

# THE FINE PRINT

MURPHY LIBRARY • UNIVERSITY OF WISCONSIN-LA CROSSE • FALL 1988 NO. 2

## LIBRARY AUTOMATION PROJECT IN TESTING STAGE

If there is one word which might describe the status of automation at Murphy Library these days it's TESTING. Library staff are working with our vendor, OCLC Local Systems, testing and debugging all the critical functions of its new LS/2000 automation system. This testing involves four major areas: circulation, bibliographic maintenance and control, online patron access catalog (OPAC), and administration.

Perhaps the most exciting aspect of this testing period is that all the advantages the new system has to offer over many of our present manual systems (yes, even the traditional card catalog) are now manifesting themselves. For example, in the past, library users had to search through as many as four separate catalogs to find materials by authors or titles, or by subject matter, or spanning a number of years from early works to recent acquisitions. Now, by using one of several computer terminals presently located in the card catalog area, students and faculty can browse the library's holdings from one location, searching by author, title, subject, key word and 26 other access points.

At the present time, the online catalog is not quite complete. Online access is limited to five terminals while testing and evaluation of system functions is underway. Only about 80% of the collection is in the database, which includes materials the library has acquired through June 1987. Records for several thousand items acquired since then still need to be loaded into the file via tape, while another several thousand additional volumes and copies need to be barcoded and entered manually. The online catalog is expected to be fully operational along with circulation and other functions sometime during this semester, probably in early November. Upon successful testing and acceptance, fifteen more public terminals will be installed in various areas throughout the library. Additionally, provisions are being made so that remote access to the online catalog from campus offices can be realized soon after we are fully up and running. Eventually, Murphy Library's card and fiche catalogs will be removed from service.

What other service improvements can be expected when the library's system is fully operational? Perhaps the most dramatic improvement in service evident to users will be the way in which books are checked out. Using a barcode scanner, circulation staff will scan the barcode label on a patron's I.D. card, and then scan the labels on the items to be borrowed. This will eliminate the current tedious

practice of having to complete a check-out card for every item borrowed. It will also mean automatic tracking of materials on loan and greater accuracy in tracking overdue items and fines for materials returned late. Additionally, it will automate the process of requesting holds and recalls on specific items. The circulation system also will be integrated with the online catalog to show availability of library materials. In other words, if a specific book is checked out, overdue or on hold, the catalog will indicate such to the patron. Borrowers will also be able to find out what materials are checked out in their names by inquiring at the circulation desk.

*The practice of filling out check-out cards will be eliminated with the new LS/2000 circulation system.*

Behind the scenes, final implementation of the LS/2000 system is expected to result in a number of significant work flow changes for staff, allowing greater control over both the quantity and quality of the data to be processed. In libraries, as in any large office settings, the transition from manual to automated systems is difficult and time-consuming. The size of the files (more than 300,000 bibliographic item records and 10,000 patron records), and the intricate relationships among the transactions affecting those files has required an enormous amount of time and energy in the planning and implementation of the automation project. Murphy Library staff asks your patience during this final testing and debugging period. Please make a point to visit the library and try out the online catalog. In a short amount of time you should be able to master its searching capabilities. Library staff are ready to assist you if you need help.

Any questions regarding the library automation project may be referred to Joe Accardi, Automation and Technical Services Coordinator, at 8399.

# COLLECTION DEVELOPMENT AND ACQUISITIONS UPDATE

The acquisition process has now been automated for four years using the OCLC acquisition subsystem. We hope that this experience will give us a headstart when the library switches to ACQ 350, a subsystem of LS/2000 in 1989 or 90. The automated system permits a more detailed accounting of spending, and we are now allocating funds to individual academic departments by a formula which we hope is equitable to all. The formula is still being refined, and this year we will evaluate the relationship of book funds to spending on serials for the various departments and will adjust the formula if necessary. Ordering online saves us much paper work and also decreases delivery time drastically.

The use of faculty liaisons has increased communication and understanding between the library and the various departments and has brought more faculty members into the collection development process. The collection as a whole has grown in a more orderly manner. Faculty are encouraged to submit book requests to their department library liaison. Although book funds are allocated by department, it is expected that departments will balance their curricular and research needs with those of the entire campus community. Thus, we have tried to encourage co-operative buying within and across departments.

We have decreased the number of vendors to whom we send orders and thus increased the percentage discount we receive by concentrating our orders with fewer vendors. We are also experimenting with new vendors in order to get the best discounts and delivery time. A study of buying paperbacks rather than hardbacks whenever possible shows that we save the library up to 56%.

An integral part of collection development is the weeding project. This has been going on for the last 5 years and will be completed by the end of the school year. We not only withdrew outdated and mutilated material but with the help of faculty have tried to update and expand the collection in the direction that serves the campus community best. We were able to offer withdrawn 2nd copies of still relevant material or classic texts to other UW campuses. The response was overwhelming. Within two days of sending a list, the items were spoken for. We were reimbursed for postage.

Books go out-of-print much sooner now so that the Baker & Taylor out-of-print program helps us greatly. They search automatically for an o.p. title, saving us time in advertising our needs to other vendors. The department is studying the performance of second hand dealers of books in order to get the best buy for the department.

The paperback collection of current interest materials, mostly fiction, is appreciated by faculty and students and has a wide circulation. Much of the material comes to us as gifts. We also take advantage of book sales to update the collection.

Karin Sandvik, Acquisitions

# LIBRARY TO SPONSOR VAN TRIPS TO MADISON RESEARCH LIBRARIES

For those faculty and students who wish to study and do research in Madison campus libraries, a 14 passenger van will leave the library parking lot at 7 a.m. and return to the campus by 8 p.m. The four van trips are scheduled for the following dates:

Friday, Oct. 7 and Oct. 21  
Saturday, Nov. 5 and Nov. 19

The van will go to Memorial Library and the Health Science Library. Faculty and students must have a valid ID card in order to check materials out. Individuals checking out materials will have the responsibility for returning them by the due date. Call 8505 to reserve a seat on the van.

Dale Montgomery, Director of Instructional Services

## NEW LIBRARY STAFF

Joining Murphy Library staff and faculty this year are Joseph Accardi, Randall Hoelzen, and Ellen Nordstrom. Joe worked Spring and Summer Terms at UW-L in a half-time position as Automation Coordinator and this fall has been appointed to a librarian position as Automation and Technical Services Coordinator. Previously Library Director at Janesville Public Library, Joe has been active as a library consultant, most recently for the Colorado State Library. Randall Hoelzen has been appointed Bibliographic Instruction/Interlibrary Loan Librarian. Randy comes to La Crosse from the library of Adams State College in Alamosa, Colorado. He previously worked eight years as a social worker in Dubuque, Iowa. Ellen Nordstrom worked 1 1/2 years in the Financial Aid Office before her appointment to Murphy Library in the Cataloging Department and support for the Main Office. Before coming to campus, Ellen worked 11 years for the Department of Industry, Labor and Human Relations Job Service Division in La Crosse.

The *FINE PRINT* is published Fall and Spring Terms for UW-L faculty and students and friends of Murphy Library.

Anita Evans, Editor  
Dale Montgomery, Director of  
Instructional Services  
Edwin Hill, Department Chairperson

## CIRCULATION SERVICES CHECKS OUT NEW POLICIES/SERVICES

While every library unit is eagerly anticipating the completed installation of the LS/2000 Library Automation System, no department embraces the change more enthusiastically than Circulation Services. Automated check-out will dramatically change the work of this library service point, ending many labor-intensive tasks, improving accuracy and accessibility of circulation records, and eliminating much of the inconvenience associated with the manual system.

Students and faculty members will no longer spend time filling out library charge cards. Student employees will no longer need to devote hours to filing, searching, and retrieving records from files containing thousands of handwritten check-out cards. Multiple access points to circulation information will be available, allowing us to quickly supply upon request, a complete list of items currently in circulation to a specified patron. Patrons will no longer need to provide a call number to renew or check on a book. Circulation statistics will be more precise. Management information will be far more detailed and comprehensive than it is now, including data on usage as it varies throughout the collection.

The Profiling Committee spent hundreds of hours during the 1987/88 academic year defining the policies and specifications which will accompany the new online system. The capabilities of the system made many of these changes feasible for the first time. Policies outlined in profiling have been implemented with the beginning of the 1988 Fall Term, although online circulation is not expected to be functional until later this term.

Many policy revisions have broadened service definitions. Access to Murphy Library is now available to any UW System student upon presentation of a UW ID card. Our list of off campus borrowers now includes Viterbo students and faculty, WWTC students and faculty, UW System students and faculty, UW Extension faculty, Community Borrowers who hold a library courtesy card, and public library referrals.

Library hours have been adjusted to reflect the level of patron activity at different time periods. Midnight hours have been added on Sunday and Wednesday, and Friday and Saturday closings have been reduced to 10 p.m.

Loan periods have been expanded. Faculty/Staff books will now be due in 120 days, rather than at the end of each semester. Graduate students will be able to check out material for 60 days. Undergraduates, Adjunct Faculty, Employee Spouses and other patrons will receive a 30 day loan period. In general, all UW-L patrons except faculty members must turn books in at the end of each semester.

Fines have increased from \$.05 to \$.15 per day. However, a cap of \$6.00 has been applied to fines accrued on material from the general collection, and the grace period has been lengthened to six days. All library patrons will be blocked once fines reach a \$5.00 threshold; fines will need to be cleared before additional materials can be checked out. Faculty members will not be subject to fines, but will be billed

for a lost book once an item becomes 60 days past due.

Overdue books will be billed at a minimum of \$30.00, plus a non-refundable \$12.00 processing fee. The option of providing the library with a replacement copy rather than paying the replacement charge is always available. In that event, the processing fee will be reduced to \$6.00.

A barcoded UW-L ID card will be essential for the check out of material. Cards may be obtained through the Personnel Office. Retired staff and Adjunct Faculty should also report to Personnel for a card. Employee spouses should apply for a courtesy card at the check-out desk.

Faculty runners should be provided with the faculty member's ID card and a signed note authorizing the runner to check out material on that date. A phone call is acceptable in place of the note.

A complete outline of circulation policies is available at the Circulation Desk, or by calling 8507.

Cristine Berg, Circulation Librarian

## DOCUMENTS NOTES

Nearly two hundred faculty, staff and students have used ERIC on Silver-Platter CD-ROM since it was installed in May. Users have praised its ease, speed and thoroughness. So far we have had individuals from education, physical education, special education, reading, adult fitness-cardiac rehabilitation, health education, college student personnel, counseling and testing, student support services, student activities, etc. If you have not yet experienced this time-saving method of searching the ERIC database, come to the library basement to try it out.

The Documents Department will be participating in a national survey of documents users during the week of October 17th-23rd. We will be asking users to fill out very brief survey cards during this week.

## DOCUMENTS OF INTEREST

*Citizen's guide to radon: what is it and what to do about it.*

EP 1.8: R11/2

*Final report of the Presidents Commission on Olympic Sport, 1977.*

Pr 38.8: OL 9/OL 9/v.1-4 (This document was published in 1977, but is still relevant.)

*"If elected. . ." unsuccessful candidates for the Presidency, 1796-1968.*

SI 11.2: P92/2/796-968

*Needle sharing among intravenous drug abusers: national and international perspectives.*

HE 20.8216: 80

Sandra Sechrest, Documents

# ONLINE WITH WILSON

A new online service has been added to Murphy Library's database offerings this fall--Wilsonline. Wilsonline provides access to about 25 databases which, for the most part, correspond with the printed indexes published by the H.W. Wilson Company. Among the indexes covered are *Applied Science and Technology Index*, *Art Index*, *Business Periodicals Index*, *Education Index*, *General Science Index*, *Humanities Index*, *Index to Legal Periodicals*, *Readers' Guide Abstracts* and *Social Sciences Index*. The majority of files cover the most recent 5-7 years and are updated twice per week.

Like Dialog and Bibliographic Retrieval Services (BRS), Wilsonline is an excellent tool for compiling a bibliography and offers all the advantage of an online search: multiple access points; multiple year searching; limits by language and year; the ability to combine subject words or phrases and to exclude unwanted concepts. A sample search in *Business Periodicals Index* for recent articles on tax reform as related to retirement plans is shown below.

## SEARCH 1 ?

USER: find (sh)tax reform act of 1986  
426 TAX REFORM ACT OF 1986  
SEARCH 1 (426 FOUND)

## SEARCH 2 ?

USER: find retirement or pension#  
1627 RETIREMENT  
8693 PENSION#  
9632 (RETIREMENT or PENSION#)  
SEARCH 2 (9632 FOUND)

## SEARCH 3 ?

USER: find 1 and 2 and 1988(YR)  
66 (1 and 2)  
27052 1988(YR)  
7 ((1 and 2) and 1988(YR))  
SEARCH 3 (7 FOUND)

## SEARCH 4 ?

USER: print 2

3/2

The golden years? (how tax reform has affected early retirement)  
Kendall, Daniel W.  
Personnel Administrator 33:66-9 My '88

To initiate a search via Wilsonline or another service, stop by the Information/Reference Desk and pick up an Online Search Request Form. After receipt of completed forms, searches are conducted within the next 48 hours. Search results mailed from the database supplier are received generally within five days. Costs include database per hour fee, telecommunications charges, and a charge for each citation ordered. For an additional cost, it is possible to print search results at the time the search is run. If you have a tight deadline, inquire about this rush service. For more information about Wilsonline or another online service, contact Anita Evans, Online Services Librarian and Public Services Coordinator (8805).

# UW-L FACULTY:

Are your students required to use the library for a research paper or assignment? You can arrange a library instruction session for your class by calling Randy Hoelzen at 8637.

## FALL TERM AND INTERIM LIBRARY HOURS

### Regular Academic Year Hours

Sunday	Noon - Midnight
Monday-Thursday	7:45 a.m. - Midnight
Friday	7:45 a.m. - 10:00 p.m.
Saturday	9:00 a.m. - 10:00 p.m.

### Thanksgiving Break

November 23, Wednesday	7:45 a.m. - 4:30 p.m.
November 24, Thursday	Closed
November 25, Friday	7:45 a.m. - 4:30 p.m.
November 26, Saturday	9:00 a.m. - 4:30 p.m.
November 27, Sunday	Noon - Midnight

### Finals Week/Christmas Holiday

December 17, Saturday	8:00 a.m. - 11:00 p.m.
December 18, Sunday	Noon - Midnight
December 19, Monday	7:45 a.m. - Midnight
December 20, Tuesday	7:45 a.m. - Midnight
December 21, Wednesday	7:45 a.m. - Midnight
December 22, Thursday	7:45 a.m. - Midnight
December 23, Friday	7:45 a.m. - 6:00 p.m.
December 24, 25, 26 (Saturday, Sunday, Monday)	Closed

### Intersession, December 27 - January 18/New Year's Holiday

Monday - Friday	7:45 a.m. - 4:30 p.m.
Saturday & Sunday	Closed
December 31, January 1 & 2 (Saturday, Sunday, & Monday)	Closed