ANNUAL REPORT

1982 - 1983

MURPHY LIBRARY

University of Wisconsin - LaCrosse

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INTRODUCTION

For several decades the library has recorded its major activities in an annual report. The document reported budget support, annual statistical information related to circulation and acquisitions and professional personnel activities. All of this data and more is included in this report. A descriptive narrative accompanies the statistical information and for the first time library issues, concerns and goals are stated.

The Annual Report is a summary of activities and outcomes. While the Report has been assembled and edited by the Director of Instructional Services, it represents the contributions of the entire library faculty, academic staff and classified employees. No attempt has been made to include the intricacies and complexities of library operations. For additional information contact the office of the Director of Instructional Services and/or the professional librarian in each area of the library.

As the new fiscal year began, the university administration, acting upon recommendations from the Faculty Senate, reorganized the administrative and governance structure of the library. The library department was charged with the responsibility for organizing itself to handle issues of governance and personnel. To that end the department revised its by-laws and constitution and retained the following committees: personnel, evaluation, tenure and promotion. Chaired by Edwin Hill, the department met monthly while the various committees met when the need arose.

The administration of library services was specifically defined as a responsibility of the Director of Instructional Services. The Director proposed the organization structure outlined below. While the proposed structure left intact each functional unit, it also created a mid-level management area called the Management Council. The Council was designed to play an important role in administering library services by coordinating like units, assisting in planning and development and implementing programs. Two persons were asked to fill these coordinating roles. For a variety of reasons they did not wish to accept the positions, so the positions were left vacant thus negating the structure. Operationally the Director of Instructional Services has managed library services with the advice of the department chair

(who was to be a member of the Management Council) and the personnel committee of the library department.

With the prospects of filling two of the four vacant positions in the library, coordinators will be hired to assist in the management of the library as outlined on the accompanying organization chart.

Budget

While the state of the economy has had a major role in determining university budgets, the condition and level of library support at La Crosse has been influenced by the local allocation process. Most libraries in Wisconsin have not experienced the type of reductions experienced in Murphy Library. The library book acquisition budget has been placed in a reserve fund until salary savings have been accumulated for return to the state. The money has then been released in January or February to purchase books. As a result of this practice the library has experienced increased labor costs, duplication of searching efforts, and the loss of materials which are no longer in print. The impoundment of the book budget limits the effectiveness of the acquisition program. This practice should be reviewed closely before it becomes the normal procedure.

The inflation rates continue to affect the library in a negative manner. Table I provides a general overview of these trends.

TABLE I

Monographs titles, expenditures, and average costs

	Total titles	Dollars	Average costs of titles requested by faculty
1980-81	7,107	$172,157	($20.74)
1981-82	8,013	178,901	($21.98)
1982-83	5,586	156,000	($23.05)

More specifically the number of titles acquired for faculty over the last five years has declined sharply.

Table II illustrates the continued shift of acquisition funds from monographs to serials. More time is being used to review all acquisition

8/82 to 1/83

MURPHY LIBRARY SERVICES

ORGANIZATIONAL CHART

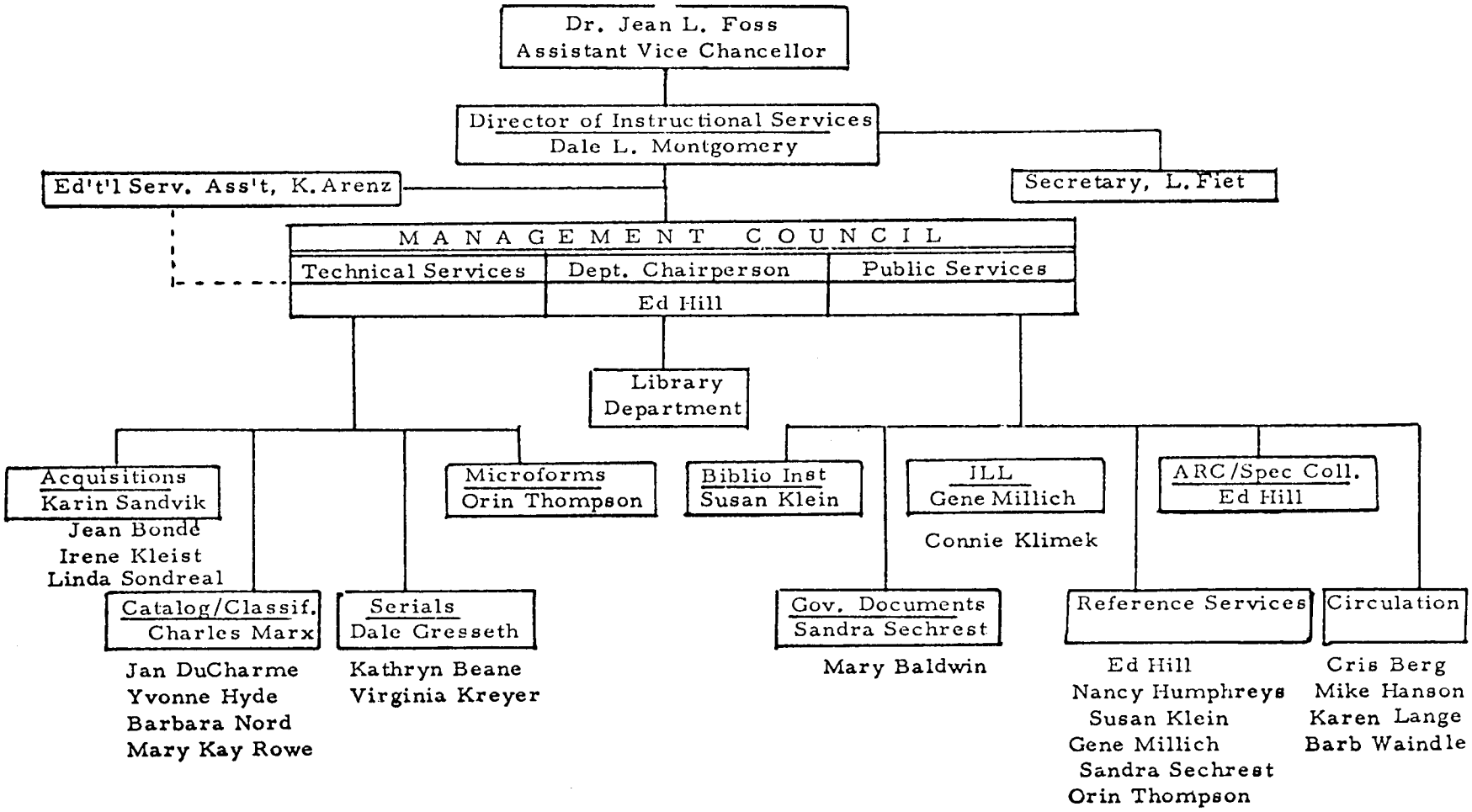


TABLE I I

UNIVERSITY OF WISCONSIN - LA CROSSE

LIBRARY ACQUISITION BUDGET TOTALS

	Book Titles	Expenditures	% of Total	Serial Titles	Expenditures	% of Total	Book/Serial	Total Expenditures
1976-77	7235	$182,448	(64%)	2305	$ 98,899	(36%)	$281,134	$328,203
1977-78	7268	189,481	(65%)	2856	101,880	(35%)	291,136	313,871
1978-79	5515**	154,453** (174,453adj)	(57%)	2924	114,775	(43%)	269,228** (289,223adj)	317,594
1979-80	7217	170,000est	(55%)	2928	134,832	(45%)	304,832	352,416
1980-81	7107	172,157	(59%)	2480	119,292	(41%)	291,449	325,490
1981-82	8013	178,901	(57%)	2390	132,694	(43%)	311,595	359,161
1982-83	5586	156,325	(56%)	2431	144,158	(44%)	300,483	329.575

TABLE III

SUMMARY

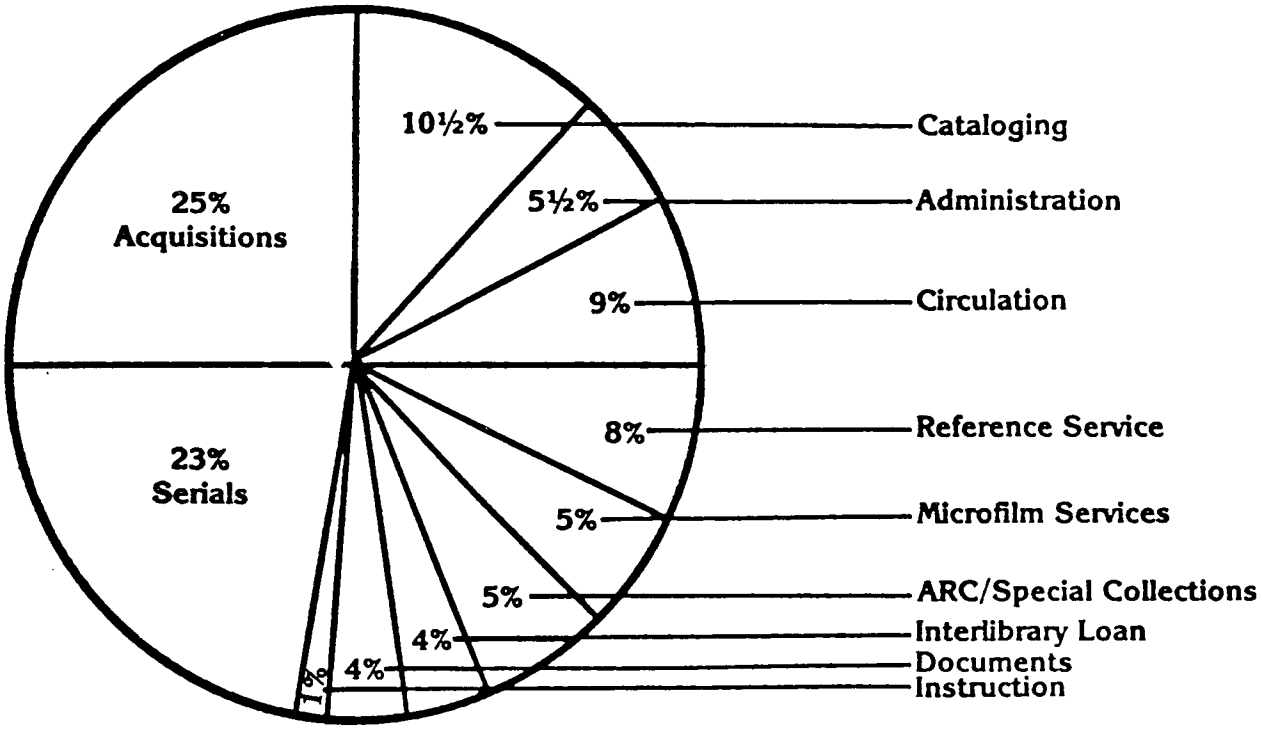
OF

LIBRARY EXPENDITURES

		1977-78		1978-79		1979-80		1980-81		1981-82		1982-83
Classified	(FTE-14.3)	$148,112	(14.3)	$157,653	(14.3)	$170,715	(13.3)	$181,851	(12.3)	$198,691	(12.3)	$206,475
LTE		5,630		1,926		5,500		13,679		5,634		404
Unclassified	(FTE-11)	203,280	(11)	218,102	(11)	222,752	(11)	249,986	(9)	209,452	(9)	220.276
Student Help		16,026		20,903		22,784		19,872		18,372		15,528
Sub Total		$378,335		$398,728		$421,751		$465,388		$432,149		442,683
Travel		$ 766		$ 850		$ 935		$ 1,160		$ 956		951
Supplies & Services		44,438		113,573		63,445		55,725		62,487		58,244
Equipment (Acquisitions)		323,635		273,425		356,384		328,395		361,895		335,458
Sub Total		$368,840		$387,848		$420,764		$385,280		$425,338		394,653
TOTAL		$747,175		$786,579		$841,764		$850,668		$857,487		837,336

($12,270)
work study

Murphy Library Expenditures
for
1982-83
$849,606.00



Percent of total expenditures

orders and faculty members are being asked to critically assess needs for materials. While the quantity decreases, the quality of the collection should increase, but budget reductions have seriously undermined the strength of the serial collection as inflation continues to erode the budget.

The loss of four positions during the past three years combined with reduced acquisition funds has produced a no-growth library budget (see Table III) over the last four years. The expenditure summary of the 1982-83 fiscal year for GPR programs is outlined below.

1982-83 Expenditures: University Library 102/06/025900

Salaries			
	Classified (inc. longevity)	$206,475	
	LTE	404	
	Unclassified	220,276	
	Student help	15,528	
	Work study (state share)	12,270	
Total personal services			$454,953
Travel		951	
Postage		2,299	
Telephone and telecommunication		5,128	
Equipment rent and maintenance		3,913	
Dues, memberships, registrations and training		531	
Contractual services, miscellaneous		27,124	
Building and grounds maintenance		1,539	
Supplies and printing		17,008	
Rebinding		702	
Library materials		329,583	
	Books $156,399		
	Periodicals 144,158		
	Microforms 29,026		
Binding		5,875	
Total operational expenditures			
Total department expenditures			$849,606

By function these expenditures (personnel, supplies and equipment) have been apportioned to illustrate the relationship of functions to the budget.

Library Automation

The library's first computer application was in the development of the periodical holdings list. This was followed by the Key Word Reference List. In the last five years, the library has studied and implemented several other computer services, the most notable being the Online Computer Library Center (OCLC) cataloging service. This national data base is used daily for cataloging, interlibrary loan searching and holdings verification for new book orders.

The serials check-in and management system is a locally developed on-line program designed to maintain a current list of all journal holdings, produce claim notices and provide budget and purchasing data.

For three years the library administration, circulation and cataloging personnel have been studying the characteristics of several computer hardware and software systems which will provide the library with an integrated on-line catalog, circulation system and other related programs. This study has been done in cooperation with the other WCWC schools with the possibility of establishing a library network.

The benefits of an integrated system are many. The patron will have access to local and regional holdings. Boolean searching will facilitate better and faster access to information. Bibliographies can be obtained from the data base. Circulation records will be updated and the check in/check out process will require less time.

An integrated system will have the capability of producing useful reports, economies of effort related to catalog maintenance, and labor savings in the many clerical functions now done by library personnel. Better use of employees, more efficient operations and better access to management and patron information are cited as the major benefits by current users of computers in the library.

As the number of fiche in the COM catalog continues to grow, library users will want an improved system. The COM catalog is the basis on which the on-line catalog will operate.

Learning Resource Center (LRC)

At the beginning of the 1982-83 Fall Semester Chancellor Noel Richards appointed a Learning Resource Center Fact Finding Committee. Comprised of librarians and audiovisual personnel, the committee was chaired by Dr. Dale L. Montgomery, Director of Instructional Services. The

formation of the committee was based on the need for the institution to respond to a UW System inquiry concerning an addition to Murphy Library. The addition could encompass a variety of learning resources beyond print materials.

Given the unique nature of this potential project, Chancellor Richards asked the committee to gather information and prepare a report which would be shared with the campus. From the report the campus at-large would discuss the merits of an addition to the library and suggest to the administration concerns and recommendations. The committee was asked to address the following topics:

1. Define the Learning Resource Center (LRC) as a concept.

2. Describe examples of the LRC in higher education with particular emphasis given to the UW System.
3. Describe existing learning resources and centers on this campus.
4. Provide a model for an LRC which could be added to the current library structure.
5. Describe the cost benefits, advantages and disadvantages of an LRC on campus.

The committee met 17 times, formed several sub-committee groups, visited six campuses, distributed its minutes to departments, and visited with each department chairperson to discuss the LRC concept. From these activities data were collected and the report written. Copies were given to the Chancellor who distributed it to the deans, department chairpersons and the Faculty Senate. Recommendations to the Chancellor from the campus are expected during the coming year. Copies of the report are available from the office of the Director of Instructional Services.

LIBRARY SERVICES

The library has had a long history of quality service and collections. There is some concern that the quality is being diminished as a result of declining resources. Overall the library staff works with a great deal of zeal to assist the patrons. The scope and breadth of the collection has been good. The institution will need to assess carefully the expectations it has for the library.

During the last two years the library has experienced many of the same problems which have confronted other units on campus. Rather severe

budget decreases and the loss of four positions have resulted in various program reductions which will be described in the narrative that follows along with other library activities.

Acquisitions

The year 1982-83 was dominated by a great deal of uncertainty surrounding the funding of the book budget. The end result of this was the inability of the staff to plan the amount of funding and schedule time at which funding would be made available. Faculty orders were accepted throughout the year on the assumption that the funding would be made available at any moment. By December the "books to be ordered" file had grown to proportions that it became clear that the acquisition department would not be able to deal with the backlog expeditiously. The order files were re-sorted and order cards returned to the originating campus departments. Those departments were asked to prioritize the requests by urgency of need. They were to number the orders 1,2, or 3 being books which could wait the longest for acquisition.

When funding became available in January, 1983, the library was able to place most of the requests by the faculty for which they had specified priority 1, and most of the books in priority 2 category were placed before funding was exhausted. During the first semester, when the processing was minimal, one half-time classified position from acquisitions was shared with the circulation department where a staff shortage existed.

As the prices for books continue to increase while the funding given by the university stabilizes or decreases, all requests made by the faculty will have to be reviewed carefully. A selection policy tailor-made for each department will have to be developed by each department to deal equitably with faculty needs to insure the orderly growth of the collection. This is a long term goal which must be addressed.

The monitoring of heavily used books was continued in 1982-83 with duplicate copies purchased for 410 titles. In a few instances a third copy was ordered where heavy use deemed it necessary or heavy use had destroyed the book.

The acquisitions department constantly monitors and evaluate titles for which a use can no longer be demonstrated. With the expansion of knowledge and the shifting foci of the faculty, new standing order titles are processed.

Another goal involves automating the standing order file. Currently the system of existing files gives rise to more frequent filing errors.

When volumes are received information stored on the back of cards is often difficult to read and to monitor for data, i.e. expenditure, currency of volumes and purchase sequence.

For the last three years weeding the collection has become a part of the acquisition department's activities. Since the collection has never had an inventory, the job is more than taking an inventory. It is a means of getting to know the collection, discovering lost items and seeing how the collection is used. It is an extremely time-consuming task. Only the pulling of cards from the card catalog can be turned over to students. Much of the other aspects involve the time of a professional librarian. But the data collected makes the task worthwhile. From January to June 1983, with only six ranges weeded, it was discovered about 63 books had conflicts of label and call numbers on card; 33 books had no shelf-list card; 35 had labels which were no longer legible; 40 books were sent to be rebound; 411 titles were not accounted for and are being searched by the circulation department; 83 titles have already been located; 38 were withdrawn because they could not be located, and 873 titles have been withdrawn as outdated or mutilated. The faculty were invited to assist in this process and their response was positive and helpful. They helped in the weeding of "deadwood" and made valuable suggestions as to where the collection needs to grow. The library ordered 314 titles for newer material needed by the departments to meet current student needs.

Bibliographic Instruction

Each semester the professional librarians participate in a variety of instructional activities related directly to classroom teaching. The most frequently requested activity was the general orientation lecture and tour. While portions of the presentations are standardized, each also requires some degree of individual preparation, specific to the needs of the class.

In addition to the general instruction, presentation, many professors request special library instruction activities related to specific class assignments or projects. These requests are quite common and require a substantial amount of preparation time by the librarians who gather representative materials and suggest various strategies for using the library. The total lecture-tour activity for the past year is summarized below:

	Summer	Fall	Spring	Total
Number of Teaching sessions	7	48	36	91
Total Participants	116	1,402	872	2,390

On a daily basis, professional librarians assist patrons at the reference desk by responding to specific informational inquiries. The nature of patron information needs is diverse. From the simple, "where can I find this call number" to "how should I proceed to find information about economic development in Egypt since 1967", the reference librarians are asked to assist library users in a very personal one-to-one teaching relationship. The time spent can range from one minute to 25 or 30 minutes and continue sporadically for several days as the student returns for more assistance.

Cataloging Department

The cataloging department's most important goal is the processing of new materials quickly and efficiently. Next in importance is the elimination of the long-term backlog. Third is conversion of the library's older cataloging records to machine-readable form.

To accomplish these goals the department processes materials for cataloging which do not have records in OCLC, edits OCLC records to suit UW-L's needs, and establishes names, subjects, and series as needed. In addition, the department edits OCLC records (and occasionally creates new ones) to convert older catalog records to machine-readable form.

An important aspect related to the daily operations of the department is the use of authority files and procedure manuals. The department began a name-authority file in January 1981 and now contains approximately 31,450 names. The series authority file was closed in January 1981 and a new one was established according to Anglo-American Cataloging Rules, 2nd edition. The department has established approximately 3050 series since January 1981. Starting in January 1980, procedures manuals were written for the retrospective conversion project, the name-authority file, the series-authority file, and for processing subject heading changes.

The department is charged with the responsibility for maintaining the computer on microfiche (COM) catalog. The COM catalog includes all cataloging of materials acquired since January 1981, including retrospective conversion. Murphy Library was the first library in Wisconsin

to stop obtaining catalog cards for public catalogs from the OCLC data base. The COM catalog is prepared by computer manipulation of the OCLC archival tapes. This computer manipulation increases the flexibility of the cataloging process and will facilitate the transition to an online catalog in the future.

A major concern of the department is the low level of staffing support in cataloging. Since January 1980, one professional librarian position as well as the partial services of one clerical position have been lost. The current staff utilizing computer technology has tended to conceal the fact that there are staffing shortages. The staffing shortages are a particular concern if the library is to convert its old catalog records to machine-readable formats. At the present rate, the library will not complete the project until the 21st century! The backlog would be gone and all department members would be spending time on retrospective conversion if a full staff were available.

The department hopes to obtain the new generation of OCLC terminals when they become available. These will be modified IBM Personal Computers which will eventually make it possible to perform certain procedures during off-peak OCLC hours. This will streamline processing and reduce costs. Another concern is that the library should plan to acquire an online public access catalog soon. This will end the multiple searching problem for materials in microfiche catalog and the card catalog. It would also provide users with powerful new searching techniques and simplify some of the cataloging procedures by library personnel.

A continuing goal of the cataloging department is to keep pace with the flow of new materials purchased. This was accomplished last year. In addition, the department has substantially reduced the long-term backlog. During fiscal 1982/83 approximately 6000 titles were cataloged. The department continues to work on the retrospective conversion project, with approximately 2700 titles being converted this year. It should be noted that there are approximately 200,000 titles waiting to be converted. Arrangements were also made with Brodart, the company which produces the microfiche catalog, to prepare a subject catalog of theses. This will fill a critical need for the reference department at a minimal cost.

Possibly the most exciting accomplishment for the cataloging department is the elimination of the long-term backlog. There is a strong possibility that it will be eliminated by the end of the 1983/84 fiscal year. However, if additional funding is provided for monographic purchases, new titles will have priority and a permanent short-term backlog may persist. This will mean that current staff members will not be able to

devote additional time to retrospective conversion and additional personnel may be required.

If additional staff resources are devoted to retrospective conversion it is possible to convert books immediately following their return to circulation.

Circulation Department

Circulation transactions show a slight decline from the previous year. Reserve desk circulation totaled 77,749, a 4% drop from the 81,209 items circulated in 1981-82. Circulation at the main desk was 62,152, 6% less than the 65,936 items checked out in 1981-82.

In an attempt to make the library policy of lending materials to members of the community more equitable, a new circulation policy for community patrons was instituted on July 1, 1982. During the 1982-83 fiscal year, 91 community borrower's cards were issued to adult residents of the community. A change from previous years in which teachers and members of the clergy were the only community patrons allowed loan privileges, the new community borrowers policy permits any adult resident of the community, regardless of occupation, to borrow books from Murphy Library. Three hundred-sixty one books were circulated to community borrowers during the 1982-83 fiscal year, comprising .6% of the total circulation at the main desk. The program appears to be working well. Only two community borrowers were denied services for failure to return books.

The shelf maintenance program was reorganized this year, in an effort to improve shelving accuracy. Student shelvers were assigned an area in the stacks and allotted time weekly to maintain that area. All books shelved are now checked for accuracy before they are dropped into place. These changes have resulted in more efficient use of the collection.

Future goals include further refinement of circulation procedures and policies to better serve the patrons. Changes have already been approved in the lost book replacement policy as well as in faculty loan privileges, but these will not be instituted until 1983-84.

The acquisition of an automated circulation system continues to be a focal point for future improvements. Such a system could revolutionize library service in terms of flexibility, accuracy, access points, patron convenience, and reduction in labor-intensive activity. Patron frustration with the manual charge system and the necessity for filling out a card for each item borrowed, increases as more patrons come into contact with automated systems in other libraries.

Copy Vending

The five coin-operated copy machines in the library play a very important role in material conservation. With the close proximity of the machines to the journals and combined with the low cost per copy (5¢), the mutilation and theft of materials is greatly reduced.

The current cost per paper copy is 4.1¢ while the microform copies cost is 21¢. The extra income derived from the paper copies underwrites the losses (- 11¢) in microforms. In the future the prices will have to be increased from 5¢ to 10¢ and 10¢ to 25¢.

Data Base Searching

The library continues to use the data base searching service provided by the Wisconsin Interlibrary Service (WILS) in Madison. Persons wishing to obtain bibliographic information from national data bases have met with Sandra Sechrest to prepare the necessary search strategies. Ms. Sechrest contacts WILS on the telephone to initiate the search and the printouts are mailed to the campus. The minimum cost of search is $16.

During the past year 38 searches were completed. Nine departments expressed a desire for the addition of an on-line search system within the library. If budget support is adequate during the 1983-84 year this service will be added.

Government Documents Department

The goals of the documents department are to select and acquire government documents suited to the library's clientele and to aid library pratrons in the use of these documents. The department selects documents on a depository basis, buys certain documents, and purchases some indexes for documents. Information about the collection is presented by lectures to classes and by displays. In addition to federal and Wisconsin documents, the documents department is also responsible for maintenance and public service for the legal and map collections.

Murphy Library is a selective depository for federal and Wisconsin documents. The department selects approximately 50 per cent of the federal documents available. Last year the library received 11 United Nations documents, 7353 federal documents, and 503 Wisconsin documents in paper copies. It also received 13,437 documents on microfiche. Due to cost-saving measures, many federal documents are now available only on microfiche. Present monthly statistics show the library getting

approximately half of its federal documents in paper and half on fiche. The department withdrew 2867 federal documents, 103 Wisconsin documents, and 352 microfiche.

Microfiche statistics this year are somewhat inflated because of two gifts from Brookhaven Press: Wisconsin Public Documents, 1852-1912/14 (1834 microfiche); U.S. Congress Joint Committee on the Investigation of the Pearl Harbor Attack; Hearings and Reports (295 microfiche). The department also purchased $325 worth of federal documents through its depository account with the Government Printing Office. The library subscribes to various documents indexes such as American Statistics Index, the Congressional Information Service Index, etc., and numerous legal indexes for the law collection. West's Education Law Reporter is an important new addition to the legal collection in 1983.

One major way of educating library patrons in the use of government documents is through lectures or tours. Tours are arranged by teaching faculty or staff and differ depending on the course. Last year documents librarian, Sandra Sechrest, gave 27 documents lecture/tours to 656 students. Some presentations were given together with other librarians. Two lecture/tours on the legal collection were also given to 25 students. Tours were planned for students in Business, Health Education, English, Sociology, Educational Media, History and Education.

A major achievement of the documents department was a highly favorable inspection by the G.P.O. By law, depository libraries must be inspected to see if they are fulfilling their statutory obligations to serve the public. The department was inspected by Ms. Sheila McGarr on August 27, 1982. Her report listed a rating of excellent in seven areas and very good in one. The department was commended for the staff's efficiency and enthusiasm.

During the spring of 1982 the document department received free federal and Wisconsin tax forms and made them available to the public. These forms went swiftly and there were some difficulties in keeping up with the demand. The library hopes to continue this project next year.

One disappointment the documents department had last year dealt with maps. In September 1982 the Government Printing Office (G.P.O.) sent a preliminary survey form to depository libraries offering a large number of maps as depository items. While more maps would be useful acquisitions, the documents area lacks space and equipment for more maps. The geography department was approached and agreed to house depository maps in the Map Library and make them available to users. The library sent an affirmative response to the G.P.O. and nothing happened. Due to budget problems in the G.P.O. the map project was delayed. The G.P.O. hopes to go ahead with the map project next year.

One concern of the documents department is that as a depository library it depends on the government for the quality and quantity of documents received. Current economic conditions and changing administration policies have led to higher prices for some documents, while some free documents have been changed to sale items, and other documents have been turned over to the private sector for sale purposes. Some valuable series have been cancelled or combined due to budget cutbacks.

The widespread move to microfiche by the G. P. O. has also led to problems. While microfiche saves space it is less attractive to many users than print and requires micro-readers,reader-printers, and storage cabinets. The documents department is very fortunate to be located next to the microforms department where the readers are located. The G. P. O. projects 85 per cent of depository documents will be on microfiche by 1987-89 so the problem of dealing with documents on microfiche will continue to grow.

Interlibrary Loan Service

Interlibrary loans are transactions in which library materials are mutually made available by one library to another, usually for the use of one individual. Copies of periodical articles and short book chapters are made as substitutes for the actual materials. Full-length books are also requested.

Teletype communications and other transmission methods are used for the sending of requests. Murphy Library uses a TWX teletype machine for sending requests to WILS, the Wisconsin Interlibrary Loan Service. The library is using an old TWX machine which provides direct connection to WILS. In the future, a new method of transmission must be found. (See WILS Planning Doc. on Telecommunications, February 1982).

WILS has adopted a three-week "fill or kill" policy regarding requests. Since speedy fulfillment of requests is one of the prime purposes of interlibrary loan, this allows ample time for obscure reference, yet remains within a minimum of delay so as not to protract and extend searches.

One of the main tasks of the interlibrary loan function is bibliographic verification. The library utilizes MULS (Minnesota Union List of Serials) which covers the library serial holdings in a five-state midwestern area. This multi-volume set is used daily as a part of the searching process. The library also uses the national union catalog and the OCLC database to locate books.

The past year has been successful in light of the slight drop in enrollment. Prime users of this service are faculty, graduate students, and more recently greater numbers of undergraduates.

Statistics for the year 1982-1983 are presented below. According to the recently announced WILS 1981-1982 annual report and monthly reports for 1982-1983, UW-L's per cent requests filled has consistently been in the high 90 per cent bracket.

TABLE IV

Interlibrary Loan

Statistics 1982-1983

	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	Total
Borrowed Volumes	43	49	52	34	85	37	53	44	70	42	38	29	576
Photocopy Requested	119	50	377	186	201	66	130	266	253	87	49	59	1843
Loaned Volumes	29	54	49	98	58	45	46	52	72	81	43	57	684
Photocopy Sent	15	20	16	50	47	18	14	31	56	43	27	21	358
TOTAL	206	173	494	368	391	166	243	393	451	253	157	166	3461

Based on the annual use for 1982-1983, as well as projected activity for 1983-1984, the WILS Interlibrary Loan Service for 1983-1984 will cost the library $6,500.

Microforms

The microforms collection is located in the library basement with the reading room adjacent to the collection. In addition to backfiles of journals and newspapers the collection contains major holdings in the following areas:

Human Relations Area Files (HRAF)
Newsbank
U.S. Census Collection
Wisconsin Census
Corporation Annual Reports and 10K Reports
U.S. Public Documents
College Catalogs

Using student help on an on-going film maintenance program has been implemented since 1981. Each reel is processed through a machine which clears the film and restores moisture to the film base.

Reference Service

Providing reference services to the university and community at large is recognized by the library as a critical responsibility in meeting the information needs of the library users. The nature of these needs is diverse. While the inquiry about where a call number can be found is routine and simple, the librarians are often confronted with complex inquiries which require professional training and skill to assist the patrons. During each semester professional librarians work at the reference desk. Approximately fifty to sixty hours of service is provided per week including Saturdays and Sundays.

As a part of reference services, data base searching support has been available on a limited basis. Persons wishing to receive assistance in this area have met with Sandra Sechrest to complete the necessary search strategy profile. Ms. Sechrest then contacts the Wisconsin Interlibrary Service to conduct the ERIC searches.

Serials Department

The goals of the serials department are directly related to acquiring new titles for the collection and maintaining the existing collection in a usable condition. Both of these goals have been difficult to achieve in light of budget reductions during the last biennium.

Serials Department (continued)

The serials department is continually concerned about budget support. Over the last few years the serials budget has not increased at the same rate as inflation, causing a decrease in the ordering of new periodicals. The effect is particularly damaging in newly developed programs such as Physical Therapy, or in rapidly changing fields such as the sciences. In 1980 the serials department was forced to drop over 500 titles from current subscriptions to accommodate budget reductions and since 1980 the department has ordered only nine new titles.

Binding of completed periodical volumes has also fallen behind schedule. The department now has approximately 4700 volumes waiting to be bound; this is disturbing because the longer unbound volumes remain on the shelves the more likely issues may become lost.

And finally, the overcrowded conditions of the periodical shelves continue to result in increased costs of maintenance. The serials faculty, staff and students work with the collection and patrons daily. During the 1982-1983 year acquisitions to the collection included the following:

Bound periodicals added	1109 volumes
Bound periodicals withdrawn	414 volumes
Titles added to microfilm	4
Bindery volumes sent	1296
Periodical titles received	2431

(includes 528 government serials and 43 newspapers)

Special Collections

This year saw an increase in most categories of use, with substantial increases in some areas. Annual registrations, taken from the daily log, show the following details:

	1981-82	1982-83
State Hist. Soc. Registrants	50	35
State Hist. Soc. Daily Registrations	85	88
Wisconsiana Materials	448	650
Rare Books	228	237
University Archives	211	97
Photographs	141	249
Oral History Interviews	8	14

	1981-82	1982-83
Lecture/Tours*	21	36*
La Crosse Tribune newspaper	76	81
TOTAL (excluding lecture/tours)	1121	1338

(* Thirteen of these were formally-conducted and scheduled, with a presentation by the librarian.)

Use of Wisconsiana (local and state history) materials increased by thirty-one percent, and use of photographic materials increased by seventy-six percent. Lesser-used portions of the collections also saw some increase, while rare book use increased only slightly. The university archives were used only half as much as during the previous year. Overall registrations increased by nineteen percent over last year.

This increased use in what are essentially historical collections may be primarily attributed to two factors: (1) formal classroom activity by Dr. Charles Lee of the history department and Dr. Les Crocker of the art department, and (2) increased appreciation for and use of the department's photographic collections. Dr. Lee assigned papers in areas of individual student background and interest, and many of these students chose topics in local history. Dr. Crocker, whose interest in local and regional architecture is well established, taught another section of historical architecture. His students used the department's collections extensively and generated useful papers on local buildings and sites.

One of the more successful commercial projects during the year was a series of local history vignettes, sponsored by a La Crosse bank with research by an area advertising firm. The research and illustrations for this continuing twenty-part series in the La Crosse Tribune all derived from the department's collections.

Use of the photographic collections occurs almost daily. Requests for use and duplication require an increasing amount of staff time, as does the processing of new materials. In order to improve the record-keeping aspects of such activity, the department maintains two accounts, in addition to the library account, with the university's business office. The first is "Murphy Special Collections," which records routine revenue and expenditure for photo services and sales. The second is the "Steamboat Project" account, into which outside funds in support of the project are deposited, and from which photo services and travel expenses are paid. As examples of this funding, the Steamboat Project has received $12,900 from the La Crosse Foundation since 1981. Late this year, a $5000

grant was awarded by the J. Mack Gamble Fund of the Sons and Daughters of Pioneer Rivermen. In the last two years, musician John Hartford has performed two benefit concerts on behalf of the project, netting a total of $2600. Total outside income since 1981 has provided $20,500 for the Steamboat Project. Sales of photographic prints and commercial rights from the steamboat collection totalled approximately $1000 for the same period.

Sales of the photographic prints and commercial rights from the general photographic collections totalled $2,128 for the 1982-83 fiscal year. It seems clear, from both sales and registration figures, that the library's photographic collections will become one of the most popular categories of materials for researchers.

Additions to the collections were as follows:

	Added	Total
UW-L Theses	32	423
UW-L Seminar Papers	17	1347
UW-L Action Learning Project	5	20
University Archives	73	---
Rare Books	383	9891
Wisconsiana	366	3499
Vertical Files	77	1715
Oral History Interviews (reels)	0	837
Photographs (including steamboats)	3138	35927
Unprinted photo negatives of river life and steamboats	1651	6371
Color slides	74	2591

It will be noted that no oral history interviews were added this year. Both interviewing and transcribing were halted by budget considerations, and there are no immediate plans to restore appropriate funding. The special collections staff has continued to index names in those interviews previously received.

Sales of available editions of Voyages to the Inland Sea continue sporadically, with income going to Murphy Library. The Voyages account has been closed out. The library continues to receive both purchased and donated materials relating to midwestern poetry and little magazines. Another portion of John Judson's Northeast magazine papers was acquired late in the year, and Warren Woessner, associated with Abraxas magaine in Madison, donated additional little magazines. Standing orders are maintained for several of the best midwestern and regional private presses.

Another in the Area Research Center checklist series was published this year: the Checklist of La Crosse Schools, compiled by Viola Oertel (retired) and Barbara Nord. This 51-page publication has been distributed to appropriate agencies and libraries, and will prove especially useful to the special collections department in its daily work.

No large manuscript collections were acquired during the year. While no useful collections were turned away, the library's policy of not soliticiting major collections continues. The library has insufficient staff to adequately process such collections, and the State Historical Society of Wisconsin is similarly handicapped. Routine acquisition of various categories of materials still provides more material than can be properly processed. Scheduled deposits of materials, along with frequent and selective donation by university, community, and regional sources assures that most aspects of the growth will be systematic and comprehensive.

The trend toward increased use of the historical collections was conspicuous this year, as was the greater variety of use by a greater number of users. Many of the users came to the library as a result of referrals from other agencies. Genealogy is a consistent interest. Business and commercial use by agencies in the local community and elsewhere is certainly growing. The library's reputation as a major resource for photographs and information related to river life and steamboating will probably result in greater demand on staff for the bookkeeping and correspondence required. The library staff has attempted to establish better accounting methods and a pricing structure so that revenue generated by this activity may be judiciously applied against costs incurred.

Local and regional history receives the most client attention and the most attention by department staff. In this effort, the facility is supported by agencies and individuals who are sympathetic to its purposes. To the already established role of community and regional resource, Murphy Library and the University have become a national resource in the history of inland river steamboating. The library will continue to solicit grant aid for this project.

For the moment, space is not a problem. Within a year or two, additional space for manuscript and archives records will be needed. These categories tend to involve bulky collections and oversized materials.

Cooperation with other agencies and facilities receives high priority; the benefits to the library, as well as to its constituents and clients, are many. The department will continue to be actively involved in promoting the use and growth of its collections, and in serving all who seek assistance.

Student Help/Work Study Program

The contributions made by student employees cannot be overlooked when library services are reported. Every functional unit within the library utilizes student workers and depends upon their efforts to assist in serving the students and faculty. Reshelving, searching, verifying, filing, and answering patron inquiries are but a few of the tasks done by students.

The library is one of the largest employers of students on campus. Last year 24 students were employed on time card while 82 students participated in the work study program. During the academic year, the library used a total of 20,437 hours of student help, the equivalent of 14 full time persons. The budget implications are of major importance. The library GPR expenditure was $15,528 while the work study portion was $12,270. The latter figure is only 20% of the full wages; so to fully fund the work study time the library would need $61,350.

Typewriter Service

For several semesters students have inquired about placing coin-operated typewriters in the library. When the service was in the library previously the machines were damaged and abused. The Student Association and the library administration agreed to place four coin-operated typewriters in the library on a trial basis.

The four typewriters were rented for $640 from Modern Typewriter Service and 4 timers were purchased for $349.

The use fee was 25¢ per half hour. During the spring semester $576 was collected to offset the expenditures. The library fines account and the Student Association shared the balance of the expenditures.

Since the timers were purchased the only remaining costs are those related to the machines. If use continues at the same rate, the service will be self-sustaining and continue. Credit is due to the Student Association for assisting in the implementation of this project.

FACULTY LIBRARY COMMITTEE

The Library Committee met 15 times during the 1982-83 year. Chaired by David Carroll and Douglas Jensen, the committee was actively involved in library activities. The committee advised, expressed concerns, discussed many issues and demonstrated its support for furthering better library services and collections. More specifically the committee activities include the following:

1) Reviewed the WCWC library cooperative purchasing guidelines
2) Reviewed the lost book and replacement policy which relates to students
3) Reviewed the new faculty circulation policy and asked that the committee be informed about problems related to implementing the changes.
4) Obtained general information about the library budgets (102-128), computing needings of the library, the ARC, the Learning Resource Center report, collection development and interlibrary loans.
5) Represented campus concerns about the vending machines, library hours and budget support.
6) Conducted an open student forum to receive input from students.
7) Informed the campus about library budget concerns.

Membership on the committee included: George Benjamin, Norbert Geier, Douglas Jensen, Rob Tyser, Laraine Unbehaun, Robert Harrison, Ed Wood and James Sobota. Anne Morgan and Richard Gagliano served as student representatives and contributed to the work of the committee.

Statistical Summary 1982/3

I. Holdings

	July 1, 1982	Added	Withdrawn	June 30, 1983
Total volumes in library	466,481	18,054	8,791	475,744
Bound vols. (cat. & per.)	334,483	9,596	5,462	338,617
Periodicals		1,109	414	
Government documents	130,566	7,867	2,972	135,461
number purchased		69		
(On microfiche)	14,346	13,347	352	27,341
Serials (coll. cat., tel. dir., etc.)	1,432	591	357	1,666
Maps (piece count)	1,631	67		1,698
Titles - bound book	238,486	5,586	3,239	240,833
bound periodical	2,442	40	7	2,475
Microresources	521,292	38,844	352	559,784
Microfilm (reels)	28,034	830		28,864
Microfiche, cards, etc.	493,258	38,014	352	530,920
Titles - micro book	6,343	257		6,600
micro periodical	1,782	4		1,786
Non-print materials				
Tapes	837			837
Slides	2,517	74		2,591
Art folios & photos (linear feet)	90	6		96
Archives (linear feet)	750	24		774

Gifts	1981/2	1982/3
Books (vols.)	783	523
Periodicals titles	95	49
Others-ARC	2,900	1,800
Current periodicals rec'd (incl. gov't doc. serials)	2,390	2,388
Newspaper subscription	43	43
Periodical titles subscribed to	1,932	1,903
Popular paperbacks added		260

II. Staffing

Professional FTE	9		
Support Staff FTE	13	(16)	
Student assistants and other FTE	14	Hours	20,437
Total FTE	36		

III. Expenditures	GPR	Grants (Steamboat & IIA)	Self-Sustaining	
Materials (capital)				
Books	$155,497	$840		
Gov't documents	902			
Serials (periodicals)	144,158			
Binding	5,875			
Microresources	29,026			
Equipment			$3,980	
Total capital	335,458	840	3,980	340,278
Personnel				
Professional	220,276			
Support staff	206,475			
LTE	404		1,228	
Student help	15,528		1,957	
Work study	12,270			
Total Personnel	454,953		3,185	458,138
Operating Expenses				
OCLC	14,155			
WILS/ILL	9,738			
On-line searching			62	
Other supplies & exp.	35,302	3,242	28,987	
Total Operating	59,195	3,242	29,049	91,486
Grand Total	349,606	4,082	36,214	889,902

IV. Services	1981/82	1982/83
Circulation		
Regular	65,936	62,152
Reserve	81,209	77,749
Total	147,145	139,901
Community borrower cards issued		91
Turnstile tally	671,651	671,914
Interlibrary Loan		
Total loaned	1,106	1,042
Total borrowed	3,465	2,419
Total transactions	4,571	3,461
Information Services		
Bibliographic instruction	1,604	2,399
Reference questions	NK	NK
Data base searches (questions)	16	38
Total	1,620	2,437
Hours open (academic yr.) week	103.25	104.25
Days open	324	326
Titles converted (retrocon)		2,788
Total to date	4,016	6,804

1982/83 Self-Sustaining Accounts
Murphy Library

	TYPEWRITER RENTAL	ERIC	FINES	SPECIAL COLLECTIONS	COPY VENDING
Salaries					
LTE			$1,228		
Student Help					$1,957
Fringe Benefits and unemployment			974		
Travel					293
Services and Supplies	$654	$62	863	$3,978	19,354
Buildings and Grounds			2,383		488
Equipment	349				3,631
Total Expenditures	1,003	62	5,448	3,978	25,723
Revenue Collected	576	344	10,323	5,308	33,107
Revenue Carry-Over from 81/82	0	0	0	0	1,827
Transfer to Deferred Acct.					2,000
Year-End Balance	-427	282	4,876	1,330	7,211
Outstanding Encumbrances			3,306		3,661

GIFTS TO THE LIBRARY 1982-1983

Mr. Jack Bromily

Mr. Jack Burke

Mr. Ronald Burman

Dr. George N. Huppert

Dr. Israel Goldstein Publications

Mr. Eugene Millich

Ms. Barbara Nord

Mr. Michael Pihaniuk

Mr. Michael Roll

Ms. Karin Sandvik

Dr. Arnold Temte

Dr. Lonny B. Winrich

Dr. David R. Witmer

MURPHY LIBRARY STAFF
FALL 1982

	Room	Library	Home
Arenz, Katherine, 1914 Main	109	785-8505	784-9986
Averkamp, Marcella, 1218 Vine	220	785-8511	784-2506
Baldwin, Mary, 2608 S. 26th	11	785-8513	788-8135
Beane, Kathryn, 608 Lake, Onalaska	120	785-8510	783-5270
Berg, Cristine, 1422½ Winnebago	115	785-8507	782-0635
Bonde, Jean, 826½ S. 23rd St.	105	785-8509	784-4349
DuCharme, Janice, 1410 Caroline	105D	785-8509	782-0708
Gresseth, Dale C., 1431 Vine	119	785-8738	784-3178
Hanson, Michael, 3851 Cliffside Pl. #10	115	785-8507	788-9334
Hill, Edwin L., 425 S. 19th	219	785-8511	782-1753
Humphreys, Nancy, Box 90, Rt. 3, Houston, MN 55943	105B	785-8398	(507)896-2389
Hyde, Yvonne, 1918 Market	105	785-8509	784-6651
Klein, Susan, 1113½ Ferry	102	785-8395	784-6064
Kleist, Irene, 926 S. 17th, Apt. 3	107	785-8509	782-4291
Klimek, Connie, W7140 Heram Rd., Holmen	106 23	785-8509 785-8636	526-4383
Kreyer, Virginia, 505½ N. 11th	120	785-8510	782-3112
Marx, Charles, #22 Pleasant Valley Mobile Estates (Box 2793)	105C	785-8402	788-8358
Millich, Eugene, 2003 S. 29th	22	785-8636	788-5152
Montgomery, Dale, 2621 S. 29th	110	785-8506	788-8350
FWCC	103	785-8058	
Nord, Barbara, 1208 S. 27th	105	785-8509	788-5508
Rowe, Mary Kay, 1103 Nancy Ct.	106	785-8509	788-2218
Sandvik, Karin, 128 S. 21st	105A	785-8397	784-1520
Sechrest, Sandra, 120 N. 21st	11	785-8513	784-3614
Sondreal, Linda, R. 1, Bx 238, Bangor	105	785-8509	486-4039
Stoffel, Karen, 224 S. 20th	115	785-8507	782-2367
Thompson, Orin, 2222 S. 32nd	15	785-8739	788-1912
Waindle, Barbara, 1334 State	115	785-8507	784-4319