

FLOYD JUNIOR COLLEGE  
LIBRARY

ANNUAL REPORT 1975-76

The library has been in its new facility, now, for eighteen months, and as experience accumulates, areas of progress, promise and problems become more evident.

The most evident area of progress lies in collection growth. Three thousand, three hundred and sixty-four new volumes were added to the collection in 1975-76 bringing the total volume count to 30,293. The college can point with pride to both the size of its collection, when measured against the age and size of the institution it serves, and to the quality of the collection of printed matter. Most comments from faculty, students, and visitors to our Library from other educational institutions are at least favorable and are sometimes laudatory. We feel that this is especially commendable in view of the situation that prevails in any community college library- that the collection must support both the traditional first two years of a general college education as well as special career areas. The Floyd Junior College Library has been especially blessed with grant funds to assure collection growth in such specialized areas as Deaf Education, Mental Health Technology, and Nursing. This action has left most of the Library's educational and general book monies available for expenditure in the traditional academic areas, and therefore, we applaud the College's Administration in its wise administering of grants.

The Library utilized a slightly different tact this year in dividing the educational and general book fund. In earlier years we used an estimate of the total number of books in print in each pertinent subject area.

This year we used the subject breakdown in Pirie's Books for Junior College Libraries. The breakdown seemed to hamper no one since the faculty of no single division or department utilized its full allocation before the order deadline. As usual, the Librarian selected about fifty percent of the titles ordered, utilizing book reviews in several periodicals that are scanned regularly. This operation is a very time consuming operation, but we feel that it produces a balanced collection, selected objectively, that represents retrospective titles of lasting importance as well as the best of current literature in all fields. It also tends to reduce the number of "potboilers" or items of ephemeral value that later must be removed from the collection and discarded. Buying wisely now should eliminate some of the administrative cost of "weeding" which the Floyd Junior College Library must eventually face. Kudos go to the Humanities Division for its active, intelligent, and comprehensive approach in the area of book selection.

The new fiscal year will see a slightly different approach in the divisional/departmental allocation of book funds. The costs of periodical maintenance in each subject field will be subtracted from the appropriate divisional/departmental book allocation. This is known as throwing the buck. Hopefully it will mean tighter scrutiny over requests for new periodical subscriptions. This admittedly dirty endeavor should provide an overall reduction in our expensive and largely unused collection of periodicals. Some reductions have been made already. Memoranda were sent to divisional/departmental chairmen last October, listing periodical subscriptions in their subject areas and asking for sizeable reductions. Once again accolades go to the Humanities Division for prompt and decisive action. Final reports from the other areas are still forthcoming.

The quandry of collection balance remains in our collection of audiovisual software, since this collection is purchased largely with non-library funds that reflect the current fashion of grants. There are, we fear, titles in this collection that receive little or no use.

Overall use of the Library collection remains heavy. There was a total of 32,161 circulation transactions during 1974-75, a slight increase over last year's 32,025. Fifteen thousand, nine hundred and seventeen (or about 41%) of this circulation was of audiovisual software and equipment. This compares with last year's audiovisual circulation of 17,125 which comprised about 51% of that year's total circulation. We surmise that the declining use derives from less utilization of the English cassettes. Statistically speaking, the total circulation count for FY76 was 92% of the 34,684 circulating items maintained in the library collection. This comparison is rather nebulous but it is submitted as some indication of the relation of collection use to collection size. Some books and audiovisual media are not used at all while others circulate over and over. The heaviest book circulation, when compared to the size of subject collection, is in the areas of psychology (sex), sociology (sex), and the medical area (?). The latter is the heavier. No one, we submit, is perfect.

We have observed that the Library collection is used. Now we must answer the charge that the library building is not. If we could ever inflate statistics and get away with it, it would be here. But anything times zero is still zero, and we are almost to that point. The Library has seating space for approximately 240 persons.

Average attendance runs from a high of twenty-five at 11:30 each morning to a low of 5 at 5:30 each afternoon. Yet our electronic door counter indicates that during 1974/75 61,618 souls passed through its portals. The door count mechanism is not perfect. It counts people, large audiovisual equipment, little people who play ring around the rosy with the mechanism, stray dogs, stray cats, and one caged parrot that kept screaming, "I want to check out the Russian dictionary!" The count may be a bit off. But we do not think that it is all that off. So, what is the answer? We do not know the answer but we do know that most of these 61,000 people don't like to sit down in our library. They accept the concept of a commuting college too literally. Denied the privilege of domicile, they come, they attend class, they check out of the library whatever material that they need, and they leave. Our most sitable customer selected the men's room for his sitting and was inadvertently locked in the building after closing time one night. So, should we take out all the carrels and install commodes? Is our style of library furniture so sophisticated that our clientele cling only to that which is familiar? Building utilization constitutes a problem which is one of several that face the Library. These are discussed below.

The Library staff, within the confines of its available work-hours, has taken certain steps to maintain library utilization. We have provided a quality collection organized logically so that any motivated student can, with minimal effort, locate information readily. We have endeavored to introduce students to the notion of effective library use with library orientation programs. We estimate that we have rendered this service to about twenty class sessions during the fiscal year. Arrangements have been made to offer our somewhat stylized presentation to all English 101 classes.

This should increase the number of such programs considerably during the next fiscal year. Whereas we now use a slide presentation, we hope to transfer the entire program to video format. Other efforts have and are being made to hold on to those few customers that we do have. We smile, deodorize and Scope-everything that the economy asks. We provide, within budgetary limits, ample opportunity for faculty involvement in materials selection so that the collection should maintain its purpose as a basic teaching collection.

The Library Committee has endeavored to tackle this problem. Suggestions spawned in that committee include the provision of a "soft-setting" for class discussion groups, querying students for suggestions, displaying prominently one periodical each week to let students know that we do indeed subscribe, "advertising" in the local media that the library is available for community use, and the offering of audiovisual services on a more positive basis.

To the writer of this report the Committee has, wisely from its own viewpoint, skirted the fundamental problem: that not very many Floyd Junior College faculty make assignments that require in-house use of library materials. The student response from the "Six Mile Post" that pointed this out was soundly criticized by the present chairman of the Library Committee. We suggest that the library of any institution of higher education, stripped of cosmetics, is a true reflector of the educational intent of that institution and that the Floyd Junior College library is no exception. However, Floyd Junior College does not stand alone with this dilemma. Queries made of librarians at other University System junior colleges with new library facilities indicate that their attendance is not much better than ours. There is always safety in numbers.

So the question remains: what should be done with virtually unused library space? The following factors come to mind:

1) One possibility is to stop purchasing back years of periodicals on microfilm and bind all the 450+ periodical titles to which we now subscribe. This would absorb about two sections of shelving per year but might increase the utilization of periodical literature. This notion stems from the recent request by Mental Health instructors for all back issues of hard copy mental health journals when the microfilm is received. I leave the implication of this request to you.

2) Move the audiovisual software into open stacks. This would absorb the two stacks nearest the entrance to the television studio, and would make these materials more accessible to the entire Floyd Junior College community, would free the space in the small room behind the circulation desk for other purposes, and would free the circulation staff of heavy retrieval responsibilities. The problems with this action entails software security since 3M has never fulfilled its promise of providing audiovisual software strips. That would extend the viability of its book detection device. Another problem, more solvable but perhaps not readily solvable, would be the provision of special shelving to hold the software, shelving that can be accommodated in the present stack frames.

3) A problem that must be considered in the utilization of library space is in future collection growth. Theoretically, the present library building with its present complement of book stacks either in place or in storage will accommodate 70,000 volumes. Subtract about 15,000 volumes for storage of audiovisual software, another 15,000 volumes for the spacially expensive Day Care collection, and we stand ready to accommodate 40,000 volumes, approximately 10,000 more than we now have. Next, consider the collection sizes of a few other junior college libraries in the University System as of June 30, 1975:

Albany Junior College	46,518 volumes	
Brunswick Junior College	36,700	"
Clayton Junior College	35,295	"
Dalton Junior College	36,806	"
Gainesville Junior College	36,301	"
Macon Junior College	44,518	"

The present fashion with University System junior college libraries seems to imply continued significant collection growth. At our present rate of growth, it would seem unwise to remove any stacks at all from the present facility. With judicious weeding and a little packing we will be able to flourish space-wise, for about ten years. Afterwards, collection growth will require careful planning. This situation, we pose, denies the validity of paragraph #1.

4) The progress threshold of libraries was once in the audiovisual area. The threshold is now the computer educational computers with scanning screens that provide students with the potential for on-line thinking. To this writer it would seem that such equipment would be a natural for such courses as English 020, MAT 019, MAT 020, as well as several courses in science and perhaps in business administration. Presently, the library houses 16 wired carrel stations that remain virtually unused. With modification these carrels could become 16 computer terminal stations that would provide an added dimension to library service and, if accepted by concerned faculty, would provide increased utilization of an otherwise little used area of the library building. Your librarian has observed that several colleges have received grants from private foundations for the installation of such equipment in their libraries.

If there is faculty interest and Administration support, he proposes to pursue the possibility of grant application in this area. If this seems feasible to the Administration, it is suggested that any other utilization of the Northwest corner of the library structure be postponed until this proposal has been given sufficient consideration.

A major problem reiterated here from recent quarterly reports is the library's staffing and work load dichotomy. We started our library in 1970 with two professional librarians. The original, accepted policy mandated that all books would be purchased preprocessed, hence there would be need for relatively little original cataloging and processing. We did not foresee that the Assistant Librarian would do more than perform a marginal amount of original cataloging. Since that time two things have happened: Audiovisual software, which nearly always must be cataloged in-house, has become a significant part of our collection development; and the number of preprocessed books available from vendors has decreased significantly. As of the end of the Winter Quarter, FY76, for example, 1766 titles were received from vendors. Of this number 630 (35.7%) required total cataloging, 647 (36.6%) needed partial cataloging, and 489 (27.7%) needed only routine processing. Consider, furthermore, the following:

TITLES REQUIRING ORIGINAL CATALOGING

	<u>AV</u>	<u>Books</u>	<u>Total</u>
1970-71	66	124	190
1971-72	564	198	762
1972-73	523	305	828
1973-74	487	1036	1523
1974-75	391	1086	1477
1975-76	1589	1102	2691



The above represents titles received. The following represents items received that would not necessarily require cataloging but would require some form of significant clerical processing:

<u>UNITS PROCESSED</u>			
	<u>AV</u>	<u>BOOKS</u>	<u>TOTAL</u>
1970-71	116	1018	1134
1971-72	403	923	1326
1972-73	2956	995	3951
1973-74	2103	1686	3789
1974-75	1701	1846	3547
1975-76	2962	2366	5328

We concede that a fair percentage of the 1975-76 statistics includes a one-time gross purchase of phonorecords, but if these had not been purchased it would have been something else, a percentage of which would have required in-house processing and/or cataloging. The problem is two-fold. First is that the assistant librarian has become a full-time cataloger, and professional duties which she otherwise would perform are either not done or have been thrown to the shoulders of the librarian. The result is a loss of morale on the part of both parties and an overall lessening of efficiency. Secondly, as of this writing there is no permanent position authorized to take care of the actual physical processing of either printed or audiovisual materials. We have limped by with part-time student assistant aid and a good bit of luck. Meanwhile, there have been faculty complaints about the library's slow processing.

I submit that we have done remarkably well considering the personnel situation. Meanwhile, the search for a vendor who can provide cataloging service for a larger percentage of purchased titles continues. So far, we have had no tangible success.

Success in the area of audiovisual operations is more difficult to measure in an equitable manner. This year, for the first time, the hours of audiovisual equipment usage by type of equipment and by division/department were recorded. The figures appear on Appendix VII of this report. In earlier years only hours of video operation were recorded. Consider the following:

RECORDED HOURS OF AUDIOVISUAL EQUIPMENT USAGE

1973-74	476'	30"
1974-75	735'	
1975-76	683'	

Prior to FY 75, the audiovisual staff consisted of one audiovisual technician. In 1974-75, we added an audiovisual librarian. When the audiovisual librarian resigned in March of that year, a second audiovisual technician was employed to fill the gap. This second position was maintained when a new audiovisual librarian was employed in September, 1975 because of the difficulty of servicing an enlarged campus from a library housed in a building separate from other campus facilities. The number of possible points of service had grown from 17 in 1970 to 45 in 1976, 45 possible points of service scattered over a wide area. Also envisioned was an increase in equipment use resulting from an increase in new programs to the curriculum and new audiovisual software to the collection.

We also envisioned an increase in "home grown" permanent video programs, the quality production of which entails the simultaneous operation of three people. The hope was that over a period of time we would build a collection of videotapes installed in cartridges that would be used not only in classes but in the videocartridge playback units installed in the Library. That this has not been done extensively partly accounts for the lack of full facility usage. The scenario of our permanently maintained audiovisual software collection is condensed as follows:

SOFTWARE ACQUISITIONS-UNITS

<u>Year</u>	<u>Units</u> <u>Commercially</u>	<u>Units Transcribed</u> <u>from</u> <u>Commercial Productions</u>	<u>FJC</u> <u>Lectures</u> <u>Videotaped</u>	<u>FJC TV</u> <u>Studio</u> <u>Productions</u>
1970-71	116	0	0	0
1971-72	242	0	0	0
1972-73	2958	0	1	0
1973-74	1987	32	17	16
1974-75	1576	44	1	80
1975-76	2874	9	3	2

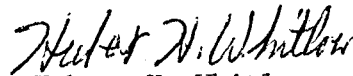
These figures were compiled at the end of the winter quarter, 1976, and do not include 58 videocartridge of Science 102 productions videotaped in June with Dr. Dan Pantaleo which will appear on next year's annual report. Nevertheless, the trend is rather disappointing. Without strong administrative "endorsement," it appears, there is not wholesale faculty interest in videotaping original educational programs. We are thus confronted with the spectre of future prospects.

The terminal interview with the audiovisual technician confirmed that 65% of the work of the technicians involves "set-ups", manually transporting projectors or television equipment to classrooms, perhaps threading and focusing the machines, maybe even showing a film in the absence of the instructor, and then retrieving the mechanism ( and perhaps the software as well) when the instructor is through at the end of the period. Most of this service could be performed by student assistants if the library had a student assistant budget adequate to cover this work as well as the library operation of filing, shelving, circulation working, typing, etc. Also involved is the need for personnel to cover audiovisual "set-ups" at night. These factors should be given careful scrutiny in the employment of a second audiovisual technician. The future direction of Floyd Junior College audiovisual services may well be determined within the next year.

This lengthy report constitutes problems brought more sharply into focus since our move to the new library building. Physical facilities are now adequate for what we do and what we could do given adequate personnel resources. In my first annual report, FY'71, I expressed the need for an additional professional librarian to take charge of our rather static public service operations. The need has been reiterated in virtually every annual report submitted since. It is reiterated again here. But primary is the need for a full-time typist. Our spasmodic luck, such as it is, may not endure. Future needs in the audiovisual area will depend upon what happens in the next few months.

Our thanks go to the Administration for that support we have been rendered.  
My thanks go to a productive library staff.

Respectfully submitted,

A handwritten signature in cursive script, reading "Hubert H. Whitlow".

Hubert H. Whitlow  
Librarian

ayb

# Appendix I

## Circulation and Related Activities

	<u>Summer</u>	<u>Fall</u>	<u>Winter</u>	<u>Spring</u>	<u>Total</u>
Two week circulation					
Students	1,255	2,330	2,346	2,963	8,894
Faculty	277	453	456	429	1,565
Reserve Circulation					
In-library use	385	1,591	846	912	3,734
Overnight	106	72	8	29	215
1 Day	3	15	5	16	39
2 Day	11	13	6	32	62
3 Day	15	25	4	67	111
One Week	62	70	26	65	223
Day Care	256	273	611	241	1,381
Cassettes	2,560	1,749	502	656	5,467
Film/cart.		157	58	43	258
Films	78	142	209	232	661
Film Loops	30	673	673	447	1,823
Filmstrips	1	5	2	6	14
Filmstrip/Cassettes	72	345	409	191	1,017
Filmstrip/Rec.	15	5	4		24
Maps	4	3		2	9
Records	46	55	101	74	276
Slides	16	873	582	1,151	2,622
Slides/Cassettes		7	15	10	32
Transparencies	37	21	18	13	79
VideoCartridge	959	849	789	192	2,789
Video Tapes			5	14	19
AV Equipment	87	369	308	63	827
TOTAL	6,235	10,095	7,973	7,848	32,161
Books on Reserve					
Biology	42		4	5	51
Botany					
Chemistry	32	2	5	50	89
Criminal Justice		1		2	3
Day Care	596	599	599	707	2,501
Education	6	6	3	3	18
English	29	32	44	103	208
History		8		8	16
Math	7	7	7	7	28
Mental Health			4	13	17
MLT	2				2
Nursing	1	45	48	34	128
PED	37	4		79	120
Physics	1	1	1	1	4
Psychology	61	81	65		207
Recreation			2	4	6
Science					
Sociology		3	9	78	90
Speech					
TOTAL	814	789	791	1,094	3,488

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	<u>Summer</u>	<u>Fall</u>	<u>Winter</u>	<u>Spring</u>	<u>Total</u>
<b>Periodicals &amp; Pamphlets</b>					
on Reserve					
Biology	2				2
Chemistry	2		2	2	6
English	3				3
Math					
Mental Health			1	1	2
MLT					
Nursing		17	41	41	99
PED	4		4	4	12
Political Science	11	6	26	26	69
Psychology	85	71	68	68	292
Recreation			16	16	32
Self-Study	45	71	71	71	258
Sociology	37	32	6	6	81
TOTAL	189	197	235	235	856
<b>AV Materials</b>					
on Reserve					
Biology		8		12	20
Chemistry	21	17	2	19	59
Day Care Toys	282	318	318	318	1,236
English	1	1			2
Mental Health	6		1		7
Nursing		25	41	30	96
PED			4	1	5
Psychology			68		68
Recreation		5		16	21
Sociology	6	5			11
Speech		8		10	18
TOTAL	316	387	434	406	1,543
Reference questions answered	138	158	157	207	660
<b>Copy Machine Use</b>					
Student	1,720	5,700	3,900	3,980	15,300
Staff					
Faculty	79	85	615	106	875
TOTAL	1,799	5,785	4,515	4,086	16,175
<b>Microfilm Printer Use</b>					
Students	179	400	270	699	15,480
Staff	90	28	30	3	151
TOTAL	269	478	300	702	15,631
Gate Count	10,974	18,703	16,317	15,624	15,404

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Weekly Circulation Count

<u>Subject</u>	<u>Call Number</u>	<u>Summer Quarter 1975</u>	<u>Fall Quarter 1975</u>	<u>Winter Quarter 1976</u>	<u>Spring Quarter 1976</u>	<u>Total</u>
General Works	A	55	27	31	39	152
Philosophy	B-BD	65	23	81	105	304
Psychology	BF	691	898	903	1,018	3,510
Aesthetics, Ethics	BH-BX	436	351	243	447	1,477
History	C-F	1,064	1,099	1,418	1,857	5,438
Geography, Folklore	G-GT	54	45	53	111	263
Recreation	GV	139	222	175	219	755
Economics	H-HJ	672	636	562	959	2,829
Sociology	HM-HX	1,122	1,382	1,085	1,294	4,883
Political Science						
Law	J-K	176	213	193	274	856
Education	L	537	520	565	635	2,257
Music	M	91	46	68	140	345
Fine Arts	N	686	597	531	611	2,425
Language & Literature	P-PN	468	442	424	659	1,993
Literature-Romance	PQ	186	133	128	241	688
Literature-English	PR	474	457	502	852	2,285
Literature-American	PS	480	773	858	916	3,027
Literature-Germanic	PT	63	44	52	60	219
Literature-Juvenile fiction	PZ	780	663	564	726	2,733
Science-Pure	Q-QE	627	443	324	907	2,301
Science-Natural	QH-QR	630	437	724	975	2,766
Medicine	R	1,006	1,808	1,894	2,115	6,823
Agriculture	S	154	123	99	136	512
Technology	T	247	278	298	245	1,068
Military Science, Bibliography	U-Z	231	182	171	252	836
TOTAL		11,134	11,872	11,946	15,793	50,745



## Appendix I

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## Daily Head Count by Hour

	<u>Summer 1975</u>	<u>Fall 1975</u>	<u>Winter 1976</u>	<u>Spring 1976</u>	<u>Total</u>
8:30 A.M.	4	7	8	9	7
9:30	21	21	12	18	18
10:30	12	27	33	25	24
11:30	9	28	37	27	25
12:30P.M.	8	23	28	28	22
1:30	7	17	14	30	17
2:30	6	12	15	9	11
3:30	5	14	13	9	10
4:30	6	8	14	9	8
5:30	4	8	16	12	5
7:00	5	7	13	11	9
8:00	4	8	12	9	7

## Appendix II

## Acquisitions

	Number Added <u>FY75-76</u>	Number Withdrawn <u>FY 75-76</u>	<u>Total</u>
Volumes (excludes serials)	2,998	77	26,517
Serials-vols. (classified	215	2	896
Bound periodicals & indexes	151	0	915
Loose-leaf services-vols.	0	0	55
Sub. Total	3,364	79	28,383
Microfiche-vols.	0	0	1,910
Total	3,364	79	30,293
Periodical Sub. (incl. index sub.)	20	44	467
Vertical file pamphlets	58	0	904
Maps	1	0	204
Microfilm-reels	477	194	3,185
Microfiche-units	246	0	6,140
Audio- visual software-units			
Cassettes	20		895
Film-16mm.	14		155
Film cartridges	12		26
Film loops	2		217
Filmstrips	3		25
Filmstrips/Cassette	51 fs/51 cass.		325fs./309 cassettes
Filmstrip/Phonorecord	0		166fs./131 phono.
Phonorecords	945		1,396
Slides	100		2,985
Slides/Cassette	1,581sl/60 cass.		2,763sl./76 cassettes
Transparencies	34		246
Video Cartridges	11		182
Video Tape	1		58
TOTAL	2,885		9,955

### Appendix III

#### Abstracts of Acquisitions

1. Number of volumes added, 1975-76	<u>2,988</u>
2. Number of volumes held at end of 1975-76	<u>28,383</u>
3. Number of reels of microfilm held at end of 1975-76	<u>3,185</u>
4. Number of physical units of other forms of microtext held at end of 1975-76	<u>6,140</u>
5. Number of periodical titles being received at end of 1975-76	<u>467</u>
6. Number of serial titles being received at end of 1975-76	<u>123</u>

Appendix IV  
Holdings By Classification  
Book Holdings by Classification

<u>Subject</u>	<u>Call Number</u>	<u>Number Added Fy 75-76</u>		<u>Total</u>	
		<u>Titles</u>	<u>Volumes</u>	<u>Titles</u>	<u>Volumes</u>
General Works	A	5	22	63	282
Philosophy	B-BD	32	37	336	391
Psychology	BF	108	117	814	888
Aesthetics, Ethics	BH-BJ	19	21	69	72
Religion	BL-BX	36	38	480	566
History-Auxiliary Sciences	C	13	22	176	252
History-General & Old World	D	105	123	1,582	1,867
History-America	E	130	152	1,417	1,710
History-America	F	52	69	524	589
Geography, Oceanography	G-GF	13	15	149	167
Anthropology, Folklore	GN-GT	8	7	135	143
Recreation	GV	88	89	559	580
Economics	H-HJ	132	149	1,442	1,619
Sociology	HM-HX	228	237	1,596	1,691
Political Science	J	84	115	991	1,148
Law	K	60	88	365	449
Education	L	67	83	921	1,007
Music	M	26	29	271	312
Fine Arts	N	164	172	871	950
Language	P-PM	42	54	606	686
Literature-Criticism, drama, collections	PN	129	172	787	941
Literature-Romance	PQ	19	23	441	509
Literature-English	PR	301	358	1,731	1,998
Literature-American	PS	199	229	1,759	1,935
Literature-Germanic	PT	7	7	169	174
Literature-Juvenile fiction	PZ	41	44	91	94
Science-Pure	Q-QE	84	97	1,447	1,678
Science-Natural	QH-QR	89	101	1,466	1,691
Medicine	R	288	331	1,628	1,805
Agriculture	S	14	18	195	207
Technology	T	60	66	451	525
Military Science	U	8	8	68	75
Naval Science	V	1	1	27	27
Bibliography *					
Library Science	A	<u>11</u>	<u>40</u>	<u>223</u>	<u>352</u>
		2,663	3,134	23,850	27,380

Appendix IV  
AV HOLDINGS BY CLASSIFICATION

Units added FY 75-76

		Cassettes	Film-16mm	Film Cartridges	Film Loops	Filmstrips	Filmstrip/ Cassette	Filmstrip/ Phonorecord	Phonorecords	Slides	Slides/ Cassette	Transparencies	Video Cartridge	Video Tape
General Works	A													
Philosophy	B-BD		1											
Psychology	BF	7												
Aesth., Ethics	EH-BJ		2											
Religion	BL-BX													
Hist-Aux. Sci.	C													
History-General & Old World	D		1											
History- American	E		1											
History- American	F													
Geog., Oceanog.	G-GF													
Anthrop., Folk.	GN-GT													
Recreation	GV													
Economics	H-IHJ													1
Sociology	HM-IX	2	2	12								28		
Political Science	J													
Law	K													
Education	L	2	1											
Music	M													
Fine Arts	N								830					
Language	P-PM													
Lit.-Crit., Drama, Collect.	PN													
Literature- Romance	PQ								1					
Literature- English	PR								2					
Literature- American	PS								112					
Lit-German.	PT													
Lit-Juv. Fic.	PZ													
Science- Pure	Q-QE										357/11			
Science- Natural	QH-QR				2		26/26				137/9	2		
Medicine	R	9	6			3	25/25			100	40 1,087/	4	11	
Agriculture	S													
Technology	T													
Military Sci.	U													
Naval Sci.	V													
Bibli., Lib. Sci.	Z													
TOTALS		20	14	12	2	3	51/51	0	945	100	158/60	27	11	1

## Appendix IV

## AV HOLDINGS BY CLASSIFICATION - TOTAL UNITS

		Page 3														
		Cassettes	Film-16mm	Film Cartridges	Film Loops	Filmstrips	Filmstrip/Cassette	Filmstrip/Phonorecord	Phonorecords	Slides	Slides/Cassette	Transparencies	Video Cartridge	Video Tape		
General Works	A															
Philosophy	B-BD		1													
Psychology	BF	70	19				33 23					28		4		
Aesth., Ethics	EH-BJ		2													
Religion	BL-BX		2				6 6									
Hist-Aux. Sci.	C															
History-General & Old World	D	1	4				5 5		2			32				
History-American	E	6	5				13 13		7			25				
History-American	F	4					1 1						79			
Geog., Oceanog.	G-GF											6				
Anthrop., Folk.	GN-CT		1													
Recreation	GV				28			78 44	27							
Economics	H-HJ	1	1			1	60 60					62		1		
Sociology	HM-HX	35	17	26		3	8 8	10 10	1		500 7	34		11		
Political Science	J	9	2			1	13 11	6 6								
Law	K	2														
Education	L	6	4				9 5					24	1			
Music	M								1026							
Fine Arts	N									90	545 7					
Language	P-PM	358					3 3	1 1	10							
Lit.-Crit., Drama, Collect.	PN	3					5 5	2 2	2							
Literature-Romance	PQ								7							
Literature-English	PR	18							110					3		
Literature-American	PS	18					2 2		193							
Lit-German.	PT								6							
Lit-Juv. Fic.	PZ															
Science-Pure	Q-QE		9		22	7		8 8		110	357 11		10	1		
Science-Natural	QH-QR	111	59		59	5	40 40	7 7		2069	137 9	31	6			
Medicine	R	242	28		108	8	122 122	54 53	5	708	1224 42	4	86	37		
Agriculture	S									7						
Technology	T						4 4			1						
Military Sci.	U															
Naval Sci.	V															
Bibli., Lib. Sci.	Z	9					1 1									
TOTALS		305	155	26	217	25	325/200	166/121	1306	2055	1763/70			50		

Appendix V  
Acquisitions Addenda

Gifts

	<u>Number Added FY 75-76</u>	<u>Total</u>
Periodicals	0	1
Charts	0	1
Maps	0	1
Cassettes	0	1
Phonorecord albums	0	7
Pamphlets	0	48
Books	73	653
Bound Periodicals	0	59

Withdrawals

Books (vols.)	79	213
Periodical subscriptions	44	115

Multiple Copies

Books	223	839
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Appendix VI

Interlibrary Loans

	<u>FY</u> <u>75-76</u>	<u>Total</u>
Books	60	210
Photoduplication	19	94
Microfilm	2	13
Videotape	0	1



# Appendix VII

## Hours of Audiovisual Equipment Usage

	16mm	Dukane	OP	SL	PH	FS	OH	TR	VTR
Social Science	385	127	0	21	20	14	21	15	36
Natural Science	74	4	0	52	6	9	18	17	5
Nursing	39	9	0	1	1	1	2	4	60
Physical Education	42	0	0	1	1	0	1	1	94
Public Service	89	0	2	27	15	1	23	17	31
Humanities	20	4	41	13	19	2	22	8	92
Deaf Education	48	0	0	0	0	0	0	0	17
Administration	0	0	0	13	0	0	5	4	0
TOTALS:	697	144	43	128	62	27	92	66	332

GRAND TOTAL

1,591 hrs.

\* Excludes permanently mounted projectors and P.E. equipment

## Appendix VIII

### Staff Professional Activities

Mrs. Jane C. Martin

Member-

Georgia Library Association

Ms. Cathy Spencer

Member-

Coosa Valley Librarian's Association

Georgia Library Association

Association for Educational Communication and Technology

American Library Association

Participant-

Nikon Camera School, Atlanta

Smith-Mattingly Educational Television Workshop,  
Washington, D.C.

Mr. Hubert H. Whitlow

Member-

Coosa Valley Librarian's Association

Georgia Library Association (Second Vice President)

Southeastern Library Association

American Library Association

Publication-

"With a Candle for the Sun," Technological Horizons in Higher  
Education Journal. II: 23-26, November, 1975.

FLOYD JUNIOR COLLEGE  
LIBRARY

ANNUAL REPORT 1976-1977

The Library had another year. Service indicators, for the most part, all pointed upward. Circulation, that terse measurement of library use, reached an all time high of 34,694 transactions, an increase of 2,803 transactions over the previous year. This, we maintain, represents a significant increase when coupled with declining enrollment. Furthermore, 51 per cent of this circulation was of printed materials and 11,207 of these transactions were two week transactions. Consider the total circulation transactions for the years indicated, and you will see that use of library materials has increased significantly since the College's first year:

1970-71	2,541
1971-72	6,815
1972-73	8,102
1973-74	13,746
1974-75	32,025
1975-76	32,161
1976-77	34,694

Historically speaking, library use increases when a library moves into a new building. From the standpoint of collection use this has certainly held true for Floyd Junior College. From the standpoint of in-house use of library or other materials it definitely

does not hold true for Floyd Junior College. Our door count mechanism measured 59,985 passages during the fiscal year. Passages they were. Our average high count of seated users was twenty-four at 10:30 A.M. Our patrons tend to flit and flee.

Other measures of library use showed an increase over previous years. One hundred and eighty-four interlibrary loan requests were processed. The cumulative figure for all previous years was 318.

To encourage library use, we provided twenty-four library orientation programs to students in such classes as Biology, English, History, Nursing, Political Science and Psychology. Results were nebulous, but we still maintain that library orientation programs can be a vital introduction to effective library use when coupled directly with class assignments. Motivation provokes use.

Significant collection growth was maintained in the face of rising prices and a steady state materials budget. A total of 4,159 volumes was added to the Library's collection, bringing our total holdings to 34,336. One thousand, six hundred and forty-one items of audiovisual software were added, bringing that collection to a total of 11,592 items. The addition of a full-time library assistant to provide the clerical processing of all these materials was instrumental in the faster processing of all these Library materials. Book collections are easier to compare. Consider the number of volumes per EFT for the following institutions for FY '75, the latest figures available at the time of this writing:

<u>INSTITUTION</u>	<u>VOLUMES</u>	<u>EFT ENROLLMENT</u>	<u>BKS/LFT</u>
ABAC	49,490	1,834	26.98
Albany Jr.	46,518	1,359	34.22
Atlanta Jr.	10,658	239	44.59
Bainbridge Jr.	10,750	289	37.19
Brunswick Jr.	36,700	881	41.65
Clayton Jr.	35,295	2,012	17.54
Dalton Jr.	36,806	1,141	32.25
Emmanuel Co. Jr.	11,157	237	47.07
Gainesville Jr.	36,301	974	37.27
Gordon Jr.	23,450	633	37.04
Kennesaw Jr.	55,902	1,646	33.96
Macon Jr.	44,518	1,470	30.28
Middle Ga.	66,260	1,482	44.70
South Ga.	59,021	982	60.10
Floyd Jr.	23,596	985	23.95

Approximately thirty per cent of the Library's staff is employed to maintain audiovisual services. During FY '77, approximately 2,275 hours of equipment use was recorded. This figure is an increase over the previous year by 684. For the first time we recorded systematically the number of equipment set-ups for classroom use. The total for the year was 1,374. Set-ups involve the recording of a request, (usually made by telephone), the physical transport of the equipment (and possibly of the software) to a designated classroom location, the setting up of the equipment, and its retrieval after the instructor has finished. There are about forty-five potential set-up locations throughout the campus. The employment of a second audiovisual technician has made possible the continuation of this service on an expanded campus.

Highlights of the year's work with educational television include the complete videotaping of History 111, History 251, and History 271. Other programs videotaped included Effective Learning for the Deaf (40 hours), Outdoor Education (4 hours), Nursing Techniques (15 hours), Fire Science (30 hours), and additional programs dealing with Physical Education, Public Service, and Title XX.

The Library's fiscal year began with a whimper. The Self-Study report from the Southern Association of Colleges and Schools visitation team had to be answered. A Library purpose was re-written (this time channeled through the Library Committee), Library budget projections were made (the projections now lie ridiculously outmoded), the faculty and students were surveyed regarding possible improvements of Library service (not a bad idea but the results were rather nebulous), and a promotion-salary-tenure policy for professional librarians was developed. The suggestions emanating from the Report - more student assistant help, the employment of a reference librarian, the integration of the audiovisual software budget into the total Library budget, the control of sound interference in the television studio - are all beyond independent Library action, but we applaud them. We challenge the suggestion that the Library should take steps to assure that all areas of the Library's collection are evenly developed. We maintain that a reasonable balance (within the constraints of our curriculum and financial resources) has been maintained for about the past three or four years. Witness the appropriate appendices in our recent annual reports. Another suggestion, that the faculty be oriented into Library use, was inaugurated in the Fall of

1976, and, hopefully, will be developed further with the Fall Quarter, 1977.

As the Library has grown and developed, its focus of activities has changed. Many ideas involving more adequate use of Library facilities have been scrutinized. The ARC Educational Satellite program may offer an added dimension to Library services. Optimistically, a second grant application is now being prepared which, if funded, will extend the range of the educational satellite program to areas beyond viable commuting range of many potential students in our service area. Another grant application, "Educational Television Effectiveness With Selected Target Groups," will, if funded, provide additional television facilities for the little used wired carrels in the northwest corner of the Library building. It, too, should extend our range of educational opportunities to persons in the community not previously reached and should engender heavier use of Library facilities. We intend to search further for additional ways to utilize underused Library space.

Other projects have been undertaken to encourage the use of existing resources or to make the existing facilities a bit more palatable. The Library's vertical file of pamphlets has been re-structured, and one tray of the card catalog has been devoted to a listing of the topics that may be found in that resource. A display stand for a selected issue of a current periodical has been set up near the entrance to call students' attention to our periodical

subscriptions. The exhibit cases, long useless because of mechanical problems, are now being used. Murals painted by David Mott's art students are soon to be hung in appropriate locations in the building. These relatively small endeavors will, hopefully, make the Library a more pleasant and useful place for our students.

The Library is not without its problems. The 45% reduction in the Library book funds is the most serious. Since the announcement of this cut, the Library staff has worked with the faculty to delete approximately 112 of our periodical, newspaper and serial subscriptions to help compensate for the expected loss of funds. A new book budget allocation formula has been devised which will, we hope, more equitably provide for the allocation of book funds among the various teaching divisions-departments. Nevertheless, collection growth will be stymied. Twenty thousand dollars is simply not a viable sum for quality collection maintenance in a junior college library. If this cut is maintained and the current rate of inflation continues, discretionary spending for monographs will be virtually eliminated.

Collection maintenance becomes more important in the face of book budget cuts. We now have measurable statistics regarding the book theft detection device. The following figures denote the amount of book loss as determined by inventory during the years indicated:



<u>YEAR</u>	<u>VOLUMES MISSING</u>	<u>PERCENT OF COLLECTION LOST</u>
1970-71	76	1.0%
1971-72	248	1.6%
1972-73	220	1.1%
1973-74	285	1.2%
1974-75	137	.5%
1975-76	57	.19%

The book theft detection device, installed early in 1975, is obviously not perfect; but we feel that it has been well worth its price. There is, however, another problem concerning missing books - those that are checked out but simply not returned regardless of any action taken by us or by the Admissions and Records Office. Presently, approximately 65 circulation cards in our files are tagged long overdue. Experience indicates that virtually all of these books must either be withdrawn from Library records and considered permanently lost or else replaced. Replacing them will not cost the approximately \$650.00 that it would have cost in 1970. One reliable source calculates that the average price of a library book now stands at \$16.32.

The basic dilemma, then, regarding Library operations is budgetary. We have built a staff of nine full time employees. We have usually operated with about five student assistants per quarter.

The student assistant situation has always been less than perfect, but it allowed us to provide at least minimal circulation services and to render some help to audiovisual services during night hours. At one time we utilized student or CETA employees to perform the clerical tasks of materials processing. The loss of student assistants will be a serious blow to Library services. We will probably survive the Summer, but the Fall Quarter will present real problems. Some aspect of Library operations will probably be dropped or slowed to snail's pace. Any further cuts in Library personnel will be reflected in cuts in services of one type or another. At this point we see no alternatives. This dilemma stems from an administrative assumption that 6-7% of E. and G. funds represent adequate Library and media operations without regard to the fact that an active audiovisual operation incurs expenditures over and above what would normally be spent for "Traditional" library operations. Thirty-two percent of our FY '78 budget is devoted to audiovisual operations. At this state of funding for FY '78 we will have a mediocre operation, both "traditional" and audiovisual. We should determine which way we want to go and not divide the eggs.

This summarizes the Library's activities, aspirations, and problems for FY '77. Detailed statistics are available in the appendices for those who wish to peruse. Considering what we had

to work with, it wasn't really a bad year. No one was locked up overnight in the john.

Respectfully submitted,

Hubert H. Whitlow  
Librarian

# Appendix I

## Circulation and Related Activities

Two week circulation	<u>Summer</u>	<u>Fall</u>	<u>Winter</u>	<u>Spring</u>	<u>Total</u>
Two week circulation					
Students	1,814	2,394	2,871	2,470	9,549
Faculty	536	443	415	264	1,658
Reserve Circulation					
In-library use	219	2,024	1,718	2,003	5,964
Overnight	17	23	3	4	47
One day	5	5	4	11	25
Two days	24	20	82	33	159
Three days	47	26	9	18	100
One week	23	3	9	2	37
Day care	468	275	391	246	1,380
Cassettes	515	502	258	217	1,492
Film cartridges	65	17	26	0	108
Films	251	127	107	149	634
Film loops	331	705	325	344	1,705
Filmstrips/cassettes	151	243	117	161	672
Filmstrip/records	1	2	11	6	20
Maps	0	0	1	0	1
Records	87	106	113	109	415
Slides	468	2,676	210	1,012	4,366
Slides/cassettes	12	42	5	16	75
Transparencies	6	2	2	6	16
Video cartridges	242	1,554	2,373	1,711	5,880
Video cassettes	0	0	0	149	149
Video tape	6	2	31	33	72
AV equipment	69	26	18	57	170
TOTAL	5,357	11,217	9,099	9,021	34,694

### Materials on Reserve

Books on Reserve					
Biology	10	0	0	0	10
Botany	20	0	0	0	20
Chemistry	0	1	38	19	58
Criminal Justice	3	0	1	0	4
Day Care	754	0	0	0	754
Dietetic Technology	0	0	14	0	14
Education	3	1	1	1	6
English	52	40	94	34	220
FST	0	7	7	7	21
History	0	10	2	21	33
Math	7	7	7	7	28
Mental Health	11	0	0	3	14
MLT	0	0	2	0	2
Nursing	31	24	28	9	92
PED	80	99	79	0	258

Materials on Reserve (continued)

	<u>Summer</u>	<u>Fall</u>	<u>Winter</u>	<u>Spring</u>	<u>Total</u>
Books (con't)					
Physics	1	1	3	1	6
Pol. Sci.	0	0	1	0	1
Psychology	3	33	10	8	54
Recreation	4	4	1	0	9
Self-study	37	3	3	0	43
Sociology	<u>3</u>	<u>0</u>	<u>1</u>	<u>0</u>	<u>4</u>
TOTAL	110099	230	292	110	1,651

Periodicals and Pamphlets  
on Reserve

Chemistry	2	2	1	2	7
Criminal Justice	1	0	1	0	2
Dietetic Technology	0	0	14	0	14
Education	0	0	3	0	3
English	0	0	0	2	2
History	0	23	0	105	128
Mental Health	2	0	0	0	2
Nursing	0	37	12	0	49
PED	4	48	13	0	65
Political Sci.	44	0	73	16	133
Psychology	0	6	5	8	19
Recreation	16	16	16	0	48
Self-study	79	79	79	76	313
Sociology	<u>2</u>	<u>20</u>	<u>0</u>	<u>0</u>	<u>22</u>
TOTAL	150	231	217	209	807

AV Materials on Reserve

Biology	0	0	3	0	3
Botany	3	0	0	0	3
Chemistry	33	14	14	14	75
Criminal Justice	0	14	0	0	14
Day Care toys	357	0	0	0	357
Deaf Ed.	0	0	39	12	51
Dietetic Technology	0	0	1	0	1
FST	0	0	33	33	66
History	0	0	86	104	190
MLT	0	26	113	0	139
Mental Health	22	0	0	11	33
Nursing	67	77	81	0	225
Psychology	0	0	0	11	11
Science	8	0	0	0	8
Sociology	0	5	5	0	10

Materials on Reserve (continued)

	<u>Summer</u>	<u>Fall</u>	<u>Winter</u>	<u>Spring</u>	<u>Total</u>
<u>AV Materials on Reserve</u> <u>(continued)</u>					
Sociology	0	5	5	0	10
Speech	<u>8</u>	<u>8</u>	<u>8</u>	<u>0</u>	<u>24</u>
TOTAL	498	144	383	185	1,210
 <u>Miscellaneous</u>					
Reference questions answered	106	200	184	130	620
Copy machine use					
Student	1,240	7,650	1,465	9,721	20,076
Faculty	<u>320</u>	<u>378</u>	<u>272</u>	<u>844</u>	<u>1,814</u>
TOTAL	1,560	8,028	1,737	10,565	21,890
Microfilm Printer use					
Student	119	156	812	414	1,501
Staff	<u>13</u>	<u>45</u>	<u>274</u>	<u>105</u>	<u>437</u>
TOTAL	132	201	1,086	519	1,938
Gate count	10,765	18,121	15,860	15,239	59,985

Appendix I

Page 4

Weekly Circulation Count

<u>Subject</u>	<u>Call Number</u>	<u>Summer Quarter 1976</u>	<u>Fall Quarter 1976</u>	<u>Winter Quarter 1977</u>	<u>Spring Quarter 1977</u>	<u>Total</u>
General Works	A	37	23	19	23	102
Philosophy	B-BD	97	104	33	49	283
Psychology	BF	1,205	1,198	1,045	668	4,116
Aesthetics, Ethics	BH-BX	572	578	316	225	1,691
History	C-F	2,340	2,147	1,810	1,220	7,517
Geography, Folklore	G-GT	125	90	78	71	364
Recreation	GV	292	288	401	263	1,244
Economics	H-HJ	669	888	625	580	2,762
Sociology	HM-HX	1,453	1,510	1,879	1,526	6,368
Political Science, Law	J-K	329	534	569	261	1,693
Education	L	1,058	893	775	567	3,293
Music	M	133	59	78	49	319
Fine Arts	N	713	787	823	577	2,900
Language, Literature	P-PN	1,025	740	705	591	3,061
Literature-Romance	PQ	433	237	242	172	1,084
Literature-English	PR	1,022	892	1,012	662	3,588
Literature-American	PS	786	766	1,185	750	3,487
Literature-Germanic	PT	77	64	69	52	262
Literature-Juvenile	PZ	1,970	1,713	1,525	1,106	6,314
Science-Pure	Q-QE	740	662	661	725	2,788
Science-Natural	QH-QR	1,647	882	960	590	4,079
Medicine	R	1,648	1,888	2,113	1,745	7,394
Agriculture	S	215	177	146	141	679
Technology	T	324	281	313	306	1,224
Military Science	U-Z	433	288	271	207	1,199
Bibliography						
TOTAL		19,343	17,689	17,653	13,126	67,811

Appendix I  
Page 5

Average Library Attendance by Hour

8:30 A.M.	8
9:30	20
10:30	24
11:30	23
12:30 P.M.	15
1:30	16
2:30	13
3:30	12
4:30	9
5:30	10
7:00	12
8:00	10



Appendix I  
Page 6

Circulation Analysis by Year

<u>Fiscal Year</u>	<u>Printed Vols. Held</u>	<u>Circulation Transactions of Printed Materials</u>	<u>% of Printed Vols. Circulated</u>	<u>Units of AV Software Held</u>	<u>Circulation Transactions of AV Software</u>	<u>% of AV Software Units Circulated</u>	<u>% of Total Circulation That is AV Software</u>
1971	7,650	2,524	33	66	17	26	1
1972	13,125	6,789	52	548	26	5	0
1973	18,537	7,323	39	3,168	779	25	10
1974	21,921	9,947	45	5,694	3,799	67	28
1975	25,098	14,900	59	7,418	17,125	231	54*
1976	28,383	17,071	60	9,955	15,090	152	47
1977	32,426 **	18,919	55	11,592	15,774	136	49

\* Circulation of English audio cassettes accounts for a sizeable portion of this percentage.

\*\* Does not include titles held on microfiche.

Appendix II  
Acquisitions

	Number Added <u>FY 76-77</u>	Number Withdrawn <u>FY 76-77</u>	<u>Total</u>
Volumes (excludes serials)	3,783	110	30,190
Serials-vols. (classified)	173	6	1,063
Bound periodicals & indexes	203	0	1,118
Loose-leaf services-vols.	0	0	55
Sub. Total	<u>4,159</u>	<u>116</u>	<u>32,426</u>
Microfiche-vols.	<u>0</u>	<u>0</u>	<u>1,910</u>
Total	4,159	116	34,336
Periodical sub. (incl. index sub.)	22	55	434
Vertical file pamphlets	89	141	852
Maps	30	8	226
Microfilm-reels	423	241	3,367
Microfiche-units	341	0	6,481
<u>Audio-visual software - units</u>			
Cassettes	184		1,077
Film-16 mm.	13		167
Film cartridges	0		26
Film loops	0		217
Filmstrips	0		25
Filmstrips/Cassettes	30 fs/30 cass.		355 fs/339 cass.
Filmstrip/Phonorecord	0		166 fs/131 phono.
Kits	114		114
Phonorecords	383		1,779
Slides	0		2,985
Slides/Cassettes	643 sl./18 cass.		3,406 sl./94 cass.
Transparencies	0		246
Video Cartridges	177		359
Video Cassettes	28		28
Video Tape	<u>21</u>		<u>78</u>
TOTAL	1,641		11,592

### Appendix III

#### Abstracts of Acquisitions

1. Number of volumes added, 1976-77	<u>4,159</u>
2. Number of volumes held at end of 1976-77	<u>32,426</u>
3. Number of reels of microfilm held at end of 1976-77	<u>3,367</u>
4. Number of physical units of other forms of microtext held at end of 1976-77	<u>6,481</u>
5. Number of periodical titles being received at end of 1976-77	<u>434</u>
6. Number of serial titles being received at end of 1976-77	<u>148</u>

# Appendix IV

## Book Holdings by Classification

	Call Number	Number Added FY 76-77		Total	
		<u>Titles</u>	<u>Volumes</u>	<u>Titles</u>	<u>Volumes</u>
General Works	A	7	51	70	333
Philosophy	B-BD	60	66	396	457
Psychology	BF	91	103	905	991
Aesthetics, Ethics	BH-BJ	18	24	87	96
Religion	BL-BX	88	91	568	657
History-Auxiliary Sciences	C	22	29	198	281
History-General & Old World	D	132	152	1,714	2,019
History-American	E	164	192	1,581	1,902
History-American	F	81	96	605	685
Geography, Oceanography	G-GF	20	22	169	189
Anthropology, Folklore	GN-GT	21	21	156	164
Recreation	GV	44	54	603	634
Economics	H-HJ	184	196	1,626	1,815
Sociology	HM-HX	363	394	1,959	2,085
Political Science	J	134	167	1,125	1,315
Law	K	69	94	434	543
Education	L	113	141	1,034	1,148
Music	M	26	29	297	341
Fine Arts	N	125	132	996	1,082
Language	P-PM	58	68	664	754
Literature- Criticism drama, collections	PN	101	167	888	1,108
Literature-Romance	PQ	55	59	496	568
Literature-English	PR	342	441	2,073	2,439
Literature-American	PS	200	214	1,959	2,149
Literature-Germanic	PT	22	23	191	197
Literature-Juvenile fiction	PZ	96	96	187	190
Science-Pure	Q-QE	152	172	1,599	1,850
Science-Natural	QH-QR	90	108	1,556	1,799
Medicine	R	286	357	1,914	2,162
Agriculture	S	23	35	218	242
Technology	T	78	95	529	620
Military Science	U	8	8	76	83
Naval Science	V	4	4	31	31
Library Science	Z	38	55	261	407
TOTAL		3,315	3,956	27,165	31,336

AV HOLDINGS BY CLASSIFICATION

		Cassettes	Film-16mm	Film Cartridges	Film Loops	Filmstrips	Filmstrip/Cassette	Filmstrip/Phonorecord	Kits	Phonorecords	Slides	Slides/Cassette	Transparencies	Video Cartridges	Video Cassettes
General	A														
Philosophy	B-BD	2	1												
Psychology	BF	1	7				6/6								
Anth.	BH-BJ	1													
Religion	BL-BX	1							5						
Hist-Aux.	C														
History-Gen.															
Old World	D		3				2/2								
History-American	E													104	
History-American	F														
Geog.,	G-GF														
Anthrop.	GN-GT														
Recreation	GV														
Economics	H-HJ						2/2								
Sociology	HM-HX	3					2/2		7					6	
Political Science	J														
Education	K														
Music	L														
Fine Arts	M									366					
Language	N														
Lit.-Crit.	P-PM	10													
Drama	PN	6													
Literature-Romance	PQ	3							1						2
Literature-English	PR	11	1												
Literature-American	PS								16						
Lit-German.	PT														
Lit-Juv.	PZ														
Science-Pure	Q-QE	60							102					61	26
Science-Natural	QH-QR											83/1		2	
Medicine	R	86	1				18/18					560/17		4	
Agriculture	S														
Technology	T														
Military	U														
Naval Sci.	V														
Bibli., Lib.	Z														
TOTALS		184	13	-	-	-	30/30	-	114	383	-	643/18	-	177	

AV HOLDINGS BY CLASSIFICATION

		Cassettes	Film-16mm	Film Cartridges	Film Loops	Filmstrips	Filmstrip/Cassette	Filmstrip/Phonorecord	Kits	Phonorecords	Slides	Slides/Cassette	Transparencies	Video Cartr.	Video Cassette
General	A														
Philosophy	B-BD	2	2												
Psychology	BF	71	26				39/29						28		
Anth.	BH-BJ	1	2												
Religion	BL-BX	1	2				6/6		5						
Hist-Aux.	C														
History-Gen.															
Old World	D	1	7				7/7			2			32		
History-American	E	6	5				13/13			7			25	104	
History-American	F	4					1/1							79	
Geog.,	G-GF												6		
Anthrop.	GN-GT		1												
Recreation	GV				28			78/44		27					
Economics	H-HJ	1	1			1	62/62						62		
Sociology	HM-HX	38	17	26		3	10/10	10/10	7	1		500/7	34	6	
Political Science	J	9	2			1	13/11	6/6							
Law	K	2													
Education	L	6	4				9/5						24	1	
Music	M									1392					
Fine Arts	N										90	545/7			
Language	P-PM	368					3/3	1/1		10					
Lit.-Crit.															
Drama	PN	9					5/5	2/2		2					
Literature-Romance	PQ	3								8					2
Literature-English	PR	29	1							110					
Literature-American	PS	18					2/2			209					
Lit-German.	PT									6					
Lit-Juv.	PZ														
Science-Pure	Q-QE	60	9		22	7		8/8	102		110	357/11		71	26
Science-Natural	QH-QR	111	59		59	5	40/40	7/7			2069	220/10	31		8
Medicine	R	328	29		108	8	140/140	54/53		5	708	1784/59	4		90
Agriculture	S										7				
Technology	T						4/4				1				
Military	U														
Naval Sci.	V														
Bibli., Lib.	Z	9					1/1								
TOTALS		1077	167	26	217	25	355/339	166/131	114	1779	2985	3406/94	246	359	28

# Appendix V

## Gifts

	<u>FY 76-77</u>	<u>Total</u>
Periodicals	0	1
Charts	0	1
Maps	0	1
Cassettes	12	13
Phono Albums	0	7
Film - 16 mm.	5	5
Pamphlets	0	48
Books	93	746
Bound periodicals	13	72

## Withdrawals

	<u>FY 76-77</u>	<u>Total</u>
Books	116	329
Periodical subscriptions	55	170
Maps	8	8
Vertical file pamphlets	141	141
Microfilm reels (spliced)	241	1,210

## Multiple Copies

	<u>FY 76-77</u>	<u>Total</u>
Books	219	442

Appendix VI  
Interlibrary Loans

	<u>FY 76-77</u>	<u>Total</u>
Books	99	309
Photoduplication	85	179
Microfilm	0	13
Videotape	0	1



# HOURS OF AUDIOVISUAL EQUIPMENT USE

Summer 1977

	DURAME	FS	OH	OP	PH	SL	16 MM	TR	VTR
Administration							2		
Humanities					3		2		4
Natural Science		1	1			3	13		
Nursing							1		
Physical Education							1		5
Public Service	4	2	2				5	1	26
Social Science	3					3	49	1	36
TOTALS	7	3	3		3	6	73	2	71

Total number of hours of equipment use 168

Total number of hours of video tape produced 43

Total number of equipment set-ups 166

Excludes equipment in B-84, B-154 and the Department of Physical Education, and overhead projectors left in classrooms for daily use.

1976 1977

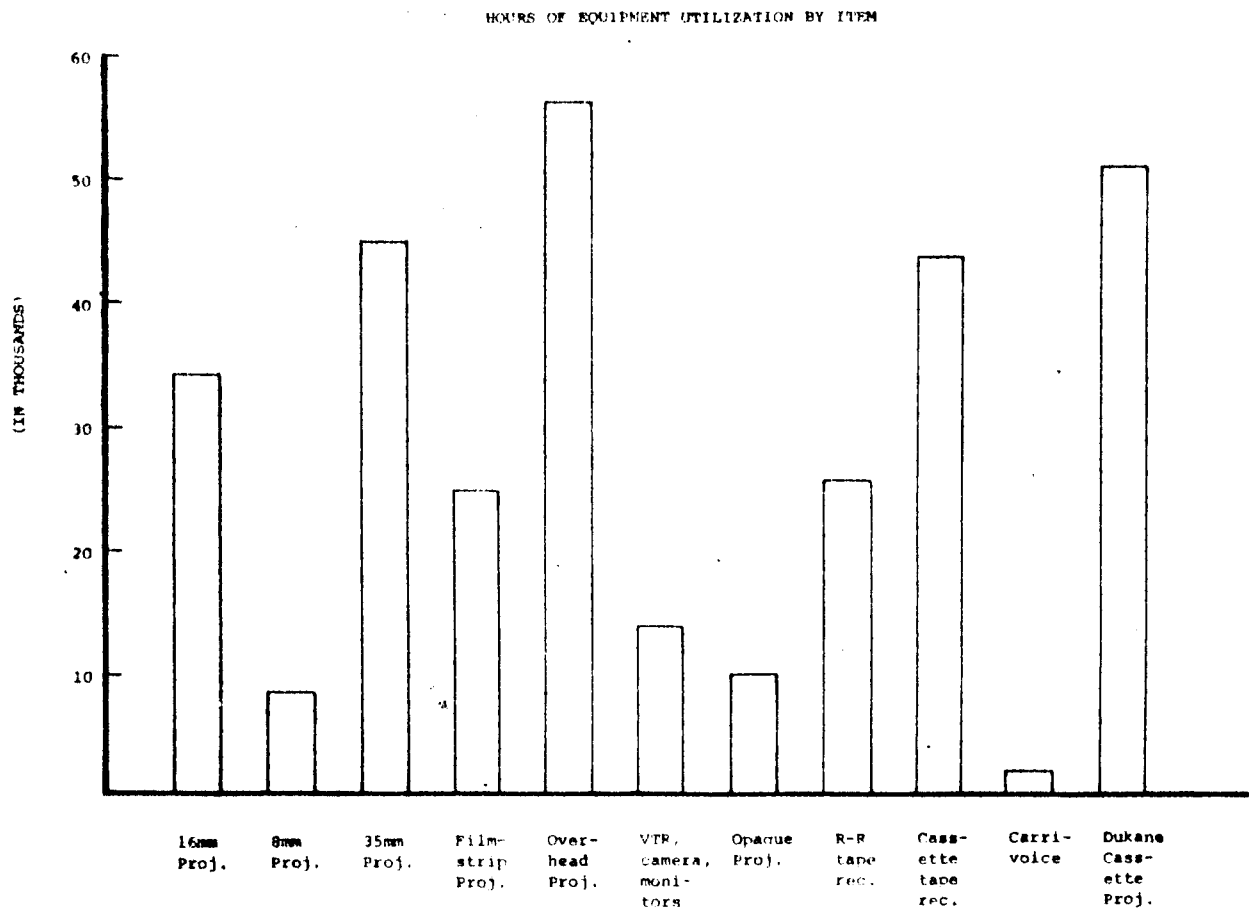
HOURS OF EQUIPMENT USE SUMMARY

16mm Projectors	33,888.25
8mm Projectors	7,864.25
35mm Projectors	44,047.75
Filmstrip Projectors	24,134.50
Overhead Projectors	55,421.25
Video Recorders/Players	13,140.25
Opaque Projectors	9,782.00
Reel-to-Reel Tape Recorders	24,814.50
Cassette Tape Recorders	43,339.75
Carrivoice Speaker Systems	2,476.25
Dukanes (Filmstrip/Sound Projectors)	51,316.50
Miscellaneous Equipment	<u>92,345.00</u>
<b>TOTAL HOURS OF EQUIPMENT USE</b>	<b>417,351.75</b>

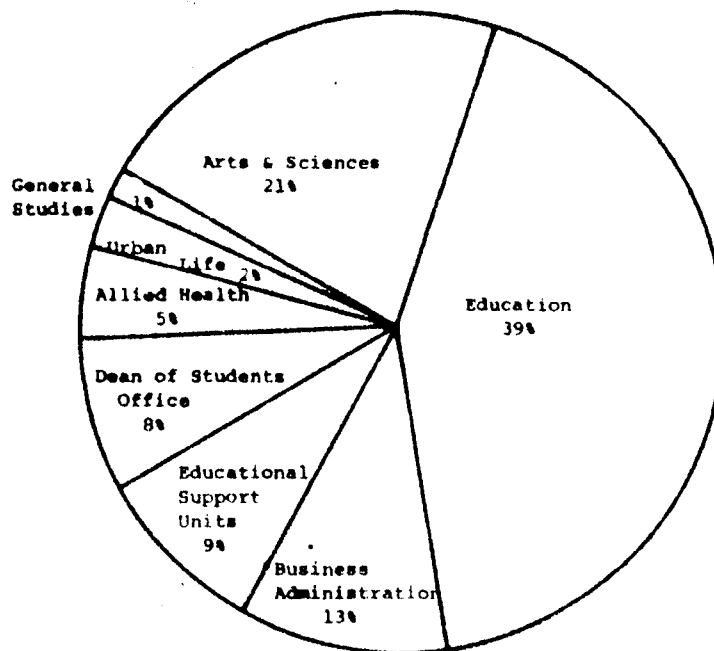
The above table depicts the total hours each piece of general classroom equipment was used during the Fiscal Year 1976 - 1977. The figures represent approximately 8,370 delivery and pick up actions, 2,610 walk order and 353 long term loan requests. These services were performed for approximately 78 departments of the university.

*John Hall*

1976-1977



UTILIZATION OF AUDIOVISUAL EQUIPMENT BY COLLEGE



FLOYD JUNIOR COLLEGE

LIBRARY

ANNUAL REPORT

1977-1978

?: Cough! Cough!

W: May I help you?

?: Yes. My name is Sigismund Hustlebut.

W: What can we do for you?

H: I'm looking for the library.

W: Well, this is it.

H: I thought I'd never find the place.

W: Who referred you to us?

H: Mr. Pressley. I work for Mr. Pressley, and he told me to inventory the library, so here I am. If it hadn't been for Mr. Pressley's directions, I never would have found the place.

W: Are you a student here?

H: I guess so. This is my fifth year attending classes.

W: You qualify. I think I'll call you Sigy for short.

H: Do you have a rug? That's the first item on the list.

W: Yes, you're standing on it.

H: Well, it must be here then. Looks a little tattered. How old is it?

W: About three years old. It came with the building.

H: How did it get so bad so fast?

W: All libraries are supposed to look old, even if they are new. It lends an air of permanence.

H: This rug is definitely not permanent, but I'll check it off anyway. Now where are your books?

W: All around you. There are 35,314 of them.

H: Incredible. What do you do with them?

W: They are here for students and faculty and staff to use. We also lend to citizens in the community.

H: You mean you give them away?

W: No, it just seems that way. Actually, we loan them and people are supposed to bring them back. Sometimes they do; sometimes they don't. Five hundred books, for example, were checked out to faculty according to a recent count. Some had been checked out for years.

H: What's wrong with that?

W: Nothing is wrong with that, except that students are shy about having us recall a book from a faculty member (or from anyone else for that matter) so that they can use it too. Faculty use is great. But decorating walls with library books is a bit much. It sort of defeats our purpose as being the original recyclers.

H: What can you do about that sort of thing?

W: Oh, we send them a jokey little letter once a year. Some respond; some don't.

H: How about students?

W: Usually they respond. We have a little fine schedule. They don't like to pay for something they can't keep.

H: Then what if they don't pay?

W: We send their names to A & R.

H: What happens then?

W: Sometimes we get the books back.

H: Sometimes?

W: Yep, at other times nothing happens. We estimate that over a five year period we've lost \$5,409.00 worth of books to people who's names have been sent to A & R, based on current average replacement costs of \$18.00 per volume.

H: \$5,400.00 !

W: Yep.

H: That's taxpayer's money!

- W: Sure is. I can see that your five years have paid off, Sigy. What makes it more frustrating, though, is that someone will call up five years after their names have been sent to A & R and want their records cleared. Meanwhile, we have already replaced the missing books.
- H: That's a waste of my daddy's tax dollar.
- W: Mind if I call you Hustle for short?
- H: How many of these books do you check out in a year?
- W: Oh, a bunch. Last fiscal year we circulated (that's what we like to call it) 21,040 items. That includes audiovisual items even though virtually all video tapes and video cartridges were moved to open shelves about mid-year. 14,707 of those transactions were of books, a bit down from last year but we had a drop in enrollment, heavy turnover in personnel, a great deal of staff sickness, etc., so we're not sure just how accurate our figures are.
- H: Why the heavy personnel turnover?
- W: All our student assistants were of the work-study variety. Now that's a very good idea, mind you, as long as it works . . . or as long as they work. But out of five work-study student assistants employed this calendar year, one was fairly dependable. They send us strange people for these jobs. One person was two inches tall and couldn't reach the shelves. Another had a chronic case of sleeping sickness and had to lie down all the time.
- H: But that doesn't answer the question. Mr. Pressley said that you had a full time PSE person to take the place of a regular staff member on extended leave of absence because of illness.
- W: We had a full time PSE body part of the time. There were different bodies at different times. They came and went with the sun and the moon. Their work was erratic. It was a mess and service suffered. That may be one reason circulation figures are down. People don't like to deal with gruff and incompetent people. The tension between the PSE's and the regular staff didn't help the situation, either. So with the staff incompetence, staff turnover, and student assistant roll over, things got down right sad. If the rest of the staff hadn't pitched in, sometimes to the detriment of their own duties, we would have gone under. Things, I am happy to report, are now looking up.
- H: How's that?
- W: New people with a sense of job responsibility. Now if we can get some decent student assistants, we'll be back to the starting line.

H: Didn't you have complaints?

W: Did we ever. There were murmurs from students via faculty and from faculty directly saying that students weren't getting proper service. There was even a complaint or two from librarians of other institutions in the area who reported that our students had complained to them that they couldn't get adequate service at the FJC Library. Of course, no one knows what a person may mean by adequate service. We had one student who wanted my secretary to type part of her term paper. That, we thought, was going a bit far. But I suspect that there is some truth to these complaints. I have asked repeatedly for a new position, a learning resources counselor, so that we could approach students on a positive basis and really help them as individuals in their search for information. That would really bring this library into the educational picture and lend an element of professional stability to our public operations. Goodness knows, our type of students need all the individual help that they can get. So far, we've had no encouragement. I guess we'll have to buy our own computer before any request for additional personnel will be deemed justified.

H: What's this mess over here?

W: You called it by its correct name. It's the "Day Care" collection, meaning that it needs daily care. It was purchased out of grant monies; and the original agreement was that grant funded people would shelve, repair, and pretty well take care of the collection except for the actual checking in and checking out. Well, the grant gave out; the people gave out; and there the stuff is. I hope you don't have to inventory that. Someone ripped off the Dean's fire engine, and I can't find my rubber duck. I see, though, that Mr. Wiggle-Pooh is still in residence.

H: I don't think we have to inventory that.

W: Well, it's a good thing. Be glad you don't have to inventory the rest of the collection, too. It's a real mess. The circulation files were in bad shape for awhile, too. Overdue notices were sent that shouldn't have been sent. Students' grades were withheld when they shouldn't have been. Records weren't cleared that should have been. But with the student assistant situation and the unfortunate personnel condition in our circulation operations, there simply have not been the people to do the job.

H: How about all those people in the back room? Why don't you use them out front where the customers are?

W: Which back room?



H: The one with all the switches.

W: Oh, that back room. Those people are responsible for our audio-visual operations. They keep the TV cameras operating, the projectors delivered, and educational programs videotaped, among other things. Their work is getting a bit heavier as the use of AV equipment went up this past year. Setting up projectors and other equipment for the use of faculty is a very time consuming project. So if you are thinking of moving some of those people out front, think about what you don't want done in back. As far as we can tell (and some people won't tell us) we provide more audiovisual service for a school our size than just about anybody in the world. Besides, as the equipment gets older and gathers more hours of use, it requires more repair. The microfilm reader-printers, for example, were never perfect machines. We started out using them primarily because there was no room for the storage of bound issues of periodicals....

H: I read a periodical once.

W: Well, er, yes. I would think that you would over a five year period. Anyway, the original plan seemed grand. Now, though, it doesn't seem so hot. When a machine is down, a person is absolutely helpless if he wants to read a back issue of certain of our journals. Either we should replace or overhaul the readers, or bind all of our journal subscriptions.

H: Wouldn't that cost a pile?

W: Yep, and a pile of money is what we don't have. Just think. The average periodical subscription price alone now runs something like \$24.00.

H: O.K. Now how about the people in that other back room? Why don't you use them for some of the out front work where the people are?

W: Great idea, Sig, but I hate to tell you that we've thought of that. The problem is that as things now stand if we pull someone out of the "Technical Processing" area, to get technical, something back there would not get done. New books would stack up on the floor and eventually get lost. That way, no one would ever see them. Our periodicals and serials subscriptions would really be a mess. If we paid bills without some sort of record keeping, we would never know when we were getting our money's worth. The AV stuff would just be piled in boxes. If we make sure that all materials reach the shelves properly cataloged, people at least stand a chance. With recent cuts in the book budget we have been able to work faster and get the merchandise out on the floor where it can be seen. But after that, it's pretty much a self-service operation - just like a super market.

- H: Very interesting. But I hear that your book budget is cut again. If you don't have as many books to process, why don't you move people from the back to the front? I think you're trying to pull something over on me.
- W: Apparently you're not the only one to feel that way. But we have endeavored to make things easier to locate this year. We've noted our subscriptions in our periodical indexes. We've divided the card catalog into author-title and subject sections. And we've recorded pertinent indexes on each card in our periodicals holdings file. One small thing we've done is extend the standard loan period to three weeks.
- H: Isn't dividing a catalog against the law? Sounds like the destruction of state property to me.
- W: MMMmmmmmm. Not quite, my boy, not quite. Just take my word for it, that's all. It seems to make it easier for students to locate things. It isn't quite so confusing. Besides, it makes filing faster and more accurate for us and will help toward eliminating the purchase of duplicates. We can scrutinize more carefully.
- H: Why do you have to have all those silly little cards anyway?
- W: The card catalog is sort of like a computer. It's an inventory control. It tells folks what we have on a particular subject, by a particular author, etc.
- H: Then if your catalog is messed up, your inventory control is messed up?
- W: As far as the public is concerned, yes. And we can't remember all 49,564 items in the library's collection. But the real problem in this area is yet to come.
- H: How's that?
- W: A large percentage of our cataloging originates with MARC tapes, computer tapes sold by the Library of Congress to vendors and to large libraries. Sometime in 1980 the Holy of Holies will change its cataloging rules, meaning that many of the subject approaches to many of our volumes will be changed. Some larger libraries plan to "close out" their catalogs and simply start over with a new catalog for new publications being newly cataloged. This, Hustle, would be a little hard on our students, so we tentatively plan a series of cross references for the major headings. This will be much tougher on us, but much easier on our students. We don't like the situation, but there is nothing we can do but cope. It will mean many, many extra work hours.

H: You still haven't answered my question.

W: What's that?

H: Why can't you shift people from the back to the front if your book budget is down?

W: To an extent we have. There isn't a person on the library staff who hasn't worked at the circulation desk at some point in their career. Most of the people in the technical processing room spend several hours per week at the desk. All of them some. But with a slow down in the number of publications purchased, we have endeavored to catalog more carefully so that students would have an easier time using the catalog. The present library staff may not always be here. With a collection properly cataloged, any new librarian could maintain collection control. Also, we have found that the number of books arriving "preprocessed", that is, with the cataloging already done, steadily diminishes. Furthermore, we find that more and more of this cataloging, when performed, is performed in so sloppy a manner that it must be altered or re-done. To add to this burden we must perform original cataloging for all audiovisual materials and for all government documents. And strange as it may seem, we are buying more and more government documents as the book budget goes down. They are harder to handle, but they are cheaper to buy. We simply get more for our money. And remember, audiovisual material is very time consuming to catalog. We're not picking at nits, mind you. But we do endeavor to make our inventory accountable. Accountability is the word. And without proper accountability, no amount of public service will pay off. With proper equipment, such as a SOLINET terminal and/or a computer typewriter, we could really streamline the backroom, Siggy, and save numerous work hours. One of the five grants I worked on this year would have gone a long way toward solving this problem and the many tasks involved in maintaining a circulation file controlling the location of 49,564 items. But it wasn't approved, so it won't.

H: (Yawn) That's a shame.

W: So, we're caught in a bind.

H: Oh, yeah. Like with the periodicals.

W: Er, something like that. In order to cut costs, we may have to do some stupid things, like buying paperback books instead of hard-back books. The paperbacks are cheaper, of course, but they don't stay around very long.

H: You mean they're smaller; so they can be stolen more easier.

- W: Easily. No, I mean that they wear out faster. I figure that a library justifies itself this way: Assume, first of all, that we are limited beings in our knowledge and ability to expend it to one extent or another.
- H: You mean our Professor of Plant Marketing is limited?
- W: I'm talking about the average person. That means that at the level of "higher education" we must offer information from more than one source. So we have labs, books, and audiovisual materials. Assume that every student who checks out a book, for example, had to have that book and had to buy that book for his own use.
- H: Holy kimono. Nobody could afford an education.
- W: Exactly. So by the time a book has been checked out twice it has paid for itself.
- H: How do you figure that?
- W: One time pays for the cost of the book and one time pays for the processing. Everything above that is pure gravy. Some books pay for themselves many times over. Others just don't make the freight. Overall, I'd say that the library, counting books alone, more than pays its way in our educational system. A film, at say \$500 a shot, is a different matter. It requires a projector which requires maintenance and an operator. A film may be used no more than one time per quarter. But, if enough people have viewed it, it may have paid for itself.
- H: I'll bet people get tired of your crying "cut budget" all the time.
- W: Sure they do. And they probably get tired of my asking for a learning resources counselor, too. But that's part of my job. It goes with the territory. I try to maintain a balance in my arguments for AV materials and services and printed materials. If I lean one way, it is because I sense a need to lean. Right now I'm leaning. Most books have always been more to me than just things. They are people talking to people through the cheapest, most efficient medium possible. When "Prospect Thirteen" hits the fan of higher education, they just may hold their own.
- H: What else is likely to hit the fan under those circumstances?
- W: Just about everything, Hus. All we in the Library can hope for is a reasonable percentage of the total E & G.
- H: And what is that?

W: It depends on whom you ask, Hus. The "traditional" formula is that as long as a library is receiving 6% of E & G, it is in pretty good shape. My own observation is that 6% is reasonable for a "traditional" library operation. You had better add at least another percentage point if you are going to throw in audiovisual and still make the whole thing a viable operation.

H: How does the FJC Library stand in this regard?

W: I'm so glad you asked, Hussy. Let me get this little piece of paper out of my pocket and show you something. Here's our record through FY '77. I suspect that there was a big dip for FY '78. Official Board of Regents statistics won't be available, probably, for about another year, but roll your eyeballs over this:

<u>Year</u>	<u>% of E &amp; G expended for Library purposes</u>
FY'71	17.0
FY'72	10.4
FY'73	9.5
FY'74	7.5
FY'75	7.4
FY'76	5.9
FY'77	5.9

H: You say that you have books that have never been used. How about audiovisual stuff?

W: Oh, sure. Some of it is used very little; some not at all. We all make mistakes.

H: But if you make a mistake in buying a \$500 film, isn't that a pretty big mistake?

W: Yep, sure is. But since the library has no audiovisual budget to call its own and since all we do is process the stuff and make it available, the mistake isn't ours. I think I can say with all fairness that the book collection is much more representative of general balance and of our curriculum than the AV collection.

Department A buys film Z, either out of grant funds or out of residual funds at the end of the fiscal year. In some cases the purchase is bought hurriedly and without thought, sometimes without even a preview. Then, too, you would be amazed at how fast audiovisual materials go out of style. A ten year old \$10.00 science book may be next to useless. But a two year old \$500 film in political science, to take an example out of the blue, is a loss of another color. Then, too, the equipment needed to show the film may be getting old and undependable. All in all, I suspect that audiovisual operations are a bit more expensive to maintain properly than the traditional book operation.

H: Can you justify that statement with figures?

W: If you want me to.

H: Don't bother. But if you don't have any audiovisual budget, where do you get the tape for all this videotaping?

W: From the divisions. It comes out of their supply budgets.

H: Good. Then that's one cost you don't have to worry about.

W: You must be majoring in FJCManship. It's true that we don't have to worry about buying the tape. The trouble is that it's like running a restaurant that serves breakfast but the customers have to bring their own eggs. Everybody grabs from everyone else, then balances off with after-the-fact requisition orders to match. It would be much easier if all the new unprocessed videotapes were kept in the library and used according to need. Also, this might eliminate some of the territorial possessiveness that goes along with the present method of audiovisual purchasing. We've had at least one academic arena of the college tell us that a certain item of audiovisual software purchased by them but cataloged and housed by us could be used only by their students. Naturally, we told them where to get off the train. The same attitude pertains to certain items of audiovisual equipment, too. Finders keepers seems to be the game's name.

H: I'll ask Mr. Pressley about that. What is this room?

W: This is ....

H: HELP!!! HELP!!!

W: What's the matter?

H: We're having an earthquake!

W: No, no. That's merely the air conditioning unit shaking beneath the floor. This is the television studio. Here is where we make some of our own educational videotapes.

H: Sort of like a home movie, eh?

W: Something like that.

H: Are they as good?

W: A bit shaky, I would say. We can't move the air conditioning machinery, but a thick rug on the floor would eliminate much of the vibration which is the real problem. We didn't know that we were getting television when this building's plans were finalized. So the studio is makeshift. The wisest plan would be to rearrange the library's entire audiovisual, circulation and office areas and relocate the assembly rooms. My fear, though, is that we'll substitute one makeshift for another.

H: What is that big frisby outside the glass? It looks like a celestial Roto-Rooter.

W: Sigy, you must have passed the Regents' Test. That's our satellite antenna also known as the cutting edge of education. From it we receive educational programs from the University of Kentucky.

H: What do you do with them?

W: We show them to people, or we tape them and then show them to people.

H: How many people?

W: Well, not too many, but we think business will pick up.

H: I'll bet they are good programs if they come all the way from Kentucky.

W: Some have beep, but some haven't been too hot. At least the viewers didn't think so.

H: Now how do you know that?

W: They got up and walked out.

H: Wasn't that sort of embarrassing?

W: Considering that the program was from Kentucky, no. Thank goodness it wasn't from Alabama. Anyway, it's been an incredibly time consuming operation what with all the paper work, but now we have a little extra help. We're hoping that business will pick up.

H: Oh, my goodness!  
(Pause)  
What is that thing?

W: That, my friend, is known as an Upright,-Tight-Bolted, Pull-Along. However, a nine year old boy reported to one desk attendant that "something had fallen over."

H: It looks like a new Stonehenge to me. Are there any Druids in that lake? I'm a married man with children, you know.

W: Druids don't live in lakes, but we do have birds in the attic and crickets in the carpet. Occassionally there is a student in a chair.

H: I notice that the place isn't exactly foaming over with students.

W: The only foaming over that we do is at the mouth. No, students aren't exactly swinging from rafters, but we do have our share. 44,805 people came into this building during the twelve month period ending June 30th.

H: Well, they certainly aren't here now.

W: I'll have you know that at certain designated hours, usually around 10:30 in the mornings, that there were more people in the library than were in the pool room.

H: How do you know?

W: We went over and counted them, that's how we know. And furthermore, go count the people in the various labs at various times of the day. Then talk to us about efficient space utilization. Actually, we've thought about ripping out some of the carrels and installing a "soft setting" (chairs - not music, but maybe music, too) for little, informal, talk sessions. Personally, I think that this would be a good idea. Then, too, if we can get a little AV money, we hope to make a few timely purchases and run free showings. We expect to put Cedar Valley out of business. With that, we think we'll have licked our space problem. Seriously, though, what is needed for all FJC students is a one hour required course in the use of the library. Such a course would serve to let students know that the Library is here, that a library is an institution that can serve a person throughout his lifetime, and that audiovisual materials may be used effectively by the individual as well as by the group.

H: ZZZzzzzzzzzzzzz.

W: WAKE UP, YOU TURKEY! Now, what else do you want to know?



H: Oh, I didn't want to know any of this. I'll just tell Mr. Pressley that the Library is still here.

Respectively submitted,

A handwritten signature in cursive script, appearing to read "Hubert H. Whitlow".

Hubert H. Whitlow  
Librarian

# Appendix I

## Circulation and Related Activities

Two week circulation	<u>Summer</u>	<u>Fall</u>	<u>Winter</u>	<u>Spring</u>	<u>Total</u>
Two week circulation					
Students	946	2,908	2,604	2,546	9,004
Faculty	313	334	514	564	1,725
Reserve Circulation					
In-library use	545	711	1,941	527	3,724
Overnight	1	-	-	2	3
One day	5	34	6	6	51
Two days	29	9	9	3	50
Three days	25	31	46	92	194
One week	4	8	1	10	23
Daycare	179	246	251	159	835
Cassettes	346	791	344	77	1,558
Film cartridges	-	-	-	-	-
Films	78	119	164	142	503
Film loops	6	167	224	69	466
Filmstrips/cassettes	39	97	133	39	308
Filmstrip/records	4	2	9	3	18
Maps	1	-	-	1	2
Records	61	72	86	64	283
Slides	54	2	27	6	89
Slides/cassettes	-	-	4	16	20
Transparencies	-	-	7	1	8
Video cartridges	158	501	659	77	1,395
Video cassettes	11	-	37	49	97
Video tape	21	165	85	85	356
AV equipment	<u>1</u>	<u>180</u>	<u>83</u>	<u>64</u>	<u>328</u>
TOTAL	2,827	6,377	7,234	4,602	21,040

## Materials on Reserve

### Books on Reserve

Biology	-	-	-	-	-
Botany	-	-	-	-	-
Chemistry	45	-	-	-	45
Criminal Justice	-	-	-	-	-
Daycare	754	754	754	754	3,016
Dietetic Technology	-	1	9	-	10
Education	1	1	1	1	4
English	33	37	44	176	290
FST	7	-	-	-	7
History	21	23	13	-	57
Math	5	5	5	5	20
Mental Health	3	3	5	-	11
MLT	-	-	-	-	-
Nursing	14	9	9	18	50
PED	45	45	45	45	180

Materials on Reserve (continued)

	<u>Summer</u>	<u>Fall</u>	<u>Winter</u>	<u>Spring</u>	<u>Total</u>
Books (con't)					
Physics	1	1	1	1	4
Political Science	-	3	20	-	23
Psychology	4	-	4	1	9
Recreation	-	-	-	-	-
Self-study	3	3	3	3	12
Sociology	-	-	-	-	-
TOTAL	936	885	913	1,004	3,738

Periodicals and Pamphlets  
on Reserve

Chemistry	1	-	-	-	1
Criminal Justice	-	-	5	-	5
Dietetic Technology	-	23	8	-	31
Education	-	-	-	3	3
English	23	23	23	23	92
FST	-	3	3	-	6
History	77	26	2	1	106
Mental Health	-	-	3	1	4
Nursing	-	-	4	1	5
PED	-	-	5	-	5
Political Science	45	7	58	43	153
Psychology	2	2	2	23	29
Recreation	6	-	6	-	12
Self-study	76	76	76	76	304
Sociology	-	-	4	-	4
TOTAL	230	160	199	171	760

AV Materials on Reserve

Biology	24	28	25	25	102
Botany	-	-	-	-	-
Chemistry	13	-	1	1	15
Criminal Justice	-	-	-	-	-
Daycare toys	357	357	357	357	1,428
Deaf Ed.	12	12	-	-	24
Dietetic Technology	-	9	6	-	15
Education	-	-	-	3	3
FST	6	6	6	-	18
History	52	25	51	25	153
MLT	-	8	8	5	21
Mental Health	11	-	11	19	41
Music	4	4	26	26	60
Nursing	-	13	21	9	43
Political Science	-	1	1	-	2
Psychology	24	10	24	24	82
Science	-	-	-	-	-
Sociology	-	-	-	-	-
Speech	-	8	8	-	16
TOTAL	503	481	545	494	2,023

Materials on Reserve (continued)

	<u>Summer</u>	<u>Fall</u>	<u>Winter</u>	<u>Spring</u>	<u>Total</u>
Reference questions:					
Reference	44	128	161	214	547
Location	22	134	130	106	392
Deficiencies	2	4	10	15	31
Copy machine use:					
Student	660	13,794	5,615	4,840	24,909
Faculty	<u>1,613</u>	<u>1,508</u>	<u>1,192</u>	<u>763</u>	<u>5,076</u>
TOTAL	2,273	15,302	6,807	5,603	29,985
Microfilm printer use					
Student	82	835	631	1,029	2,577
Staff	<u>88</u>	<u>68</u>	<u>59</u>	<u>88</u>	<u>303</u>
TOTAL	170	903	690	1,117	2,880
Gate count	5,830	20,009	9,997	8,969	44,805

## Weekly Circulation Count

<u>Subject</u>	<u>Call Number</u>	<u>Summer Quarter 1977</u>	<u>Fall Quarter 1977</u>	<u>Winter Quarter 1978</u>	<u>Spring Quarter 1978</u>	<u>Total</u>
General Works	A	14	27	27	29	97
Philosophy	B-BD	32	30	55	113	230
Psychology	BF	497	1,239	868	956	3,560
Aesthetics, Ethics	BH-BX	91	266	311	427	1,095
History	C-F	534	1,436	1,769	1,451	5,190
Geography, Folklore	G-GT	44	96	99	128	367
Recreation	GV	186	649	352	424	1,611
Economics	H-HJ	560	1,186	897	686	3,329
Sociology	HM-HX	1,046	2,685	2,118	2,454	8,303
Political Science, Law	J-K	167	511	290	307	1,275
Education	L	392	974	735	977	3,078
Music	M	76	180	168	139	563
Fine Arts	N	465	818	683	690	2,656
Language, Literature	P-PN	295	658	829	857	2,639
Literature, Romance	PQ	103	201	174	154	632
Literature - English						
- American	PR-PS <sup>u</sup>	794	1,801	1,728	2,456	6,779
Literature - Germanic	PT	61	108	128	78	375
Literature - Juvenile	PZ	1,085	2,707	1,934	2,270	7,996
Science - Pure	Q-QE	307	536	417	733	1,993
Science - Natural	QH-QR	499	763	728	818	2,808
Medicine	R	1,091	3,050	2,167	1,992	8,300
Agriculture	S	65	149	113	162	489
Technology	T	210	407	301	385	1,303
Military Science	U-Z	77	68	48	71	264
Bibliography						
 TOTAL		 8,691	 20,545	 16,939	 18,757	 64,932

Appendix I  
Page 5

Average Library Attendance by Hour:

8:30 A.M.	6.25
9:30	14.50
10:30	20.90
11:30	19.50
12:30 P.M.	16.50
1:30	14.00
2:30	10.40
3:30	8.77
4:30	7.15
5:30	8.56
7:00	9.24
8:00*	10.90

\*The 8:00 P.M. figures include a combined count for (April, May, June 1978) 7:30 and 8:30.

## Appendix I

Page 6

## Circulation Analysis by Year

<u>Fiscal Year</u>	<u>Printed Vols. Held</u>	<u>Circulation Transactions of Printed Vols.</u>	<u>% of Printed Vols. Circulated</u>	<u>Units of AV Software Held</u>	<u>Circulation Transactions of AV Software</u>	<u>% of AV Software Units Circulated</u>	<u>% of Total Circulation That is AV Software</u>
1971	7,650	2,524	33	66	17	26	1
1972	13,125	6,789	52	548	26	5	0
1973	18,537	7,323	39	3,168	779	25	10
1974	21,921	9,947	45	5,694	3,799	67	28
1975	25,098	14,900	59	7,418	17,125	231	54*
1976	28,383	17,071	60	9,955	15,090	152	47
1977	32,426	18,919	55	11,592	15,774	136	49
1978	35,314**	14,774	42	12,340	2,273***	18	15

\* Circulation of English audio cassettes accounts for a sizeable portion of this percentage.

\*\* Does not include titles held on microfiche.

\*\*\* Reflects move of videocartridges to open shelves.

## Appendix II

## Acquisitions

	Number Added <u>FY 77-78</u>	Number Withdrawn <u>FY 77-78</u>	<u>Total</u>
Volumes (excludes serials)	2,689	102	32,777
Serials - vols. (classified)	164	-	1,227
Bound periodicals & indexes	137	-	1,255
Loose-leaf services - vols.	-	-	55
Sub-Total	<u>2,990</u>	<u>102</u>	<u>35,314</u>
Microfiche - vol	<u>-</u>	<u>-</u>	<u>1,910</u>
TOTAL	2,990	102	37,224
Periodical sub. (incl. index sub.)	10	84	360
Vertical file pamphlets	121	23	950
Maps	3	-	229
Microfilm - reels	139	138	3,368
Microfiche - units	1,588	-	8,069
<u>Audio-visual software - units</u>			
Cassettes	7		1,084
Film - 16 mm.	16		183
Film cartridges	-		26
Film loops	6		223
Filmstrips	5		30
Filmstrips/Cassettes	55 fs/73 cass.		410 fs/412 cass.
Filmstrips/Phonorecords	1 fs/1 phono		167 fs/132 phono
Kits	93		207
Phonorecords	1		1,780
Slides	260		3,245
Slides/Cassettes	164 sl/4 cass.		3,570 sl/98 cass.
Transparencies	3		249
Video cartridge	28		387
Video cassette	29		57
Video tape	2		80
TOTAL	748		12,340



### Appendix III

#### Abstracts of Acquisitions

1. Number of volumes added, 1977-78	<u>2,990</u>
2. Number of volumes held at end of 1977-78	<u>35,314</u>
3. Number of reels of microfilm held at end of 1977-78	<u>3,368</u>
4. Number of physical units of other forms of microtext held at end of 1977-78	<u>8,069</u>
5. Number of periodical titles being received at end of 1977-78	<u>360</u>
6. Number of serial titles being received at end of 1977-78	<u>45</u>

# Appendix IV

## Book Holdings by Classification

	Call Number	Number Added FY 77-78		Total	
		<u>Titles</u>	<u>Volumes</u>	<u>Titles</u>	<u>Volumes</u>
General Works	A	7	19	77	352
Philosophy	B-BD	45	47	441	501
Psychology	BF	59	63	964	1,050
Aesthetics, Ethics	BH-BJ	9	9	96	105
Religion	BL-BX	63	64	631	721
History - Auxiliary Sciences	C	8	10	206	290
History - General & Old World	D	134	142	1,848	2,157
History - American	E	88	93	1,669	1,989
History - American	F	37	40	642	725
Geography - Oceanography	G-GF	14	33	183	221
Anthropology, Folklore	GN-GT	21	21	177	185
Recreation	GV	53	124	656	757
Economics	H <sup>1</sup> -HJ	235	247	1,861	2,055
Sociology	HM-HX	207	236	2,166	2,310
Political Science	J	87	101	1,212	1,415
Law	K	37	47	471	590
Education	L	64	83	1,098	1,228
Music	M	27	30	324	371
Art	N	107	111	1,103	1,192
Language	P-PM	41	45	705	799
Literature - Criticism, drama, collections	PN	62	75	950	1,182
Literature - Romance	PQ	26	26	522	593
Literature - English	PR	150	189	2,223	2,627
Literature - American	PS	252	265	2,211	2,412
Literature - Germanic	PT	8	8	199	206
Literature - Juvenile fiction	PZ	6	6	193	193
Science - Pure	Q-QE	70	104	1,669	1,953
Science - Natural	QH-QR	69	100	1,625	1,898
Medicine	R	265	313	2,179	2,459
Agriculture	S	14	16	232	258
Technology	T	119	149	648	754
Military Science	U	10	10	86	93
Naval Science	V	2	2	33	33
Library Science	Z	50	189	311	580
TOTAL		2,446	3,017	29,611	34,254

## Appendix V

BY CLERICAL EDUCATION  
Units Added FY '77-78

		Cassettes	Film-16mm	Film Cartridges	Film Loops	Filmstrips	Filmstrip/Cassette	Filmstrip/Phonorecord	Kits	Phonorecords	Slides	Slides/Cassette	Transparenc	Video Cart	Video Cassette
General	A														
Philosophy	B-BD														
Psychology	BF	1													
Anth.	BH-BJ														
Religion	BL-BX														
Hist-Aux.	C														
History-Gen.															
Old World	D														
History-American	E														
History-American	F														
Geog.,	G-GF								40						
Anthrop.	GN-GT														
Recreation	GV														
Economics	H-HJ														29
Sociology	HM-HX	1	1											4	
Political Science	J														
Law	K		2				3/3								
Education	L						6/6								
Music	M									1					
Fine Arts	N														
Language	P-PM	1	2												
Lit.-Crit.															
Drama	PN														
Literature-Romance	PQ														
Literature-English	PR	1	1												
Literature-American	PS		1												
Lit.-German.	PT														
Lit.-Juv.	PZ														
Science-Pure	Q-QE		1												3
Science-Natural	QH-QR		2				1/1		30		100			14	
Medicine	R	1	3				11/11	1/1			65	58/1		7	
Agriculture	S										30	29/1			
Technology	T	2	3		6	5	34/52		23		65	76/2		3	
Military	U														
Naval Sci.	V														
Bibli., Lib.	Z														
TOTALS		7	16	-	6	5	55/73	1/1	93	1	260	163/4	3	28	29

		Cassettes	Film-16mm	Film Cartridges	Film Loops	Filmstrips	Filmstrip/Cassette	Total Units Filmstrip/Phonorecord	Kits	Phonorecord	Slides	Slides/Cassette	Transparenc	Video Cart	Video Cass
General	A														
Philosophy	B-BD	2	2												
Psychology	BF	72	26				39/29						28		
Aesth.	BH-BJ	1	2												
Religion	BL-BX	1	2				6/6		5						
Hist-Aux.	C														
History-Gen. & Old World	D	1	7				7/7			2			32		
History-American	E	6	5				13/13			7			25	104	
History-American	F	4					1/1							79	
Geog.,	G-GF								40				6		
Anthrop.	GN-GT		1												
Recreation	GV				28			78/44		27					
Economics	H-HJ	1	1			1	62/62						62	29	
Sociology	HM-HX	39	18	26		3	10/10	10/10	7	1		500/7	34	10	
Political Science	J	9	2			1	13/11	6/6							
Law	K	2	2				3/3								
Education	L	6	4				15/11						24	1	
Music	M									1393					
Fine Arts	N										90	545/7			
Language	P-PM	369	2				3/3	1/1		10					
Lit.-Crit.															
Drama	PN	9					5/5	2/2		2					
Literature-Romance	PQ	3								8					
Literature-English	PR	30	2												2
Literature-American	PS	38	1												
Lit-German.	PT														
Lit-Juv.	PZ														
Science-Pure	Q-QE	60	10		22	7		8/8	102		110	357/11		74	
Science-Natural	QH-QR	111	61		59	5	41/41	7/7	30		2169	220/10	31	22	
Medicine	R	329	42		108	8	151/151	55/54		5	773	1842/60	4	97	
Agriculture	S														
Technology	T	2	3		6	5	18/52		21		37	29/1			
Military	U										60	70/2			
Naval Sci.	V														
Biblit. Lib.	Z	9					1/1								
TOTALS		1084	193	26	223	30	410/408	167/132	207	1780	2245	2562/100	240	355	

Appendix VI  
Acquisitions Addenda

Gifts

	<u>FY 77-78</u>	<u>Total</u>
Periodicals	0	1
Charts	0	1
Maps	0	1
Cassettes	0	13
Phono albums	0	7
Film - 16 mm	0	5
Pamphlets	11	59
Books	107	853
Bound periodicals	6	78

Withdrawals

	<u>FY 77-78</u>	<u>Total</u>
Books	102	431
Periodical subscriptions	84	254
Maps	0	8
Vertical file pamphlets	23	164
Microfilm reels (spliced)	138	1,348

Multiple Copies

Books	196	638
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## Appendix VII

### Cataloging

	<u>FY 77-78</u>
Books	563
Audiovisual	<u>101</u>
TOTAL	664

### Processing

	<u>FY 77-78</u>
Books	2,964
Audiovisual	753
Bound periodicals and indexes	137
Microfilm reels	139
Vertical file pamphlets	<u>121</u>
TOTAL	4,114

Appendix VIII  
Interlibrary Loans

	<u>FY 77-78</u>	<u>Total</u>
Books	64	373
Photoduplication	81	260
Microfilm	0	13
Videotape	0	1

Appendix IX

AUDIOVISUAL EQUIPMENT USE

July 1, 1977 to June 30, 1978

-----Hours of Use:-----

	DUKANE	FS	OH	OP	PH	SL	16 MM	TR	VTR
Administration			4		1	12	5	7	10
Humanities	7		14	35	36	61	46	10	77
Natural Science	19	10	15	2	9	23	122	5	52
Nursing	21	8	15	1	7	58	20	7	26
Physical Education		3	6		4	12	11	8	73
Public Service	2	6	25	3	17	33	57	17	84
Social Science	25	10	11	7	12	47	296	23	231
TOTALS	74	37	90	48	86	246	557	77	553

Total number of hours of equipment use 1,768

Total number of hours of <sup>permanent</sup> video tape produced 91

Total number of equipment set-ups 1,121

Excludes equipment in B-84, B-154 and the Department of Physical Education, and overhead projectors left in classrooms for daily use.



## Appendix X

### Staff Professional Activities

#### Michael C. Saunders

Member: Coosa Valley Librarians Association

Public Service: Cave Spring Renovation Slide Show  
Boy Scout work  
PED Audiovisual Workshop, Jekyll Island

#### Robert E. Wenz

Member: American Library Association  
Coosa Valley Librarians Association

#### Hubert H. Whitlow

Member: American Library Association  
Southeastern Library Association  
(Chairperson, Constitution and Bylaws Committee)  
Georgia Library Association  
(Library Development Committee)  
Coosa Valley Librarians Association  
(Chairperson)

Publication: "SELA As Hypothesis: The Bureaucratic  
Element In A Formal, Voluntary Organization",  
The Southeastern Librarian, vol. XXVIII,  
no. 2, (Summer, 1978) pp. 82-87.