Murphy Library Resource Center

1996-97
Annual Report
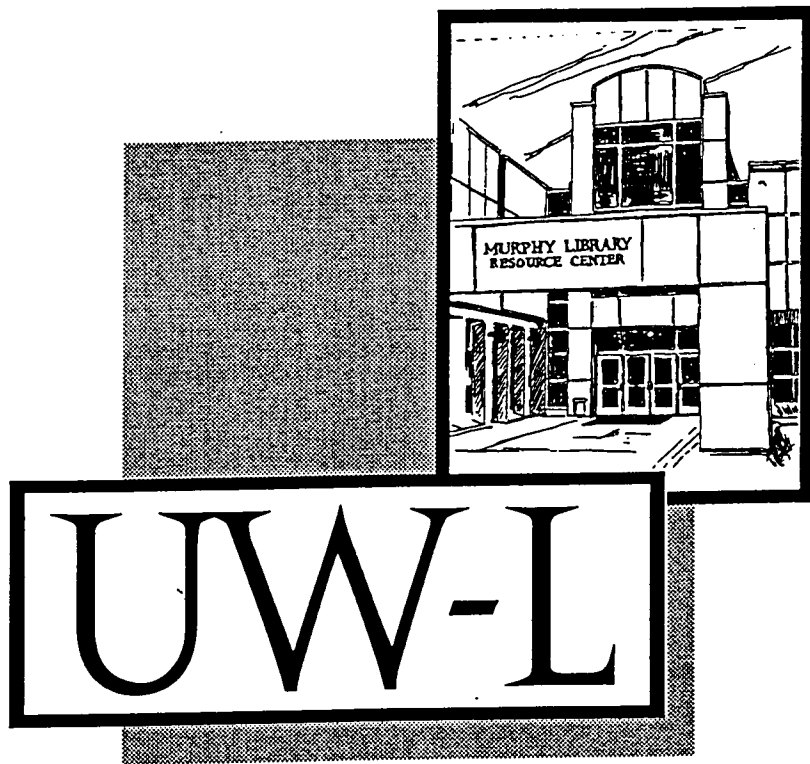
MURPHY LIBRARY
RESOURCE CENTER

UW-L

Knowledge will forever govern ignorance: and a people who mean to be their own governours, must arm themselves with the power which knowledge gives.

James Madison to W.T. Barry, August 4, 1822

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*Inscriptions and quotations that begin each section are taken
from those that adorn the buildings of the Library of Congress.*

MURPHY LIBRARY MISSION STATEMENT

The mission of the Murphy Library is to select, maintain, enhance, promote, and make accessible the information, materials and research resources necessary to support the university's programs of teaching, research and public service, and to serve the larger community as a regional information and research facility, within the limits of the library's resources and its primary commitment to the university community.

GOALS

In order to implement the general principles of the library's mission, the following goals will be pursued by the Library Director, and by the library department and staff.

The Collections

Library materials shall be selected to support a balanced collection for the support of instructional and research-related fields of the university curriculum.

Organization of Materials

The library's collections shall be organized by nationally approved conventions and arranged for efficient retrieval. Library materials shall be arranged to provide maximum accessibility to all users.

Staff

The library shall provide a skilled and competent staff of librarians and support personnel for the development, maintenance, and interpretation of the library's collections, and to serve as a resource for library users. The staff shall be of sufficient numbers and quality as defined by current Association of College and Research Libraries (ACRL) Standards in order to meet the university's needs for services and programs.

Service

The library shall establish and maintain a range of services that will support the academic program of the university and encourage optimal library use, including provision for access to remote electronic information and instruction in sound information-seeking strategies.

Facilities

The library building shall provide secure and adequate housing for its collections, and ample, well-planned space for users, staff, services and programs, including new technologies, in an environment designed for the health, safety and convenience of users and staff.

Administration

The library shall be administered in a manner which permits and encourages the fullest and most effective use of available library resources.

Budget

The library's budget shall be at least six percent of the total UW-La Crosse GPR and student fees as outlined in the ACRL standards.

MURPHY LIBRARY ORGANIZATIONAL CHART

1996 - 1997

IPROVOST/VICE CHANCELLOR
Dr. Leo Lambert

INTERIM ASSOCIATE VICE CHANCELLOR FOR
INFORMATION TECHNOLOGY SERVICES
Dr. Dale L. Montgomery

INTERIM DIRECTOR, LIBRARY SERVICES
Anita Evans

EDUCATIONAL SERVICES ASSISTANT SUPERVISOR

Carol Stoelting

Jean Bonde
Virginia Kreyer
Ellen Nordstrom Parker

LIBRARY DEPARTMENT CHAIRPERSON

Randy Hoelzen

ADVISORY COUNCIL MEMBERS

William Doering
Randy Hoelzen
Sandy Sechrest

PUBLIC SERVICES CONVENER

Kathy Schmidt

ACQUISITIONS COLLECTION DEVELOPMENT PRESERVATION

Karin Sandvik

Susan Grebel
Karen Lange
Jan Ruesch

PERIODICALS BINDERY MICROFILMS

Cris Prucha

Bonnie Daines
Virginia Kreyer
Mary Baldwin

Karen Lange

LIBRARY INSTRUCTION

Nancy Steinhoff

ELECTRONIC RESOURCES

Kathy Schmidt

INTERLIBRARY LOAN

Randy Hoelzen

Jean Bonde
Susan Spiker, July - Nov.

ARC/SPECIAL COLLECTIONS

Ed Hill

Linda Sondreal

AUTOMATION

William Doering

Terry Stika

CATALOGING CLASSIFICATION

Charles Marx

Susan Grebel
Barbara Nord
Ellen Nordstrom Parker

GOVERNMENT DOCUMENTS

Sandy Sechrest

Mary Baldwin

CIRCULATION SERVICES

Liisa Sjoblom

Lavonia McCarty
Linda Sondreal, Fall '96
Dwayne Webb, Spring '97
Susan Spiker
Johanna Stephenson

REFERENCE SERVICES

Randy Hoelzen

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MURPHY LIBRARY STAFF 1996-1997

NAME	DEPARTMENT
Mary Baldwin	Government Documents/Microforms
Jean Bonde	Interlibrary Loan/Office Support
Bonnie Daines	Periodicals
William Doering	Integrated Library Systems
Anita Evans	Interim Director
Susan Grebel	Acquisitions/Cataloging
Ed Hill	Area Research Center/Special Collections
Randy Hoelzen	Reference Services/Interlibrary Loan
Virginia Kreyer	Periodicals/Office Support
Karen Lange	Acquisitions/Preservation
Charles Marx	Cataloging/Classification
Lavonia McCarty	Circulation Services
Barbara Nord	Cataloging
Ellen Nordstrom Parker	Cataloging/Office Support
Cristine Prucha	Periodicals
Janice Ruesch	Acquisitions
Karin Sandvik	Acquisitions/Collection Development/Preservation
Kathy Schmidt	Electronic Resources
Sandy Sechrest	Government Documents
Liisa Sjoblom	Circulation Services
Linda Sondreal	Special Collections/Circulation Services, Fall 1996
Susan Spiker	Circulation Services
Johanna Stephenson	Circulation Services
Nancy Steinhoff	Library Instruction
Terry Stika	Integrated Library Systems
Carol Stoelting	Administrative Office
Dwayne Webb	Circulation Services, Spring 1997

DIRECTOR'S REPORT

This was a year of major staff transitions as Library Director, Dr. Dale Montgomery, assumed the position of Interim Associate Vice Chancellor for Information Technology. Within the library reassignments were made to accommodate Dr. Montgomery's departure: Anita Evans was appointed Interim Director, Cris Prucha assumed the position of Periodicals Librarian, Kathy Schmidt took over the Electronic Services Librarian position, and Nancy Steinhoff was hired to fill the Instruction Librarian position. In addition, Gary Coorough was reassigned to the Textbook Rental, and operations of the video collection and Library LAN were taken over by Mary Esten and Bill Doering, respectively. Other staffing changes are related in unit reports. The transition and staff reduction unfolded with relatively few problems, and those involved exhibited a spirit of cooperation and equanimity.

If a theme could be identified for the year it would be improved access: both to the physical collection and to electronic full-text titles. A number of major initiatives resulted in increased student, faculty and staff access to an array of information resources.

- The Student Senate voted to use Student Technology Fee dollars to fund a CD-ROM LAN which would provide students with multiple station access for such products such as PsycLit, Sociofile, and SportDiscus. The Faculty Library Committee played an important role in supporting this concept and presenting the rationale to student leaders.

- A system grant of $4,200 and additional funding from the College of Liberal Studies allowed for the cataloging of over 4,000 titles in the Alice Hagar Curriculum Center collection. These titles may now be identified in the EAGLE catalog.

- Close to $40,000 of UW-System monies allowed for the purchase of new computers for student and faculty research and, with campus matching funds, for library faculty/staff workstations. This money provided a portion of what is necessary to upgrade workstations in anticipation of the migration to the next integrated library system.

- The Library put forth a campus budgetary request to hire a new librarian to compensate for recent staffing shortages and ever-increasing demands to reach the remote user. An *Outreach Librarian* position was defined by the Library Department to meet these objectives, and the position will be filled in the fall of 1997.

- Responding to the reality of serious, but necessary cuts in journal subscriptions, a growing number of expensive electronic products, and monograph price inflation, a base budget increase of $70,000 to begin in 1997/98 was designated in the budgetary process. The last UW-System DIN was in 1989/90, so this increase as well as other periodic campus increases are critical in maintaining access to print and electronic resources.

Other noteworthy activities during the course of the year included the following:

- The Library began a self-study process in the Spring. Four working groups were organized: Outreach/Communication with Patron Groups; Future Trends; Alternative Structures/Staff Issues; and Collections & Access. By conducting literature reviews, examining practices at other UW campuses, and meeting with focus groups, recommendations will be developed and reviewed in the late Fall of 1997.

- Douglas Connell was recognized as this year's Eugene W. Murphy Award winner, a Spring Library Friends meeting featured Margaret Larson and Professor Chuck Lee who talked about the UW-L Oral History Program, and Professor Stu Robertshaw presented a program on Humor in the Workplace at the January all-staff meeting.

- The Library received national recognition as Dale Montgomery was awarded the *Library Mosaics* Supporter of Support Staff award in San Francisco. This was the culmination of a high level of classified staff involvement during the year in WLA Support Staff Section activities. In addition to Dr. Montgomery's nomination, Murphy Library staff hosted a Spring regional workshop described in the Administrative Office report.

- Several librarians and staff served on the statewide Library Automation Task Force and subcommittees this year formed to devise an RFP and evaluation process for the new integrated library system.

- Over $40,000 remaining building and remodeling monies became available which allowed for the purchase of furniture and equipment. Additional computer workstation tables, study tables and chairs, a classroom VCR and monitor, stools for the Reference area, microfilm cabinets, task chairs, and partial funding of an adaptive workstation greatly added to student and staff work spaces.

- It was a banner year for the Library Endowment Fund as the fund grew to well over $100,000 with major gifts coming from faculty, friends and staff. These contributions make possible library programs and projects beyond the scope of what the traditional library budget can support. Funding from the Endowment provided for a staff training program, *Strategic Planning for Improving Teamwork & Communication*, and partial funding for an adaptive workstation.

- Strains on the Library's budget to cover under-funded NOTIS maintenance expenses and an increasing number of LAN connections will be lessened with the addition of $30,000 to the base budget in 1997/98 as a result of the budget process this year.

- Through a request funded from the ITS Division, support was provided to increase summer librarian appointments to a 50% level compared to the approximate 40% level in recent years. This support, as well as the base budget adjustments mentioned earlier, are critical in maintaining the levels of staff, collections, technical infrastructure and electronic access necessary to adequately support student and faculty research.

ADMINISTRATIVE OFFICE

It was a busy and exciting year for Murphy Library and the Administrative Office. Library Director Dr. Dale Montgomery was asked to serve as Interim Associate Vice Chancellor for Information Technology and moved to Main Hall in July. Interim Provost Vice Chancellor, Leo Lambert, consulted with library faculty and announced that Anita Evans, Library Department Chair, would serve as Interim Library Director. Working together under Anita's competent leadership, we shared volumes of knowledge and information and weathered the many challenges of 1996-97.

The library was audited in three areas this year by the campus auditor: petty cash, library holdings, and copy vending. The auditor's recommendation stemming from the copy vending audit resulted in instituting more stringent procedures to track venda cards and reconcile revenue deposits with reports generated for each cash machine. Jacqueline Szaniawski, a student office assistant, had expertise in the area of accounting and was instrumental in the audit process. Jaki's effort on this complex project earned her the recognition of the UW-La Crosse Student Employee of the Year. Deborah Fullwood, the student who collects and prepares revenue deposits, and Ellen Nordstrom Parker who provides office support and is involved in taking venda card readings were also a great help in establishing new policies and procedures for reconciliation.

It was an exciting year for classified staff. In the Spring of 1996, the Support Staff Section of WLA nominated Dr. Dale Montgomery for the Wisconsin Library Association's Muriel Fuller Award. The award is conferred upon a library professional in recognition of outstanding accomplishments which have significantly improved and benefited library services. Dr. Montgomery received the award at WLA Fall Conference Awards Banquet in Middleton, Wisconsin and Murphy Library declared November 12 as "Dale Montgomery Day."

Classified staff voted to use the WLA award information to nominate Dr. Dale Montgomery for the *Library Mosaics* and Council on Library Media Technician's (COLT) Supporter of Support Staff Award. The nomination was based on the initiative that he took in 1994, when he opposed a proposed plan by the state Department of Employment Relations to reclassify and compress library services assistant job classifications. He brought the impact of the plan to the attention of the Council of University of Wisconsin Libraries (CUWL) and convened a subcommittee which positively impacted the language and classification levels of the final documentation. Dr. Montgomery was selected to receive the award and honored during the 1997 COLT Annual Conference Banquet in San Francisco in June.

On March 21, Murphy Library and the La Crosse Public Library co-sponsored one of three one-day conferences presented by the WLA Support Staff Section. The conference, *Library Support Staff: Meeting the Realities of the 21st Century*, featured Kathie Martin and Sandee Georgacarakos, support staff from the Gustavus Adolphus College Library as keynote speakers. Other presenters were Marilyn Schultz, Success Train; the UW-La Crosse Social Action Theatre; and Rich Snowberg of UW-La Crosse Media Services and Director of Clown Camp. Tours of the new or newly remodeled La Crosse Public Library, Western Wisconsin Technical College Library, and Murphy Library Resource Center followed.

An orientation videotape for new student staff was finalized and ready for use in September 1996. It is an excellent resource that saves a tremendous amount of time and ensures all students receive the same information. Orientation information given students was revised to parallel the information presented in the video. A tour video, a six and a half minute walk through of the Murphy Library Resource Center, will supplement the orientation video and be ready for use in September 1997.

The library elected to participate in the UW-La Crosse Procurement Card Program which is designed to eliminate low dollar purchase orders of general office supplies. We were issued an institutional charge card and set up internal forms for ordering and tracking expenses. Orders are called in to vendors and the product is received within 2-5 days. Careful records and receipts will need to be kept and are subject to audit.

Student and work study employees provided 23,620 hours of staff support to the library this year, up from 16,199 in 1995-96. Of the 23,620 hours, 6,652 was work study support. Funding for 81 hours of student assistance was funded by Special Collections & Area Research Center. The increase in minimum wage and continuation of a wage scale based on number of semesters worked impacted on the student help budget. The University Library 102 account expenses for student help totaled $77,776 with supplemental funding of $3,568 provided by the University Library Fines 128 account. A pilot project to employ students to assist at the Reference Desk was successful and will be continued next fiscal year.

A student staff computer was installed and networked to the office laser printer via a virtual switch which allows the print command to be generated from both computers. This has greatly enhanced the efficiency at which documents and data are input and reports generated.

Goals for 1997/98—

- Continue to work with office staff on reconciliation procedures for revenue so they meet requirements stipulated by the internal auditor.
- Review the current student orientation videotape and information packet for possible revision.
- Update the Administrative Office policies and procedures manual.

A little learning is a dangerous thing;
drink deep or taste not of the Pierian Spring.
Pope, *Essay on Criticism*, Part ii, 215

FACULTY SENATE LIBRARY COMMITTEE

Barry Schockmel, Chair
Exercise & Sport Science

Deborah Buffton
History

Elizabeth Cason
Curriculum & Instruction

Anita Evans (Consultant)
Interim Director, Library Services

Ronald Glass
Philosophy

James Gray
English

Randy Hoelzen
Murphy Library Department Chair

Thomas Krueger
Finance

Karen Palmer McLean
Physical Therapy

Kerry Nelson
Psychology

David Piehl
Mass Communications

Thomas Pribek
English

The Charge—

The University Library Committee (ULC) at UW-La Crosse is responsible for studying and recommending means of improving library services. Responsibility for keeping the faculty informed of policy related issues also falls to the committee.

Challenges—

Murphy Library today faces a number of difficult problems most of which tend to stem from severe long term budget constraints. These difficulties are further complicated by the spiraling inflationary costs of periodicals which, at times, reach double digit inflationary totals. Automation is also a major concern which did not exist a decade ago. Online services with electronic databases, use of NOTIS and CD-ROMs simplifies access for users with only limited training, but again little funding has been allocated for these services. This is coupled by the fact that library automation does not really save money! A final concern of the Murphy Library is the instigation of new academic programs without adequate funding for library resources with regard to these programs. A review of the 1995-96 ULC recommendations to the Faculty Senate indicate the ULC's concern over financial inadequacies for Murphy Library.

Year in Review—

The 1996-97 ULC began its charge by reviewing the recommendations passed and sent to the Faculty Senate from the previous year's committee. It was noted that Recommendation #2, moving to full text electronic journals, was implemented during the summer of 1996 with Murphy Library selecting *EBSCOhost* as the electronic database. The committee decided to concentrate its primary effort on Recommendation #1 from the previous year, that of approaching the Student Association Apportionment Committee to request a yearly $2.00 per student non-allocable fee for the use of expanding student access to electronic databases in the Murphy Library.

Following initial discussions, the committee decided that a more logical approach was to pursue funding by requesting electronic purchases for the library through the Student Technology Committee. The committee, along with the library staff, submitted a $30,000 proposal to the Student Technology Fee Committee requesting a server for a CD-ROM tower and electronic reserves, Novell Intranet software, seven computers for running networked CD-ROM products, startup costs and funding for data and electrical wiring. Funding for the request was approved in February 1997.

An additional concern of the library's staff was debated during the semester. Collection Development Librarian Karin Sandvik informed the committee that costs for standing orders were beginning to cut into the library's book budget. Last years standing orders represented 38% of remaining library book budget funds. Standing orders include works that may continue into future years or annuals or works that are published over a period of years. After studying the situation, the ULC passed a motion "to request departments to determine whether or not the department wished to retain their current standing orders AND IF THEY CHOOSE TO RETAIN THEIR CURRENT ORDERS THAT THEY BE PUT ON NOTICE THAT THE LIBRARY MAY BE FORCED (due to inflation) TO PAY FOR THE ORDERS OUT OF THE DEPARTMENT'S BOOK BUDGET."

The final concern the ULC dealt with involved the lack of funding for library holdings for new majors initiated at the university. At the present time there is no factor which allows for new program holdings to be purchased from the current book formula. In addition, new programs or departments have not worked with the library staff to determine whether the library holdings are adequate to support the new programs. Therefore the ULC passed a motion to instigate a policy "that individual departments bringing forth new programs work with the library staff to determine whether the library holdings are adequate or inadequate to support the program and to determine specific measures and resources necessary to upgrade these programs to acceptable levels by October 15th of each year. These department reviews must be returned to the Collection Development Librarian, the Periodical Librarian and the ULC."

PERIODICALS DEPARTMENT

In order to provide the library's users with access to information published in journals, the ongoing activities and functions of the Periodicals Department include the following:

- Selection, ordering, and fund control of periodicals, newspapers and microforms.
- Receipt and check-in of periodical issues, volumes, newspapers, and microforms.
- Claiming of non-received titles or issues.
- Shelf maintenance and shelving of bound, current, and microform periodicals and newspapers.
- Binding of periodicals retained in paper format.
- Weeding, withdrawal and disposition of periodicals.
- Cleanup and maintenance of the periodicals databases.

PERIODICALS SUBSCRIPTION STATISTICS		
Vendor subscriptions	1,407	$ 270,257
Publisher subscriptions	44	$ 13,046
Microform subscriptions	559	$ 40,096
Gift titles	103	n/a
Total	**2,113**	**$ 323,399**

Library Director Dale Montgomery's interim appointment as Associate Vice Chancellor of Information Technology Services resulted in changes in library staffing. Effective with the fall 1996 semester, Periodicals Librarian Kathy Schmidt assumed the position of Interim Electronic Resources Librarian, and Instruction Librarian Cris Prucha took on the duties of Periodicals Librarian.

In July, our periodical vendor, EBSCO, inadvertently ran a periodical invoice which should have run at the end of September. This error resulted in a great deal of additional record keeping for Bonnie Daines. Because the annual invoice was run months ahead of schedule it did not reflect new periodical subscription rates which resulted in a great many supplemental invoices and adjustments.

The *Periodicals List* was revised and printed in January of 1997. The new list is the first union list of periodical holdings for La Crosse area libraries. Included in one alphabetical listing are the holdings of UW-La Crosse, the La Crosse Public Library, Viterbo College, Western Wisconsin Technical College, the Lutheran Hospital Library and the St. Francis Hospital Library. In the spirit of cooperation with this initiative, the La Crosse Public Library assumed the production and distribution costs for the five off-campus libraries. Ginny Kreyer has assumed supervision of the continued maintenance and updates to the list.

Also included in the *Periodicals List* are full-text titles available via *EBSCOhost*. Acquired in November of 1996, the *EBSCOhost* database includes approximately 1,000 full text journals. In-house journal use, at 69,381 in 1996/97, has fallen from 1995/96 when there were 83,855 uses. *EBSCOhost* use however totaled 46,020 in 1996/97, thus indicating a trend toward increasing use of electronic journals.

Access to the Windows version of the *Dow Jones News Retrieval* database was provided in 1996/97. *Dow Jones* quickly became a viable and user friendly alternative for students seeking newspaper articles.

Substantial revisions were made to the Student Assistant Handbook. In an attempt to improve performance as a public assistance point, a Periodicals Help Desk sign was placed near the check-in terminal. Each student met with the Periodicals Librarian to discuss the new help desk and what was expected of them in terms of patron assistance.

PERIODICALS USE STATISTICS	
In-house journal uses	69,381
Public Service questions	3,056

Mary Baldwin continues to work several hours daily to maintain microfilm machines and create item records for bound periodical volumes. In addition to item linking newly bound volumes, retrospective item creation continues with titles completely linked up through titles beginning with the letter I.

A new Bell and Howell ABR2000 microfilm reader printer was purchased. This machine, which does not have an autoload feature, was selected as the result of concerns over the impact of automatic loading devices on the quality of the microfilm collection. Humidity in the building remains a concern and affects performance of the reader printers.

In order to clarify the NOTIS display of periodical holdings, Ginny Kreyer initiated a project which resulted in the creation of a new location label, *PERIODICALS BOUND*, for bound holdings. In addition, the following note was added to the holding display for these titles:

> *For bound holdings see LIBRARY HAS following CURRENT ISSUES*

SPECIAL COLLECTIONS

Total patron registration for the 1996-97 year was 1431, down about seven percent from 1509 last year. Individual categories of use, with last year's figures for comparison, are detailed below:

CATEGORY OF MATERIAL	1995-96	1996-97
St. Hist. Soc. registrants	197	175
St. Hist. Soc. daily registrations	412	364
Rare Books	220	180
Wisconsiana books & other Wis. Items	522	454
University archives	167	157
Oral history interviews	50	55
Photographs, all categories	303	273
Lectures and tours	10	9
Telephone, mail, e-mail requests	252	254

There was no major change in patterns of use in terms of categories of users or materials used. Such topics as historic preservation, architectural history, community and local history, river history, and genealogy prevailed. Faculty and student use also remained steady. Administrative use remained at a low level.

Use of photographs went down slightly, with a typical mix of academic and general purposes. Income from sales of prints and rights, as well as research fees, was $4,651.62. Among the more interesting examples of photo use were the 100-year anniversary celebration of La Crosse Footwear, a manufacturing firm, and the Mississippi River Chautauqua project of La Crosse's Longfellow Middle School.

Published in 1992, the library's history book, *La Crosse in Light and Shadow*, continues to sell well. As in the past, income from sales goes to the library's endowment fund. Proceeds from sales of the library's poetry series, *Voyages to the Inland Sea*, and from duplicate copies of the school yearbook, also went to the endowment fund. In all, these sales provided a total of $5780 for that fund.

In support of the steamboat project, the Elmwood Foundation provided a $2000 grant in September. In May, we received $5000 from the J. Mack Gamble Fund of the Sons and Daughters of Pioneer Rivermen. (This brings the total support of the project by this organization to $104,000 over the past thirteen years.) Ralph DuPae, a retired industrial engineer, continues to travel and negotiate for important steamboat and river history photographs. In the last year, we have made inroads on eliminating duplicate images from this collection. We also search printed and documentary materials for additional information on inland river steamboats.

In July of 1996, we were given a collection of photographs from the G. Heileman Brewing Company. As this gift was made after the local firm's purchase by the Stroh Brewing Company of Detroit, the latter firm contested this gift. After negotiation with the archivist and officers of the Stroh's, and with advice from UW legal counsel, the matter was settled by agreeing that Murphy Library could copy those photographs of special local interest, then send the entire collection to Detroit. Stroh paid us for the archival work performed with the collection, and for copying expenses. This money was in turn used to hire a student assistant for the spring term.

Dr. Emerson Wulling, a retired English professor who has been very supportive of the library and its endowment fund, provided funds to purchase a badly-needed new photocopier. This new Savin copier, which was installed in January, is a wonderful asset for us and our patrons.

Additions to the collections are detailed below:

CATEGORY	ADDED	NEW TOTAL
Wisconsiana books	292	5691
Rare books	108	12655
Catalogued univ. archives	50	
UW-L theses	49	954
UW-L seminar papers	1	1677
UW-L action learning projects	1	50
Vertical files, all categories	30	4822
Oral history tapes	22	1216
Photographic images, printed	6358	107489
Photographic images, unprinted	506	21854
Color slides	522	7624
(detail - steamboat images added: printed - 710; unprinted - 506; total 1216)		
TOTAL PHOTOGRAPHIC IMAGES	**6737**	**136328**
Other images-sketches, drawings, etc.	9	415
Maps	0	488
STORAGE INVENTORY		
ARC (SHSW materials)	48 ft.	926ft
(mss 48ft; public records 0ft.)		
Microfilm, in reels	32	490
University archives	10 ft.	630 ft.
Photographic collections	12 ft.	328 ft.
Vertical files, all	1 ft.	112 ft.
Oral history collection	3 ft.	88 ft.
Other boxes & bound records, misc.	2 ft.	269 ft.
TOTAL SPACE OF DEPT. STORAGE AREA		**9100 sq. ft.**

STAFFING AND HOURS—

When school was in regular session, Special Collections was open 35 hours each week. This included one evening and a Saturday afternoon. During vacation and intersession periods, Special Collections was open weekday afternoons for a total of 17.5 hours per week.

Linda Sondreal continued in a half-time capacity as Librarian-Senior. Her skills and experience are one of our greatest strengths. We had a total of 62-66 hours each week of student assistant help, including both work-study and student help. Able student assistants during the year included Christina Cota, Jodi Erickson, Erin Skalecki, Jennifer Pranckus, Paula Schaefer, Janna Kirschbaum, Heidi Murphy, Leah Driskill, Rachael Page, and, beginning during summer session '97, Merritt Iverson.

SIGNIFICANT PROJECTS—

On October 16, we hosted a special reception for the completion of the processing of Wisconsin Civil War records. Among the guests were the Dr. George Vogt, director of the State Historical Society of Wisconsin, Dr. Peter Gottlieb, State Archivist, and Betsy Torrison of the Society's Development and State Relations office. Also attending were various La Crosse Public Library, County Historical Society, UW-La Crosse, and Murphy Library representatives. Portions of the Civil War records of La Crosse units were on exhibit, and these records were retained at this ARC for nearly two months. They became the most heavily-used collection in memory, with daily use by several researchers over the two months. Before the records were returned to Madison, the La Crosse Company B re-enactors in full military regalia read from some of these records during a two-hour evening meeting in the ARC.

Beginning in April, students from La Crosse's Longfellow Middle School visited the department to conduct research for a *Mississippi River Chautauqua* public presentation in late May. Approximately 150 registrations for these students and their teachers, aides, and parent chaperones were recorded over the two-month period, with twenty-six visits in all. Students used books, documentary records, photographs, and various supporting materials to prepare for a series of skits and music. The public presentation of the *Chautauqua* event was well attended and very popular. The Longfellow teachers intend to do another such project in the spring of 1998.

SUMMARY—

The year was a busy one. We are attempting to manage a variety of growing collections with applications for a wide variety of clients. Although the total number of registrations was down from last year, we find ourselves pressed by issues of collection growth and management, processing, and patron needs. The work is intriguing as we respond to patrons in both public service and collection growth. We are rewarded by the successes of research conducted and by the interesting people we meet. As always, we are much aided by the staffs of Murphy Library and the State Historical Society of Wisconsin.

Beneath the rule of men entirely great,
the pen is mightier than the sword.
Bulwer Lytton, *Richelieu:* Act ii., Scene 2

GOVERNMENT DOCUMENTS

The Government Documents Department is a selective depository for publications of the United States government and the state of Wisconsin. As a depository library we are expected to make the collection available to community members as well as the students and staff of the University.

Federal documents come in various formats, including paper, microfiche, CD-ROM, and the Internet. Wisconsin documents are available in paper and on the Internet. We select documents, process them, and aid patrons in their use. Catalogued monographs, law books, and topographic maps of Wisconsin are also housed in the Documents Department.

The Documents Internet workstation continues to be useful. Major new web sites include *healthfinder*, that accesses governmental and non-profit consumer health sites and *State Laws on the Internet*, a private site linking to the laws of every state. In CD-ROM, the popular *National Trade Databank* offering full-text international marketing data, switched to Windows. Electronic Resources Librarian Kathy Schmidt spent a lot of time getting this CD to play successfully. This product has an Internet twin *STAT-USA*, a site which offers all the data in *NTDB* as well as domestic economic data files. It is sold on a subscription basis by the Commerce Department and staff must input a password for patrons to access this valuable data source.

Recently the Library purchased the privately produced *Census CD*, which consolidates the information on over sixty Summary Tape 3A CDs on a single disk. Summary Tape 3A data is the most requested Census data covering population, age, race, sex, marital status, income, etc. The new product offers the ability to search neighborhood information by entering street addresses, combine several geographic areas, and search by radius.

The weeding of the documents collection continues. This year Documents Librarian Sandy Sechrest weeded over 4,000 little used, older Federal documents. Joan Wacker, a student employee pursuing a graduate degree lent valuable assistance in the preliminary stages of weeding. Weeding led to Documents Assistant Mary Baldwin sending out three discard lists to other depository libraries this year. The Wisconsin documents weeding project continued and is about one-third completed.

Marcive has begun providing cataloging for government CD-ROMs. In future Marcive activities, we have asked the vendor to also provide cataloging for government Internet sites. Marcive already provides cataloging for paper, microfiche, and CD-ROM documents, so it makes sense for them to begin providing the same service for Internet sites. The goal of having documents in any format listed in the online catalog is the same: better patron access to the collection.

Documents Assistant Mary Baldwin had a busy year. She continued working ten hours a week in the Periodicals Department and served as back-up in the Interlibrary Loan Office. She also served on the Endowment Fund Committee and attended the Wisconsin Library Association Support Staff Conference in March and WILS World in May. Documents Librarian Sandy Sechrest presented workshops on *GPO Access* on April 15 and 22 during National Library Week.

Goals for 1997/98—

- Continued weeding of Wisconsin Documents.
- Cataloging of older Wisconsin documents.
- Networking of *STAT-USA* and the *Census CD*.
- Continued assistance of patrons to make the best use of government documents regardless of format.

One equal temper of heroic hearts, made weak by time and fate,
but strong in will to strive, to seek, to find, and not to yield.
Tennyson, *Ulysses*

INTERLIBRARY LOAN

The mission of the Interlibrary Loan Unit is to provide patrons access to library materials not owned by Murphy Library, nor available at other local libraries. In accordance with national, regional, and local resource sharing agreements or guidelines, Murphy Library obtains materials for patrons from other libraries and lends materials requested by other libraries. When appropriate, materials are also obtained from commercial document delivery services on a fee based arrangement. It is also our goal to identify and report to the appropriate acquisition authority those materials not owned by the library that are in frequent demand by library patrons.

There was a 6% drop in volume from requests from other libraries and a 12% drop by UW-L patrons. Declining requests from UW-L patrons was consistent throughout the academic year; however, statistics are the second highest in the past five years. The fact that there was a drop both in borrowing and lending, coupled with the availability of full-text databases in all libraries may indicate that full-text databases are having an effect on the number of ILL transactions.

YEAR	REQUEST OF US	REQUEST BY US	TOTAL VOLUME
1992/93	3,863	1,885	5,784
1993/94	4,472	2,594	7,066
1994/95	4,241	2,801	7,042
1995/96	4,489	3,542	8,031
1996/97	4,223	3103	7,326

Jean Bonde returned from half-time status in November and eventually resigned in May. During her part-time status, peak periods, and after her resignation, Mary Baldwin from Government Documents provided invaluable assistance. The ILL unit had the good fortune of obtaining the services of an experienced staff member, Moni McCarty, who transferred from Circulation Services in June.

In July of 1996 Randy Hoelzen met with Richard Bell of UW-Eau Claire to review their ILL operation and share ideas on the future of ILL. Coming out of that visit was the determination to adopt a practice UW-Eau Claire was using by having student assistants at the Reference Desk help in the processing of ILL requests. Students took over several of the initial processing steps resulting in a major time savings in the ILL office.

Other important projects included:

- Evaluation of the SAVEIT statistical package versus WILSWORKS and other options.
- Participation in the COWL ILL planning group. Investigated issues/practices that will impact ILL practices state wide.
- The electronic ILL form became a reality and was immediately popular with faculty patrons.
- Became a participant in OCLC's IFM program thereby significantly diminishing the amount of staff time devoted to invoicing.
- Completed a study to determine the need for and appropriate timing of staffing assistance during ILL peak periods. Mary Baldwin provided 10 hours per week assistance during a four week period.
- Circulation Services agreed to pull books and periodicals from the shelf for incoming lending requests.

Goals for 1997/98—

- Explore staffing patterns and job responsibilities within the unit.
- Provide training opportunities for the Office Manager and other ILL staff.
- Select a statistical package for ILL.
- Determine most appropriate avenues for filling international requests.
- Deal with policy issues related to Curriculum Center and other "new" holdings going into the online system.

CIRCULATION SERVICES

The mission of Circulation Services is to provide for the greatest possible use of library material, while ensuring the collection's security and adherence to equitable policies in the provision of services to people whose needs compete. The unit is responsible for circulation of the general and course reserve collections, shelving and stacks maintenance, registration of patrons and maintenance of patron records, reserves processing, compilation of circulation statistics, and the provision of basic directional information to library patrons.

Circulation of library materials decreased by 12% in 1996/97, down 16,361 from the previous year. Gate counts and in-house use held steady, while there was an increase in the number of items processed for reserve. These statistics reflect a national trend in academic libraries where there is a moderate decrease in the circulation of materials, but a significant increase in the number of people using the library. While we did not have gains in gate and in-house use counts this year, we experienced a large increase the previous year with the opening of the new building. Building use appears to have moderated and careful examination of next year's statistics is merited. The trend in decreasing circulation counts may be attributed to the availability of full-text databases, including the new electronic reserve collection.

Activities were varied and numerous throughout the year. A major project was the implementation of electronic course reserves for non-copyright materials. Scanning equipment and software was purchased with a Faculty Development Small Grant in the Summer of 1996. During the Fall of 1996 a pilot project was conducted with Dr. Tony Barkauskas' Math 205 and 207 classes. A handout was developed to assist users, and students in these courses provided valuable feedback at the end of the semester. The project was very successful and we met our goal of improving access to course reserve materials. Students may now access course materials from various sites on and off campus, there is no limit to the number of students using a particular item, and materials are available on a 24-hour basis.

Replacement charges for library materials were examined mid-year. As a result, replacement costs were increased from $38.00 to $48.00 and processing charges from $12.00 to $15.00. This better reflects the actual cost to replace library materials. In addition, mutilation charges were increased from $20.00 to $50.00 per violation. The increase in mutilation charges was instituted in January, while the increase in replacement costs took effect in June 1997.

MONTH	CIRCULATION	IN-HOUSE	TOTAL	MANUAL REGISTRATIONS	TURNSTILE COUNT	DAYS OPEN
7/96	1651	1667	3318	30	11525	26
8/96	1345	441	1786	7	4121	22
9/96	13044	3960	17004	75	51287	28
10/96	17378	6180	23558	25	65564	31
11/96	15967	5012	20979	18	39564	26
12/96	11185	4903	16088	5	45569	24
1/97	4958	1389	6347	8	16853	24
2/97	13659	4065	17724	26	50540	28
3/97	11616	3782	15398	19	38105	26
4/97	6886	5925	22811	10	59201	30
5/97	5426	2219	7645	15	25438	25
6/97	3213	1339	4552	54	10000	24
TOTAL	**116328**	**40882**	**157210**	**302**	**417767**	**314**

Items placed on reserve for 1996/97 – 7964

Additional activities for 1996/97:

Staffing/Staff Development—
- Sue Spiker continued as the early morning LTE until May 1997. Dwayne Webb assumed duties for this position in June 1997.
- Liisa Sjoblom continued to serve as secretary for the Wisconsin Library Association's Intellectual Freedom Round Table through December 1996.
- Lavonia McCarty assumed duties as Chair for the Wisconsin Library Association's Support Staff Section in January 1997.
- Linda Sondreal took a leave of absense from the Weekend Supervisor position during the 1997 Spring semester. During this time Dwayne Webb assumed the duties of this position as an LTE.
- Circulation staff attended several conferences and workshops throughout the year including the annual conferences for the Wisconsin Library Association and the Wisconsin Association of Academic Librarians and *Circulation: Ins and Outs For Managers* offered by the UW-Madison School of Library and Information Studies.

Records Maintenance—
- Continued updating forms and written instructions for circulation.
- Updated NOTIS calendar, patron records and circulation profile as needed.
- Increased the use of PCs in record collection and maintenance.

- Developed electronic forms for the purpose of placing holds and renewing materials via the library web page. The new service began in June 1997.

Stacks Maintenance—
- Major shift of collection from H through P was conducted throughout the 1996/97 academic year. Completed in June 1997.
- Shelved 85,660 books.

Goals for 1997/98—
- Continued equitable access to the library collection through accurate shelving and stack maintenance.
- Continued maintenance of a course reserve collection at the circulation desk.
- Continued accurate and efficient service at the circulation desk.
- Continued improvements and changes in student training materials.
- Provision of library services to distance education students and faculty.
- Implementation of electronic request forms for reserves.
- Increase staff knowledge and use of PC applications, Internet and WWW.

There is one only good, namely knowledge;
and one only evil, namely ignorance.
Diogenes Laertius, *Socrates*, Section xiv

REFERENCE SERVICES

The purpose of Reference Services is to provide professional level informational services in a personalized manner to all patrons. This assistance is provided through the maintenance of a quality reference collection and the tools to access same, instruction of patrons in the effective utilization of reference materials, answering specific factual questions, explaining library policy, referring patrons to appropriate resources or agencies outside the library, and the production of library information retrieval aids.

Librarians staffing the Reference/Information desk provide the core service in Reference Services. They provide immediate and personal assistance to all patron populations. This past year the reference desk was typically open 58 hours per week. During this academic year professional librarians were assisted by student assistants 30 hours per week. Students have proven to be very valuable in providing double coverage and focusing on answering directional and simple ready reference questions. Although the desk was not, statistically at least, as busy as last year, it remained busier than most years in the recent past. Total reference contacts were as follows:

        1991/92............... 18,826
        1992/93............... 17,691
        1993/94............... 17,935
        1994/95............... 18,799
        1995/96...............22,197
        1996/97............... 19,306

A review of last years' unfinished projects, shows that the review of standing orders in Reference continues. Canceled titles resulted in substantial savings. The placement of selected titles in compact shelving was completed and future shifts to this location will primarily occur when cancellations are finalized.

The last review of Ready Reference titles began in February of 1996, and a new review will occur this upcoming academic year. In addition, revisions to the layout and wiring of the new Reference Desk occurred when a decision on a phone took place: a working group recommended and selected a cordless phone for the desk. Weeding of the phone directories was completed. Finally a review for purchase of CD-ROM titles in the areas of business directories, human-resources and labor law, and psychological testing was completed. With the exception of psychological testing it was decided to go with the CD-ROM version of each product.

Through the efforts of others access workstations to EAGLE were increased. The number of electronic reference resources continues to expand as well. Several new titles or replacements for print titles are now available in the reference area and the Internet's role as a patron resource continues to expand.

Publishers continue the trend of recent years of offering subject encyclopedias to a willing market and several valuable new titles were added to the collection. An example would be three new subject encyclopedia in the often neglected area of Sports Sciences.

Goals for 1997/98—

- Start a weeding of the Reference Collection. Replace valued but outdated print products.
- Encourage and participate in the development of Internet Guides.
- Implementation of planned intersession staffing if funding becomes available.
- Review reference hours, in particular individual assignments in this area.

LIBRARY INSTRUCTION

LIBRARY INSTRUCTION STATISTICS 1996-97			
	SESSIONS	CONTACT HOURS	ATTENDANCE
Undergraduate	140	144.28	3095
Graduate	27	35.95	488
Special UW-L Programs	5	7.75	94
Workshops (Faculty)	8	7.67	44
Workshops (Students)	4	6.5	25
Tours	10	6.33	245
Community	34	12.9	216
Appointments	1	.55	1
Total 1996/1997	228	220.5	4208
Total 1995/1996	237		4786
Total 1994/1995	172		3012
Total 1993/1994	201		3596

The Library Instruction Department is responsible for introducing library users to the wide range of library resources. Although Murphy Library has many print resources, access to these resources is mainly electronic. Additions of new electronic databases and Internet resources mean that tools for using the library constantly change, creating many challenges for library instruction. Instruction is mainly accomplished with course-related presentations in the library instruction classroom using computer projection and a variety of worksheets. A growing number of sessions also involve use of the computer classroom in the building. Other means of instruction are tours. For self-guided use of library resources, the instruction librarian also creates and updates guides to library resources, which are printed for distribution in the library's kiosk or published on Murphy Library's Home Page.

Demand for library instruction decreased from the previous year. During 1996/97 year 4208 individuals received library instruction in 228 sessions. The previous year, 1995/96, 4786 individuals attended 237 sessions. This represents a decline of 6% over one year. Attendance has still higher by 1196 individuals (40%) from the 1995/96 fiscal year and by 612 individuals (17%) over the 1994/95 year. It is difficult yet to draw any conclusions in the rise and fall of statistics over the past four years.

A closer look at the statistics shows that 167 of the 228 instruction sessions were course related and 17 were presented to special UW-L groups or faculty. Comparing the figures of previous years show that of the 237 sessions in the year 1995/96, 199 were course-related sessions and 9 presentations reached special UW-L groups. Of the total 136 sessions during 1994/95, 129 were course-related sessions and

7 reached out to special university groups. During previous years either September or October was the busiest month for instruction. During 1996/97 both months were almost equally busy. Together they represented 93 sessions or 41% of the year's total presentations.

Priority is given to UW-L students, faculty and programs, which comprised 85% of the 228 sessions for the 1996-97 year. Some of the special UW-L programs and groups that came to the library included Knowledge of College, Upward Bound, International Students, Returning Adult Students, Faculty Emeriti, and Student Support Staff. The library also participated in the Graduate Student Information Fair, New Student Orientation, and New Faculty Orientations.

Community groups came for 34 sessions or 15% of the total sessions. These groups included Lac Courte Oreille Community College, Western Wisconsin Community College, Brookwood High School, Black River Falls genealogists, Civil War Re-enactors, and Longfellow Middle School.

During National Library Week the Instruction Librarian joined with Informational Technology instructor, Saundra Selness, for a presentation on Netscape for students. Such cooperation was successful and should be tried again. That same week the library also held three faculty sessions on new electronic, business and government resources.

A major development in the Library Instruction Department was a personnel change. The 1996/97 year started with Cristine Prucha as Instruction Librarian. Early in the fall semester Nancy Steinhoff was hired as Interim Instruction Librarian. The instruction coordinator usually handles the majority of the instructional sessions but last year the responsibility was shared. Together Steinhoff and Prucha presented about 50% of the instruction sessions with the rest of the sessions presented by eight other librarians.

One major activity of this department was assessment of library instruction. With the help of the Assessment Committee, the Instruction Librarian developed a form to send to all faculty who brought a class for instruction. Responses were used to improve the next session attended by that instructor. The ultimate goal is to evaluate all instruction using a three year timetable.

Another focus of the department, with the help of Cris Prucha, is developing a basic library orientation presentation that can be mounted on the library's home page and used interactively. The goal is to ensure that students arrive at library instruction with the same basic library preparation and can be ready for more in-depth course-related presentations. Work started in the spring with a look at the virtual pages of other libraries. The goal is also to tie the orientation to standards/outcomes presented at the state level by the Wisconsin Association of Academic Librarians.

The web of life is of a mingled yarn, good and ill together.
Shakespeare, *All's Well That Ends Well*, Act iv., Scene 2

ELECTRONIC RESOURCES

The Online and CD-ROM Services Department was replaced with the Electronic Resources Department for an interim period. This change in title reflects the services of the department taking an increasingly broader scope of electronic resources. Online searching mediated by a librarian has dropped to very low levels and for this year was handled by the Interim Library Director.

Early in the year, computers in the Reference Area were rearranged and additional computers added. Computers designated for Internet use were placed in a prominent location in the Reference area. Security software was installed on the computers so that computer settings could not be changed and so that only software that the library chose to install was used. Internet computers were then set up so that they all ran identical programs. After some trial and error, it was decided that some computers needed to be designated as "*Netscape*-free" so that other programs such as *FirstSearch* could be used.

New programs that were installed or updated in the Reference area included:

- *EBSCOhost* (general periodical index with full-text of articles)
- *Dow Jones News Retrieval* (windows version installed and access to full-text of many newspapers and business magazines)
- *Britannica Online* (web-based)
- *Galenet* (web-based)
- *FirstSearch* (web-version was made available campus-wide by using a script for the login)
- *ProQuest Direct ABI/Inform* (business periodical index with full-text of articles)
- *Women's Resources International* (periodical index on CD-ROM)
- *Gale's Literary Index* (windows version installed)
- *Bookscope* (index to books on CD-ROM)
- *Talking Dictionary* (CD-ROM)
- *CollegeSource* (changed from CD-ROM to web-based)

More computers were added to the Reference area during the course of the year so that by the end of the year there were:

> 10 Internet stations (Windows 95)
> 3 "*Netscape*-free" stations (Windows 3.1)
> 7 standalone CD-ROM stations (Windows 3.1 or DOS)
> 1 Internet and CD-ROM station

This was an increase of 11 new PC's in the area. Laser printers were also introduced. Vendacard hardware and software was installed at the 10 Internet stations so that printing costs could be recovered.

In addition, the computer in use at the Reference Desk was replaced with one that could run Windows 95. Many icons had been added to the old Reference Desk PC by various reference librarians. A survey was conducted with help from student assistant Nicole Brown to determine which programs were being used and which could be removed.

Work with individual academic departments made available some resources that were specific to certain classes. Randy Hoelzen, Reference Librarian, did much of the negotiations with faculty members.

- *BNA Tax Management* (CD-ROM - added to the computer which provides CCH access for John Gardner's accounting students)
- *BNA Labor Law* (CD-ROM - added for Bill Wehr's Management students)
- *Human Resources Advisor* (CD-ROM)
- Physician's Assistant Department: Course Reserve CD-ROM's - Mark Zellmer (Titles: *The Physiological Origins of Heart Sounds and Murmurs*, and *Interactive Guide to Eye, Ear, Nose and Throat*)
- Medical Technology Department: new PC with three CD-ROM titles for use with specific courses - Carol McCoy (Titles: *Peripheral Blood Tutor*, *Urinalysis Tutor*, and *Microscopy Tutor*)

In the Government Documents Department, consistent problems with one of the workstations prompted the addition of a third PC. This PC was an older one taken from another area. A new Windows 95 compatible computer is being requested for this area for the next fiscal year. Programs that were attempted to be installed were:

- *National Trade Data Bank* (CD-ROM)
- *Statistical Abstracts* (CD-ROM) (failed to work on older machines, waiting for new PC)
- *Census CD* (CD-ROM)

The Murphy Library web page was maintained by this department with the help of the Web Page Committee and student assistant Nate Folco. The ILL form was completed successfully by Katherine DiCrocco, a student working in Networking. Electronic reserves web pages were created and updated on a regular basis after Circulation completed the scanning. Forms were also created for the Circulation Department to renew books and place holds. Many library handouts were converted to HTML format with the assistance of the Library Instruction Librarian. The UW-System Library Automation Task Force (LATF) web page was located on the UW-L web page and was kept up-to-date with the information provided by the Automation Librarian.

The Internet Reference page was updated and made more graphical by using icons for the major databases available via the web. This year, the databases available on campus included: *Britannica Online, Galenet, EBSCOhost, FirstSearch,* and *ProQuest ABI/Inform.* A good deal of time was spent trying to provide access to these sources to UW-L community members who were off-campus. Most database providers insist on security by IP address. Attempts were made to provide access by password to the *EBSCOhost* database. It was recommended that the campus set up a proxy server so that a common solution can be provided to many databases for every department on campus.

Public relations efforts included up-to-date news on the web page and creating displays for the kiosks in the lobby. Working as part of the OUTREACH group, Murphy Library t-shirts were designed, printed, and sold with profits going to the Murphy Library Endowment Fund. The OUTREACH group also coordinated events for National Library Week in April. Events included workshops on government documents, business resources, and general information on the web; a tour for emereti faculty; and an Internet Open House where everyone was invited to explore the web and ask questions of the librarians.

Electronic Resources Statistics 1996/97

DATABASE	7/96	8/96	9/96	10/96	11/96	12/96	1/97	2/97	3/97	4/97	5/97	6/97	TOTALS
EBSCOhost	trial	trial	trial	trial	49	932	2466	9109	8247	17727	4054	2853	45437
EBSCOhost (Web)	trial	trial	trial	trial	12	19	48	190	280	0	0	34	583
MLA (CD-ROM)	39	8	93	145	120	109	29	80	76	94	31	19	843
ABC Pol Sci (CD-ROM)	8	2	33	26	15	10	3	24	19	12	5	3	160
America: History & Life (CD-ROM)	12	1	41	48	49	30	16	48	26	25	3	5	304
PAIS (CD-ROM)	n.a.	n.a.	n.a.	n.a.	n.a.	n.a.	n.a.	n.a.	n.a.	n.a.	n.a.	6	6
Britannica Online	501	523	1823	4218	5828	7651	2692	5178	n.a.	n.a.	n.a.	n.a.	28414
Proquest ABI/Inform	n.a.	n.a.	n.a.	n.a.	n.a.	n.a.	n.a.	n.a.	691	1234	684	461	3070
CCH (Hours)	0	0	117.5	175	60	55	5.5	62	37.75	31	14.25	0.3	558.3
FirstSearch:													
Medline	111	52	631	981	984	354	591	1556	712	875	94	659	7600
Contents 1st	1	0	22	16	10	7	0	16	21	9	0	6	108
Article 1st	57	88	4216	6741	5267	3059	777	4502	2635	5039	857	844	34082
GPO	12	17	61	133	92	68	31	174	112	137	38	20	895
ERIC	8	0	24	88	53	62	16	102	158	79	15	213	818
Worldcat	75	67	288	238	207	407	455	568	273	341	142	229	3290
BIP	10	110	384	417	282	154	333	352	345	497	244	334	3462
Papers 1st	12	2	43	49	27	56	15	18	29	41	6	10	308
Proceedings 1st	6	4	8	22	10	20	3	6	5	4	0	5	93
Fastdoc	5	5	49	42	29	41	10	68	44	65	10	21	389
NetFirst	n.a.	n.a.	n.a.	n.a.	n.a.	n.a.	3	25	62	24	13	12	139
TOTAL Subscription	297	345	5726	8727	6961	4228	2234	7387	4396	7111	1419	2353	51184
BIOSIS (Per Search)	6	5	71	117	95	66	5	222	281	445	11	0	1324
TOTAL Per Search	307	69	382	684	642	523	290	828	700	1086	83	5594	11188
CARD SEARCHES	5	0	8	21	1	8	1	12	7	1	3	0	67
WEB PAGES:													
MurphyLibrary.html	1207	958	4178	5426	3740	3167	2364	5305	3048	2500	1568	1398	34859
hours.html	16	23	53	45	44	46	36	54	72	48	73	74	584
staff.html	43	40	47	51	40	35	35	53	44	47	50	45	530
news.html	32	16	44	31	40	22	26	23	26	16	28	12	316
mission.html	0	0	22	11	0	10	0	13	14	10	21	0	101
orgchart.html	0	0	87	14	0	12	21	39	26	20	41	36	296
comments.html	0	0	12	14	12	13	0	13	15	10	15	0	104
fineprint.html	0	17	30	26	21	22	16	22	18	44	37	25	278
endow.html	0	0	11	10	0	13	0	10	12	0	13	0	69
intref.html	191	124	585	992	654	424	347	747	1827	4437	1727	1883	13938
firstsearch.html	12	30	132	305	165	64	71	195	198	257	92	330	1851

AUTOMATION DEPARTMENT

The mission of the Automation Department is to provide a stable integrated library system which meets the needs of patrons and all library departments. In addition, the Department provides assistance to the various library departments with computer and network issues, including hardware and software. Lastly, this the Department works to ensure that the library is moving forward with regard to new technologies.

Enhancements to the online catalog—

- Installation of a new release, including a major re-write of the circulation sub-system. Principle improvements are menu driven screen selections, reduction in the number of keystrokes needed to perform certain tasks, and the ability to view course reserve materials in EAGLE.
- Switched to a new power conditioner which will provide better reliability with regard to power fluctuations.
- The default terminal emulation was changed for the primary login. The change allows remote users to automatically have use of function keys. In the past, the function keys have always been prompted but never worked unless the user knew to use a different emulation.
- A new login was created for access within the Library to EAGLE. This allows a distinction for security purposes between in-house and remote use of the online catalog.
- The library continues to host the business database *ABI/Inform* for the entire UW-System. As the database has grown, regeneration of the indexes has become a major problem with regard to down time. Down time was reduced by adding additional stop words and adding additional years to the older data file. Additional disk drive space was also installed to continue support for *ABI/Inform*.

- The multiplexor, which manages the hardwired connections between the library and the mainframe located in Wing, ceased to function. The problem was diagnosed, options were considered, and a replacement was found, ordered and installed within two days. Funding for the disk drive was secured from UW-System.
- A loose connection in a coaxial cable connecting one of concentrators to the network rendered a total shutdown of network access for all library computers. The problem was isolated within 24 hours with the help of campus networking.
- The Automation Department also played a major role in helping plan for the next online catalog. A UW-System Library Automation Task Force (LATF) was formed to direct the process and William Doering was appointed to this task force. The Department hosted the UW-System LATF web page to facilitate discussion and to exchange ideas. William Doering also chaired the UW-System Library Automation Managers, who were responsible for soliciting and editing the functional specifications needed in the next generation system.

Enhancements to public access computing—

- The addition of ten new PC's running Windows 95 including computers for the Reference Desk and the Instruction Classroom.
- Four networked laser printers were setup for better and faster printing for users. To help offset printing costs, Vendaprint hardware and software were installed.
- A problem with computers locking up, hard disks on Vendaprint readers having to be re-programmed and microfilm machines posting strange error messages was identified in the Spring. The problem was multifaceted and included electrical harmonics and BUS mastering settings on the individual computers. The problem was resolved by replacing a transformer for the affected computers. Additional transformers will be replaced in the coming year.

- Assisted in the procurement of funding from UW-System to create online records for 3,500 items housed in the Curriculum Center. Additional funding was obtained from the Department of Education.
- Continued to load bibliographic records to the online catalog for materials received as a part of the Federal Depository Program. 3,944 records were loaded this year.
- Funding was obtained from the Student Technology Fees to purchase a server and seven computers to create a CD-ROM LAN. This will allow much greater access to CD-ROM products which were previously only available at single workstations.
- Specifications were developed for an adaptive workstation for visually and learning disabled students.
- The library began to catalog Internet resources and they now appear in EAGLE. The telnet software used within the library was programmed to recognize web addresses and automatically launch *Netscape*.
- Additional network wires and jacks were added in the NASA room and the reference area to support rapidly expanding public access Internet computers.

Enhancements to staff computing—

- The Department took over management of the library file server.
- Replacement of the file server was planned and procured. The new server running the latest version of Novell will allow for the use of Macintosh computers and the year 2000 compliance, not to mention better performance and storage capacity.
- A laser barcode reader was installed in circulation.
- Sixteen new computers were procured and setup for Library staff. Existing staff computers were refitted for lower end computing needs.
- New software was installed including *Microsoft Office*, *Jet Admin* (network printer manager), *TCP3270* (windows Telnet), *Adobe Acrobat* and *Adobe Capture* (both for scanning), *Corel Photo-paint* (for image editing), and *Windows 95*.
- Software upgrades included: *Eudora 3.01*, VLM network drivers, *Netscape 3.0*, *F-prot* (virus protection) and *Passport* (OCLC access).

MONTH	EAGLE SEARCHES	SEARCHES OF OTHER LIBRARY CATALOGS	REMOTE SEARCHES OF EAGLE	INDEX SEARCHES
July 1996	12320	677	96	4574
August 1996	5684	375	85	836
September 1996	36170	1222	85	11521
October 1996	46464	1213	388	14892
November 1996	37943	710	319	12292
December 1996	27033	434	117	7323
January 1997	18078	541	150	3162
February 1997	38965	943	352	12664
March 1997	28187	824	268	8586
April 1997	38121	587	288	10999
May 1997	13108	226	119	2309
June 1997	13875	378	112	4295
Total 1996/1997	315948	8130	2379	52077

ACQUISITIONS/COLLECTION DEVELOPMENT

It is the responsibility of this department to acquire book material that is essential for instruction, is important to the discipline, and is significant to the mission of the University. We work closely with teaching faculty to ensure that the materials needed for instruction are available to students. To achieve this, the library apportions part of the library book budget to the academic departments. With the help of faculty liaisons, who are appointed by each academic department, we monitor recommendations for materials made by the faculty to insure that we adhere to the Collection Management Policy. This policy was revised by the Faculty Library Committee in the Spring of 1995 and guides us in prioritizing all recommendations for purchase.

1996/97 was a very productive year. With input from the faculty the book budget was spent judiciously, and on time. Over 5,850 new book titles and 73 new video titles were added to the collection in all subject areas. We hope to build the video collection such that it will augment the library's book holdings.

Weeding, an integral part of the collection development process, was very active. We are still weeding the Library Classification H and have withdrawn 3,157 outdated titles. We are now in the process of replacing some of the withdrawn material with new titles.

More than 300 new titles were made available to users as we continue to increase access to information on diversity. We worked closely with Dr. Judith Green, English, to broaden holdings in both Caribbean and African Literature.

We also worked with Dr. Richard Gappa, English, to bring children's literature into the collection. This fiscal year $2000.00 was spent to increase holdings in this area.

The Department canceled 61 standing order titles at an estimated saving of $10,500.00 per annum.

On Feb. 15, 1997 the Library raised $374.00 during a fund-raiser held at the Barnes and Noble Bookstore. The money was used to add current bestsellers to the heavily used Leisure Reading Collection.

We continue to receive gift books from various sources. Of the 450 titles donated, 148 were added to the collection. The rest were sold during the mid-semester book sales. $592.00 from these sales was added to the book acquisitions budget.

A number of campus programs were visited by review and/or accreditation teams. To NCATE we supplied statistics of library spending for the Education Department over the last five years, as well as a title by title acquisitions list for the last two fiscal years. The same was done for the Social Work Department for titles in Social Work, Sociology, and Psychology. The data was used for accreditation of the proposed Masters of Social Work Program.

A numerical analysis of the holdings of Murphy Library was done to establish how well the collection serves Recreation Management and Therapeutic Recreation.

A brief report was given to the Office of International Education on library resources available for students to do research on an international basis.

The Department unofficially participated in the North American Title Count. We now have figures for library holdings in given call number ranges and these are being used in the evaluation of different aspects of the collection.

In order to facilitate the ordering process and to make it easier for faculty to notify us of materials they recommend for purchase we are investigating Web-based title notification and selection possibilities.

Karen Lange continues to mend books and help in the Periodical Department with bindery shipments, as well as order all requested video titles. She also organized two book sales this fiscal year.

CATALOGING DEPARTMENT

The Cataloging Department continues to upgrade equipment. This year Charles Marx received a new Pentium computer to replace the aging five-year-old 486. High priority for next year will be replacing the 486s on Barb Nord's and Susan Grebel's desks. Ellen Nordstrom's one-year-old Pentium is still serviceable.

Substantial progress was made on cleaning up the remaining retrospective conversion items. Barb Nord did much of the work, particularly with UW-System and campus publications. In addition, the backlogs in cataloging of UW-L theses and seminar papers have been essentially eliminated.

This is the first year the Department used *QuattroPro* to record statistics. This has resulted in a neater reporting document as well as substantially less work on tallying cataloging statistics.

Goals for 1997/98—

- Plan for Barb Nord's retirement in 1998.
- Plan for the elimination of OCLC's dedicated line system.
- Plan for the acquisition of a new windows-based version of Cataloging Microenhancer.

Murphy Library Cataloging Department Statistics Sheet		
OCLC WORK		
Input into OCLC		305
Authorities Added		4250
Series Established		347
OCLC Change Requests		0
Online Catalog Corrections		8909
Titles Cancelled on OCLC		2541
	Added	**Withdrawn**
Titles	4531	3157
Stacks Volumes	4666	3600
Reference Volumes	771	707
Special Collections	416	147
Microform Titles	258	4
Microform Reels	0	0
Microfiche Sheets	439	16

APPENDIX

FINANCIAL REPORT FOR UNIVERSITY LIBRARY, NOTIS, AND WORKSTATION/WEBSERVER, June 30, 1997

UNIVERSITY LIBRARY 102 06 065900	BUDGET	EXPENDED
STUDENT HELP	$77,776	$77,776
TRAVEL	2,400	2,400
SUPPLIES & SVCS.	40,264	40,267
Contractual Services		0
Postage		608
Telecommunication		6,288
Centrex Svc.		0
Toll Calls		8
Toll Calls STS		88
Advertising		456
Subscriptions		0
Due & Memberships		100
Tuition & Fees		75
Computer Maintenance		1,215
Maintenance of Misc. Equip.		1,720
Transport. & Freight (UPS)		23
Maintenance of Structures		344
Software		361
Data Process. Svcs. (Private Vendors)		26,167
Data Process. Svcs. (University)		0
General Svcs.		0
Supplies		2,438
Office Equipment <$5000		0
Furniture <$5000		0
Operating Supplies		73
Print/Dupl. (University)		291
Print/Dupl. (Private Vendors)		12
CAPITAL	BUDGET	EXPENDED
CPU Input Output Storage	$0	$0
Computer Software		0
Furniture >$5000		0
NOTIS 102 06 065908	BUDGET	EXPENDED
SUPPLIES & SVCS.	($14,822)	$51,985
CAPITAL	53,043	13,780
WORKSTATION/WEB SERVER 065907 UWS ALLOCATION	BUDGET	EXPENDED
UWS allocation per Al Beaver 11/12/96 memo	$61,031	$57,969
Workstation/Web server	38,018	37,410
Retrospective Conversion	4,200	4,200
Disk Drive	17,313	15,063
Circulation Training	1,500	1,296

FINANCIAL REPORT FOR
LIBRARY ACQUISITIONS, June 30, 1997

LIBRARY ACQUISITIONS   BUDGET = $661,552 + $1000 (Fines) + $879 (Booksale) + $2000 (CRC) = $665,431

ELECTRONIC ACCESS & QRP   BUDGET = $41,394 + $901(Salary savings) + $376 Revenue - $5861-400 to NOTIS = $36,370

MEDIA SERVICES   BUDGET = $1,041 (One time allocation)

TOTAL BUDGET = $661,552+$1000+$879+$2000+$41,394+$901+$1041+$376 Revenue-$5861-440 to NOTIS = $702,842

ACQUISITIONS	BUDGET	EXPENDED
CAPITAL		
Domestic/Foreign	$219,301	$225,627
Microforms	3,179	3,188
AV (Acquisitions & Bks)	3,853	3,853
AV (Media Services)	1,041	1,041
CD-ROM	28,372	29,107
Reflects $1000 from Fines		
SUB-TOTAL	$255,746	$262,816
SUPPLIES		
Svcs Provided by Entitiy	$5,905	$5,905
Copyright Clearance, Carl Uncover		
Data Svcs	23,785	29,743
COWL/OCLC, STN, CCH Access, COWL FirstSearch		
Freight for Document Delivery	4,356	4,356
Red Box Service		
General Services Uncover Reveal	272	272
SUB-TOTAL	$34,318	$40,276
ACQ. TOTAL	$290,064	$303,092

PERIODICALS	BUDGET	EXPENDED
CAPITAL		
Domestic/Foreign	$305,887	$305,203
Microforms	33,777	33,777
Binding	14,000	11,920
CD-ROM	23,476	23,620
PER. TOTAL	$377,140	$374,520

DOCUMENTS	BUDGET	EXPENDED
CAPITAL		
Supt. Of Docs.	$450	$450
Microforms	8,917	8,917
CD-ROM	1,095	1,095
DOC. TOTAL	$10,462	$10,462

SPECIAL COLLECTIONS	BUDGET	EXPENDED
CAPITAL — ARC. TOTAL	$4,000	$4,004

MISCELLANEOUS	BUDGET	EXPENDED
SUPPLIES	$1,054	$220
CAPITAL		
Software	$0	$0
Equipment	$10,150	$10,544
MISC. TOTAL	$11,204	$10,764
GRAND TOTAL	$692,870	$702,842

FINANCIAL REPORT FOR
SELF-SUSTAINING FUNDS, June 30, 1997

		BUDGET	EXPENDED
ONLINE			
Supplies/Services		$1,000	$178
ILL			
Supplies/Services		$500	$432
FINES			
LTE		$3,700	$3,621
Student Help		2,000	3,568
Travel		600	476
Supplies/Services		9,950	7,738
Equipment		1,000	1,000
	TOTAL FINES	$17,250	$16,403
COPY VENDING			
Student Help		$0	$0
Travel		1,200	1,051
Supplies/Services		82,559	78,608
Contractual Services			0
Postage			2,265
Telecommunication			6,231
Toll Calls			43
Telephone Install			0
Toll Call STS			340
Advertising			0
Subscriptions			340
Dues & Memberships			0
Job Training & Development			0
Operator Lease Equipment			1,297
Computer Maintenance			68
Maintenance of Misc. Equip.			24,819
Transport. & Freight (UPS)			370
Maintenance of Structures			3,682
Software			1,828
Data Process. Svcs. (Private Vendors)			236
Data Process. Svcs. (University)			0
General Services			0
Supplies			20,904
Elan			1,412
Office Equip. <$5000			13,642
Furniture <$5000			0
Supplies Maintenance			21
Print/Dupl. (University)			982
Print/Dupl. (Private Vendors			0
DISK SALES			
Supplies		$300	$52
LRC LOCKERS			
Supplies		$100	$0

REVENUE REPORT FOR JUNE				
FUND	MONTHLY REV. 1996	CUMULATIVE REV. 1996	MONTHLY REV. 1997	CUMULATIVE REV. 1997
Copy Vending	$2,326	$74,359	$2,024	$70,531
Fines	$1,053	$13,663	$1,126	$15,773
ILL	$78	$662	$22	$350
Online	$7	$113	$50	$141
Disk Sales	New Acct. 12/96	New Acct. 12/96	$6	$80
LRC Lockers	New Acct. 12/96	New Acct. 12/96	$0	$59

GRANTS AND GIFTS, 1996-1997

GRANTS

Faculty Development Grant	$1,310
Doering/Sjoblom for scanner	
GRANTS TOTAL	**$1,310**

GIFTS

College of HPER	$758
Sports Discus	
College of Liberal Studies	$2000
OCLC Cataloging through COWL	
Department of Women's Studies	$125
Women's Resources International CD	
Emerson Wulling for ARC copier	$5,000
Media Services funding for videos	$1,041
Murphy Library Endowment Fund	$3,290
Adaptive Workstation	
Disability Resource Services	$75
Training for adaptive workstation	
ARC donated check from Stroh's	$410
Student help	
College of Business	$10,800
Dow Jones News	
UW-L campus matching funds	$9,600
GIFTS TOTAL	**$33,099**

BOOKSALE

Barnes and Noble	$374.05
Sale of books	$318.00
April 16 book sale	$186.83
BOOKSALE TOTAL	**$878.88**
GIFTS, GRANTS, BOOKSALE TOTAL	**$35,287.88**

FUNDING ALLOCATION
  Student Technology Fee

Server for CD-ROM tower and electronic reserves	$4,999
Novell Intranet software (50) user licenses	$998
7 computers for running networked CD-ROM products @$2792	$19,754
Start-up costs for network access	$2,320
Data and electrical wiring	$1,725
Software installation & system configuration	$1,000
STUDENT TECHNOLOGY FUNDING TOTAL	**$30,796**
GRAND TOTAL	**$66,083.88**

VALUE ESTIMATE REPORT
OF LIBRARY HOLDINGS

AS OF JUNE 30, 1997

BOUND VOLUMES, MICROFORMS, AND SPECIAL COLLECTIONS

		Value as of June 30, 1996	Fiscal Year 96-97 Expenses	Value as of June 30, 1997
Bound Volumes				
Circulating, Non-Circulating, & Special Collections		$17,279,147	$225,627	$17,504,774
Periodicals		$9,158,185	$305,203	$9,463,388
Documents		$2,959,980	$450	$2,960,430
Audio Visual		$55,549	$4,894	$60,443
CD-ROM Titles		Non-cumulative	$53,822	$53,822
	TOTAL	**$29,452,861**	**$589,996**	**$30,042,857**
Microfilm & Microfiche	**TOTAL**	**$7,103,494**	**$45,882**	**$7,149,376**

		Number	@Estimated Current Market Value*	Value as of June 30, 1997
Special Collections (Excluding Bound Volumes)				
Vertical Files		4815	$10	$48,150
Photographs		136445	$15	$2,046,675
Oral History Tapes & Interviews		1216	$200	$243,200
Maps (WI & Old N.W.)		448	$100	$44,800
Slides		7624	$3	$22,872
	TOTAL	**150548**		**$2,405,697**

*Estimated Current Market Value per Section IIIC of Policy paper FPPP#33.

	Number	@Estimated Current Market Value*	Value as of June 30, 1997
MAPS Estimated 839 added @ $3.50 each	19310	$3.50	$67,585
		FIRST PAGE TOTAL	**$39,597,967**

VALUE ESTIMATE REPORT
OF LIBRARY HOLDINGS, cont.

WITHDRAWAL OF BOUND VOLUMES AND PERIODICALS

Withdrawal of Bound Volumes
  June 1997 Value
    Circulating, Non-Circulating, & Special Collections $17,504,744

  Total Volumes   366514
  Withdrawals in 1996/97   4454

$17,504,774 Total Value Divided By 366,761 Total Volumes = $47.73

4207 Withdrawals @ $47.73 = $200,800 Value of Bound Withdrawals

Withdrawal of Bound Periodicals
  June 1997 Current Value $9,463,388
  Total Volumes   62095
  Withdrawals in 1996/97   128

$9,463,388 Total Value Divided By 62,095 Total Volumes = $152.40

128 Withdrawals @ $152.40 = $19,507 Value of Bound Withdrawals

Gifts (Bound Volumes)
  148 gifts added @ $47.73 = $7,064
  Withdrawals are included in the Bound Volume figure.

Collection Total Less Withdrawals
  Collection Total From Page 1 $39,597,967
    Less Withdrawal Value of Bound Volumes   ($212,723)
    Less Withdrawal Value of Bound Periodicals   ($19,507)
    Plus Gifts (Bound Volumes) $7,064

TOTAL VALUE OF LIBRARY COLLECTION   **$39,372,801**

VALUE ESTIMATE OF CURRICULUM RESOURCE CENTER

	Value as of June 30, 1996	Amount withdrawn	Amount Added	Value as of June 30, 1997
Children's Books	$67,537	$593	$2,538	$69,482
Paperback Books	$6,000	$50	$45	$5,995
Professional Books	$20,000	$1,245	$1,224	$19,979
Textbook Series	$32,400	$1,629	$715	$31,486
Textbooks not in Series	$11,735	$45	$1,116	$12,806
Multimedia & Math Kits	$4,000	$40	$140	$4,100
Records	$2,000	$0	$0	$2,000
Pamphlets	$1,000	$0	$48	$1,048
Standardized Tests	$4,000	$0	$0	$4,000
Curriculum Guides	$4,000	$0	$0	$4,000
Economic Ed. Center	$1,000	$0	$0	$1,000
Books of Historical Significance	$1,000	$0	$0	$1,000
VALUE OF CRC COLLECTION	**$154,672**	**$3,602**	**$5,826**	**$156,896**

Audio visual materials are not included in the above value figure. They are part of the AV collection figure on page 1.

MURPHY LIBRARY STATISTICS, 1996-1997

	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	Total
Interlibrary Loan													
Borrowed Volumes	70	41	133	190	68	61	99	162	120	131	60	53	1188
Photocopies Requested	133	79	165	384	138	84	94	278	221	214	80	45	1915
Loaned Volumes	167	155	214	274	186	97	182	210	240	203	128	78	2134
Photocopies Sent	131	74	218	312	220	84	113	275	275	224	104	59	2089
TOTAL	501	501	349	730	1160	612	326	488	925	856	772	372	7326
Periodical Subscriptions	1834	1831	1835	1798	1729	1704	1662	1653	1655	1652	1653	1650	1650
Subscriptions Added	2	0	4	4	0	1	4	9	9	2	5	1	41
Subscriptions Dropped	34	3	0	41	69	26	46	18	7	5	4	4	257
Periodical Gifts	100	101	101	101	101	100	98	97	95	92	92	91	91
Circulation													
Main/Reserve	1651	1345	13044	17378	15967	11185	4958	13659	11616	16886	5426	3213	116328
In-House	1167	441	3960	6180	5012	4903	1389	4065	3782	5925	2219	1339	40882
TOTAL	3318	1786	17004	23558	20979	16088	6347	17724	15398	22811	7645	4552	157210
New Community Borrowers	19	9	24	25	18	5	17	11	7	17	18	10	180
Turnstile Count	11525	4121	51287	65564	39564	45569	16853	50540	38105	59201	25438	10000	417767
Days Library Open	26	22	28	31	26	24	24	28	26	30	25	24	314
Library Instruction													
Sessions	6	3	46	47	7	0	12	35	14	25	23	10	228
Participants	91	77	1017	1000	192	0	236	745	293	299	99	159	4208
Reference Questions	1946	785	5322	6742	4144	3138	1780	4480	3414	5076	1344	1604	39745
Database Searchers	0	0	0	1	0	1	0	1	0	0	0	0	3
EAGLE Catalog Searches	12997	6059	37392	47677	38653	27467	18619	39908	29011	38708	13334	14253	324078

MURPHY LIBRARY ADDITIONS, 1996-1997

	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	Total
Bound Volumes													
Circulating	442	326	322	434	626	452	305	309	228	621	274	307	4646
Reference	72	47	47	112	110	50	74	43	46	48	47	75	771
Special Collections	49	16	46	34	60	31	29	40	20	38	28	25	416
Sub-Total	563	389	415	580	796	533	408	392	294	707	349	407	5833
Periodicals	0	162	73	56	97	78	233	367	242	172	175	97	1752
TOTAL	563	551	488	636	893	611	641	759	536	879	524	504	7585
Titles (Bound)													
Books	471	311	322	364	609	450	300	312	223	615	265	289	4531
Periodicals	0	1	0	0	1	0	4	2	0	3	1	2	14
Microforms													
Microfilm	15	113	52	41	21	72	39	130	102	17	61	61	724
Microfiche	3267	4099	2976	3915	1253	1316	3615	3344	2067	2706	3386	3805	35749
TOTAL	3282	4212	3028	3956	1274	1388	3654	3474	2169	2723	3447	3866	36473
Titles (Microforms)													
Books	64	64	0	0	0	0	0	75	0	0	0	0	203
Periodicals	0	0	0	0	1	0	1	1	0	0	1	0	4
Government Documents													
United Nations	0	0	0	0	0	0	0	0	0	2	0	0	2
United States	511	369	384	500	425	479	462	470	307	497	298	397	5099
Wisconsin	123	42	39	70	44	73	93	0	44	104	0	1	633
Documents on Microfiche	-1382	-1536	-1406	-2210	-1113	-1133	-1738	-1459	-1751	-1064	-1875	-2166	-19271
TOTAL	634	411	423	570	469	552	555	470	351	603	298	398	5734

MURPHY LIBRARY WITHDRAWALS, 1996-1997

	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	Total
Bound Volumes													
Circulating	151	63	395	26	576	152	253	672	525	215	386	186	3600
Reference	26	26	31	47	69	35	318	24	28	32	25	46	707
Special Collections	0	10	14	45	0	1	1	0	44	0	12	20	147
Sub-Total	177	99	440	118	645	188	572	696	597	247	423	252	4454
Periodicals	93	3	0	0	32	0	0	0	0	0	0	0	128
TOTAL	270	102	440	118	677	188	572	696	567	247	423	252	4582
Titles (Bound)													
Books	144	64	301	15	331	92	251	634	550	187	388	200	3157
Periodicals	0	0	0	0	0	0	0	0	0	3	0	0	0
Microforms													
Microfilm	0	0	0	0	0	0	0	0	0	0	0	0	0
Microfiche	2286	545	480	189	531	150	384	338	188	100	306	306	5510
TOTAL	2286	545	480	189	531	150	384	338	188	100	306	306	5510
Titles (Microforms)													
Books	4	0	0	0	0	0	0	0	0	0	0	0	4
Periodicals	0	0	0	0	0	0	0	0	0	0	0	2	2
Government Documents													
United Nations	0	0	0	0	0	0	0	0	0	0	0	42	42
United States	1193	83	153	69	395	572	635	130	64	562	269	0	4125
Wisconsin	189	75	212	38	87	39	919	5	20	11	0	0	1595
Documents on Microfiche	-2270	-545	-480	-189	-531	-150	-384	-338	-188	-100	-13	-306	-5494
TOTAL	1382	158	365	107	482	611	1554	135	84	573	569	42	5762