



Todd Library Update

Fall 1982

Number Three

"...thoroughly departmental"

(With this issue TODD LIBRARY UPDATE publishes the first in a series of articles dealing with various departments within the Library. The Periodicals Department is the subject of the first profile. --Editor)

The top floor of the Todd Library holds periodicals, special collections, microtext resources, and photocopy services. All of these areas are included in the responsibilities of the Periodicals Department, but periodicals are still the primary concern of the department. For this reason this overview of the Periodicals Department will cover just the area of periodicals.

In 1981-82, \$186,000 was spent on current subscriptions. While an outside agency handles the actual interface with publishers in entering and renewing our subscriptions, the Periodicals Staff keep extensive records on each subscription. When requests for new titles are received, each title is verified in periodicals directories, and information needed for the Department's files is added to whatever the faculty member has supplied. Now that each department has to recommend titles to be cancelled when new ones are to be added, files are also kept on which titles are deleted. Last year 73 new titles were added and 56 cancelled.

Once titles are ordered, a check-in file is established for each title where receipt of issues is recorded, and cards are prepared for the public holdings catalog, a vendor file, an index file, a subject file, and the bindery file. The vendor card file is used to record payment information for each title, and the bindery file indicates how and when individual titles are bound. The other cards are aids to using periodicals and are part of the public catalog.

Each day one of the top priorities of the Department is sorting and checking-in the mail. We check-in an average of 150-200 journal issues each day. We probably handle three times that much mail if "junk mail" and unsolicited materials were included in the totals. After recording receipt of each issue, we sensitize the journals for the Library's security system.

Reference and user assistance is another primary objective of the Periodicals Department. The staff answers an average of 4500 questions a month as they help users find what they need through the indexes and locate the titles on the shelves. Also librarians instruct classes in the use of this area and handle half of the computer reference searches. Several hours a week are spent in maintaining the photocopiers and helping people to use them.

A vital part of keeping the periodicals collection useable is preservation through binding or microform. At present we bind better than 90 percent of our current subscriptions or



The Periodicals Department is located on the top floor of the Todd Library.

continued on page 3

Dear Faculty and Administrators:

During the past year some of you have asked me questions about the Library that I probably was unable to answer completely. I would like to try again with three of these questions.

Q. Can the Library staff reduce the noise made by students in the Library

A. The staff does encourage all users to keep noise to a minimum; however we frequently question the results of our efforts. A recent scientific experiment at the San Joachin Delta College Library has confirmed our suspicions. Using sound measuring equipment, the researcher found that the staff's use of quiet signs and oral requests for quiet not only failed to reduce noise levels but resulted in an increase in noise.

Q. When will the coin-operated copier service be improved?

A. For more than ten years the Library has contracted with local vendors for the provision and service of coin-operated copiers. In response to increasing concern about the quality of this copier service, President Ingram made funds available for the **purchase** of five coin-operated copiers. The supervision and key operation of these copiers is being provided by staff members of the Library and the University's Business Office.

Q. Can the quality of the copies made on the microfilm reader/printers be improved?

A. Two microprinters have been providing paper copies from microfilm for ten years. During the summer, two new microprinters were installed, one for prints from microfilm and one for microfiche. If this equipment performs as expected, the two old printers will be removed from service. Otherwise, the two old printers will be kept as back-up units.

I appreciate very much the interest you continue to show in the Library through your questions and comments. □

Cordially,
J. Don Craig
University Librarian

Library Faculty Update



Four new faculty members have joined the Library staff. Pictured left to right are Molly Holland and Virginia Messier, seated, and Momolu Massaquoi and Susan Guy, standing.

Mrs. Virginia Messier was appointed librarian (Instructor) in the Acquisitions Department. She is a graduate of DePaul University and the University of Michigan. Mrs. Messier is the mother of two children, Benjamin 10 and Samantha 13.

Returning to Todd Library is **Mrs. Molly Holland**, who will serve as assistant reference librarian (Instructor). She had previously worked as catalog librarian. Her undergraduate degree is from Western Kentucky State University and her M.L.S. is from George Peabody College. Mrs. Holland is the wife of Walter Holland and they have two daughters, Molly Ann and Martha Carol.

Momolu Massaquoi was appointed catalog librarian (Instructor) in September. He comes to this country from Monrovia, Liberia, where he was director of Library and Information Services. Mr. Massaquoi holds a Bachelor of Arts degree from Cuttington University College, Liberia, and the M.L.A. from George Peabody College.

Miss Susan A. Guy was appointed librarian (Instructor) in charge of the Retrospective Conversion Project. She holds a Bachelors Degree from University of Tennessee, Knoxville, and the M.L.S. from George Peabody College of Vanderbilt University. She has previously taught in Nashville Public Schools and most recently worked in Technical Services at Vanderbilt University Library. (IDR) □

Tennessee Academic Librarians Meet on MTSU Campus

College and University Librarians from throughout Tennessee met for their annual fall conference on the MTSU campus October 15. President Sam Ingram welcomed this group of 115 librarians at a luncheon in the Tennessee Room. A workshop on "Management for Librarians" was conducted by Maureen Sullivan, training program specialist from the Association of Research Libraries Office of Management Studies in Washington, D.C. Other sessions included a SOLINET Report from Frank Grisham, executive director of the Southeastern Library Network,

and a slide-tape presentation of the library orientation programs from David Lipscomb, Tennessee State, and Tennessee Tech. In the afternoon a discussion on the current state of library automation in university libraries in Tennessee was attended by library directors and a demonstration was given of Todd Library's use of an OCLC computer terminal in accessing BRS (Bibliographic Retrieval Services). The College and University Section is a division of Tennessee Library Association. (MA) □

The Journal Problem: An Identification of Causes

A question often asked by administrators, faculty, and librarians today is: *Why do journals present such a problem to the academic library?* Everyone is seeking a solution, but first a better understanding of the problem is needed.

Ongoing Costs

—Journals are a long-term investment. A single issue, or even a single volume, of a journal has little value. The value lies in acquiring a file, preferably complete, of a title in order to facilitate use.

—Once the library subscribes to a journal, it is committed to a rapidly rising cost. Inertia, faculty resistance, and the desire for continuity and completeness make it difficult to cancel a subscription.

—Journals bring other ongoing costs. Most obvious are the rising binding costs that must be incurred for a journal to be retained in useful form. Less obvious are the time-consuming efforts of sorting, checking in, preparing, and shelving current issues and the costs of space and shelving for current and bound material. The use of microforms as an alternative to bound files has its own costs.

Outside Services

—To make effective use of journal collections requires indexing and abstracting services as well as online database searching services. These secondary services continue to proliferate and their costs continue to escalate.

—Because bibliographic access to journal contents is handled outside the individual library, the development of automated systems is particularly difficult. This is especially so in efforts to establish an online catalog that provides reasonably complete access to holdings and contents.

—The complex nature of the bibliographic history of journals and the problems of recording that information make them difficult items to handle whether in a manual or an automated system.

Copying

—The availability of copying services, access to information about the contents of journals through indexes and abstracts, and information about the location of journals through union lists have combined to generate a large-scale demand for the exchange of photocopies of journal articles among libraries. The reluctance of libraries to charge adequate fees and the existence of numerous reciprocal free arrangements generate new costs for the library that are difficult to predict and control.

—Journals are at the heart of the continuing controversy between publishers and libraries over copyright issues.

Specialization

—As journals continue to proliferate and become more specialized, they are of interest to smaller groups of specialists. Although relatively few faculty and students may be interested in a particular journal, the library is still expected to be the supplier. And, in many cases, the publisher charges a higher rate for library subscriptions presumably because they serve a larger number of readers.

—Current demand for journals is largely responsible for departmental libraries and reading rooms. Decentralization may provide better service, but it is expensive in terms of the demand for duplication of journals, the need for staff, and other costs of operation.

Current Information Needs

—Journals provide information about current developments in a field. That need for current information requires the library to have a wide range of journals. Acquisition for current use only makes it difficult to justify the costs of binding and retention.

—The use of many journals diminishes rapidly with age. The contents of older journals are accessed either through indexes and abstracts or the citation of an article in another work. The maintenance of a large, comprehensive bound journal collection in the individual library to provide access to individual articles

on a retrospective basis is expensive and inefficient.

Damage and Theft

—Journals are especially subject to mutilation. Current issues, particularly of popular titles, either wear out from use or are stolen. Articles from bound journals are removed. Citation of an article on a popular subject in a popular index is an almost certain guide to its disappearance.

—Photocopy machines bring their own hazards. Intensive or careless photocopying from bound journals damages the binding.

Current Strategies for Solutions

—Publication of journals through electronic means is most likely to occur. It is not certain what format the electronic journal will take or what role the library will play in its distribution. However, if the library has a role to play, one can imagine that its involvement will bring increased rather than reduced costs.

—Local action to review and cancel journal subscriptions, regional cooperative efforts to produce multiple institutional listings (union lists), national efforts to establish a National Periodicals Center, are all possible approaches to dealing with the journal problem.

Library users want their journals close at hand, so there is every reason to believe these problems will plague libraries for years to come. Any one strategy, or even any combination of strategies, cannot hope to solve all of the problems associated with this complex form of publication. To think otherwise would be naive.

Norman D. Stevens
University of Connecticut

(Reprinted by permission of the publisher from *Library Issues*, September 1982, © 1982 Mountainside Publishing, Inc., Ann Arbor, Michigan). □

“...thoroughly departmental” *continued from page 1*

about 4000 volumes a year. The most frustrating part of the binding job is compiling volumes which do not have stolen or mutilated issues. Up to \$2000 a year is spent in buying replacements for these issues, and it frequently takes several letters and possibly several years to secure copies for replacement. When the bound volumes are returned from the bindery, each one is checked for accuracy and binding quality, stamped with “MTSU Library,” and recorded on the cards in the Periodicals Holdings File before being shelved.

Payment of all invoices relative to periodicals is monitored by the

Department's staff. Subscription payments are posted on the vendor file, and copies of requisitions are made and kept on file for all other invoice payments.

As an aid to the librarians and faculty in making decisions concerning cancellation of subscriptions, the Periodicals Department staff have been studying the use of each journal title. This two-year study will be discontinued after fall semester for lack of staff time to collect and utilize the information. We do plan to make the files we have assembled available to the faculty during spring semester.

Keeping the periodicals collection shelved and in good order is a large

and important part of the student workers' responsibilities. Student workers also absorb much of the contact this Department has with the public. For this reason a great deal of time is invested in scheduling, supervising, and training student assistants to develop their ability to help our users.

The multi-faceted work of the Periodicals Department includes a variety of tasks from reference/information services, to record keeping, to shelving and machine maintenance. The combined talents of our staff and their interest in people and library service effectively accomplish these activities. (LG) □

Project RECON Underway

Wouldn't it be convenient to sit in your office and determine whether or not the library had the material you needed? And wouldn't it be simpler and quicker if you didn't have to fill out all those %!#!# cards to check out books? This may be possible in the not-so-far-off future. Libraries, including MTSU, are becoming more and more automated in their information retrieval and circulation procedures.

The first step in this direction at Todd Library was in 1975 when MTSU joined the OCLC System, a national library database. At that time the system was primarily for cataloging purposes. All new acquisitions since 1975 have been entered into the OCLC database. This system has also been used for interlibrary loan and verification of bibliographic data prior to placing book orders. It has been invaluable to the Technical Services Department of Todd Library, and the library anticipates being able to extend the advantages of automation to its users also.

The second step in the direction of

automating user services is converting all the holdings of the library into machine-readable format. This project was begun in February 1982. It is no small task since the library has almost 400,000 records and fewer than one-third of these are already in the database. All of the library's holdings before 1975 are being converted into machine-readable format in a project called Retrospective Conversion. Similar projects are underway at most state universities in Tennessee.

At MTSU, the project began with the reference collection and has reached the 320's in the general collection. The process of putting these records into the database is slow and tedious and costly. Vanderbilt has been working on a retrospective conversion project for six years. The records are entered into the OCLC database individually on the computer terminals located in the Cataloging Department of Todd Library. Since the terminals are needed during the day for other purposes, the RECON is done at night and on Satur-

days. This schedule also has an economic basis in that the charges for entering a record are 15 cents each in non-prime time as opposed to 75 cents during prime time. So, the RECON work is done only in non-prime time.

The records are being entered and updated by MTSU students under the supervision of a librarian. There are six students who work from ten to twenty hours a week on three terminals and a full-time librarian who supervises their work and handles problems that arise with records.

The RECON Project is funded through the end of the 1983 fiscal year. Whether the project can be continued will depend upon the availability of resources, both human and financial.

When the RECON Project is finished and all of the library's holdings have been converted into machine readable format, the library may well be able to automate circulation services and make the library's catalog accessible through computer terminals. And, a Union Catalog for all state university libraries will be possible. (SB/VM) □

Library Faculty Activities

Margaret Anderson is 1982-83 chairman of the Nominating Committee, College and University Libraries Section, Tennessee Library Association.

Sue Burkheart, Linda Gill, and John David Marshall attended the biennial Conference of the Southeastern Library Association in Louisville, November 10-13.

Don Craig represented MTSU at the Annual Conference of the American Library Association in July at Philadelphia.

Harriette Gaida and Rebecca Smith have recently participated in a training course on the BIOSIS and PREDICASTS Databases. The course was given in Nashville.

Linda Gill and Frances Hunter have been awarded Certificates of Recognition by the Middle Tennessee State University Club of Sigma IX: The Scientific Research Society for their contributions to the promotion of research in science.

In MacBeth is the Library Faculty's

representative in the MTSU Faculty Senate.

Charles McCord and Margaret Anderson attended on November 8 a one-day Workshop on Library Services to the Disabled, sponsored by the Graduate School of Library and Information Science, University of Tennessee, Knoxville.

Dorothy MacLean is second vice-president and membership chairman of the Murfreesboro Chapter of the American Association of University Women.

John David Marshall has been elected a *Churchill Fellow* of the Winston Churchill Memorial and Library located on the campus of Westminster College, Fulton, Missouri. Election as a Churchill Fellow is the highest honor conferred by the Board of Governors of the Memorial and Library and is ratified by the Board of Trustees of Westminster. Churchill Fellows serve in an advisory capacity to the Board of Trustees and the President of Westminster on

matters relating to the support, operation, and overall management of the Memorial and Library. Marshall is a member of the Library Committee of the Association of Churchill Fellows.

Ida D. Read is serving her second term as president of the Tennessee Federation of Music Clubs. She recently completed a one-year term of service as secretary of the Friends of Linebaugh Public Library.

Rebecca Smith recently attended a workshop on NTIS Programs, Products, and Services and a Ready Reference On-Line Seminar. The workshop and seminar were held in Nashville. □

Todd Library Update is issued from time to time for the Middle Tennessee State University community.

Editor:

John David Marshall

Editorial Committee:

Margaret Anderson, Don Craig, Dorothy MacLean, Ida D. Read

Contributors to This Issue:

Margaret Anderson, Sue Burkheart, Don Craig, Linda Gill, Virginia Messier, Ida D. Read □