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THE LIBRARY, THE UNIVERSITY OF TENNESSEE KNOXVILLE

ANNUAL REPORT FOR 1970/1971

October 26, 1971

WHY OCTOBER?

This annual report appears in October to permit inclusion of all data pertaining to the previous fiscal year and to make it available at a time when our patrons are on campus to read and criticize it. This is particularly desirable because several policy changes did not become effective until this Fall.

IMPROVED FACULTY COMMUNICATION

In November 1970, the new Director began a series of over 150 visits to deans, directors and department chairmen to learn their concerns about library resources and services. The Associate and Assistant Directors began visits to faculty in July 1971.

The Director has attended all meetings of the University Curriculum Committee and Board of Deans. Librarians have recently been added to the three curriculum committees of the College of Liberal Arts.

PROGRAM PLANNING

Because program planning is still rather informal, the library doesn't learn about most new courses and programs until it is too late to begin orderly development of supporting collections.

Membership on college curriculum committees would permit professional librarians to respond more promptly to future teaching and research needs and might lessen the frustrations so frequently encountered by faculty and students in a new course or program.

The Visiting Committee of the Southern Association recommended recently "To corre t an apparent hiatus between graduate program planning and library development, the Director of Libraries should be appointed [as] an ex officio member of the Graduate Council...."

SENATE LIBRARY COMMITTEE

The Senate Library Committee began monthly meetings in November 1970. It has discussed all major policy and procedure changes made to date. The crucial

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question of faculty loans was taken to the University Senate as a resolution from the Committee. The Committee petitioned the Administration for a supplementary grant for 1971/72 acquisitions.

The Committee has become an effective sounding board for the library, an input from students and faculty to the library and an ally to the library in presenting its needs to the Administration.

COLLECTIONS

The 1,091,708 volumes reported on June 30, 1971, was an increase of 66,200 volumes over June 1970. On September 17, 1971, the library completed an actual physical count of all units and reported a total of 1,018,554 volumes. The discrepancy between the two figures appears to be due to the use of a 1958 estimate as the base figure for tabulating statistics and a minor change in the method of counting.

The collection is inadequate for an institution offering 52 doctor's and 106 master's programs.

A 1971 survey of twenty-one Southeastern research libraries revealed that Tennessee ranked first and fourth respectively in the number of master's and doctor's programs offered, but seventeenth in the adequacy of the collection, using the Washington state formula for quantitative measurement of collections.

ACQUISITIONS BUDGET

The appropriated acquisitions budget was $557,000 in 1970/71. The 1971/72 budget is $600,000. The $43,000 increase will be consumed by a $20,000 increase in periodical subscription rates and the need to replace a $23,000 College Library Resources grant which expired in June 1971. The support for new programs in Nursing and Library Science has been taken out of the general unallocated budget, virtually depleting it.

Eleven departments and colleges exhausted their allocations in the first five months of the 1970/71 fiscal year. All but two exceeded their allocations in the first ten months of the year. By October 15, 1971, eight departments had exhausted their 1971/72 allocations.

TOTAL LIBRARY BUDGET

Acquisitions budgets are sometimes inadequate because an institution spends too large a part of its budget on personnel. UTK's distribution of 36 per cent for

acquisitions, 58 per cent for personnel, and 6 per cent for supplies, equipment and miscellaneous is skewed toward book purchases, when compared with the pattern found by Rogers and Weber in doing research for their definitive UNIVERSITY LIBRARY ADMINISTRATION: 32 per cent acquisitions, 62 per cent personnel, and 6 per cent supplies, equipment and miscellaneous.

The Tennessee Higher Education Commission formula calls for a UTK library budget of $3,158,566 for 1972/73. Our 1971/72 budget is 57 per cent of the recommended amount. The University as a whole is presently funded at 75 per cent of the THEC formula recommendation.

The Visiting Committee Report of the Southern Association noted earlier this year that "library expenditures seem somewhat low as a percentage of (educational expenditures)."

LAW DEPOSITORY

Some budgetary savings, both acquisitions and personnel, will be realized when U.S. government documents needed by the Law Library start coming as depository publications. In the past, needed documents have been transferred from the Main Library or have been purchased. They will now come to the Law Library automatically at government expense.

BOOK SALE

Unwanted gifts, superceded reference works, and unneeded duplicates were offered for sale to patrons in September 1971. Nearly $1,200 was realized for the purchase of needed books. Materials suitable for collections of other institutions, especially those in the system, were removed prior to the sale.

PROCESSING

The University of Tennessee Library continues to experience no arrearage in the cataloging and classification of new acquisitions. Additional staff is needed to complete the reclassification of the Law Library collection to LC. Material is now shelved by LC, Dewey, title, and broad subject area, making it difficult for a patron to find things without assistance.

LIBRARY USE

Recorded circulation rose to 654,668 in 1970/71, an increase of 17.5 per cent over the previous year. The breakdown is shown in the chart on page 4.

Many materials were used in the library, especially in Undergraduate and in Main since the stacks were opened. Detailed use statistics will be reported next year.

LIBRARY USE, 1970/71

Library	Personal Loans	Reserve Loans	Totals
Main Library			
Circulation	150,808		150,808
Special Collections	3,123		3,123
Documents	2,972		2,972
Main Library Totals	156,903		156,903
Branch Libraries			
Agriculture	14,330	9,372	23,702
Biology	36,299	3,442	39,741
Education	48,672	20,444	69,116
Engineering	20,010	8,619	28,629
Music	2,918	5,842	8,760
Science	15,153	5,506	20,659
Undergraduate	172,345	134,813	307,158
Grand Total	466,630	188,038	654,668

The Main Library figures were disappointing. They are only partly explained by the peripheral location of the Main Library.

Documents use was particularly low. An ad hoc committee is now studying ways of improving the servicing of documents.

Twice-daily pick-up and delivery to branches has been instituted to make materials more readily available.

MAIN LIBRARY FACILITIES

The Main Library is separated from the campus by one of Knoxville's busiest streets. The building is generally run down and only partly air conditioned.

A $250,000 to $400,000 investment in the building would improve it as a library as well as protecting the University's long-term investment.

Graphics must be installed to aid patrons in finding their way through the complicated building. An order was placed several months ago, but there have been several delays in shipment and installation.

Interlibrary Loans has been relocated to place it closer to the collection and the circulation records. Duplication has been moved from the basement to a prominent position inside the front entrance. Newspapers have been moved from the basement to the Study Lounge on the first floor.

Additional faculty studies are badly needed. Few faculty request studies because one of the 23 spaces seldom becomes available. Starting in January 1972, annual applications will be required and reviewed by the Senate Library Committee.

SCIENCE/ENGINEERING FACILITIES

The Biology and Engineering libraries are seriously over-crowded. Expansion appears to be impractical.

We are convinced that the overall needs of the University in the next two decades will be best served if we develop a single, physically centralized library to serve the science/engineering departments. Three factors bring us to this conclusion. One is the increasing importance of interdisciplinary research in the sciences. Interdisciplinary developments are poorly served by scattered libraries conceived along disciplinary lines. Second, the whole new development in the direction of automated library systems, which arises because of the proliferation of scientific literature and the cost of controlling it, urges a more centralized library pattern in these fields than we have at present. Third, the level of service in the branches is not uniform throughout the week. Professional assistance is available only about 40 per cent of the hours the present three libraries are open. Consolidation would provide professional service at all hours without an increase in cost. Some cost savings would be realized in supporting staff, making an increase in acquisitions possible.

The consolidation of the three units in the proposed addition to Perkins Hall would be desirable if the addition will be completed at least three years before completion of the proposed Multidisciplinary Building. A minimum of 20,000 gross square feet is needed now. Approximately 60,000 square feet of library space should be planned for Multidisciplinary. The heads of the science and engineering departments have urged that the library not occupy Perkins if it might jeopardize the priority for library space in Multidisciplinary, as the latter is scheduled for the only library site acceptable to all of the departments.

OTHER BRANCH LIBRARY FACILITIES

Agriculture is the best housed of the branch libraries. Space should remain adequate for a number of years. An addition to Law was opened this past summer, but it failed to provide adequate office space for staff. Remodeling is now underway.

Music needs at least 1,000 more square feet to accommodate all music materials and provide an adequate number of seats.

The space problems of Education were resolved by the recommendation of the College that the unit be merged into Undergraduate.

1996

In August 1971 the library submitted a preliminary report outlining campus library needs for the next twenty-five years. It pointed out that the Main Library will reach its planned capacity by 1975. Minor remodeling will make it possible to increase the capacity by two years' growth. Operating costs will rise considerably after 1973, because considerable shifting of collections will have to be undertaken to make room for new books.

The Biology and Engineering libraries have already reached absolute book storage capacity and the overflow is being accommodated in a storage area of the Main Library. Science will reach capacity in 1975.

If the UT Library continues to grow at its present rate and if student enrollment levels off at 27,500 FTE, the total campus-wide library requirement will reach 548,536 net square feet by 1996. If we subtract the 265,225 square feet of existing library space from a gross of 686,089 square feet, we reach a requirement for new facilities of 420,864 square feet.

All figures were calculated using generally accepted formulae of 13 books per square foot and seating for 25 per cent of the student body at 30 square feet each. Provision was made for 150 faculty studies.

We propose a new main library of 360,000 square feet near Undergraduate or adjacent to the proposed stadium parking garage. The other 60,000 square feet would be included in the Multidisciplinary Building.

STAFF

We have been most fortunate in filling all of our 1969/70 vacancies and the two new 1970/71 positions. George W. Shipman of the Card Division of the Library of

Congress assumed the post of Assistant Director for Administrative Services in March 1971. He succeeds Gene M. (Mac) Abel, who was advanced to Associate Director for Public Services when Ruth Ringo retired in December. The organization chart on page 8 illustrates the division of responsibilities among the three chief administrators of the library.

Richard Surles assumed the position of Law Librarian in June. He has both law and library science degrees. He was formerly the head of the Denver University Law Library.

Mrs. Tommye Chesney was transferred from Reference to a new position as Assistant Law Librarian.

Mr. Charles Schmidt was appointed as Systems Analyst in July. He has a library degree and an extensive background in systems. The position was upgraded from a nonprofessional position.

Other professional appointments were Ann Viles as Music Librarian (September 1971), the first professional to serve in that capacity; Judy McQuade (September 1971) as Undergraduate Reserve Librarian, also upgraded from a nonprofessional position; Lynne Johnson and June Seagler (September 1971) as Catalogers; Celeste Sproul and Susan Lundberg as Undergraduate Reference Librarians (February and July 1971 respectively); Anne LeClercq (August 1971) as Audio-Visual Specialist; Gary Scales (September 1971) as Assistant Acquisition Librarian, a new position. Carol Jones transferred from Processing to Reference.

All non-academic positions were classified in early 1971, assuring greater consistency in the assignment of duties and beginning salaries.

Salaries continue to be a problem at all levels. The minimum rates rise faster than we can increase experienced personnel, destroying our efforts to give merit increases. Over 70 per cent of the 1971/72 budget increase went to salaries, yet the average increase for all staff was lower than the increase in the minima.

SYSTEMS

Design work has begun on the development of an automated circulation system for the Undergraduate Library. The proposed system will make it possible for us to accommodate increases in circulation with only minor staff increases, reduce the time required to charge library material, provide data for an analysis of library use and facilitate reordering of materials.

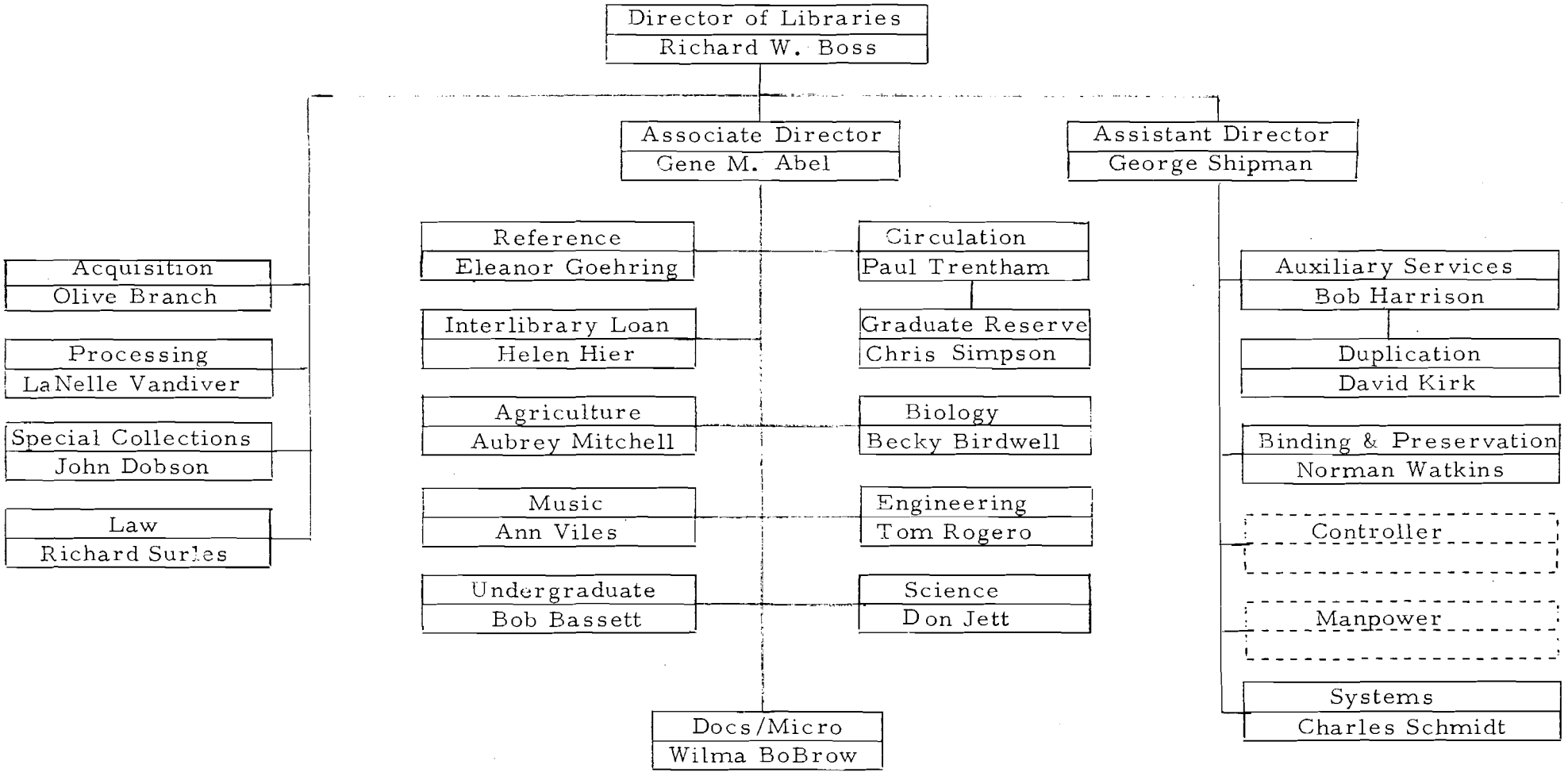
The proposed circulation system will require a uniform machine-readable identification card for all students, faculty and staff. The card will be of value to the entire campus, especially now that the campus community numbers 30,000 people.

THE UNIVERSITY OF TENNESSEE LIBRARIES

KNOXVILLE

Organization Chart

Effective July 1, 1971



Preliminary work will soon begin on an automated serials list showing titles, holdings, call numbers, and locations. The list would be distributed to all academic departments and to libraries throughout the state as well as being available in the UTK libraries.

NEW SERVICES

A Graduate Reserve and Current Periodicals area was established in the Main Library during the Summer of 1971 in response to suggestions from several colleges and departments whose students have carrells in the Main Library and to make current issues of the 900 most heavily used journals more available.

Listening Facilities:-- In October 1971 a Listening Center was opened on the fourth floor of the Undergraduate Library. The opening-day collection was 100 audio-tapes of musical compositions, plays, poems and speeches. The library will acquire audio-tapes that support teaching and research efforts in any area. Drill tapes in shorthand, foreign languages, etc., cannot be provided because of the small size of the system's 10 channels and 53 listening positions.

The University Administration has approved a Special Documents Subcommittee recommendation that a University Archives be established. All official UT publications, records, and manuscripts will be included in the new area created within the Special Collections Department.

The library is seeking to provide information which supports teaching and research without regard to physical format. The 1970 Census for Tennessee has, therefore, been obtained on magnetic tapes. The tapes have been cataloged and classified as any other library materials, but are stored at the Computer Center. The user is responsible only for the payment of machine time and special programming services. Literature describing the content of the tapes is available at the Reference Department of the Main Library.

OFF-CAMPUS USERS

UT library service has traditionally been restricted to those associated with the University. Some exceptions were made from time to time for businessmen, ministers or others engaged in research that could not be supported by the public library. Effective September 23, 1971, any adult may obtain a UT library card upon payment of a $20 annual fee, roughly the amount per student appropriated for library service from student fees and tuition. Regular undergraduate loan privileges will be extended. Those without cards may use materials within the libraries.

BINDING

The renegotiation of binding contracts has resulted in a marked reduction in prices. Combined with the use of "economy" bindings for infrequently circulated materials, the savings will permit the binding of at least 50 per cent more material in 1971/72 than in 1970/71. The increased work load has made it necessary to discontinue the acceptance of personal and departmental binding. The UT Bookstore now provides this service.

The binding budget is still only half of that of comparable institutions, creating serious backlogs. The library hopes to increase the binding budget by 40 per cent in the next two years.

RELATIONS WITH STUDENTS

Maintaining communication with students is the most difficult aspect of library administration because there are so many of such a great variety of views and needs. They can't be visited in their offices, as faculty and staff.

Suggestion boxes have been installed in all libraries to obtain their views. Meetings have been held with several student groups. A five-minute presentation was made to all those attending the Freshman Orientation sessions this past summer. A new handbook, entitled "Your Libraries," was issued in October 1971.

The library is developing a comprehensive orientation program for all students for implementation by Spring 1972, when thousands of freshmen students will be doing their first major research paper.

A Conversation Lounge has been opened in the basement of the Main Library to give students, faculty and library staff a place to mingle and relax.

CONCLUSION

During the past year we have concentrated on patron relations, staff development and the review of policies and procedures. We must now expand our efforts to include the development of the collections and the improvement and expansion of physical facilities. As the University adds graduate programs and the general quality of teaching and research improves, the collections will have to grow, and space to accommodate materials and patrons must be provided. Pressure from faculty to increase the acquisitions budget is already being felt. The years when space will be exhausted in each of the libraries have been identified:

Main Library	1975
Biology Library	No Space*
Engineering Library	No Space*
Music Library	No Space
Science Library	1975
Agriculture Library	1977
Law Library	1996 (New addition occupied 1971)
Undergraduate Library	Building capacity to be maintained by control of collection

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-- Richard W. Boss
Director of Libraries
University of Tennessee Knoxville
October 1971

*Shelving space in these two libraries is at absolute capacity; storage in Main for overflow has been practiced for several years.