase from the previous year, indicating that the increase in circulation is the result of more convenient online checkout.

Patrons, upon their approach to the desk to check out other material can be reminded to renew overdue items before fines begin accumulating. The capacity to generate a complete list of items charged to a patron, has also been a positive improvement.

As the online system was implemented, traditional distinctions and interactions between the circulation unit and other units changed. Close communication with the Cataloging unit is a day to day necessity, as Circulation generates temporary cataloging records for unbarcoded items, and retrieves those items for re-cataloging. Preparations for online course reserve have made it apparent that the thousands of bibliographic records input by circulation will have a daily impact upon cataloging.

Circulation statistics may now be accessed directly by the administrative office, and interlibrary loan now checks out its materials directly via access to circulation functions.

Prior to LS2000, a variety of cards were accepted for checkout. the tapeloading of all UW-L staff and students, and the necessity for registration of all remaining patrons, has made demarcations in borrower status far clearer, as we attempt to categorize each non-tapeloading patron, within the registration process.

A registration procedure was devised, in conjunction with AV Services, in which a barcoded card is issued to each community user. 411 cards were issued in the 6 month period from January 1, when registration began, until June 30th. 190 of these card holders are community borrowers, 133 are Viterbo users, and 16 are WWTC patrons. The remaining card holders are students or faculty members who have a temporary or adjunct status in their work at UW-L.

Other changes throughout the year include the implementation of In-House Use statistics, begun in March of 1989, the acquisition of a Burroughs terminal to clear fine records as payment is received in the Business Office, and the purchase of two additional copy machines for public use. Our goal for the upcoming year is to completely phase out all remaining manual checkout records.

Staffing presented a serious concern this year. The Spring semester student assistant allocation represented a 24.4% reduction from the preceding Fall, and a 28.4% reduction from the previous Spring term.

Many changes in personnel took place this year. Connie Marker replaced Myron Hanson on November 28, 1988, and Mary Misco replaced Laurie Magnusson on October 27, 1988.

Our staff found the time to remain active professionally. Cristine Prucha and Lavonia McCarty prepared a session on Dealing With Difficult People for an in-house workshop on January 17th. Cristine Prucha presented a session on staff training at the May 19th WLA Circulation Services Conference. Lavonia McCarty and Johanna Stephenson presented a poster session on training student assistants at the same conference. Many requests for our training module on Library of Congress Call Numbers, as well as for examples of our student contracts were received.

GOVERNMENT DOCUMENTS

The Government Documents Department is a selective depository for federal and Wisconsin documents. We select documents, process them and aid library patrons in their use. The area also contains maps and law books. Microforms and microform readers are also in the area and working with them is another major part of the department workload.

Last year it was arranged to put our federal documents on Wiscat, a statewide listing of library holdings. This effort is being funded by the Reference and Loan division of the Wisconsin Department of Public Instruction. The library has one microfiche edition of Wiscat and plans to purchase a second copy for the Documents area. Ideally the documents collection should be included in the online catalog; realistically additional computer space and considerable funding is needed to accomplish this. Putting our documents holding on Wiscat serves as a first step on the way to automation of the documents collection. In other documents news we participated in a national survey of documents users done for the Government Printing Office.

The retirement of Orin Thompson, the microforms librarian has led to increased work for the Documents staff, especially for Mary Baldwin, the Documents assistant. While Dale Gresseth of the Serials Department has assumed responsibility for some functions such as shifting the microforms to conform with the new serials listing, Thompson's absence is felt. For example, Mrs. Baldwin needs to perform maintenance on the microform equipment daily. Thompson's absence also means one less person is available in the area to deal with patrons' questions about microform use.

A positive change in the microform area was the purchase of three new microfilm reader-printers. These new machines have improved the quality of copies available and also are much easier to load with paper. Student assistants are now being trained to do this; the old machines were too difficult for most student assistants to deal with.

The addition of ERIC on CD-ROM to the area is an exciting development. This compact disc system has increased use of the ERIC documents and education journals. Users can now search the ERIC system far more easily and efficiently than they could with the paper indexes. Assisting users of the CD-ROM has been a good experience for the documents staff including the student assistants. In related matters, the government will be issuing a number of CD-ROMs in the near future; we have one disc already. Some day another CD work station may be a necessity.

In other matters, two online terminals and a printer have been added to the area. We aid users, turn on the terminals, etc. This contact with the online catalog has also increased my conviction that documents should be on the online catalog.

INTERLIBRARY LOAN UNIT

The primary mission of the Interlibrary Loan unit continues to be focused upon making accessible the broad variety of materials available only from other libraries. These materials are needed to supplement and support undergraduate and graduate programs, as well as to provide faculty members with requested materials in a timely manner. Murphy Library remains a resource for other libraries and the ILL Unit endeavors to assist these libraries in meeting their patron's needs whenever possible.

Activity in this unit, as measured by incoming and out-going requests, remained high. The figures below illustrates that our total ILL activity is moving towards the peak level period of 1985-86. There has been a dramatic decline in the number of requests from our patrons, since the implementation of a user fee, and a steady growth in requests from other libraries.

YEARLY ILL ACTIVITY

1982-83----	3461	1985-86----	5085
1983-84----	4212	1986-87----	5028
1984-85----	4473	1987-88----	4483
		1988-89----	4884

1988-89 ILL ACTIVITY

Items requested by our patrons	Items loaned/supplied by us
Books-477 Photocopies-910	Books-2076 Copies-1421

This past year has been a period in which the focus has been placed primarily on reviewing the needs of the ILL unit and implementing changes in existing ILL personnel patterns, policies and procedures, and uses of appropriate new technologies.

In the area of personnel two major changes have occurred. Jean Bonde was promoted from a Library Services Assistant 3 to a LSA 4 and Randy Hoelzen became the new supervisor of the ILL unit. The ILL supervisor position description has been changed with the supervisor now allocating 25% vs 75% of his time to this position. Both individuals attended two workshops, one focusing on advanced OCLC searching, and the other devoted to new fax technologies. A goal of this unit continues to be to increase student hours in order to increase their areas of work responsibility. This goal was partially met during the fall semester but budgetary constraints did not allow for a continuation of this plan during the spring term.

New technologies have been introduced to ILL procedures. ILL staff now check books in and out via the LS2000 system. The OCLC Micro Enhancer is now used to expedite a number of procedures in that system. A software package was purchased to

assist in training personnel in the use of the OCLC ILL Subsystem.

ILL policies and procedures continue to undergo review. This review has led to changes and will lead to future ones. The Public Services Committee and the Management Council were asked to review the appropriateness of continuing the user fee. It was agreed, by all concerned, that the fact that this unit is devoting an ever increasing percentage of its time to filling the requests of other libraries versus meeting our patrons needs is problematic. A policy of charging out of state, non-WILS, photocopy requests began with the beginning of fiscal year 1989/90. A final decision on the user fee was postponed until such time as budget needs were more clear. This policy will continue to be examined in the upcoming year.

Two fill studies were conducted and the results are being examined. This study and other evidence indicated and resulted in an increase in direct borrowing via OCLC on our part. This trend is expected to continue, but should be moderated by WILS expanded use of fax technologies, which should decrease their fill time significantly.

A revised policy and procedure manual was not completed. This goal will be carried over to next year and its fruition will be made easier by this past year's efforts at examining current practices and confirming or changing same.

Other goals for next year include:

1. Continue examination of automation needs of the unit.
2. Reach a determination on the user fee issue.
3. Review the appropriateness/effectiveness of all ILL forms.
4. Increase student hrs, if the budget allows.
5. Review current statistical gathering methods, review future needs, and implement a statistical gathering routine appropriate to our needs.
6. Identify staff development opportunities in ILL for both the ILL Supervisor and the ILL Coordinator.

This unit should continue to be very active. Every effort will be made to make this unit's services as accessible to our client population as humanly possible. Long range goals will include surveying our patrons to determine their level of satisfaction with our services.

ONLINE SEARCH SERVICES

The Online Search Services program supports faculty and student research by providing bibliographic information and other data accessed via telecommunications links with several remote vendor services. Subscriptions to BRS, Dialog, Wilsonline, and STN allow access to hundreds of databases in virtually all disciplines. The service is available on a cost-recovery basis. Since May of 1988, the service has expanded to include CD-ROM (compact disc-read only memory) technology with the acquisition of a workstation featuring SilverPlatter ERIC funded through grants from UW-L Foundation and SilverPlatter, Inc. This CD-ROM service is provided at no charge to users.

In 1988-89, 44 paid searches (one or multiple databases) were conducted for patrons: 8 graduate students, 21 faculty and academic staff, 9 undergraduate students and 6 in other categories. This number represents a significant decline from the previous year's figure of 110. The primary factor contributing to the decrease was the acquisition of SilverPlatter ERIC. In 1987-88, 42 paid searches were conducted in the ERIC database, not including those searches where ERIC was one of several databases searched. Now patrons can conduct their own searches. Although an exact count is not kept, the number of ERIC searches as indicated by the signup sheet has increased approximately tenfold. A second factor contributing to the decrease in paid searches was the departure of a political science professor who in the previous year required his students to conduct searches on Dialog's Knowledge Index. Finally, Lutheran Hospital Library has purchased Index Medicus on CD-ROM, and some university people are using this free service in lieu of paying for an online search.

The average cost of the 44 paid searches was \$28.54; twenty-three of these searches cost under \$25.00. Forty-eight different vendor files were utilized for the paid searches, practice searching and "ready reference" searching. The latter search service is free to the patron and conducted at the discretion of a librarian to answer a reference question which cannot be answered using traditional paper sources, such as determining missing information in an incomplete bibliographic citation. Ready reference searching was formalized this year with a budget allocation to support the activity.

A number of new services were added to the online program in 1988-89. In the fall, Wilsonline was offered for the first time to patrons. Wilsonline provides access to 25 files, primarily representing the last 5-10 years of Wilson indexes. Reference librarians were trained to use the service using the free online time provided, and Wilsonline was advertized to the university community through an article in the library newsletter and notices in the university newsletter.

Members of the Mathematics faculty were trained to search Mathematical Reviews on BRS in December in anticipation of cancelling the paper copy of the index. The activity of the faculty has been limited due to a BRS reloading problem; this should be corrected in the near future. A similar program was instituted for the Chemistry faculty using STN to search Chemical Abstracts beginning in 1986. The library continues to support the STN program and this year purchased STN Mentor to improve the efficiency of Chemistry faculty searches. This software package allows the user to construct complex structure searches, as well as other searches, before going online.

The efficiency of online searching in the library has improved with the purchase of a new EPSON LQ-850 printer. The printer's draft mode speed of 264 cps greatly improves the printer response in keeping up with the electronic display. The frequent jamming experienced with the Toshiba printer is no longer a problem.

Two SDI's were profiled for faculty allowing for searches to be run automatically each month, updating the literature in the designated areas. As the trend for more publishing on campus continues, this service could be well-utilized by more faculty. Another potential growth area for online services is the online ordering of full-text documents in concert with ILL and acquisitions activities. A document identified through an STN search and not available through traditional ILL channels was ordered online from Chemical Abstracts this Spring.

The Online Coordinator attended two Dialog training sessions, a half-day session in July 1988 and full-day session in June 1989, both in Milwaukee. The coordinator continues active participation in several ALA Reference and Adult Services Division Machine-Assisted Reference Services Committees.

In looking toward the future, a continuing concern will be finding the funding to pay for the services. The reluctance of many in the academic community to make use of online services is largely a function of the cost of a search. The unqualified success of the ERIC CD-ROM station indicates the increase in usage when the cost barrier is removed. CD-ROM technology also offers immediate access, avoiding an intermediary. If funding could be identified for additional workstations featuring other CD-ROM products, a similar significant increase in the use of searching services would result.

REFERENCE DEPARTMENT

The purpose of the Reference Department is to explain, assist, and interpret the Library's collections and policies to its patrons. This may take the form of teaching patrons how to use material, explaining library policy, answering specific factual questions, or referring patrons to appropriate resources or agencies for assistance. The Reference Unit staffs a public service desk for 60.25 hours per week and maintains a collection of approximately 18,000 volumes. The principal, on-going duties of the unit are to maintain a public service desk; review and order new materials; collection maintenance, including weeding; and production of aids for use in the library.

A number of significant changes took place in Reference for Fiscal Year 1988-1989. As in the past few years, Reference use statistics rose even though service hours remained the same.

	<u>FY 1989</u>	<u>FY 1988</u>
Total	23,595	22,899
Directional	7,322	6,278
Ready Reference	15,834	15,471
Research	419	407

The level of use continues to increase despite fewer patrons entering the building. Foremost among the non-statistical changes, is the operation of the LS/2000 online catalog. The first terminals were put out for public use in May, 1988, and by late Fall, 1988, we were warning students not to use the card catalog or microfiche. In May-June, 1989, the catalog cabinets began to be removed. We rely on WISCAT as the back-up to the LS2K. The system has proved very popular with patrons and staff. Enhanced subject searching with subheadings access to the LS2K is coming and that will be a notable improvement. The Library and the reference desk are now at full staffing with the addition of James Huesmann in March 1989, and Randy Hoelzen in August 1988. Both spend approximately one-quarter of their assignment on Reference.

Some of the major changes of the year are the increasing reliance on the CD-ROM version of ERIC rather than the print version, the continued reliance on Reader's Guide and Newsbank as major sources for Basic Studies writing and speech courses, continued heavy use of the Desk Alert and Reference Meetings/Booktalks for information sharing. Notable collection changes include the addition of Business Newsbank and new Oxford English Dictionary, the addition of new college guides, international trade directories and a number of new business tools, and the cancellation of Mathematical Reviews. Murphy's Quick Guide to Business Resources was issued to all Business 230 new business graduate students and business faculty. Both Murphy's Guide and

most of the information handouts were revised in Spring, 1989, but will not be printed until the new Fiscal Year. Problems in Reference include the very faulty Periodicals list. Fortunately, an improved list is in process and should appear in Fall, 1989. Other problems include the usual litany of money, space, and staffing. There are always more wants than the Reference budget allows. Space problems have temporarily been alleviated by weeding which should work until the advent of the LRC. We are at full professional staffing, but a number of tasks more efficiently and cost effectively, performed by classified staff are done by the professional line. Student staffing could be a major problem in the near future.

SPECIAL COLLECTIONS

The special collections unit includes the Area Research Center (one of 13 historical records repositories in a network coordinated by the State Historical Society of Wisconsin), rare books, Wisconsin collections, historical photographs, oral history, university archives, and miscellaneous collections which supplement the regional history materials. The unit serves the university and local community as well as the regional area, with special attention to the history of the La Crosse area, southwestern Wisconsin, and the upper Mississippi River.

Use of special collections by clients remains typical of patterns in recent years. Faculty members assign work requiring use of historical collections, and other classes make individual use of these materials. With inclusion of catalogued materials in the OCLC data base, other libraries now request more materials through inter-library loan; because of the unusual value and fragility of many of these materials, such loans must remain limited. Non-university use of these collections remains strong, with particular interest by business and industry, genealogists, and non-resident scholars. The collections of riverboat photographs and data, river history, and personal (genealogical) records are especially heavily used.

Total registrations for the year were just slightly higher than last year. Proportions of collections used and user categories showed the customary fluctuations of previous years - no new emphases are evident.

The 1989 spring purchase of a Zenith microcomputer for unit applications permitted the unit to move into more sophisticated access for those directories and files that have become important. File Express software is being used for routine files such as a faculty directory and obituary files; dBase IV will be used for the more complex steamboat data files. Much of our future work will involve the loading of what we believe is the largest and most comprehensive riverboat data file in existence. This file will eventually be linked with our photograph, captain, company, and river files.

Additions to the collections are as follows:

<u>Category</u>	<u>1988-89 Additions</u>	<u>New Totals</u>
Rare Books	155 volumes	11,400 volumes
Wisconsin Books	176 volumes	4,664 volumes
UW-L Archives, catalogued	26 volumes	-----
Photographs, all categories	4936 images	79,466 images
Vertical Files	13 folders	4,603 folders
Oral History, reels of tape	4 reels	900 reels
UW-L Theses	56 titles	686 titles
UW-L Seminar Papers	28 titles	1,560 titles
UW-L Action Learning Papers	8 titles	14 titles

1987-88 AND 1988-89 ANNUAL REPORTS
FOR
THE SPECIAL COLLECTIONS DEPARTMENT OF
MURPHY LIBRARY

by Edwin Hill

Total patron registrations for the last two years were up slightly over the previous years' figures. Individuals registering to use State Historical Society holdings remained about even in number for the two years. Other categories of use showed the usual individual fluctuations for the period, as is evident in the following record:

Patron Registrations by Year and Category			
	1986-87	1987-88	1988-89
St. Hist. Soc. Registrants	140	120	134
St. Hist. Soc. Daily Registrations	303	405	363
Wisconsiana Collections	552	488	512
Rare Books	178	218	261
Univ. Archives	166	199	132
Photographic Collections	173	136	156
Oral History Interviews	14	21	6
Tours given	7	18	15
<hr/>			
Total registrations (many patrons used more than one category of material).	1325	1340	1363

By now, the department's major category of use is firmly established in local and regional history. Mail and telephone inquiries constituted about ten percent of all use, as in recent years. Most of these inquiries were for genealogical or river-boat information. Department staff provides basic research in easily-available sources, and charges four dollars per hour or for each inquiry if additional effort is required. On average, the department devotes about twelve hours per week to such inquiries, and most research and response is completed by student assistants.

Collection growth is reflected in the following table:

<u>Category</u>	<u>Added 1987-88</u>	<u>Added 1988-89</u>	<u>New Total</u>
Wisconsiniana books	176	154	4664 vols
Rare books	224	155	11,400 vols
University archives (catalogued)	20	26	
UW-L theses	1	56	686 vols
UW-L seminar papers	30	28	1560 vols
UW-L action learning projects	4	8	14 vols
Vertical files	9	13	4603 fldrs
Oral history tapes	1	4	900 reels
Photographs, printed	2537	2720	57,391 images
Negatives, unprinted	284	1820	15,871 images
Color slides	61	396	6204 images
Total photographic images	2882	4936	79,466 images
Maps	13	7	430 maps

In the Area Research Center collections of public records and manuscripts, thirty-five linear feet of materials were added. Fifteen feet of university archives were added. Virtually all available shelf space for such holdings is filled. With collections of Monroe County tax records and court records recently acquired, sufficient storage space will have to be found by putting utility shelving into the seminar room.

Although the registrations tend not to reflect it, use of the Area Research Center and State Historical Society collections was substantially higher during 1988-89, and much of this use was by

staff archaeologists from the university's Mississippi Valley Archaeology Center. Of particular value were early narratives and records of the fur trade.

The oral history project, moribund for about ten years, has been reactivated largely through the efforts of Professor Charles Lee of the UW-La Crosse history department. That department's budget line for oral history has been confirmed, as has the library's and the history department's commitment. An executive committee, on which the special collection librarian sits, has been formed, and with modest additional funding by the university, transcribing of earlier tapes is in process. Additional interviews will be undertaken as resources permit.

The steamboat project received no grants during the 1987-88 year, but was the recipient of \$5000 from the J. Mack Gamble Fund early in 1989. Counting those prints still in the hands of our field collector, Ralph DuPae, the collection now holds approximately 40,000 images of inland river steamboats and river scenes. It is obvious from clients who are often referred here by other libraries and agencies that our national reputation is strong. Many of our clients, private and commercial, live far from Wisconsin.

The department acquired a Zenith computer and peripheral equipment in the spring of 1989; this computer is already being used for obituary and faculty directories, and will be used for a riverboat data file as soon as appropriate profiling is completed. Our data files currently hold information on about 20,000 boats; these will need to be linked to our photographic, captains, pilots, and companies files.

Research fees, photo sales, and copying fees provided about \$2300 in each of the last two years. The largest source of such income is businesses who purchase photographic prints for business and commercial use.

TRENDS OF USE BY PATRONS

There was somewhat more use university-related clients during this period, with the bulk of this deriving from activities of the Mississippi Valley Archaeology Center. Routine faculty use remains low. Registrations for Area Research Center materials were higher by considerable over the 1986-87 year, although the number of individual registrants remained level. Use by businesses and industry increased slightly, as did genealogical use. Community users, who delve into a wide variety of materials, remain a steady part of our clientele. University student use is erratic and largely dependent on faculty assignments, which do not often occur. One history seminar during the spring semester of 1988 required the use of ARC materials for the papers produced. Some of those papers were well done and useful for all concerned.

The steamboat photo and data collection project is a steady draw, and it is likely to grow steadily as the library's reputation grows. It is important to note that while the size of this collection is significant, it is its accessibility that is most attractive. We can provide pictures, information, and research efficiently and at reasonable cost. A recent letter from a client in another state pointed out that of the half-dozen major libraries he had queried about the activities of a riverboat captain in Louisville, Kentucky, none was able to provide as much useful information as Murphy Library. It is this usefulness that has encouraged donors to give or lend photographs to us and to provide the supplementary information that is so important to the project. It must also be noted that Ralph DuPae's standing in the river history community is very high; the contribution he is making to the documentation of riverboat history is magnificent. Murphy Library is very fortunate to have him as a friend.

Administrative use of the university archives remains at a low level. Most recorded use of these records derives from students fulfilling class assignments.

STAFF AND SERVICE

Hours of service during the regular academic year totaled forty-three per week, including three evenings and Saturday afternoon. During intersession and summer session, the department was open only on weekday afternoons. Summer session is increasingly a problematic time, as many researchers do their traveling during this period. Summers are frequently a very busy time in this department; visiting clients often require intensive assistance from our staff at a time when we have less staff. The special collections department is often the busiest portion of the library during summer session, but we find it difficult to provide sufficient staff then.

Linda Sondreal (LSA 4) continued her half-time appointment in this department, providing both continuity and invaluable competence in areas of student supervision, patron assistance, collection processing and maintenance, and comprehensive knowledge of technical services. Her assistance is most appreciated and always helpful.

Student assistants during the 1987-88 year were Ann Kolar, Karla Schmitz, Gwen Henslin, Scott Stekel, Cheryl Nelson, Michelle Bierma, and Missy Cestkowski.

Student assistants during the 1988-89 year were Ann Kolar, Sue Stekel, Kim Surges, Lori Servi, Cynthia Weisinger, Karlene Harms, and Jill Pearson.

As always, the student assistants performed both routine and complicated work in support of the department's mission. Their contributions are absolutely essential; the department is fortunate in having these talented, reliable individuals to help in so many ways. In many cases, these students stay for three or four years and become quite adept at archival and research tasks.

The special collections librarian is also library department chairperson, and performs reference duties. Time available for special collections work is often severely limited.

NOTABLE ACCOMPLISHMENTS

The purchase of a computer for department purposes had been long-sought, and this equipment will permit more efficient and sophisticated access to a number of data files. Its use for the steamboat data collection will be especially useful, as it will provide the kind of linkages and analysis that no river history collection has been able to provide until now.

Last year (and again at long last), ultraviolet filter lenses were installed in the department's main room and over the display cases just outside the room. This will do much to prolong the life of all paper materials used for research and display.

Useful additions to the manuscript and public records collections included the Lester Johnson papers, the John Manke blacksmith records, and the records of the La Crosse Music Study Club and the Pettibone Park Commission. In public records, the Monroe County tax records will be eminently useful once we can find room to store them.

During 1987-88, we acquired the papers of Selma Casberg, A Holmen resident who died in 1985. Holmen, Wisconsin has been insufficiently documented by any formal or informal record collections. Mrs. Casberg had an avid interest in her community, and compiled numerous accounts of local families, churches, schools, and her own genealogy, but had made no arrangements to turn these materials over to a library or archival facility. After her death, family members turned the Casberg materials over to the Holmen High School library, where we were able to see them and prepare a rough inventory. Last year, after more discussions with school officials and arrangements for photocopying appropriate portions, we were given the entire set. After photographic images are removed from the scrapbooks, which have been photocopied, these materials will be prepared for archival use. Holmen history will be well served by these records.

GOALS AND CONCERNS: A SUMMARY

As routine processing and research assistance occupy more time, the processing of new collections has fallen behind. Some of these are Area Research Center materials, and after an initial sort, can be forwarded to the State Historical Society for archival processing. University archives, picture collections, and the miscellaneous donated materials that appear irregularly are another matter; these tend to get put aside for a "better time" which never arrives. If such a time did arrive, there is now no more shelf space to house such materials.

To alleviate this problem, the "seminar room" should be converted to storage, leaving a table for processing. As these temporary solutions multiply, it will be important to maintain collection integrity so that locating particular materials follows a logical plan. Public records for the ARC's five-county area are already scattered. Any additional shelf space should be devoted to one or two counties, with sufficient labeling and tracking to permit efficient use.

The department should attempt this next year to begin loading river-boat data into the computer, after the proper profiling has taken place. The library's automation librarian will assist with this process. Until this data is loaded using the best software, its wealth of analytical detail is inaccessible. After that loading has taken place, additional files of captains, pilots, companies, and photographs must be linked and stored. More computer storage will be needed within a year or so.

As the summer progresses, it becomes clear again that better provision for staffing during summer and intersession periods is needed. The department's users often have no relation to class schedules, and many users, both on and off-site, are especially active during the summer months. Trained student assistants offer the best solution to this problem, and should be provided especially during the intersession periods.

There have been sufficient rewards in areas of historical research, river and riverboat data and photographs, and outreach efforts to confirm that the department should expand upon its strengths. The riverboat history collection receives frequent regional and national attention. Business and community groups depend on our services often, and we may expect this category of use to increase.

The single most intriguing aspect of work in this department is the variety of use and users. This multi-purpose function brings us into contact with dozens of interesting individuals and projects each week. The task of building and interpreting the collections, and responding to client needs, keeps the work interesting and rewarding. Too often, we are required to choose between challenging possibilities.

End

TECHNICAL SERVICES DIVISION

The technical services of Murphy Library comprise the unit operations of acquisitions, cataloging, serials, and automation. Specific activities of these units include the ordering, receiving, and shelf processing of materials selected for purchase; maintaining accounting systems for purchase, receipt and distribution of materials; organizing materials for access through descriptive cataloging and subject classification; entering bibliographic and circulation control data into appropriate automated systems and in accordance with established standards; controlling serial subscriptions in paper and microform; and, planning and implementing automation of library services and operations. Additionally, technical services units provide for the development, maintenance and preservation of library collections including withdrawing and disposing of materials no longer useful to the library.

The goal of technical services is to acquire, maintain and preserve the library's collections, and to organize and arrange those collections according to nationally approved conventions which provide for efficient retrieval and maximum accessibility by all users.

Five librarians and nine classified staff individuals conduct the daily operations of technical services. Full time equivalent (FTE) staff in each unit are as follows:

FULL TIME EQUIVALENT STAFF BY UNIT 1988-89.

<u>Unit</u>	<u>FTE</u>	
Acquisitions	1	Librarian
	2	Classified
Cataloging	1	Librarian
	2.5	Classified
Serials	2	Librarians
	2	Classified
Automation & Technical Services Coordinator	1	Librarian
	.5	Classified

During the summer of 1988 the library hired a new coordinator of technical services, Joe Accardi. Mr. Accardi works with staff in the interrelated acquisitions, cataloging and serials units to coordinate planning, implementation, and evaluation of technical services within the mission of Murphy Library. As automation

librarian he consults with library staff in planning and implementing computerized services and operations. As coordinator he serves on the library's Management Council. Individual unit reports appear in the following pages.

ACQUISITIONS

The year 1988/89 was a year in which anticipation of the installation of ACQ 350 dominated. We took the opportunity to evaluate our routines critically to: 1) streamline our operation, 2) economize when and where possible and 3) facilitate the installation of the system. A six month vendor study, completed in 1988, showed clearly which vendor's service is best. We have contracted the number of vendors with whom we deal and are thus able to get better discount rates without forfeiting accuracy or speed of delivery. A second study, also completed in 1988, shows that we can save up to 56% when we buy paper over hardbacked books. This measure has saved the library many dollars and, at this point, has not increased the number of books sent to the bindery for rebinding. The decision to buy paper over hardbacks must be monitored to make sure that it was a sound decision. In order to more easily monitor the spending of library money, we have set up a number of new accounts. We now know the amount of money being spent to replace lost or damaged books, the amount of money invested in standing orders and the amount spent on new programs and to bring various collections up to accreditation standards.

The participation of the teaching faculty in the collection building has increased dramatically and it has become impossible to both monitor their requests and also insure that all subject areas of the book collection are kept up to date. We, therefore, have initiated a program by which all library faculty participate in the collection building process. Not only can we draw on their subject expertise but we also can strengthen the liaison between teaching and library faculty through the consultation which results. The book reviews from Choice and Library Journal reviews are checked and then returned to acquisitions where the needed work is done and the books are ordered.

The department has taken on the responsibilities of conservation of library materials. Karen Lange has worked hard to bring the library's disaster plan up to date. She has also attended workshops on book repair and is responsible for deciding when books should be replaced or repaired. Karen now does the in-house mending of titles so that the conservation efforts of the library are centralized in the acquisition department.

Under Karen's supervision, the paperback collection (Fiction) was entered into the LS/2000 database. A brief record was created which permits the user access by author and title.

A book sale was held by the Acquisitions department this Spring. We also continue to compile lists of weeded books and gifts which are not needed in this library but which can serve other libraries in the system.

In the summer of 1988 the library received a large gift of books which spanned a wide range of subjects, many outside of the needs of this library. We selected 126 of these to integrate into our collection, the public library took what they wanted and 83 titles, which were very specialized, were offered to second hand dealers. In particular areas, we were able to sell them. Special thanks must go to Jan Ruesch who, with the help of Pat Brunet, evaluated and described the condition of the books and located the dealers to whom we offered the lot. It was her diligence that made the sale possible.

An analysis of the library collection was done in the following areas: Archaeology, English as a Second Language, and Music. We support those programs. The findings were shared with the appropriate deans and faculty.

The Department will get the ACQ 350 in late summer and all of us are reading the manual. We have spent much time profiling for the system and our earlier evaluation of our procedures is making that process easier. The department was able to spend the book budget in a timely manner but we have a large backlog of departmental orders which must be evaluated before submitting them against the 1989/90 budget.

Weeding of the collection is an on going affair.

I would like to thank Susan Grebel, Karen Lange and Jan Ruesch for a job well done.

- 850 Books received as a gift from Dr. Martalock and others.
- 150 Titles added to collection.
- 83 Titles offered and sold to specialized dealers and other libraries in the system.
- 1000 Paperback titles were entered into LS/2000.
- 25 Out of print orders were filled by vendors of second hand books.

Karen Lange took a 4 1/2 month maternity leave.
Karin Sandvik taught 1 section in the Foreign Language Department and had release time from the library.

Workshops attended:

Karen Lange and Karin Sandvik attended workshops on Preservation on May 17, 1989, in Eau Claire and on July 22-23, 1989, in Madison.

The department took a field trip to Platteville to observe ACQ 350 and LAN (Local Area Network).

AUTOMATION UNIT

The automation unit is responsible for coordinating two major areas of computerization in the library:

1. The LS/2000 minicomputer-based system which integrates the library's multiple circulation and catalog functions, and
2. Small systems applications which include microcomputer-based library and general office operations.

The automation unit plans for the procurement and implementation of new software and hardware applications, upgrades, enhancements and profiling; coordinates the daily operations of the LS/2000 system; and monitors system activity. The unit is also responsible for problem identification and resolution, and dissemination of training and other documentation regarding library automation. The unit is liaison to OCLC Local Systems and to university personnel regarding library automation operations.

Major milestones in Murphy Library automation during 1988-89 included:

- Final implementation and acceptance of the OCLC LS/2000 library automation system.
- Coordination of LS/2000 training for staff.
- Transition from manual card catalog to online catalog with terminals installed on each floor of the library.
- Replacement of manual circulation operations with online circulation system.
- Development of campus office and remote (dial-up) access capabilities to the online catalog.
- Installation and use of WordPerfect word processing application on library microcomputers.
- Staff access to administrative computing center computer.
- Hiring of Delmar Harris as half-time computer operator to perform nightly backups of LS/2000 files.

- ° Substantial completion of the library's barcoding project. Linda Sondreal, assisted by Cindy Hanson and various student workers, are credited with applying machine-readable labels to nearly 250,000 items in the library.
- ° Development of microcomputer-based serial holdings list for public services.
- ° Receipt of \$35,000 in funds from UW System to procure microcomputer-based local area network (LAN) from OCLC to support acquisitions and serials control functions (ACQ/SC 350). Total of six workstations plus file server.
- ° Initial site and database preparation for linking serials control and access functions with LS/2000 (SC-Link). Completion of staff training.
- ° Initial site planning and preparation for ACQ/SC 350 LAN.

Goals to be accomplished during 1989-90 include final implementation of the ACQ/SC 350 LAN system; final implementation of SC-Link resulting in display of serial holdings information in the LS/2000 online catalog; implementation of Acq-Link which will provide for display of "on order" information in the online catalog; installation of Release E.1 from Local Systems for LS/2000; procurement and installation of a multiplexor to increase port capability on LS/2000; procurement of additional public access terminals for online reserve and serials collection holdings; and upgrade of OCLC M300 workstations (standard keyboards and/or hard drives). Additionally, the automation unit will work with other library units in making effective use of technology.

CATALOGING DEPARTMENT

Annual Report for 1988/89

OBJECTIVES

95% of cataloging records will have no errors after final proofing operations.

No OCLC change requests against UW-La Crosse.

Maximum backlog for edit materials should be 4 weeks.

Maximum backlog for input materials should be 12 weeks.

Catalog 500-1000 items in Deferred Cataloging File.

Train staff and student employees in Oxford Project (OCLC New Online System) operations and procedures.

We have had mixed success in meeting our objectives for the year. Most of our records are completely accurate when cataloged. While we have no hard statistics, I am certain that less than 5% of our catalog records have errors. We received a change request from OCLC in November 1988 for a record which we input in April. This means that we did not meet our objective of error-free input into OCLC for 1988. We had gone 2012 days without an error! We have maintained our backlog standards for edit materials, but are still not able to meet the backlog standards for input materials. This is mainly due to the inability of the Catalog Librarian to devote adequate time to cataloging. Hopefully, next year will be better, since he will no longer chair the Library Department Personnel Committee. We have probably cataloged at least 500 theses this year, which would meet our objective of cataloging 500-1000 deferred cataloging items. The OCLC New Online System has been delayed until 1990, postponing the Cataloging Department's responsibilities for training on the new system.

SERIALS DEPARTMENT

The serials department, on a daily basis, receives current subscriptions for magazines, newspapers, microfiche and film, and serial standing orders. The materials are checked in on a computer system and then shelved. Missing items are claimed and mutilated copies replaced. Bindery shipments are prepared on a monthly basis.

The serials department acquired the OCLC SC 350 in the Fall of 1986. The department hopes to have most of the bugs out of the system and all modules operative by the end of 1990.

During the past year, two typewriters and computer furniture were acquired, and a room was built (#118) as an additional serial's office and to house computer equipment.

The current holdings status is reported below:

Subscriptions (paid for)	1,860
Gifts	82
New titles added	134
Volumes added	1,518
Volumes withdrawn	452
New titles bound	9
New titles microfilm	178
Microfilm reels added	1,290
Microfiche added	36,620

CONCERNS. Budget for new subscriptions continues to be a concern. Last year the department ordered 134 new titles and dropped 46 titles.

The serial's bindery budget is in better shape. Last year the library spent \$9,296.92 for the binding of approximately 1,518 volumes.

A continuing problem is shelving space. The department is currently shelving new volumes on top of old sets on the shelves, if there is room. Other overflow volumes are shelved on book trucks and in the periodical work room.

James Huesmann was hired in March to take charge of serial's collection development and to supervise the SC 350 operation.

The Serials Department's ongoing activities and functions include the following:

- 1) Selection, ordering, and funds accounting of serial subscriptions;
- 2) Receipt and check-in of these serial titles;
- 3) Claiming of non-received titles;
- 4) Shelving and reshelving of bound and current serials;
- 5) Binding of serials retained in paper format;
- 6) Discarding of weeded serials; and
- 7) Cleanup of the serials database.

During the 88-89 fiscal year, the Serials department initiated several new projects and policies. These efforts can be described as coalescing around four distinct areas: Automation, Records, Policies/Work Flow, and Access Tools.

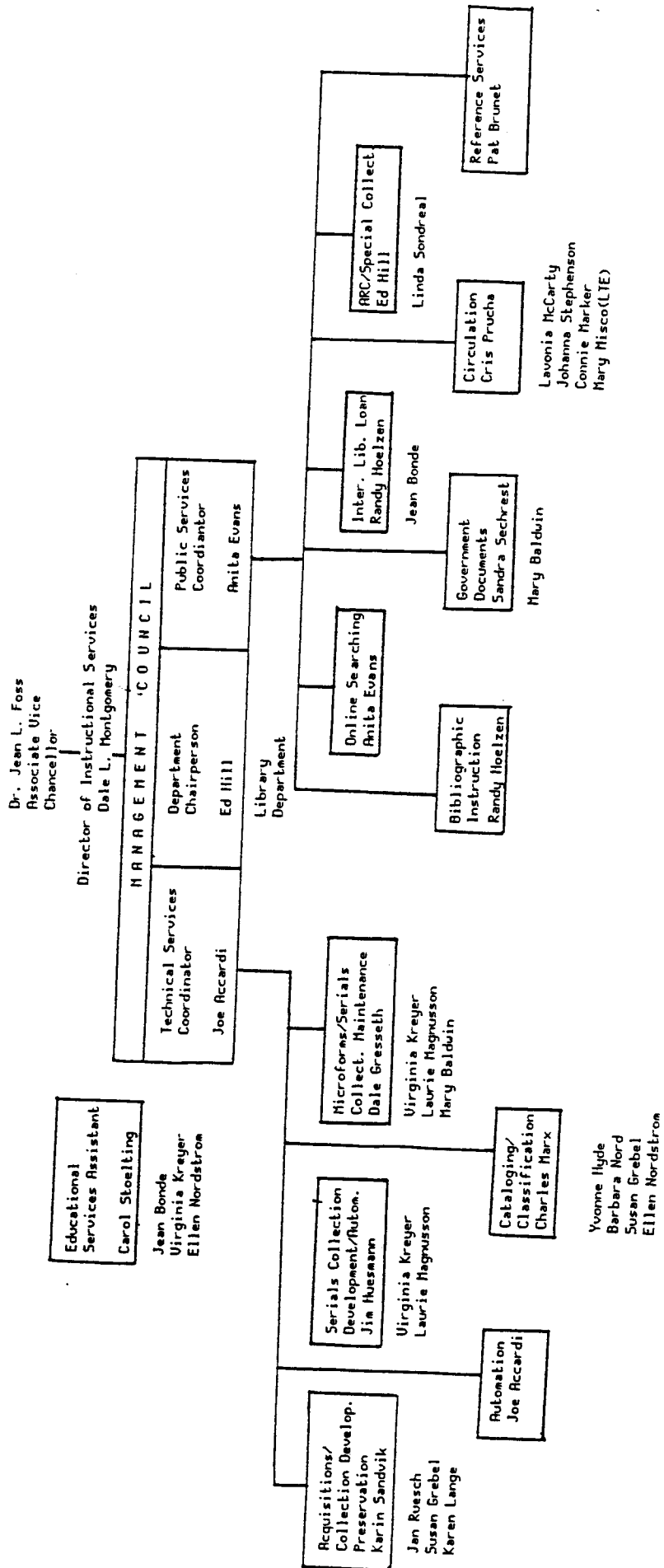
Fuller implementation of the SC350 (microcomputer based serials control) system headed the projects dealing with automation. Both the Subscription Control and Funds Control modules were fully implemented this year, providing greater access and control over our serial budget. The SC-Link project, which will connect the SC350 system to the LS2000 system and allow online access to holdings information, began. Due to technical difficulties, we delayed implementation of the link until the installation of our new equipment. The new equipment arrived in late June, and the project should be completed by the fall semester. Planning for the LAN project, which will provide a local area network for the combined SC350 and ACQ350 (microcomputer based acquisitions system) systems, began in earnest. Finally, we completed planning for implementation of the Bindery module, aimed for installation after the LAN.

Serials reviewed two policies that pertained to records. The records retention period for library records was discovered to be three years. This means that a great amount of office storage space, retained by records dating over ten years old, may be returned to productive use. We discovered that invoices no longer have to be broken up into sets of less than \$10,000, eliciting a considerable savings in labor for the department.

Parameters and work flow in the department changed to meet new demands and opportunities. While still in a state of flux, we hope that this may release some student help for other crucial tasks which remain uncompleted.

Several methods of providing greater access to the Serials collection commenced this year. Along with the SC-Link project, which will allow online access to serial holdings, are two other tools. A listing of active Serials by LC Subject Heading is now available at the reference desk, and a listing of serials holdings was completed.

MURPHY LIBRARY ORGANIZATION CHART
1988-89



FACULTY LIBRARY COMMITTEE

The faculty library committee advises the library administration on policies and services. The 1988-89 committee met on a monthly basis to study issues and concerns which had their roots in the 1986 Audit and Review of the library. Budget support for the library was sought from the campus via a resolution to the Senate. The committee began a study of how library instruction could be incorporated into the curriculum. This effort will continue in 1989-90. The committee also developed a revised monograph budget formula for the academic departments. Factors related to weighted student contact periods (WSCP), number of faculty in a department, the cost of books by discipline and the use of the library based on circulation statistics.

$$\% \text{ WSCP}(4) + \text{Fac}(4) + \text{Cost}(5) + \text{Cir}(4) = \frac{\quad}{17} \times \$105,000$$

- (WSCP) Weighted Student Contact Periods, wt. of 4
- (Fac) Number of Faculty FTE, wt. of 4
- (Cost) Average Cost of Books in Field, wt. of 5
- (Cir) Circulation of Books In/Out of Library, wt. of 4

The committee will study serial expenditures and the allocation of these resources by department during the 1989-90 year.

FINANCIAL REPORT
UNIVERSITY LIBRARY

Date 7/1/89

1988/89

	BUDGET	ENCUMBERED	EXPENDED	BALANCE
LIBRARY ACQUISITION BUDGET 102-06-025928	532,704*			
	\$496,837			
	227,044*			
Books (Mono) (Stand.Ord.)	\$270,000	\$14,924	\$221,158	(\$9,038)
Government Documents	1,000	0	924	76
	232,071			
Periodicals	\$225,000	10	233,805	(1,744)
	50,000			
Microfilm	\$ 35,000	203	48,343	1,454
Other Library Materials	\$ 3,000	0	2,985	15
	9,681			
Binding	\$ 13,500	0	9,297	384
	9,375			
Processing (Supplies, Dun's, COWL, STN)	\$ 7,500	0	12,283	(2,908)
*Includes carryover from 87-88				
UNIVERSITY LIBRARY 102-06-025900				
Capital Equipment				
	\$41,635			
Equipment (new & repl.)	\$ 7,300	\$34,245	\$7,059	\$331
Supplies & Services	\$ 98,178	2,414	96,574	(810)
	\$ 97,066			
Supplies		0	15,378	
Print/Rebind		0	410	
Telephone & Postage		0	12,055	
Equipment, Rent & Repair		0	38,834	
Contract Serv., etc.		0	27,775	
Equip. (below \$500)		2,414	2,122	
Travel	\$ 1,000	0	1,471	(471)
Student Help	21,602			
	\$ 20,802	0	24,494	(2,892)
LTE (Fassion)	1,500	0	2,297	(797)
Bar Code				
(Sondreal)	17,310			
LTE (Harris, Hanson)	\$ -0-	0	25,103	(7,793)
Student Help	\$ 7,273	0	4,983	2,889

=3

FINANCIAL REPORT
 SELF - SUSTAINING ACCOUNTS
 1988/89

Date 7/1/89

	BUDGET	ENCUMBERED	EXPENDED	BALANCE
Fines Account				
Travel	\$ 750	0	258	492
Supplies/Services	\$ 2,000	0	3516	(1516)
Equipment	\$ 500	0	0	500
LTE	\$ 2,372	0	2,357	15
Total	5,622 -\$3,250-	0	6,131	(509)
\$2,528 balance in classified column is not reflected on this report.				
Copy Vending				
Student Help	\$ 3,900 5,239	0	11,021 **	(5,782)
Travel	\$ 750	0	1,594	(844)
Supplies/Services	23,500- 26,564	2,569	32,255	(8,260)
Equipment	16,000- 19,700	2,435	6,211	11,054
LTE	665	0	723	(58)
Total	44,150- 52,918	5,004	51,804	(3,890)
Typewriter Rental				
Supplies/Services	\$ 750	0	710	40
On Line				
	\$ 1,500	359	1841	(700)
Interlibrary Loan				
	\$ 2,000	0	1,000	1,000

** 597.77 is bar coding

MURPHY LIBRARY
University of Wisconsin—La Crosse

Statistics 1988/89

	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	Total
Interlibrary Loans													
Borrowed Volumes	51	14	107	39	28	28	25	45	56	33	19	22	467
Photocopy Requested	78	47	74	123	91	40	63	65	93	61	85	90	910
Loaned Volumes	131	125	156	173	177	147	179	211	256	201	187	133	2076
Photocopy Sent	75	75	123	163	159	71	71	164	166	155	107	92	1421
TOTAL	335	261	460	498	455	286	338	485	571	450	398	337	4874
Periodical subscriptions	1770	1795	1871	1874	1873	1874	1872	1871	1870	1870	1865	1860	1860
Subscriptions added	1	29	84	10	0	3	0	1	1	0	4	1	134
Subscriptions dropped	3	4	8	7	1								
Gifts													
Documents (depository)	79	79	79	79	79	80	78	79	80	82	82	82	46
	464	464	464	464	464	464	464	464	464	464	464	468	82
													468
Turnstile Count	11,108	6,440	55,776	67,737	65,927	50,410	20,370	53,800	44,175	55,025	63,310	10,484	504,562
Circulation - Main	1892	958	3492	6585	8995	5666	2945	6694	6540	9528	6013	2419	61727
Reserve	1440	331	9046	8768	7826	6020	3294	9522	6963	8814	7122	1203	70349
Total	3332	1289	12538	15353	16821	11686	6239	16216	13503	18342	13135	3622	132076
Community borrower cards	10	3	6	3	2	3	34	67	117	142	29	93	511
Titles converted retrocon	0	31	2	1	3	1	2	1	0	0	76	115	232
converted to date	175666	175697	175699	175700	175703	175704	175706	175707	175707	175707	175783	175898	175898
Information Services													
Bibliographic instr.	135	0	613	319	440	58	284	572	236	256	142	187	3242
Reference questions	1674	661	4573	6037	5862	3320	1462	4442	3535	4972	3547	1720	41805
Data base searches	0	0	9	6	4	1	2	11	2	3	2	4	44
Days library open	30	23	28	31	29	27	24	28	27	30	29	26	332

MURPHY LIBRARY
University of Wisconsin—La Crosse
ADDITIONS 1988/89

	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	Total
BOUND VOLUMES													
Circulating	599	361	422	562	601	465	478	667	644	513	727	448	6487
Reference	54	49	48	27	50	41	119	57	72	94	118	45	774
Special Collections	24	3	37	26	19	58	21	43	37	60	24	20	372
Periodicals	122	162	1	0	407	0	225	0	363	0	238	0	1518
Total	799	575	508	615	1077	564	843	767	1116	667	1107	513	9151
TITLES (bound)													
Book	577	321	401	540	532	462	426	656	641	506	711	442	6215
Periodical	0	0	0	6	1	0	0	0	0	0	1	1	9
Serials	0	0	0	0	0	0	0	0	0	0	0	0	0
SERIALS (vols. not cat.)	0	0	0	0	0	1	1	0	0	0	0	0	2
MAPS, etc.	0	0	0	0	0	0	0	0	0	0	0	0	0
POPULAR PAPERBACKS	0	0	0	0	0	0	0	0	0	0	0	0	923
MICROFORMS													
Microfilm	18	364	59	34	35	52	123	171	122	132	113	68	1291
Microcards	0	0	0	0	0	0	0	0	0	0	0	0	0
Microfiche	2314	2320	3162	2781	2649	3287	4941	2919	3883	4953	3796	3645	40650
Microprint	0	0	0	0	0	0	0	0	0	0	0	0	0
Total	2332	2684	3221	2815	2684	3339	5064	3090	4005	5085	3909	3713	41941
TITLES (micro)													
Book	50	2	0	0	0	0	0	0	0	111	0	0	163
Periodical	0	0	1	175	0	1	0	0	0	0	1	0	178
GOVERNMENT DOCS.													
Foreign	0	0	0	0	0	0	0	0	0	0	0	0	0
United Nations	0	3	1	0	0	2	0	1	0	0	0	0	7
United States	522	573	634	527	476	351	597	606	393	703	603	521	6506
Wisconsin	233	32	23	26	87	26	8	58	46	181	94	54	868
Other Documents on Microfiche	(377)	(287)	(763)	(919)	(950)	(1576)	(2443)	(2277)	(1718)	(2647)	(1780)	(1418)	(17155)
Total	755	608	658	553	563	379	605	665	884	697	575	575	7381

MURPHY LIBRARY

University of Wisconsin—La Crosse
Withdrawals. 1988-89

	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	Total
BOUND VOLUMES	159	154	190	272	195	163	49	104	1227	73	168	273	3027
Circulating	37	93	61	22	44	20	56	63	29	76	0	37	538
Reference	1	0	0	0	1	0	0	0	0	0	0	0	2
Special Collections	4	79	126	13	27	77	0	6	13	20	48	39	452
Periodicals	201	326	377	307	267	260	105	173	1269	169	216	349	4019
Total	120	140	115	227	123	39	26	72	145	70	220	220	1517
TITLES (bound)	0	0	0	0	1	1	0	0	0	2	4	2	10
Book	0	0	0	0	0	0	0	0	0	0	0	0	0
Periodical	0	0	0	0	0	0	0	0	0	0	0	0	0
Serials	0	0	0	0	0	0	0	0	0	0	0	0	0
SERIALS (vols. not cat.)	0	0	0	0	0	0	0	0	0	0	0	0	0
MAPS, etc.	0	0	0	0	0	0	0	0	0	0	0	0	0
POPULAR PAPERBACKS	0	0	0	0	0	0	0	0	0	0	0	0	0
MICROFORMS	0	0	0	0	0	0	0	0	0	0	0	0	923
Microfilm	0	0	0	0	0	0	0	0	0	0	1	0	1
Microcards	0	0	0	0	0	0	0	0	0	0	0	0	0
Microfiche	886	33	378	226	318	984	404	64	236	256	184	61	4030
Microprint	0	0	0	0	0	0	0	0	0	0	0	0	0
Total	886	33	378	226	318	984	404	64	236	256	184	61	4031
TITLES (micro)	0	0	8	0	0	0	0	0	0	0	1	0	9
Book	0	0	0	2	0	0	0	0	0	0	0	1	3
Periodical													
GOVERNMENT DOCS.	0	0	0	0	0	0	0	0	0	0	0	0	0
Foreign	0	0	0	0	0	0	0	0	0	0	0	0	0
United Nations	0	0	0	0	0	0	0	0	0	0	0	0	0
United States	96	1	147	32	509	77	107	629	663	105	374	39	2779
Wisconsin	1	0	0	0	0	0	0	---	0	0	2	0	3
Other	(886)	(33)	(359)	(359)	(318)	(984)	(404)	(64)	(236)	(256)	(184)	(61)	(4144)
Documents on Microfiche	97	1	147	32	509	77	107	629	663	105	376	39	2782
Total													

MURPHY LIBRARY, UW-LA CROSSE
VALUE ESTIMATE OF LIBRARY BOOKS, MICROFORMS, ETC.
JUNE 30, 1989

	Number		Cost	
Bound Volumes				
Circulating	305,406	@	\$30	\$ 9,162,180
Reference	13,731	@	66	906,246
Special Collections	17,965	@	50	898,250
Periodicals	55,653	@	40	2,226,120
Documents	171,384	@	10	1,713,840
Maps	3,907	@	5	<u>19,535</u>
				14,926,171
Microforms				
Microfiche, cards, etc.	738,432	@	2	1,476,864
Microfilm reels	29,095	@	17	494,615
Newspaper reels	10,692	@	35	<u>374,220</u>
				2,345,699
Special Collections				
Vertical files	4,603	@	10	46,030
Photographs and negatives	79,466	@	6	476,796
Oral history tapes and interviews	900	@	100	90,000
Maps (WI and old N.W.)	420	@	90	37,800
Slides	6,204	@	2.50	<u>15,510</u>
				666,136
				Total Collection
				17,938,006
Processing				
	254,282	@	15	3,814,230
	515,018	@	1	<u>515,018</u>
				4,329,248
				Grand Total
				22,267,254

Note: These figures do not include art objects, fixed or movable equipment, or material belonging to the State Historical Society and housed in the Area Research Center, nor maps (est. 10,000) in the Geography Department.