

The UTK Librarian

Volume 4, Number 1

Newsletter of the University of Tennessee-Knoxville Library

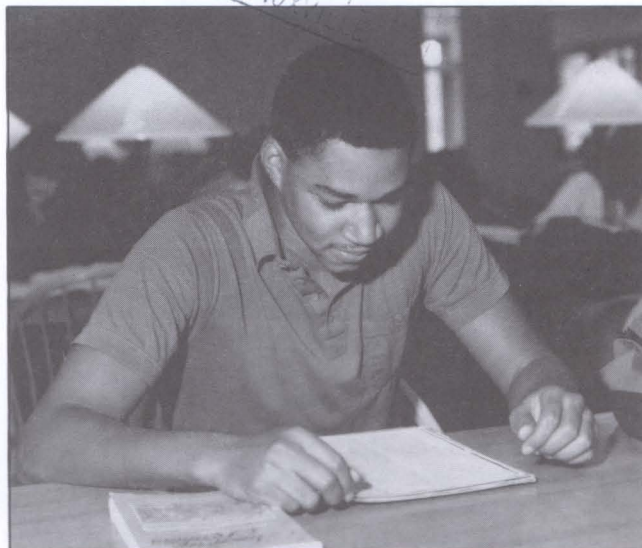
Fall 1988

Celebrating One Year of Service

The wonderfully spacious Hodges Library opened with fanfare on September 25, 1987. A year of service has unfurled with throngs of patrons reading, studying, browsing, learning, querying and generally having great success using and enjoying the many very accommodating service areas and comfortable study spaces. The Hodges Library is, as envisioned, a successful gateway to learning, communication, and information. The pictures on the front and back of this issue reflect that new ambience.



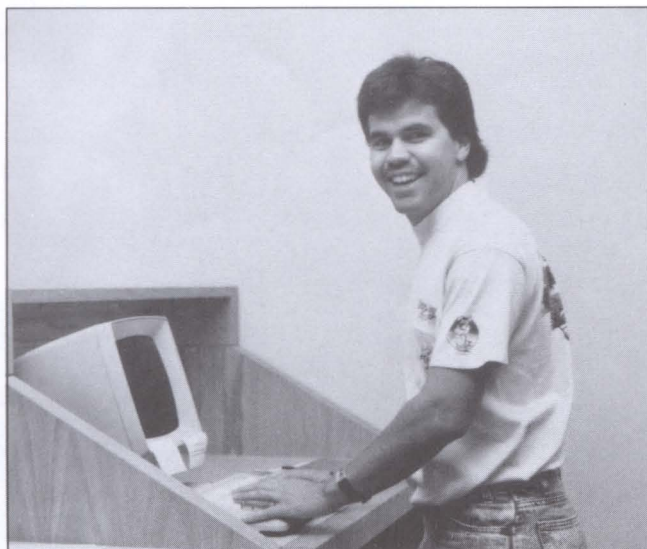
Querying...



Studying...



Browsing...



Searching...

Also in this issue...

Greetings from Paula Kaufman, Dean of Libraries

A new *Serials Holdings List*, advances in cataloging and interlibrary loan, our approval plans, and...how to write "New Yorker style"

Letters to the Library

A New Beginning—Greetings from Paula Kaufman, Dean of Libraries

After only a few months here as Dean of Libraries it is obvious to me that many of the keys to success for the Library are already in place. The Hodges Library is a state-of-the-art building, designed to enable us to provide current resources and services as well as those we will be developing for the future. The Library faculty and staff are first-rate, equal in talent to the staff of any major research library in the country. And, the collections that we already have, although not as rich or deep as most of us would like to see, are a sound foundation for the future.

As the year progresses, we will be turning our attention to improving our services to best meet the needs of all users, and to developing our collections and our shared resource and access arrangements so that the Library can truly serve as the gateway to all the scholarly information

needed here. I will be spending much of my time working on the Library Campaign so that we can raise the kinds of funds we need

to accomplish this.

It is important that we work together towards meeting these goals. During the implementation of our new long-range and strategic planning processes, we will be seeking out many of you to get your input. But this is not enough. I would like very much to receive your comments and suggestions and to meet with you, singly or in groups. Please drop me a note, give me a call (4127), send me an electronic message (kaufman@utkvx), or drop by my office on the sixth floor of Hodges. I look forward to meeting and talking with you.

In future issues of *The UTK Librarian* I will be writing about important library and information issues affecting us all. Please let me know if there are topics of particular interest which you'd like me to address.

Paula Kaufman
Dean of Libraries

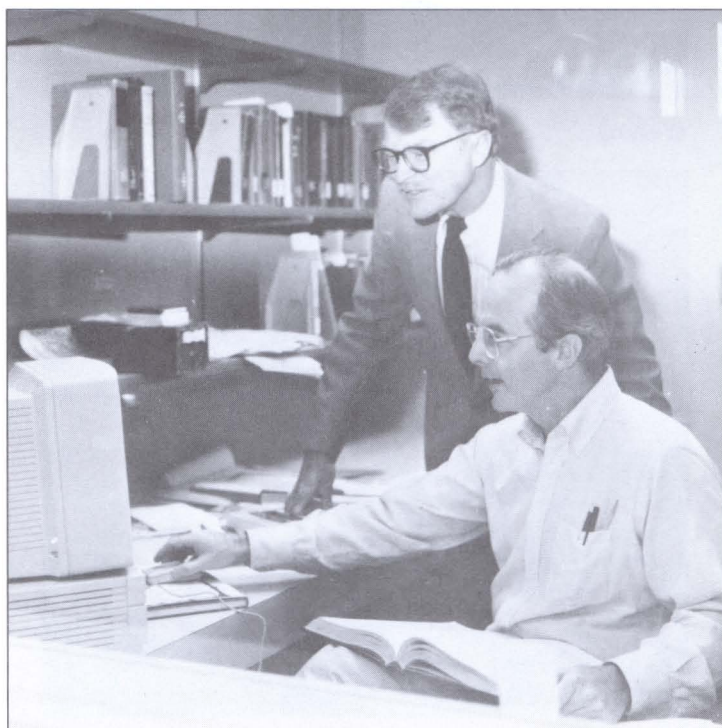


Paula Kaufman at her new job.

Faculty Studies

A Workstation for the Modern Medieval Scholar

"A quiet place within 50 feet of a fabulous collection of medieval manuscripts and books" is how Professor Thomas Heffernan of the English Department describes his faculty study in the Hodges Library. Heffernan purchased the latest in Apple Macintosh II computer equipment and installed it in his study. He finds that his 40-megabyte hard disc drive is perfect for editing and other scholarly work. Heffernan, who found that he could not work efficiently in his office due to the many interruptions, applied for one of the 196 faculty studies in Hodges. His need for hands-on access to the Library's large collection of manuscripts and books to complete his current research fit the Library's criteria for assigning faculty studies. Other faculty with such needs should contact Collections (next to the circulation desk, 2nd floor, Hodges Library, 974-4499).



Joe Rader, Head of Circulation Services, and
Tom Heffernan test some new technology.

Public Services

A Speedy Link—Interlibrary Loan

by Earl Bush, Head, Interlibrary Loan

More and more professors and students find that a journal or book they need is not owned by their own library. This is not a new or unusual situation, and over the years libraries have developed a system for locating and obtaining materials on loan from other libraries. The interlibrary loan (ILL) process is regulated by national and state codes and is operated among libraries only.

Libraries and vendors of library services are devising better means of providing interlibrary loans. Since 1975 the UTK Library has been a member of the Online Computer Library Center (OCLC), adding our cataloging records to what is now the largest bibliographic database in the world (over 18 million records) and making interlibrary loans faster than ever.

If a title has been cataloged by the Library of Congress or by any of OCLC's 8,000 member libraries, our ILL

office can quickly verify that the title exists and identify those libraries that hold the title. ILL then designates a string of up to five

provide the title, the request is automatically forwarded through the lending string. Usually, the borrower will know within days whether the request can be filled through OCLC.

For borrowers who want faster delivery than the U.S. Postal Service can provide, ILL can turn to fee-for-service vendors. Express delivery services can provide next day delivery for those of our patrons who have established accounts with the vendor. "Fulltext" database vendors can provide immediate online printing of articles.

We are constantly seeking new and better ways to serve our users here at UTK. We will soon have a telefacsimile machine in our ILL office that will allow us to transmit requests within minutes to libraries not on the OCLC system (providing they have a fax machine

also) and, in many cases, to receive articles the same day they are requested.



Earl Bush, History professor Dan Bing, and Nancy Laemlein use OCLC to search for a loan source.

potential lenders, chosen on the basis of location and cost. If one lender is unable to



Checking-in...Ouida Lowry and Jana Patterson use LINX to log in serials.

Locating the Journal Issue You Need—LINX

"I can't find the June, 1988 issue of *Computers and Electronics*. Has it been

received?" The definitive answer is available in Current Periodicals, thanks to Faxon's LINX system.

The UTK Libraries Serials Department uses LINX to check-in the thousands of serials titles that arrive each month. LINX will also alert the Serials staff to any overdue issues so that they can be "claimed."

LINX contains information on periodical title changes, publication history, and issues that are missing or have been reordered. Ask at Current Periodicals, 2nd floor, Hodges Library, if you can't locate the issue you need.



Checking-out...Dianne Myers helps a student locate an issue in Current Periodicals.

Services That Support Instruction

Learning To Write—The *New Yorker* Style

by Beth Henson, User Education and Public Relations

"Five dollars for sixteen weeks—you can't beat that." Why's this freshman honors English professor ecstatic? Last summer, Penny Tschantz responded to an ad in *The New Yorker*, asking "Do you teach?" She thus discovered *The New Yorker* education program, which provides an inexpensive subscription to the magazine for each student, and suggestions from teachers who have used it in the past. While the prices of many texts are rising to \$40 or more, Tschantz's class pays \$5 for theirs.

"I think *The New Yorker* provides consistent examples of the kind of writing that any American would be proud to do. It is topical, it provides some sophistication that many of our students don't have, and it is interesting," says Tschantz.

"They need practice in reading—critical reading. And I think that, if you don't challenge them—and *The New Yorker* challenges them—they're not going to learn it.

"I'm trying to teach them directness, clarity, precision. I'm trying to teach them that good writing doesn't just happen, that you have to work on it...that writing can be fun—and I think many of them learn that—and that writing can be a means of discovering what you think."

Each week the students read and discuss the "Notes and Comments" section and an assigned article. During the semester, they will write a critique of either *The Crucible* or *Amadeus*; a "Profile" of an interesting person; and a "Reporter at Large" piece, for which they will research some aspect of

education in the States.

The students will also critique a *New Yorker* poem. Their final project will be a magazine—a compilation of the articles they have written and rewritten during the semester. Many will illustrate their magazines. Last year several drew their own cartoons. Their research paper resembled *The New Yorker*'s "Reflection" piece. "They had to talk about *The New Yorker*'s attitude toward something. If they wanted, to compare *The New Yorker* with something like *Time*...Some of them were

interested in *The New Yorker* versus a more conservative magazine, such as Buckley's magazine."

Reference librarian Felicia Felder-Hoehne helped the students learn research methods. Tschantz says Hoehne "became an instant expert on *The New Yorker*. She did a fantastic job because she pinch-hit at the last moment for another librarian who got sick. She found all of the related books about *The New Yorker* and xeroxed copies for the students, and showed them where to find those."



Penny Tschantz and Felicia Felder-Hoehne confer.



Two MBA students take the audiotape tour.

Touring the Hodges Library

Students walking around the John C. Hodges Library wearing earphones and carrying Walkman tape players may or may not be listening to the latest in rock or heavy metal. In all likelihood they are taking the Library's Audiotape Tour required of all freshman English students.

The tape takes a lighthearted approach. Alan Wallace narrates the tape, which was produced by WUOT. Baroque music fills the tape's background beautifully.

Reference librarians and library personnel describe their departments' functions; their speeches reflect their own and their departments' personalities.

Dave McClure of Circulation says circulation is "like Krogering. You pick out your books, bring them to Circulation, and we take care of you."

Narrator Wallace, amazed at the selection of popular movies, asks AV department head Bill Ward, "And you've even got *Ordinary People* in Audiovisual?" "Well, not working behind the counters, of course."

Anyone may take the tour. Do so by stopping by Audiovisual Services on the second floor.

Resources

Books On Approval

by Shelly Robinson, Acquisitions Department

The University of Tennessee Library acquires material in various ways. These include firm (individual title) orders, blanket and standing orders, gifts, memberships, subscriptions and approval plans.

Approval plans are used to acquire scholarly titles soon after publication. Currently, the Library has five approval plans in operation. These include a United States major publishers plan, a university press plan, a British approval plan, a Canadian plan and a German plan which includes both English and German language titles.

Of a total of 18,765 monographic titles received in fiscal year 1987/88, approximately 9,933 were approval plan titles.

Materials are automatically shipped from approval vendors and are arranged by LC class in the approval review area in the Acquisitions Department. Reviews take place every other week with Faculty Representatives from each academic department, Library selectors and Collection Development Librarians examining the titles. Each reviewer has the opportunity to reject a title if it appears unsuitable for the Library's collection. Those titles which are not accepted are returned to the approval vendor with the reason for rejection. The percentage rejected in fiscal

year 1987/88 was around 3.0 percent.

Profiles to determine items to be included in or excluded from each plan are developed by the faculty and the Library's selection staff. Included in the profiles are subject criteria and such non-subject criteria as format, price, publishers, academic level, and place of publication. In order to be included in an approval plan, publishers must discount to the vendor and must allow returns. The profiles are coordinated to avoid duplication among plans, and duplication is also avoided when placing regular orders. Profiles are updated as needed and vendors are interested in meeting the collection needs of the Library. Vendor performance is continuously monitored by the Acquisitions staff.

Approval plans are an efficient acquisitions method, because titles are received soon

after publication and orders do not have to be created. Because not all publishers participate, the approval plans do not cover every subject inclusively but allow for the rapid acquisition of many desirable titles with the other order methods used to acquire more specialized and less visible items.



Shelly Robinson and Shermaine Mounoubai, both of Acquisitions, review approval books.



Bill Ward, Head of Audiovisual Services, and Phil Hamlin, Philosophy professor, inspect a videodisc.

Seen Any Good Movies Lately?

Audiovisual Services' feature film collection continues to be its most popular and fastest growing segment. Recent additions demonstrate both the range and the variety of the collection. Students wanting to see Shakespeare through the eyes of another culture can try *Ran* or *Throne of Blood*, Japanese versions of *Lear* and *Macbeth*.

Students of history might try *Amadeus*, *Danton*, or *Nuit de Varennes* for a cinematic view of 18th century Europe. A more contemporary, and closer, view of history is *Marie*, the story of the parole scandal that brought down Ray Blanton. The department's expanding resources on war gained *Midway*, *Cross of Iron*, *Hitler*, *The Last Ten Days*, and *Bridge on the River Kwai*. And for those of a sci-fi persuasion, there are *Blade Runner*, *Star Wars*, and *Road Warrior*.

All of these are available for individual and class viewing, along with much more, at Audiovisual Services, 245 Hodges Library.

Technology Brings Changes

"CatME"

by Agnes Grady, Head, Cataloging Department

Not too long ago the first step in adaptive cataloging—cataloging based on another library's original cataloging—was a time-consuming search through print sources. Today the process is automated and streamlined, thanks to our library's membership in a bibliographic utility.

Bibliographic utilities—such as OCLC, to which the UTK Libraries have belonged since 1975—supply machine-readable cataloging records that can be loaded into online catalog systems. Our cataloging department uses terminals connected by a leased telephone line to OCLC's headquarters in Ohio to search for a bibliographic record that matches the item in hand, to download an existing record, or to add our library's unique cataloging record to the massive OCLC bibliographic database of over 18 million records.

OCLC's M300 terminal and Cataloging MicroEnhancer (CatME) software, now in use in our cataloging department, are a vast improvement over earlier OCLC terminals.

The original OCLC terminals required on-line editing of records. Corrections to each field of a record were sent to the database one at a time. Response time was severely degraded as thousands of member libraries attempted to retrieve, edit, and input cataloging records during the 9 to 5 workday.

CatME's offline editing and batch submission capabilities have improved

response time and allowed catalogers to reorder their workdays. Adaptive catalogers can batch retrieval requests for submission during less expensive, non-prime time hours. Prime time hours—9 to 5—can be used for offline tasks: keying-in and editing. Records retrieved through

CatME software during non-prime time can be edited for correctness and completeness offline during prime time without increasing cataloging costs.

CatME is one in a long line of improvements made possible by the mating of computers and telecommunications.



Agnes Grady and adaptive cataloger Linda Long at a CatME terminal.



Thanks to the College of Veterinary Medicine and Dr. David Edwards (pictured here with Ann Viera) the AgVetMed Library now has a microcomputer workstation and two important indexes on CD-ROM.

MEDLINE on Compact Disc

by Ann Viera, AgVetMed Librarian

The last two years of MEDLINE and the LIFE SCIENCES COLLECTION are available at the Agriculture-Veterinary Medicine Library on compact disc. MEDLINE is the computerized version of *Index Medicus*, one of the major sources of biomedical information published by the National Library of Medicine. About 3,400 journals are indexed. The LIFE SCIENCES COLLECTION indexes 5,000 journals and covers 14 specific life sciences topics including animal behavior, genetics, biotechnology, and microbiology.

Both indexes are available at a microcomputer workstation during library hours on a first-come, first-serve basis. The workstation is used consistently during the day, but there usually is no waiting in line.

Results from searches of the indexes may be printed out on paper and/or copied to a formatted IBM-PC DOS, MS-DOS or compatible 5-1/4" floppy disc. When the next quarterly update of the index is received, the strategy can be run against the updated disc so that the searcher can easily obtain only the new information.

The microcomputer workstation and subscription to the indexes on compact disc are sponsored by the College of Veterinary Medicine.

A New Edition of the *Serials Holdings List*

by Mary Jane Sharp, Head, Serials Department

Looking for the *Pennsylvania Packet*? (This newspaper ceased publication in 1790, but the Library has this historical treasure on microcard.) Does the library have *The Arab Business Yearbook*? Or *Current Contents: Life Sciences*? All are serials and can be found through that indispensable Library finding aid, the *Serials Holdings List*.

A new print edition of the *University of Tennessee, Knoxville, Library Serials Holdings List* (often referred to as "the big orange book") will soon be available. This heavily used volume includes title, location, call number and summary holdings for all serials in Hodges, Music, and AgVetMed Libraries. For inclusion a serial has been defined as a publication in any medium issued in successive parts bearing numerical or chronological designations and intended to be continued indefinitely. Serials include periodicals, newspapers, annuals, yearbooks, transactions and proceedings. Listed in the *Serials Holdings List* are all serials currently received by UTK Libraries as well as serials held to which UTK Libraries no longer subscribes or which are no longer

being published. Only selected serials published by the U.S. government are included.

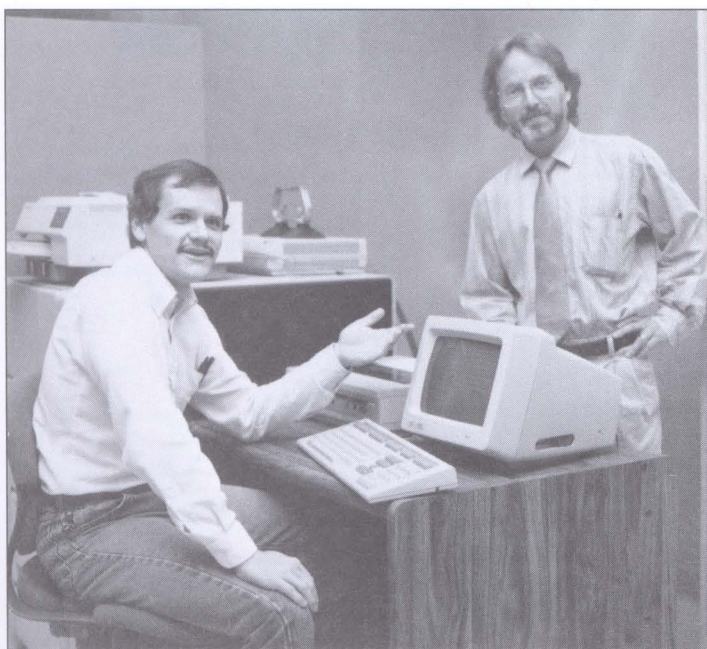
In addition to the annual printed edition, the *Serials Holdings List* is issued quarterly in an updated, cumulative microfiche edition. The microfiche edition should be consulted for additions, changes and corrections which have been made between printed editions. Even during a period when few new serials are being added to UTK Libraries, title changes, cessations and holdings changes are numerous.

The *Serials Holdings List* is compiled and edited by staff of the Serials Department. Corrections or additions to be made to future editions of the *Serials Holdings List*

should be reported to the Head of the Serials Department.



The Serials Holdings List in the making—Carol Cantrell and Mary Jane Sharp look at a printout.



Two avid E-Mail users—Steve Thomas, Online Systems Coordinator for Technical Services, and Automation Librarian Bill Britten.

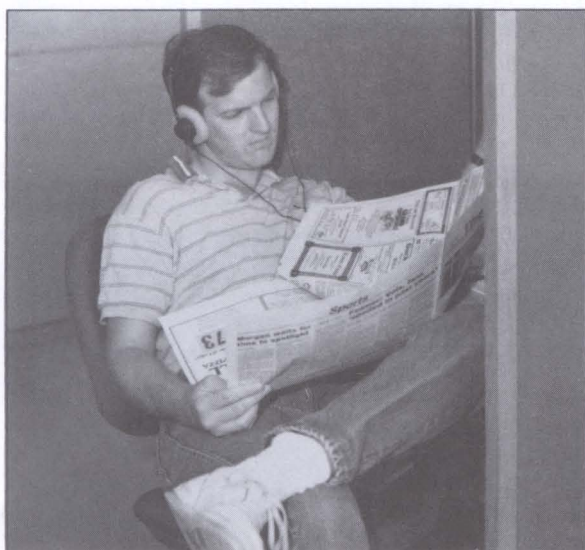
E-Mail in the Hodges Library

by Bill Britten, Automation Librarian

The electronic messaging network in Hodges Library is changing the communications habits of the Library faculty. With over 80 faculty and staff accounts and an average of over 15 simultaneous users during peak hours, the MicroVAX II running All-In-One software often struggles to get the mail out.

Network users report that E-mail is enticing. It is used heavily not only as an antidote for telephone tag, but to arrange meeting schedules and disseminate committee minutes, to broadcast information within or between departments, and as a management tool to delegate tasks. Also, some new varieties of communication have originated on the network. For example, "idea mail" is common and might be described as information exchanges between people with similar professional interests, which prior to E-mail might have taken place only during face-to-face meetings.

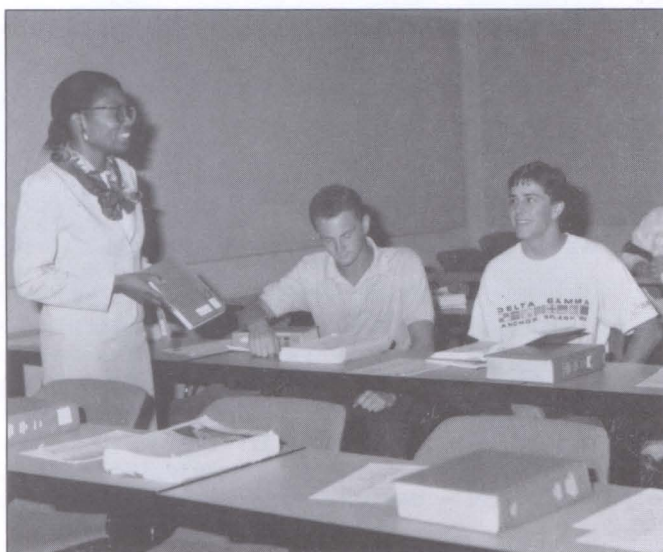
In addition to allowing in-house communications, the Library network is bridged to the campus Ethernet, allowing Library faculty to exchange professional correspondence with other UTK faculty, as well as over national networks such as BITNET and ALANET (the American Library Association Network).



Listening and reading...



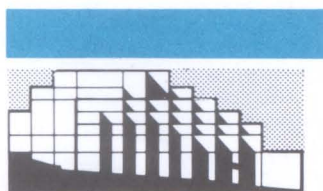
Waiting...



Learning...



Finding...



UNIVERSITY LIBRARIES

The University of Tennessee/Knoxville
1015 Volunteer Blvd.
Knoxville, TN 37996-1000
EO1-6010-003-89

The UTK Librarian is a publication for the faculty and staff of the University of Tennessee, Knoxville. It is published quarterly by the University of Tennessee Library, 1015 Volunteer Blvd., Knoxville, TN 37996-1000. Angie LeClerc is editor; Martha Rudolph is assistant editor. Questions or comments should be referred to the Library's User Education office, 974-4273.

UTK is an equal opportunity/affirmative action/Title IX/Section 504 employer.

May we serve you? You may not be aware of all the services offered by the UTK Libraries that might be useful to you as a faculty member. This special supplement to *The UTK Librarian* is intended to alert you to some of those services and to provide master copies of heavily-used Library forms. Keep this supplement as a reminder of Library services and photocopy forms as needed. A directory of phone numbers of Library departments is also provided.

Circulation Services

Circulation. Your UT ID is needed to check out books. If you are checking out Library materials for the first time, plan for a few extra minutes at the circulation desk to be registered in the circulation system.

If the book you want is checked out to another borrower, stop by the circ desk to place a "hold" or "recall."

Faculty who need frequent access to research materials in the Hodges Library may apply for a study cubicle. Assignments are made in the spring for a one-year period beginning with the fall semester. **Faculty studies** are assigned to tenure track faculty according to criteria approved by the Provost. Specifically, need and prior research recognition will determine most assignments. Special consideration is given to (1) recipients of Faculty Research and Development awards for the current academic year, (b) recipients of other research awards, (c) emeriti professors with research or writing agenda, (d) holders of distinguished professorships, chairs, etc., (e) untenured faculty, (f) faculty who do not have a university office where privacy for research and writing is possible. Intensity of use during the previous year is considered when faculty request renewed assignment of studies. If you wish to apply for a faculty study, please clearly state your research needs on Library form 244 (p. 3). The deadline to apply for a faculty study for

the 1989/90 academic year will be late in the spring semester.

Questions regarding faculty studies should be directed to Collections, 204 Hodges Library, 974-4499; questions regarding other circulation functions, to the circulation desk, 203 Hodges Library, 974-4351.

Reserve. Faculty may place books or photocopies "on reserve" for class assignments. Materials are designated as 2-hour, overnight, 3-day, or 7-day loan—or for use in the reserve area only—thereby making them equally available to all class members. Both Library materials and instructors' personal copies may be placed on reserve. Use Reserve Request Form (Library form 208, p. 4) for Library materials; Personal Copy Release (Library form 82) for personal copies.

Audiovisual Services. The Library collects educational materials in many formats, including 16mm film, video-cassette, audiocassette and tape, slide, and laser disc. Audiovisual collections and playback equipment for individual viewing or listening are located in Audiovisual Services (245 Hodges Library), the Music Library, and the AgVetMed Library. Audiovisual Services in the Hodges Library also has a number of **group viewing rooms**. Faculty may reserve a group viewing room for a class screening by phoning Audiovisual Services, 974-4473. The AgVetMed

Library has one group viewing facility (phone 974-7338).

Audiovisual Services, Hodges Library, will place faculty-owned video titles on reserve for class assignments.

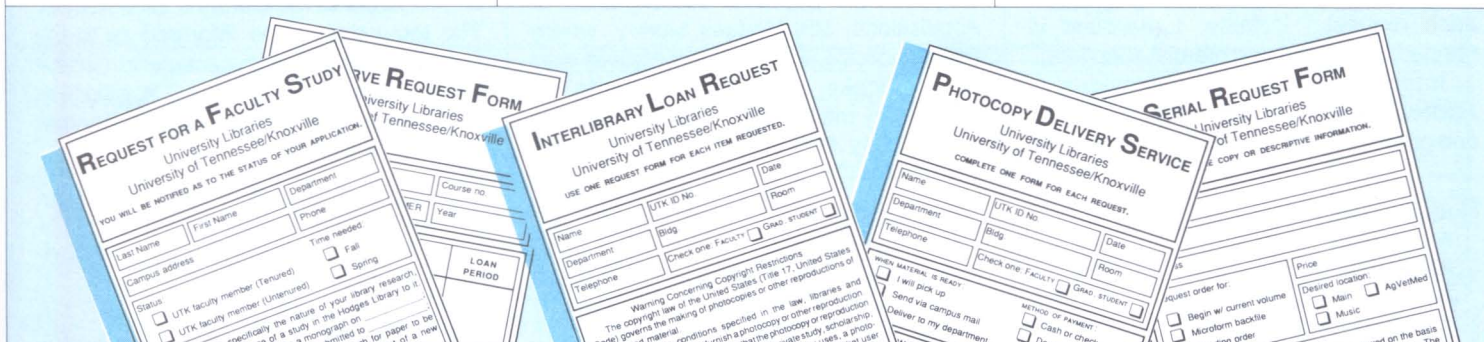
The Hodges Library Auditorium, seating 150, can be reserved for University-sponsored programs. Contact Audiovisual Services, 974-4473.

Reference and Information Services

Assistance in using the library, information services, and access to materials in the library are available at the reference desks. Reference librarians will also provide bibliographic instruction, lectures on the use of the library, library tours, and database search demonstrations for your classes.

Documents and Microforms (120 Hodges Library) provides assistance with the Library's document collections, indexes to government documents, and periodical backfiles and research collections in microformat.

Online Catalog. You can dial-in to the Library's online catalog from your home or office computer, or from any terminal connected to the campus DCA network. No password required! Once connected to the DCA network, simply enter LIBRARY at the HOST NAME prompt. Ask for a "Dial-In Fact Sheet" (Library Guide #95) at the reference desk.



The image shows four overlapping library forms from the University of Tennessee-Knoxville Libraries. The forms are:

- REQUEST FOR A FACULTY STUDY**: Includes fields for Last Name, First Name, Department, Phone, Campus address, and Status (UTK faculty member, Tenured, UTK faculty member, Untenured). It also has checkboxes for "Time needed" (Fall, Spring) and "Specifically the nature of your library research."
- INTERLIBRARY LOAN REQUEST**: Includes fields for Name, UTK ID No., Date, Department, Room, and Telephone. It has checkboxes for "Check one: FACULTY" and "GRAD. STUDENT".
- PHOTOCOPY DELIVERY SERVICE**: Includes fields for Name, UTK ID No., Date, Department, Room, and Telephone. It has checkboxes for "Check one: FACULTY" and "GRAD. STUDENT".
- SERIAL REQUEST FORM**: Includes fields for Name, UTK ID No., Date, Department, Room, and Telephone. It has checkboxes for "Check one: FACULTY" and "GRAD. STUDENT".

Database Search Services. The Library can access over 600 remote databases offered by commercial vendors. Online databases cover a wide variety of subjects in the areas of science, technology, health, the social sciences, business, education, and the humanities. Journal articles are cited most frequently in databases, but books, newspapers, conference proceedings, patents, statistics, dissertations, research in progress, and foundation grants may also be included. Many of these databases are the online equivalents of printed indexes available in the library. However, an online session can search multiple years of an index and can yield a printed list of citations or prints of entire articles. There is a charge for search time and for online or offline prints requested during the search.

You must have an appointment for a computer search. You will meet with a librarian familiar with the database structure and protocol to prepare a profile of your research interest. Phone Database Search Services (145 Hodges Library, 974-4936) to make an appointment and to get suggestions on preparing effectively for your session.

Night Search, a do-it-yourself search system for dozens of online databases with simplified protocol but more limited capabilities, is available to you and to your students, Monday and Wednesday, 6-9 p.m., and Saturday, 1-4 p.m., in the Hodges Library. Training sessions and a self-guided tutorial are available and are strongly recommended. Phone Database Search Services, 974-4936, or Reference and Information Services, 974-4171.

Interlibrary Loan. Materials that are not available in the UTK Libraries can be requested through interlibrary loan. Both loans and photocopies are available from libraries worldwide. Submit an Interlibrary Loan Request (Library form 50, p. 5) at Interlibrary Loan, 130 Hodges Library, at any reference desk—or mail the form to the Interlibrary Loan office. Accurate and complete information is essential to help us process your requests more quickly. Normally, a minimum of two weeks is needed to search, process, and receive each request. If faster turnaround is needed, ask about commercial suppliers.

Interlibrary Loan also provides a **Photocopy Delivery Service** for faculty and graduate students. We will retrieve and

photocopy periodical articles, book chapters (but *not* entire books), proceedings, technical reports, government documents, and any part of other print or microform publications held by the UTK Libraries. Copying will be done in accordance with copyright laws and guidelines. Copied materials may be picked up at Interlibrary Loan, delivered to an individual's department, or sent through campus mail. Photocopied materials will normally be ready for pickup or delivery within 24 hours of request, weekdays. The cost is \$2 per citation found, plus 10¢ per page copied—payment by cash or departmental charge. Cash orders must be picked up. Bring or send Photocopy Delivery Service Requests (Library form 191, p. 6) to Interlibrary Loan or to Hodges Reference. Lists of citations, such as the results of a database search, may be attached to one form. Mark citations to be retrieved.

The UTK Libraries, along with over 50 other universities across the country, participates in a **Reciprocal Faculty Borrowing Program.** UTK faculty members may apply for an ID card that will allow on-site access to other university libraries' collections and, within guidelines set by the owning institution, to check out materials.

For further information on Interlibrary Loan services, phone 974-4240.

Collection Development

The Library welcomes recommendations from faculty for the purchase of books, periodicals, and other library materials. Collection Development (552 Hodges Library, 974-4306) coordinates the selection of materials to be added to the collection. Any general query regarding the ordering of materials for the Library should be directed to Collection Development. Inquiries concerning the status of a specific order should be directed to Acquisitions (974-4431) or Serials (974-4236), where these records are kept.

Approval Plans. The Library participates in several approval plans by which current scholarly and technical publications are automatically received. Every two weeks approval books are arranged by LC class in the approval review area of Acquisitions, 306 Hodges Library, where Departmental Library Representatives may review books and select those to be retained by the Library. Approval vendors supply titles that fulfill a pre-established

profile of subject areas pertinent to the needs of the academic community. Most major domestic publishers and a number of foreign publishers are included in our approval plans.

How to Order Books and Audiovisual Materials. Book order cards (Library form 7) are available from Library Representatives, the Collection Development office, or branch and reference librarians—and may be submitted to the same sources. Please provide as much bibliographic information as possible, including author, title, publisher, price, and date of publication. Attach any descriptive materials, such as flyers or pages from publisher's catalog, or indicate source of citation. Titles needed for reserve should be marked "Rush" and directed to the appropriate Reserve department.

Requests for audiovisual materials (films, videos, audiocassettes and tapes, slides, and laser discs) may also be submitted on order cards (Library form 7). Submit requests to your Library Representative or to Collection Development. Since audiovisual materials are often quite expensive, it is helpful to attach a memo justifying addition of the title to the collection and detailing classes in which the title will be used. Indicate the academic term in which you plan to use the item. Please also attach descriptive flyers or distributor's catalog pages.

How to Request Serials. Requests for serial titles new to the collection should be submitted on the Serial Request Form (Library form 173, p. 7) to Library Representatives, the Collection Development office, or branch and reference librarians. Please justify the request based on the criteria outlined on the verso of the Serial Request Form. A publisher's announcement or sample copy of the title should be attached, if available.

Requests will not be ordered automatically but will be held pending a priority determination by the appropriate Library Representative and the Collection Development Librarian. The placement of new standing orders and subscriptions may only occur on an annual basis and is dependent on increases to the Library's base budget. The requestor will be informed as to the final decision regarding acquisition of the title. Questions about serials selection should be directed to the Collection Development office.

Hodges Library

Acquisitions	4-4431
Administration	4-4127
Audiovisual Services	4-4473
Circulation	4-4351
Collection Development	4-4306

Collections	4-4499
Current Periodicals	4-6886
Database Search Services	4-4936
Documents/Microforms	4-6870
Reference	4-4171
Interlibrary Loan	4-4240

Reserve	4-4121
Serials	4-4236

AgVetMed Library	4-7338
Music Library	4-3474
Special Collections	4-4480

REQUEST FOR A FACULTY STUDY

University Libraries
University of Tennessee/Knoxville

YOU WILL BE NOTIFIED AS TO THE STATUS OF YOUR APPLICATION.

Last Name

First Name

Department

Campus address

Phone

Status:

☐ UTK faculty member (Tenured)

☐ Faculty member emeritus

☐ UTK faculty member
(Untenured—Tenure Track)

☐ Other—Explain:

☐ UTK faculty member
(Untenured—Not Tenure Track)

Time needed:

☐ Fall semester

☐ Spring semester

Please describe specifically the nature of your library research, explaining the importance of the assignment of a study in the Hodges Library to it. [E.g., Under contract to produce a monograph on _____; work on an article in progress to be submitted to _____; editing *The Journal of* _____; research for paper to be delivered at _____ conference; development of a new course, _____; etc.]

If there are any special or unusual circumstances, materials, or requirements associated with your library research, please list them.

Please indicate any grant or other support you have received in connection with the research indicated above (as well as general awards and distinctions).

If you have a faculty study assigned to you now, what is its number?

Are you presently sharing this study? ☐ Yes ☐ No

If "yes," with whom?

Would you be willing to share a study? ☐ Yes ☐ No

If "yes," please list the name of a colleague with whom you would prefer to share (if you have a preference):

Has this person applied for a study? ☐ Yes ☐ No

RESERVE REQUEST FORM

University Libraries
University of Tennessee/Knoxville

LIBRARY USE ONLY:

Received:

Campus address

Instructor

Extension

Department

Anticipated enrollment

Course number

(Please circle) Semester(s): FALL SPRING SUMMER

Year

OFFICIAL USE ONLY	CALL NUMBER	AUTHOR (SURNAME FIRST)	TITLE (GIVE EXACT CITATION FOR PHOTOCOPIES)	NO. OF COPIES	LOAN PERIOD				
					NO CIRC	2 HOUR	OVER- NIGHT	3 DAY	7 DAY

INTERLIBRARY LOAN REQUEST

University Libraries
University of Tennessee/Knoxville

USE ONE REQUEST FORM FOR EACH ITEM REQUESTED. PRINT CLEARLY.

Last Name	First Name	Telephone	Date
Address		Apt. #	Zip
Department		UT Status: Faculty ☐ Staff ☐ Student ☐	
Charges paid by: Individual ☐ Charge to Dept.Acct.#			
Maximum amount you are willing to pay		Date not needed after	

Journal ☐	Newspaper ☐	Other ☐	Book ☐	Ph.D. ☐	Master's ☐
Title of Journal, etc.			Author:		
Vol.	Issue No.	Year	Edition Place		
Author(s)			Publisher Year		
Title of Article			Series		
Pages:			If title is non-circulating request estimate: for Microfilm ☐ for Photocopy ☐		

Please indicate the exact source of your reference.

WARNING CONCERNING COPYRIGHT RESTRICTIONS

The copyright law of the United States (Title 17, United States Code) governs the making of photocopies or other reproductions of copyrighted material.

Under certain conditions specified in the law, libraries and archives are authorized to furnish a photocopy or other reproduction. One of these specified conditions is that the photocopy or reproduction is not to be "used for any purpose other than private study, scholarship, or research." If a user makes a request for, or later uses, a photocopy or reproduction for purposes in excess of "fair use," that user may be liable for copyright infringement.

This institution reserves the right to refuse to accept a copying order, if, in its judgment, fulfillment of the order would involve violation of copyright law.

Library use only:

NST 1950-70
NST 1971-75
NST 1976-8-
NST 1981-85
NST _____

ULS
THSS
UTCHS
NIM

OCLC
ser:
mono:
micr:

REG 2 ULS
KAHSLC
DAI
CDI

NUC 56-67
NUC 68-72
NUC 73-77
NUC _____
Pre-56

PHOTOCOPY DELIVERY SERVICE REQUEST

University Libraries
University of Tennessee/Knoxville

COMPLETE ONE FORM FOR EACH REQUEST OR ATTACH ONE SIGNED FORM TO A CITATION LIST.

Interlibrary Loan (ILL) provides a Photocopy Delivery Service for faculty and graduate students. ILL will retrieve and photocopy periodical articles, book chapters, proceedings, technical reports, government documents, and any part of other printed or microform publications held by the UTK Libraries. Copying will be done in accordance with copyright laws and guidelines. Only one copy of each item may be made. Complete books will not be copied. Lists of citations, such as the results of a database search, may be attached to one form. Mark citations to be retrieved.

Photocopied materials may be picked up at ILL, delivered to an individual's department, or sent through campus mail. Copies will normally be ready for pickup or delivery within 24 hours of request, weekdays.

Cost is **\$2.00 per citation** found, plus **10¢ per page** copied. Charges may be billed to departmental accounts or paid by cash. Cash orders must be picked up.

Name	UTK ID No.	Date
Department	Bldg.	Room
Telephone	Check one: Faculty ☐ Graduate student ☐	

WHEN MATERIAL IS READY:

- ☐ I will pick up
(Cash or check orders must be picked up)
- ☐ Send to me via campus mail
- ☐ Deliver to my department

METHOD OF PAYMENT:

- ☐ Cash or check
- ☐ Departmental Account
Account name & number:

.....

Title (Book or Journal)				Call Number
Article title				
Author				
Volume	Issue No.	Date	Pages to be copied	
Edition (for book)		Publisher (for book)		

WARNING CONCERNING COPYRIGHT RESTRICTIONS

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Under certain conditions specified in the law, libraries and archives are authorized to furnish a photocopy or other reproduction. One of these specified conditions is that the photocopy or reproduction is not to be "used for any purpose other than private study, scholarship, or research." If a user makes a request for, or later uses, a photocopy or reproduction for purposes in excess of "fair use," that user may be liable for copyright infringement.

This institution reserves the right to refuse to accept a copying order, if, in its judgment, fulfillment of the order would involve violation of copyright law.

Library use only:

Request Received

- ☐ In person
- ☐ Campus mail
- ☐ Telephone

Number of copies @ \$.10 = \$

Number of citations @ \$2.00 = \$

Total \$

Return to Interlibrary Loan, 130 Hodges Library (phone: 974-4240)
or Reference & Information Services, 135 Hodges Library (phone: 974-4171)

Lib. 191 - 11/88

SERIAL REQUEST FORM

University Libraries
University of Tennessee/Knoxville

ATTACH SAMPLE COPY OR DESCRIPTIVE INFORMATION IF AVAILABLE.

Author/Title

Publisher

Address

Request order for:

- ☐ Subscription to begin with current volume
- ☐ Backfile: Microform OR Paper (PLEASE CIRCLE)
- ☐ Standing order of multi-volume set or continuation

Price

Desired location:

- ☐ Main ☐ AgVetMed
- ☐ Music

Need for the title:

Serial titles suggested for addition will be reviewed on the basis of the Selection Criteria outlined on the verso of this form. The requestor should comment on the asterisked (*) criteria and may respond to other criteria as appropriate. Attach additional pages as necessary for your comments.

Requested by

Department

Date

Signature of Departmental Library Representative

FOR LIBRARY USE

Publ. date, v. 1: Indexed:

Backfile available:

microform \$ from:

paper \$ from: Reviews:

Current microform subscription:

\$ from:

Subscription agent:

RECOMMENDED ACTION:

APPROVED ACTION: Date:

SERIAL SELECTION CRITERIA

The following criteria are listed, insofar as is practicable, in priority order. Not all criteria will apply to all titles; however, it should be noted that they do apply to gifts as well as to purchased materials. Duplication of serial titles already received on campus will be avoided.

- * 1. **SUPPORT OF INSTRUCTIONAL, RESEARCH, AND SERVICE PROGRAMS AND ACTIVITIES.**
Factors to consider are: quality and reputation of the program, enrollment, level and number of courses offered, number of faculty or graduate students actively engaged in research in the field, interdisciplinary nature of program and serial. Selection of serials of a general or popular nature may be made on other bases.
- 2. **ENHANCEMENT OF TOTAL COLLECTION.**
Consider deficiencies in the library collection and whether the title makes a new contribution to its subject field.
- * 3. **DEMAND.**
Consider probable intensity of use: large user population or emphasis on periodical literature in the discipline.
- 4. **ACCESSIBILITY.**
Consider whether the title is available on campus; in the city, state, region, or country; or through the Center for Research Libraries.
- 5. **INDEXING.**
Consider whether the title is included in abstracts and indexes in the Library system.
- * 6. **QUALITY.**
Factors to consider are: reputation of editors, contributors, publishers or sponsors. Reviews and faculty opinion will be helpful.
- 7. **LANGUAGE OF PUBLICATION.**
Where English is designated in the *Descriptive Guide to Development of the Collections* as the primary language of collection, only the most important serials in other languages may be acquired.
- 8. **COST.**
Cost includes not only the purchase price of the serial but also the ongoing expenses involved in record keeping, binding, etc. Cost should be considered in relation to other selection criteria.

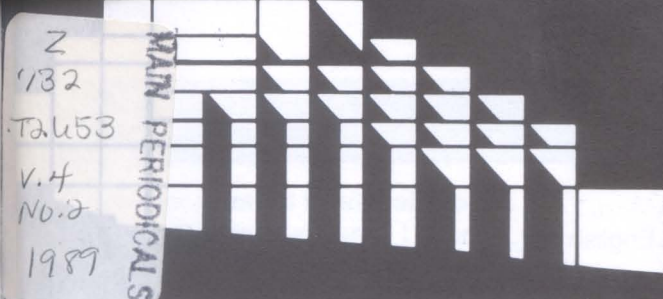
The UTK Librarian is a publication for the faculty and staff of the University of Tennessee, Knoxville. It is published quarterly by the University of Tennessee Library, 1015 Volunteer Blvd., Knoxville, TN 37996-1000. Angie LeClerc is editor; Martha Rudolph is assistant editor. Questions or comments should be referred to the Library's User Education office, 974-4273.

UTK is an equal opportunity/affirmative action/Title IX/Section 504 employer.



**UNIVERSITY
LIBRARIES**

The University of Tennessee/Knoxville
1015 Volunteer Blvd.
Knoxville, TN 37996-1000
EO1-6010-003-89

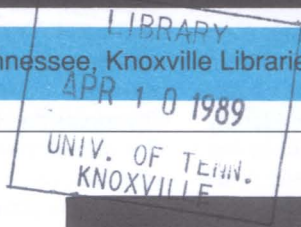


The UTK Librarian

Volume 4, Number 2

Newsletter of the University of Tennessee, Knoxville Libraries

Spring 1989



UTK Library Day 1989

Featuring The 40th Annual Library Lecture

Strategic Planning for Bibliographic Instruction

by **Sharon Hogan**

Miriam Dudley Bibliographic Instruction Librarian of the Year

Wednesday, April 19, 1989

We invite you to join us...for Library Day!

Each year the UTK Libraries commemorate the importance of learning and scholarship, and the central role of the library in that process. This year's 40th Annual Library Lecture focuses on librarians as teachers of bibliography. Please join us for the lecture and the events of the day, detailed on the rear cover.

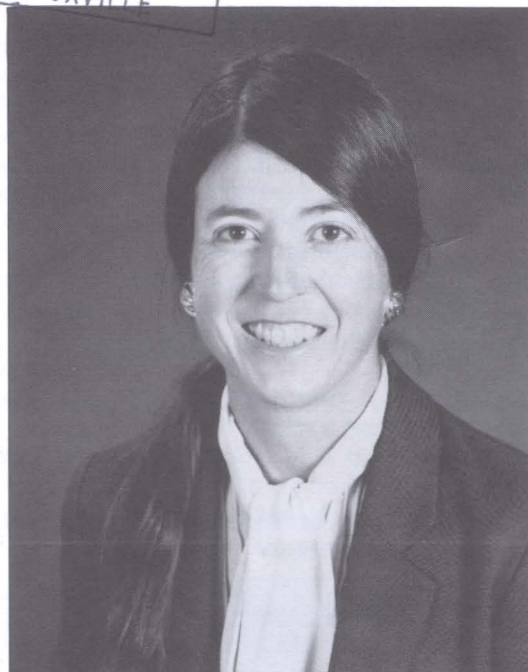
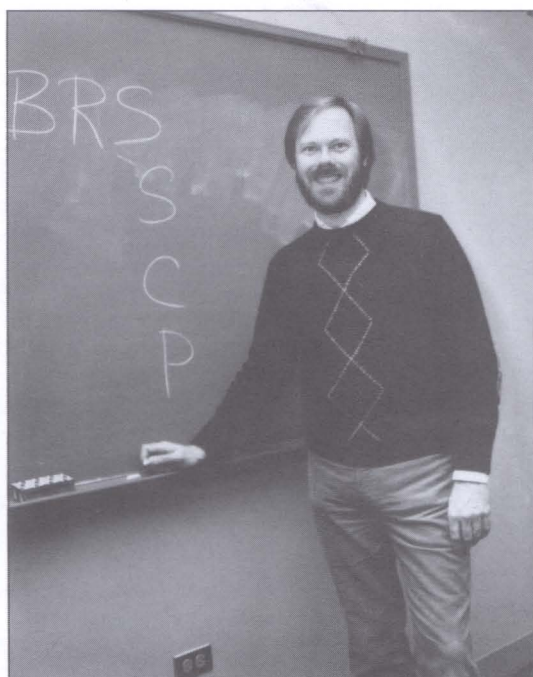


Photo courtesy of Louisiana State University Libraries

Sharon Hogan



Local speakers
will include:

Alan Wallace on end-user searching ...



...Pauline Bayne and Joe Rader on using
HyperCard for training or instruction.

A Guest Letter

The Importance of Bibliography

by John H. Fisher, John C. Hodges Professor Emeritus, Department of English

Colleges and universities have two missions apropos the humanities and social sciences. The first is to transmit from one generation to the next the best that has been thought and said, which we identify as teaching; the second is to add to the sum of human knowledge, which we identify as research. Bibliography is vital to both of these missions, but especially to the second. It is vital to teaching because teachers and students must keep up with new facts and new interpretations in their fields. The humanities and social sciences are concerned with human culture, but culture has changed over time, and our views of culture are undergoing constant development. The annual bibliographies and reviews of new books and articles are essential if we are to keep abreast in our fields.

But bibliography is *sine qua non* for research. The first thing a scholar must do to explore a new field is to produce as complete a listing as possible of all that has ever been written about the subject. The

explosion of knowledge will make it impossible for him/her to read all of this material, but the mere configuration of the bibliography will map the terrain. What are the topics that have been treated, who are the scholars who have written, how have the treatments varied from decade to decade? Studying the titles alone will reveal where one can begin to dig in, and whether one's insights are fresh or cliché.

The bibliographical tools in language, literature, history, political science, and so forth are now impressive, although not nearly so impressive as they are in the sciences. In the humanities and social sciences they are still largely in printed lists simply because funds have not been available to create the enormous data banks that the National Science Foundation, National Institutes of Health, and other government agencies have created in the sciences. Furthermore, most non-scientists do not have funds available to undertake regular and large-scale machine searches. This may change

over time. More and more of our material is becoming available in data banks. But we are still largely confined to ball-point pens and three by five cards and sorting on the dining room table. This is not all bad. One problem with machine data and machine searches is that they are too easy. One can search through an enormous file in a few minutes and have the machine type out the results. But in this process, the mind has not weighed the relevance of each title, considered its date and its author, and so begun to create the mental map which will guide one's research. The machine has done the weighing and classifying, and it is very hard for the mind to begin to make a synthesis from the neatly typed computer list. But be it with pen and paper from printed materials or from computer data banks, compiling a complete bibliography is the first step in any research, and research—adding to the sum of human knowledge—is one of the principal responsibilities of a modern university.

Special Collections

The James Agee Manuscript Collection

by Michael A. Lofaro, Professor, Department of English

"It was a long way out to Chilhowee Park but even the ride out there was fun because the street car was all open. You didn't get in a door at the front, daddy just swung him up along the side wherever he liked, because there was a long step along each side and no walls in the car."

So begins one of the two previously unknown episodes from *A Death in the Family* that are in near final form, but do not appear in the novel. In it, through the young Rufus's/Agee's eyes, we soon see a wonderful description of Knoxville's Chilhowee Park in its heyday as an amusement-carnival attraction.

This chapter and the additional unique manuscript materials that comprise the James Agee Manuscript Collection represent a truly significant addition to the University's holdings and will serve as the foundation for several major scholarly works. Among the other high points of the collection are previously unpublished poetry, journals from the late 1930s that bear on the genesis of *Let Us Now Praise Famous Men*, the working drafts of Agee's long poem entitled "John Carter," and two screenplays.

While it is certainly unnecessary to stress the appropriateness of these documents for our library, it is not often that one purchase can be considered of local, state, national, and international importance. Agee has rightly won fame on all these levels. Bringing them to Knoxville is a triumph of the first order.



Mike Lofaro and Jim Lloyd, Head of the Special Collections Library, examine materials from the James Agee Manuscript Collection.

Resources

Electronic Journal Retrieval Project

by David Gillikin, Reference Librarian

Today it is possible to access commercial databases that contain coverage of full articles from a variety of paper journals through the use of microcomputers and telecommunication technology. The past few years have seen an increase in the number of journals, magazines, newsletters and newspapers that are available in an electronic format. Electronic access provides libraries with a new and different route of obtaining information for patrons. To help obtain this information, Reference and Information Services has begun a new service, the Electronic Journal Retrieval Project (EJRP).

The purpose of the Electronic Journal Retrieval Project is to provide copies of

articles from journals that have an electronic equivalent. The project allows access to journals to which the Library does not subscribe. It also offers an avenue to journals for which the Library does have a subscription, but that are temporarily unavailable because issues are missing, checked out or have been sent to the bindery.

EJRP is available to all UTK faculty, staff, and students at no cost. The EJRP request forms are available at the Hodges reference desks and in Database Search Services. Requests are taken only in person and not over the telephone. Article retrieval is projected to occur within 24 hours of the request, though some exceptions do occur.

Requests are taken during the hours of 8:30 a.m. to 4:30 p.m., Monday-Friday. The retrieved article will then be available to be picked up by noon of the following work day.

To facilitate the identification of journals available electronically, a database called the Electronic Journal List has been developed in Reference and Information Services. This list identifies electronic journals, the vendor systems and file name, the time coverage of the journal and UTK Library subscription information. Over 800 journals, newsletters and newspapers are covered in the database.

If you are interested in using EJRP, stop by Reference and Information Services in the Hodges Library.

Book Craft: Modern Private Press Books

by Nick Wyman, Special Collections Library

For most of us who purchase books, "something special" is a handsomely illustrated art book or a specially bound volume of a literature title. But for those who have a passion for beautifully made books, there is the private press book.

At one time, books were generally published with fine paper, on a handpress, and bound with rich leathers and marbled papers. With the increasing industrialization of publishing, mass-produced books have become the norm. After the Civil War in America, paper with high rag content was abandoned for cheaper pulp paper, unfortunately high in destructive acid content. While better paper, splendid photographs, and remarkable art prints make many modern trade books enormously attractive, the tradition of fine book craft is found in the exacting work of the modern private press.

The private press book is a pleasure to look at. The sheer tactile elegance of a fine laid paper, the crisp clarity of a handsome font bitten into the paper on a handpress—these make the enjoyment of a book far greater than can the best of the computer-driven publishing that the trade publisher can offer.

Since the time of William Morris' Kelmscott Press, books issued from private presses have been recognized as exceptional for their hand-set typography, superb papers, excellent bindings, and unusual illustrations. Private presses often specialize in publishing the work of contemporary poets, or beautiful, remarkable editions of literary classics. Many presses of the Arts and Crafts movement, such as the Roycrofters, were heavily influenced by Kelmscott Press. Others, although inspired by Morris' press, moved toward a less "artistic," more restrained expression.

A recent exhibit in the John C. Hodges Library was

illustrative of the distinctive character of each of four modern American presses: Thomas Mosher, Grabhorn Press, the Merrymount Press, and Black Sparrow Press. These are only a selection from among numerous excellent presses represented in the holdings of the Special Collections Library's Rare Book Collection. For the potential collector, *Fine Print*, a journal available at the Hodges Library, provides coverage of the contemporary world of the private press.



Nick Wyman shows the private press exhibit to Angie LeClerc, Head of User Education.

Public Services

Librarians As Teachers

by Alan Wallace, Reference Librarian

Library or bibliographic instruction (BI) is one of many services UTK reference librarians have provided for years. The Library Basic Skills program, designed for students enrolled in English 102, reaches thousands of students each year.

In their library session English 102 students learn to locate sources for a term paper based on literary criticism. Students are instructed in finding criticism for specific authors through UTK's online catalog and through indexes such as the Modern Language Association's *MLA Bibliography*.

Students also receive library instruction

when they enroll in Speech 102 (public speaking). Speech 102 students are required to deliver speeches in a variety of styles. Several assignments require finding materials to support the speaker's argument.

Library sessions for Speech classes focus on locating and evaluating scholarly, rather than popular, materials. Students are introduced to subject-specific indexes, government documents and statistical sources.

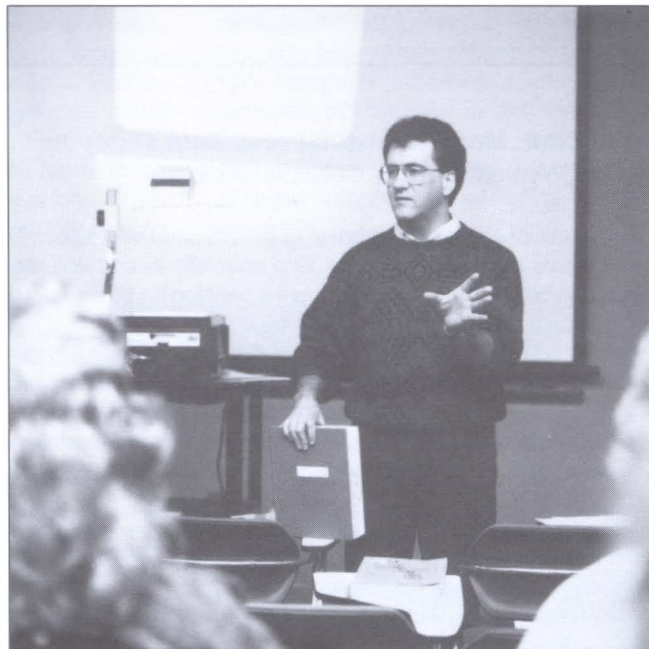
Advanced instruction for upper-level classes is also offered. Advanced sessions

usually cover complex reference sources, important subject bibliographies, search strategies, and appropriate online databases offered through Database Search Services.

Last year librarians provided instruction for approximately 8,000 students in more than 300 classes. While the vast majority were undergraduates, graduate students and faculty also benefitted from our efforts. Three multi-media equipped classrooms and twenty experienced teaching faculty contribute to the success of the bibliographic instruction program.

Library instruction sessions in progress: Rita Smith...

...David Gillikin...



...Lana Dixon...

...Barbara Bell.

IRIS: A New Meaning at UTK

by Earl Bush, Head, Interlibrary Loan

Traditionally, many Tennesseans think of IRIS as the state flower. Others know of IRIS as the ancient goddess of the rainbow and messenger to the gods. To the University of Tennessee, Knoxville and Vanderbilt University, IRIS is rapidly taking on a new meaning. To these institutions, IRIS is a means of speeding up the interlibrary loan process.

IRIS, a one-year project sponsored in part by the U.S. Department of Education under Title IID of the Higher Education Act, is an interlibrary link between the two universities.

Interlibrary loans between UTK and Vanderbilt now arrive in record time. With IRIS funds, telefacsimile machines have been placed in the

participating libraries, allowing journal articles to be faxed between libraries. In addition, borrowed books are shipped first class or by UPS for the fastest possible turnaround.

The IRIS project has objectives other than speedy delivery. One is to provide users with bibliographic access to cataloged materials in the cooperating libraries. Both the UTK and Vanderbilt libraries have the other's online catalog.

Another objective is cooperative collection development for journals in science and technology. Librarians are discussing ways to identify collection strengths by comparing coverage in the sciences and establishing a review process for individual titles.

Although this service was not fully implemented until January, Hodges Library has been interacting with Vanderbilt Medical Center since November 29, 1988.

Our first requestor, Dr. Kenneth Abrams (Resident in Ophthalmology in the College of Veterinary Medicine), said that this service was long overdue. A regular user of Interlibrary Loan, Abrams says that IRIS will promote the use of ILL and that faculty members and researchers will rely increasingly on ILL for items not held by the local institution.

The IRIS grant team, composed of librarians from UTK and Vanderbilt and coordinated by Linda Phillips (Head of Cooperative Information Services at the UTK Libraries), spent hours putting the pieces together to make this an attractive service for both universities. The team hopes to expand IRIS to include links with other libraries within the state and southeastern region.



IRIS team members fax a document for the first user of the new service. Left to right: Mary Griffin and Earl Bush, Interlibrary Loan; Dr. Kenneth Abrams, Resident in Ophthalmology, College of Veterinary Medicine; Linda Phillips, Head of Cooperative Information Services, UTK Libraries.

A Day in the Life of the Library

Have you ever wondered what goes on in the Hodges Library on an "average" day? Quite a lot!...as evidenced by the following statistics:

- 7,567 patrons enter the library
- 2,571 books are checked out
 - 1,368 to undergraduates
 - 641 to graduate students
 - 162 to faculty members
 - 60 to staff
 - 340 to "other"
- 4,134 books are used in the building
- 24 books are bound
- 997 periodicals are flipped through
- 244 reserve items are used
- 313 reference books are used
- 278 reference questions are asked
- 411 videocassettes are viewed
- 25 audiocassettes are listened to
- 10 slide sets are screened
- 21 films are shown to groups
- 351 microfilm reels are wound through the microfilm readers
- 100 microfiche are magnified for the edification of patrons
- Interlibrary Loan lends 51 items and borrows 19
- 54 patrons are given a guided tour

Technology Brings Changes

Managing Bibliographies with a Microcomputer: An Update

by Ann Viera, Agriculture-Veterinary Medicine Librarian

In the third issue of *The UTK Librarian* (Spring 1986), Theresa Pepin described software then available for use in managing text-based files like bibliographies, research and lab notes, and reprint files. Since 1986, software packages that fall under the general category of "personal information management," have become more sophisticated, easier to use, and more abundant. For example, the December 13, 1988 issue of *PC Magazine* reviewed twenty-five personal information management software packages which perform one or more of the following functions: time management, text retrieval, outlining, and hypermedia.

Reference Manager, Sci-Mate, and ProCite are specifically designed to meet the needs of scholars who must manage large bibliographies. These packages and others like them are easy to use database managers which employ a variable field approach to automate the process of keeping card files of references. Imagine

your files of reprints and photocopies of articles organized in accession number order (1,2,3,4,...) which can be retrieved by title, author, keyword, or journal name searches of your own personal database. Imagine being able to draw on that database to quickly create a bibliography according to a format you specify with only a few keystrokes. Or imagine sharing that database with a collaborator across campus or across the country.

Standard features include the ability to download references from computer searches into your database and the ability to create an ASCII file of your information so that you can upgrade to another software package. Reference Manager will generate reprint requests utilizing a continuous feed postcard form on your printer. Prices are in the \$75 to \$500 range, but even the most expensive packages offer academic or multiple copy discounts.

Watch for software reviews in your discipline's journal and for vendors' booths

at conferences—some packages are better at managing information generated by one discipline than another. For example, humanities scholars tend to prefer ProCite, while those in the sciences prefer Reference Manager or Sci-Mate.

Reference Manager
Research Information Systems
1991 Village Park Way, Suite 205
Encinitas, CA 92024
1-800-722-1227

Sci-Mate
Institute for Scientific Information
Sci-Mate Customer Service
3501 Market Street
Philadelphia, PA 19104
1-800-523-4092

ProCite
Personal Bibliographic Software
412 Longshore Drive
Ann Arbor, MI 48105
1-313-996-1580

Automating Acquisitions

by Shelly Robinson, Assistant Acquisitions Librarian, and Bill Britten, Automation Librarian

Hodges Library added the Acquisitions module to the existing Online Catalog and Circulation modules of the Geac Library Information System in July of 1988. The Acquisitions department uses the system to manage the order process from receipt of faculty request to purchase until the payment of the invoice has been completed. Approval titles are loaded from tapes sent by the approval vendors, and firm orders are entered daily. Financial information is maintained on the system, and numerous management reports are generated offline. The Serials department is presently preparing to begin using the system in FY 1989-90.

One excellent characteristic of the Geac system is the capability to extract data to produce customized statistical reports. Current reports generated include expenditures by Library of Congress Classification, recently acquired titles by academic department, and acquisitions by media type.

Possible new services being tested and discussed include invoice tape loads and electronic ordering and communication with vendors.

What difference has the automated Acquisitions system made? Loading records from tape has clear advantages. The management reports have initiated a new way of analyzing acquisitions information. Surprisingly, though, the speed of creating an order has not been notably improved. As before, if faculty need information on the status of an order, they should phone Acquisitions (974-4431) or Serials (974-4236).



Trying out the Acquisitions module: Patsy Moore, Acquisitions (seated); Nina Wyrick and Evelyn Connor, Serials; Bill Britten, Library Automation.

Pardon Our Dust While We Remodel—Online Catalog Enhanced

by Tamara Miller, Head, Library Automation

While most of the University was away enjoying the holidays during winter break, the Library began moving the online catalog to a larger computer. This larger machine allows more users to search bigger files of library citations.

Only a few changes are visible to the catalog user. Each record now has a full call number. The call number appears on both the Brief and Full online display for each item. This is especially helpful when trying to locate journals, magazines, and periodicals. A very long call number can be displayed using the TWO command to expand the space for the call number to two lines of text.



Tamara Miller and Geac engineer Joel Apley upgrade the online catalog hardware.

Lists of citations for music materials now include the uniform or standard title for classic musical works. The indexes that support keyword search for all materials have been updated and enlarged.

We have been able to eliminate some of the repetitive introductory screens. There are fewer screens to scan before beginning a search.

Network connections to the online catalog have been expanded. The online catalog can be reached from either the DCA network, or from the growing campus fiber optic network. The catalog is now faster at 9600 baud and is a bit easier to use from personal computers. It no longer requires commands to be in upper case. To get the catalog, simply enter LIBRARY at the host prompt on DCA or C LIBRARY from the Local> prompt on the fiber optic network. To get back to the network, type END and the network prompt should return.

As soon as the software changes are



Dr. John Bartmess, Chemistry Department, and Tamara Miller discuss enhancements to the online catalog.

completed, expanded public printing will become available. Additional public printers will be placed at terminals on all floors in the Hodges Library. Individual "Save" files will be made available so users can gather several search results before printing.

Naturally, there has been some disruption while the online catalog is being changed. We apologize for any inconvenience and hope users enjoy the improvements.

From Here to There...

Under an experiment in *document delivery* service, faculty members may have books in a remote library branch delivered and held at a branch near them. For example, a faculty member using Hodges learns that a desired book is located in the Music Library. At any library circulation desk, the faculty member can ask that the book at Music be delivered to Hodges and held there under the requestor's name for pick-up.

The library is able to offer this service by adapting features of the Geac computer circulation system to limit communication and labor costs. For that reason, only materials for which there is an "item record" in the circulation database may be requested and delivered under this program.

A review of the service will be conducted this spring to determine the feasibility and costs of extending it to all authorized borrowers.

Philip DeHart, Shipping & Receiving, prepares for the morning delivery from the Hodges Library's loading dock.



UTK Library Day, April 19, 1989

9:00-10:00 a.m.

Teaching Others to Teach: Support Staff and Library School Students

Auditorium (First Floor), John C. Hodges Library

Betsy Wilson, Assistant Director for Undergraduate Library and Instructional Services, University of Illinois

10:40-11:40 a.m.

End User Searching: A Panel Discussion

Auditorium (First Floor), John C. Hodges Library

Alan Wallace, Reference Librarian, University of Tennessee, Knoxville
Lori Smith Thornton, Public Services Librarian, University of Tennessee, Martin
Mary Fanslow, Research Librarian, Tennessee Eastman Co.

The 40th University of Tennessee Library Lecture

1:15-2:15 p.m.

Strategic Planning for Bibliographic Instruction

University Center Auditorium (Room 241)

Sharon Hogan, Director of Libraries, Louisiana State University, Baton Rouge

2:15-3:00 p.m.

Reception

Staff Room (Rm. 646), John C. Hodges Library

3:00-4:00 p.m.

Three Concurrent Group Sessions

1) ***Before Technology: The Human Side of Bibliographic Instruction***

Room 211, John C. Hodges Library

Joan Worley, Director, Lamar Memorial Library, Maryville College

2) ***HyperCard for Training or Instruction***

Room 127, John C. Hodges Library

Pauline Bayne, Head, George F. DeVine Music Library, UTK

Joe Rader, Head, Circulation Services, UTK

3) ***Implementation of CD-ROM***

Room 253, John C. Hodges Library

Ramona Steffey, Automation Project Librarian, Vanderbilt University

4:00-6:00 p.m.

Tours of the John C. Hodges Library and/or the Special Collections Library

To register, phone the Library Business Office, 974-2359. Registration: \$10.
No registration necessary for persons attending only the Library Lecture (Sharon Hogan).

The UTK Librarian is a publication for the faculty and staff of the University of Tennessee, Knoxville. It is published quarterly by the University of Tennessee Library, 1015 Volunteer Blvd., Knoxville, TN 37996-1000. Angie LeClercq is editor; Martha Rudolph is assistant editor. Photos are by Nick Myers, CEV&P. Questions or comments should be referred to the Library's User Education office, 974-4273.

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