

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 ^u	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

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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

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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 ¹ -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-German	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 ^{permanent} 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.

FLOYD JUNIOR COLLEGE
THE LIBRARY'S ANNUAL REPORT
OR
WHAT TO DO
WHEN THE FUDGE FACTORY BURNS*
1978-1979

Answer Embodied in Report

ANNUAL REPORT

"The bookstacks are falling! The bookstacks are falling!" came the frantic call from the Library environs. I rushed from my office to place the source of this call for help and soon resolved that it came not from a person at all but from a bronze bust resembling Edgar Allen Poe that had toppled over in the Library's new gallery.

"Nonsense, my good man," I leaned down and said to the bust. "The bookstacks aren't falling. Bookstacks don't fall. They may fall down, but they don't fall. You must have Skylab in mind." The bust rolled brassy eyes toward the art section. "This bust is speaking in code," I said to myself as I tried to interpret its body language. Then its eyes rolled heavenward. "What does one do with an expired bust?" I wondered. I abandoned it, returned to my desk, and picked up a paper which announced that FJC was about to auction a building no longer needed. "That's the end of us," I yelled across to the bust. With further reading, though, I realized that it was a plywood building that was going to go - the structure that housed my first political science class - the first one that I taught; not the first one that I took. "Is this an omen?" I asked myself. "It's must," blurted the bust. I sprang from my desk in alarm. Did the bust mean that it must be an omen. "Of all the brass," I said to myself. "I'll not listen to further busts this day." So I replaced the bust on its perch and covered it with a blanket. Everyone knows that a bust is like a caged canary. Covered, they go to sleep. I returned to my desk once again and picked up the July 9th issue of

The Chronicle of Higher Education and read with horror the following headline:

"Whitlow's Books Mold!"

"Good grief," I said to myself. "What a professional embarrassment. If it's in the Chronicle, it must be true." I quickly ran to the stacks (which weren't falling down) and saw that it was true. Creepy, slimy, mold was making its way from volume to volume in diverse sections of the collection. The bust was right in its strange way. The bookstacks weren't falling or even falling down, but their contents were molding. Less dramatic, perhaps, but just as destructive. I ran back to my desk to finish the article. After all, I must maintain my image as one who believes that reality exists only in the printed word.

"Cheated books strike back," said the paper. "When books are deprived of 68 degree temperature and 50-60 per cent humidity they get mad and mold." It was as simple as that. Oh, well. So much for over one quarter of a million dollars worth of books.

"I wonder what else is going down the drain," I said aloud.

"Students." barked the muffled bust. I obviously had on my hands an insomniac bust. "Enrollment is going to be down by one more bust, if you must, bust!" I bellowed.

"Don't be silly. You cheat the customer and he won't come back. You and all the world knows that this Library, when judged by national standards of quality, cheats students: You have never provided full-time reference service; your materials budget is erratic and is adequate only when somebody makes a mistake; your purchase of audiovisual software is erratic and not well planned; your record keeping system wouldn't challenge the Middle Ages."

"I've done my best, bust," I groveled. "I've pleaded for all those things plus the temperature plus the humidity plus the light bulbs so that the students could see plus this and plus that and plus so on. Besides, don't you think that you are taking this place a little too seriously? Are you sure that this Library is really that important in this time of space age education? Aren't you over-doing things a bit?"

"I seriously doubt," responded the recalcitrant bust, "that FJC will ever set the standards for anybody." With that I clouted the bust, knocking it from its pedestal. After busting the bust, I turned to a more important task -- writing my annual report . . .

Consider the educational, fiscal, and political limitations within which it operates and we find that the Library completed a successful year. In many ways the year was very productive. The personnel situation remained relatively stable in the public service area, and with a more positively oriented person in charge we provided service to students on a more extraverted basis than at any time in the College's history. The usual loan period was extended from two to three weeks to better accomodate a commuting student body. Circulation statistics, therefore, show an expected drop, but not the large drop that we anticipated. Circulation statistics for in-house of audiovisual software showed a similar drop. This results from the move of most audiovisual software onto open shelves in the audiovisual study. So the statistics simply do not tell the whole story. But all desk attendants report increased use of library materials in-house. Periodical indexes, periodicals, and reference sources have all received use heavier than in previous history. Four hundred

and eleven copies more than last year reported on the microfilm copy machines. This is the most solid quantitative measurement that we have of this phenomenon. More classes, it seems, are taking advantage of library orientations (625 students were trained during the past year) and their students, therefore, take greater advantage of library resources. Next year's statistics will reflect a more accurate picture of circulating library materials.

Growth of the Library's collections was substantial during the fiscal year though diminished from the previous year. Two thousand, three hundred and forty-five volumes were added to the collection compared with 2,990 volumes during FY'78. A lowered, initial materials budget coupled with rampant inflation in the publishing industry account for this decline. The budget amendment provided at the end of the fiscal year will help alleviate this problem. However, last minute budget increases play havoc with efforts to plan well the periodical collection. The total volume count now stands at 39,561. Periodical subscriptions, however, have dropped from 360 to 264. Some previous budget cuts are just now beginning to be felt. There will probably be further adjustments in periodical subscriptions until a final shakedown relates periodical subscriptions to the real world. (I.E.: Available indexing) and to actual student needs.

Problems extant in FJC's Library operations were reported in last year's annual report and need not be repeated here. One problem, however, remains peculiarly acute: student assistants. The erratic nature of student assistants drawn from the work-study student assistant pool still presents problems. The Library has secured some fine workers from this pool; others have cost more in training and mistake correcting than they were worth. Basically, the Library's service

desk operations remained stable during the year: shelving, shelf-reading, shifting and inventorying all were performed without relaxation. Certain other tasks, such as the cleaning of our phonorecord collection, were simply left undone. Accomplishments have been possible, however, only by moving personnel from processing operations despite fairly constant work loads there. Indeed, some processing tasks increased in scope: 815 books were cataloged in-house in FY 79 compared with 563 in FY 78. One hundred and thirty-four items of audiovisual software were cataloged in FY 79 as opposed to 101 in FY 78. Two thousand, one hundred and eighty-eight items of audiovisual software were processed in FY 79 contrasted to 753 in FY 78. That these tasks were performed despite the sharing of personnel with the Library's service desk operations was possible because of improved supervision in both areas. Without the leeway proffered by a lowered budget, however, the circulation records and stacks would have been a shambles. We do not hesitate to maintain that a poorly functioning Library does little to help student retention. Forty-nine thousand, two hundred and eighty-five persons passed through the Library's portals during the fiscal year. Some of these people left this facility with impressions regarding its appearance and service. We do not wish to belabor the point, but additional qualified student assistants could be gainfully employed in Library operations. There are those with library experience from the top up who may disagree with this and other statements. We will leave them to the clouds.

Based on cold, hard verifiable statistics, audiovisual operations went up significantly. Total hours of recorded equipment use rose from 1768 in FY 78 to 2206 in FY 79, and the total hours of permanently recorded tape increased from 84 in FY 78 to 91 in FY 79. The total number

of setups increased from 1121 in FY 78 to 1774 in FY 79. These numbers, however, do not report the full picture. Present videotaping schedules, for example, call for much more sophisticated taping operations. A new editor allows better production. The goal is now more quality rather than more quantity. Hopefully, we will ultimately have both. Another factor involved in the compilation of audiovisual statistics is the acceleration of use factor. One projector placed in one room counts as one setup. Before a day is out, however, that projector may have served over one hundred people. So our statistics must be considered approximate in this as in other areas. A book checked out, for example, may be read by more than one reader. The reader should realize, though, that it is not Martin Mickelsen's saving of Western Civilization via videotape nor Russ Cheadle's videotaping for Medical Lab Technology that absorbs most of AV's time. It's hustling the wheelbarrow that takes the time. Seventeen hundred and seventy-four setups constitute a lot of walking around - even on a campus as small and compact as that of FJC's.

Outside of the wheelbarrow syndrome, PR'ing constitutes as much of a time sponger as anything else. Faculty must be cajoled into making tapes, David Mott must be cajoled into making graphics, personable persons must be cajoled into acting before the camera. That's a lot of cajoling and says nothing about off-campus cajoling. And sometimes we are the ones cajoled. During the last fiscal year we estimate that we have provided some form of audiovisual service to at least 42 area agencies ranging from the Floyd County Sheriff's Office to West Rome High School. Audiovisual operations, to summarize, were busier than the year before, but just as schizo.

A new area for this report is the AESP-Television Outreach Programs. The AESP satellite system represents a very sophisticated (albeit unreliable) method of information transmission which is much more modern than some of the information it transmits, so we used this educational material selectively. Also, we found that many of the live mutual time discussion programs received were unsuitable because of content or technical problems. This led us to videotape programs, possibly edit them, and present them at times more suitable for our own audiences. This schedule provided us with the opportunity for prior scrutiny and for any subsequent dubbing or editing that might be felt necessary. The Television Outreach Program, inaugurated in November, 1978, was delayed in its start - up by the late delivery of the long promised van which finally arrived in mid-April. The van was crucial for this program which is designed to transport educational television programs to points off campus that are beyond the reach of cable television. From the point of view of the Library, both these programs hold much promise but it is too early to make more than a subjective judgment. There was progress. Attendance at Satellite programs reach 230 within six months, virtually twice the attendance of all previous years combined. The Television Outreach Program sponsored twelve non-credit courses which reached 250 participants. One hundred and twenty of these participants enrolled in Cardiovascular Pulmonary Resuscitation workshops, workshops given in conjunction with the American Heart Association. Another group of one hundred participants was exposed to a program in Survival Techniques for Firefighters. An additional 28 persons attended programs on mainstreaming preschoolers. While the Library welcomes the opportunity to utilize Library housed media in various types of credit and non-credit programs, our experience to date emphasizes the crucial

importance of having a full-time coordinator, such as is presently employed by the Library, to oversee these programs. Television, it seems, cannot stand alone. A moderator or discussion leader is necessary to insure adequate participation. The CPR programs, for example, utilized inflated manikens and hands-on practice. This practice, in conjunction with the information presented on the videotapes, resulted in a well rounded, well accepted program which we hope will serve as a model for future television outreach programs. As we enter the first full fiscal year with a vehicle for transporting programs to off campus sites, we anticipate that the Satellite and Outreach programs will generate more than the \$1223 that was generated within the past few months. More importantly, we visualize that more and better programs will reach off-campus groups in an increasingly less petroleumless society and will result in extended use of Library resources. AESP, itself, is undergoing changes. The ultimate outcome of these changes is yet to be seen. Hopefully, they will continue to provide the Floyd Junior College Library with expanded media outlets.

There is a theme, both spoken and unspoken, that runs throughout this report. This writer arrived on the local scene ten years ago this September. He came from a private institution where tight budgets and maximum personnel utilization were daily themes. Within the framework of total Library operations, consider the following:


1. The Library Book budget is erratic. The \$40,000 annual materials budget projected for Southern Association Self Study has not been adhered to, and the Library has slumped to 5.6% of E. & G. We take comfort in the safe middle of mediocrity. The appreciated late year budget amendments are helpful but do us little to help the cause of planned collection develop-

ment, or efficient use of personnel.

2. The quality and availability of student assistants is erratic.
3. The demand for Library assistance at the service desk is increasing, as far as we can tell, despite declining enrollments. Maybe its the bomb threats.
4. We anticipate that the demand for audiovisual services will increase if the College adopts its energy saving schedule for the Fall Quarter.
5. We ~~envision~~ envision that the demand for audiovisual production will increase as the Television Outreach Program reaches out.
6. Despite the frantic fuss, Audiovisual Operations have periods of laxness. The firehouse syndrome prevails.

The persistent problem that prevails in Library Operations at Floyd Junior College is efficient personnel utilization. We propose, therefore, to do officially and on a large scale what we have been doing unofficially and on a small scale heretofore: instigate a staff-wide on the job training program so that everybody has some idea of other people's jobs. With this we can shift personnel to those areas where the demand for attention is greatest. This will entail some changes in job descriptions and some time before it becomes an effective procedure. But with this action we think that we will be able to meet foreseeable demands.

Respectfully submitted,


Hubert H. Whitlow
Librarian

P.S. *Shout Fire; Never Shout Fudge

APPENDIX I

Circulation and Related Activities

	<u>Summer 1978</u>	<u>Fall 1978</u>	<u>Winter 1978</u>	<u>Spring 1978</u>	<u>Total</u>
Three-week Circulation					
Students	993	2,294	2,717	2,166	8,170
Faculty	255	593	494	490	1,832
Reserve Circulation					
In-library use	49	817	711	326	1,903
Overnight	1	2	6	2	11
One day	0	0	4	3	7
Two days	0	1	4	47	52
Three days	25	20	10	0	55
One week	1	1	122	23	147
Cassettes	26	31	50	31	138
Filmstrips	3	1	5	0	9
Filmstrips/cassettes	44	88	33	26	191
Filmstrip/records	1	2	0	0	3
Maps	1	0	0	0	1
Phonorecords	41	49	62	46	198
Slides	1	8	12	1	22
Slides/cassettes	3	0	38	0	41
Transparencies	0	0	5	0	5
Video cartridges	4	244	85	132	465
Video cassettes	89	426	153	154	822
Video tapes	12	113	15	0	140
Child care collection	175	222	356	110	863
 TOTAL	 <u>1,724</u>	 <u>4,912</u>	 <u>4,882</u>	 <u>3,557</u>	 <u>15,075</u>

12/177

Materials on Reserve

Books on reserve:

Accounting	0	1	0	0	1
Biology	0	0	0	0	0
Botany	0	0	0	0	0
Chemistry	0	0	0	0	0
Criminal Justice	0	0	0	0	0
Dietetic Technology	0	2	0	0	2
Education	0	0	11	5	16
English	37	48	21	88	194
FST	0	0	0	0	0
History	11	7	4	31	53
Math	5	5	5	5	20
Mental Health	0	0	6	6	12
MLT	0	0	0	0	0
Music	0	0	0	0	0
Nursing	9	82	44	25	160
PED	37	133	49	37	256
Physics	1	1	1	1	4
Political Science	0	0	0	0	0
Psychology	10	10	10	10	40
Sociology	1	1	1	1	4
 TOTAL	 <u>111</u>	 <u>290</u>	 <u>152</u>	 <u>209</u>	 <u>762</u>
Economics			33		33
			<u>185</u>		<u>795</u>

Materials on Reserve (Continued)Periodicals and Pamphlets
on Reserve

	<u>Summer 1978</u>	<u>Fall 1978</u>	<u>Winter 1978</u>	<u>Spring 1978</u>	<u>Total</u>
Dietetics	0	14	0	0	14
Education	0	0	0	7	7
English	0	1	22	2	25
FST	0	7	0	0	7
Nursing	0	0	8	2	10
Physical Education	1	0	33	0	34
History				53	53
Political Science	2	17	0	27	46
Psychology	23	23	0	18	64
Sociology	4	4	4	4	16
TOTAL	<u>30</u>	<u>66</u>	<u>67</u>	<u>113</u>	<u>276</u>

AV Materials on Reserve

Accounting	50	50	50	50	200
Biology	18	17	17	17	69
Criminal Justice	0	0	0	1	1
Education	0	0	1	1	2
English	0	0	0	5	5
FST	0	0	11	0	11
History	30	27	1	3	61
Mental Health	21	8	15	19	63
MLT	0	8	15	8	31
Music	29	29	29	29	116
Nursing	0	51	13	4	68
Real Estate	0	0	16	0	16
Political Science	0	0	0	2	2
TOTAL	<u>148</u>	<u>190</u>	<u>168</u>	<u>139</u>	<u>645</u>

Reference Questions:

Reference	108	277	201	223	809
Location	80	250	140	189	659
Deficiencies	10	7	19	10	46

Copy Machine use:

Student	2,579	11,748	4,844	2,980	22,151
Faculty	641	516	674	1,260	3,091
TOTAL	<u>3,220</u>	<u>12,264</u>	<u>5,518</u>	<u>4,240</u>	<u>25,242</u>

Microfilm Printer:

Student	324	2,257	926	849	4,356
Faculty	48	43	74	57	222
TOTAL	<u>372</u>	<u>2,300</u>	<u>1,000</u>	<u>906</u>	<u>4,578</u>

Gate Count:

7,112	13,818	13,989	14,366	49,285
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Weekly Circulation Count

<u>Subject</u>	<u>Call Number</u>	<u>Summer Quarter 1978</u>	<u>Fall Quarter 1978</u>	<u>Winter Quarter 1979</u>	<u>Spring Quarter 1979</u>	<u>Total</u>
General Works	A	4	39	24	25	92
Philosophy	B-BD	31	125	99	193	448
Psychology	BF	493	1,016	1,024	1,138	3,671
Aesthetics, Ethics, Religion	BH-BX	270	464	450	549	1,733
History	C-F	649	1,181	1,310	2,253	5,393
Geography, Oceanography, Anthropology, Folklore	G-GT	86	146	126	105	463
Recreation	GV	355	892	280	480	2,007
Economics	H-HJ	346	997	928	953	3,224
Sociology	HM-HX	1,421	2,129	1,589	1,872	7,011
Political Science-Law	J-K	272	824	604	691	2,391
Education	L	688	1,067	959	772	3,486
Music	M	72	122	48	26	268
Fine Arts	N	310	846	599	777	2,532
Language, Literature, Criticism, Drama	P-PN	314	685	752	870	2,621
Literature - Romance	PQ	47	86	117	128	378
Literature English	PR	468	792	689	690	2,639
Literature - American	PS	522	1,373	1,224	1,482	4,601
Literature - Germanic	PT	52	69	71	47	239
Literature - Juvenile	PZ	1,575	2,283	1,465	1,092	6,415
Science - Pure	Q-QE	492	643	599	663	2,397
Science - Natural	QH-QR	328	493	341	660	1,822
Medicine	R	1,158	2,059	1,543	2,208	6,968
Agriculture	S	88	180	87	84	439
Technology	T	274	635	534	455	1,898
Military Science, Bibliography, etc.	U-Z	81	89	68	67	305
TOTAL		10,396	19,235	15,530	18,280	63,441

DAILY HEAD COUNT

<u>Hour</u>	<u>Summer Quarter 1978</u>	<u>Fall Quarter 1978</u>	<u>Winter Quarter 1979</u>	<u>Spring Quarter 1979</u>	<u>Total</u>
8:30 AM	102	277	284	364	1,027
9:30 AM	212	822	721	837	2,592
10:30 AM	277	950	949	1,190	3,366
11:30 AM	207	996	891	1,091	3,185
12:30 PM	207	1,194	839	895	3,135
1:30 PM	202	965	827	729	2,723
2:30 PM	266	648	724	523	2,161
3:30 PM	209	640	592	446	1,887
4:30 PM	103	506	444	360	1,413
5:30 PM	167	468	378	294	1,307
6:30 PM	263	412	414	290	1,379
7:30 PM	262	561	427	362	1,612
8:30 PM	122	283	310	222	937
TOTAL	2,599	8,722	7,800	7,603	26,724

APPENDIX II

ACQUISITIONS

	Number Added <u>FY 78-79</u>	Number Withdrawn <u>FY 78-79</u>	Grand <u>Total</u>
Volumes (excludes serials and uncataloged gov't documents	1,893	123	34,797
Serials - vols (classified)	113	6	1,334
Uncataloged gov't documents	209	0	209
Bound periodicals & Indexes	128	0	1,383
Loose-leaf services - vols	2	0	57
 SUB-TOTAL	<u>2,345</u>	<u>129</u>	<u>37,780</u>
Microfiche- vols	0	0	1,910
 TOTAL	<u>2,345</u>	<u>129</u>	<u>39,690</u>
 Periodical Subscription	17	113	264
Pamphlets	45	0	995
Maps	7	17	219
Microfilm- reels	166	112	3,606
Microfiche- units	0	0	8,069
 <u>Audiovisual software- units</u>			
Cassettes	2	7	1,079
Film- 16 mm	42	0	227
-Film cartridges	0	0	26
Film loops	0	0	223
Filmstrip/cassettes	177fs/84 cass	1 fs/ 1 cass	526 fs/491 cass
Filmstrip/Phonorecords	0	0	167 fs/132 phono
Kits	12	0	219
Phonorecords	0	0	1,780
Slides	0	2	3,243
Slide/Cassettes	45 sl/ 1 cass	0	3614 sl/99 cass
Transparencies	0	0	249
Prints	1,767	0	1,767
Video cartridge	68	0	455
Video cassette	47	0	104
Video tape	2	0	82
 TOTAL	<u>2,187</u>	<u>11</u>	<u>14,517</u>

APPENDIX III

ABSTRACTS OF ACQUISITIONS

1. Number of volumes added, 1978-79	2,006
2. Number of volumes held at end of 1978-79	37,780
3. Number of reels of microfilm held at end of 1978-79	3,606
4. Number of physical units of other forms of microtext held at end of 1978-79	8,069
5. Number of periodical titles being received at end of 1978-79	264
6. Number of serial titles being received at end of 1978-79	54

APPENDIX IV

BOOK HOLDINGS BY CLASSIFICATION

<u>Call Number</u>	<u>Number added FY 1978-79</u>		<u>Total</u>	
	<u>Titles</u>	<u>Volumes</u>	<u>Titles</u>	<u>Volumes</u>
A	2	28	78	374
B-BD	29	30	470	531
BF	60	65	1,021	1,112
BH-BJ	8	9	104	114
BL-BX	38	39	669	760
C	16	20	222	310
D	81	128	1,923	2,279
E	57	69	1,726	2,057
F	12	16	653	740
G-GF	11	12	194	233
GN-GT	19	19	192	200
GV	53	55	709	812
H-HJ	114	132	1,974	2,185
HM-HX	138	161	2,286	2,451
J	79	94	1,289	1,507
K	45	46	516	636
L	71	99	1,164	1,321
M	15	19	339	390
N	26	31	1,127	1,220
P-PM	49	56	752	853
PN	51	73	1,000	1,254
PQ	8	8	530	601
PR	56	62	2,275	2,684
PS	117	125	2,324	2,529
PT	7	10	204	214
PZ	171	185	359	378
Q-QE	61	96	1,724	2,028
QH-QR	56	57	1,678	1,950
R	106	119	2,282	2,562
S	18	19	247	273
T	55	66	699	814
U	6	6	92	99
V	2	3	35	36
Z	32	49	342	624
TOTAL	1,669	2,006	31,199	36,131

AV HOLDINGS BY CLASSIFICATION

UNITS ADDED FY 78-79

		Cassettes	Film-16mm	Film Cartridges	Film Loops	Filmstrips	Filmstrip/Cassette	Filmstrip/Phonorecord	Phonorecord	Slides	Slides/Cassette	Transparencies	Video Cartridge	Video Tape	Video Cass	Kits
General Works	A															
Philosophy	B-BD		1													
Psychology	BF		2			10/6							1			
Aesthetics, Ethics	BH-BJ															
Religion	BL-BX															
History-Aux. Science	C		1													
History-Gen. & Old World	D		18													
History- American	E		1			2/2										
History- American	F															
Geography Oceanography	G-GF															
Anthropology, Folklore	GN-GT															
Recreation	GV															
Economics	H-HJ		1			11/11									25	
Sociology	HM-HX		2			52/32						3				
Political Sci.	J					8/ 8				45/1						
Law	K					3/ 4										
Education	L	1	1			25/15									5	
Music	M															
Fine Arts	N															
Language	P-PM											8				
Literature- Criticism, Drama, Collections	PN															
Literature- Romance	PQ															
Literature- English	PR		2													
Literature- American	PS															
Literature- Germanic	PT															
Literature- Juv. Fic.	PZ															4
Science-Pure	Q-QE		2									2				
Science- Natural	QH-QR		5									7		1	8	
Medicine	R	1	3									48	1	11		
Agriculture	S		1													
Technology	T		2			6/ 6									5	
Military Science	U															
Naval Science	V															
General Bibl. & Lib. Sci.	Z															
TOTAL		2	42			117/84				45/1		68	2	47	12	

[illegible]

APPENDIX VI

GIFTS

	<u>FY 78-79</u>	<u>Total</u>
Periodicals	0	1
Charts	0	1
Maps	0	1
Cassettes	0	13
Phonorecords	0	7
Films	0	5
Pamphlets	1	60
Books	55	908
Bound periodicals	0	78

WITHDRAWALS

	<u>FY 78-79</u>
Books	129
Periodical subscriptions	113
Maps	17
Pamphlets	0
Microfilm reels (spliced)	112

MULTIPLE COPIES

	<u>FY 78-79</u>	<u>Total</u>
Books	89	727

APPENDIX VII

TECHNICAL PROCESSING

Cataloging

	<u>FY 78-79</u>
Books	815
Audiovisual	134
TOTAL	<u>949</u>

Processing

	<u>FY 78-79</u>
Books	2,215
Audiovisual	2,188
Bound periodicals & indexes	128
Microfilm reels	166
Vertical file pamphlets	45
TOTAL	<u>4,742</u>

APPENDIX VIII

INTERLIBRARY LOANS

	<u>FY 78-79</u>
Books	8
Photoduplication	49
Microfilm	0
Videotape	0

Floyd Junior College Library
Name of Institution

Hubert H. Whitlow
Person Submitting

Major -ganizational Area*	Strengths	Weaknesses
Library	<ol style="list-style-type: none">1. Good provision of audiovisual equipment.2. Good provision of audiovisual software in selected subject areas.3. Adequate collection of monographs at present.	<ol style="list-style-type: none">1. No full time reference se provided.2. Periodical collection ina for needs.3. No centralized and coordi purchasing of audiovisual material.4. Not enough actual perform films in Humanities.5. Inefficient order system.

*See instructions for definition

APPENDIX IX

HOURS OF AUDIOVISUAL EQUIPMENT USE
JULY 1, 1978 - JUNE 30, 1979

	DUKANE	FS	OH	OP	PH	SL	16mm	TR	VTR	TOTALS
Administration	1	Ø	20	Ø	Ø	17	3	5	4	50
Humanities	1	Ø	11	23	11	3	43	6	119	217
Natural Science	10	7	7	3	7	13	55	6	70	178
Nursing	13	3	33	2	2	12	21	8	45	139
Physical Education	2	3	1	Ø	Ø	4	3	3	64	80
Public Service	11	4	35	9	5	28	42	32	167	333
Social Science	45	16	46	11	15	33	251	33	319	769
TOTALS	83	33	153	48	41	110	418	93	788	1767

Total number of hours of equipment use 2206

Total number of hours of video tape produced 84

Total number of equipment set-ups 1774

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

Film circulated - 192
(Records for only 2 quarters)

APPENDIX X

PROFESSIONAL ACTIVITIES

Michael C. Saunders

Member:

Coosa Valley Librarian Association
Georgia Library Association
Southeastern Library Association

Conferences:

National Council of Teachers of Mathematics, Boston,
April, 1978.
Southeastern Library Association, New Orleans, October,
1978.

Workshop Participant:

Professional Development, New Orleans, October, 1978.

Workshop Instructor:

G.A.P.H.E.R. Central Georgia Association of Physical
Education and Recreation, March, 1979.

Robert E. Wenz

Member:

Coosa Valley Librarian Association
Georgia Library Association
Southeastern Library Association

Conferences:

Southeastern Library Association, New Orleans, October
1978.

Workshop participant:

Educating the Library User, New Orleans, October, 1978.

APPENDIX X

PAGE 2 - CONTINUED

Hubert H. Whitlow

Member:

Coosa Valley Librarian Association
Georgia Library Association
(Member: Library Development Committee)
Southeastern Library Association
(Chairman: Constitution and Bylaws Committee)

Workshop participant:

On-Line Dial Access Literature Services, New Orleans,
October, 1978.

Conferences:

Southeastern Library Association, New Orleans, October,
1978.

Continuing Education:

University of Iowa, six semester hours credit by corres-
pondence.

UNIVERSITY SYSTEM OF GEORGIA

LIBRARY SURVEY

1. Name and mailing address of institution	Due date:
	Name, title, telephone number of respondent

PART I - PERIODICALS AND LIBRARY COLLECTIONS

SECTION A - CURRENT PERIODICAL SUBSCRIPTIONS, JUNE 30, 1979

Items	Number of titles (exclude duplicate subscriptions)
CURRENT PERIODICAL SUBSCRIPTIONS - Periodicals and newspapers are publications constituting one issue in a continuous series under the same title published at regular intervals, over an indefinite period, individual issues in the series being numbered consecutively or each issue being dated. REPORT NUMBER OF TITLES SUBSCRIBED TO, NOT NUMBER OF INDIVIDUAL ISSUES. (exclude duplicate subscriptions).	264
CURRENT SERIAL SUBSCRIPTIONS - A serial is a publication constituting one issue in a continuous series under the same title published at irregular intervals, over an indefinite period, individual issues in the series being numbered consecutively or each issue being dated. For example, a serial may be entitled OCCASIONAL PAPERS FROM.... REPORT NUMBER OF TITLES SUBSCRIBED TO, NOT NUMBER OF INDIVIDUAL ISSUES (exclude duplicate subscriptions).	54

SECTION B - LIBRARY COLLECTIONS, JUNE 30, 1979

Category	Added during academic year*	Held at end academic year
BOOKSTOCK (include government documents not in separate collections; include bound periodicals, exclude microforms).		
Number of volumes	2136	37,780
Number of titles**	1669	31,199
SEPARATE GOVERNMENT DOCUMENTS COLLECTIONS		
Number of volumes	209	209
MICROFORMS--ALL TYPES		
Number of book titles** represented by microforms (Include such items as Britannica Library of American Civilization)	----	582
Number of periodical titles** represented by microforms	338	382
Number of physical units of microforms not reported in two lines above (Include ERIC, government documents on microfiche here)	----	----
AUDIOVISUAL MATERIALS		
16mm. motion pictures	42	253
8mm. motion pictures (include film loops)	0	223
Videotapes and videocassettes	117	641
Audio recordings (discs, audiotapes, cassettes)	2	2,859
Filmstrips	0	30
Slides	0	3,243
Maps and charts	7	219
All other (Include overhead transparencies, flat pictures, mixed media kits, study print sets, games, [Count a mixed media kit as one item])	1789	2,201

PART II - LIBRARY STAFF

SECTION A - NUMBER OF HOURS OF STUDENT ASSISTANCE, 1978-79

Item	Number of hours
Number of hours of student assistance, for student serving on an hourly basis, 1978-79	713.20

*Gross number added; do not subtract the number withdrawn from the number added.

**Exclude duplicate copies.

SECTION B - LIBRARY STAFFING AND CONTRACTED SALARIES AND WAGES, BY POSITION, AS OF JUNE 30, 1979
(EXCLUDE MAINTENANCE STAFF AND STUDENTS SERVING ON AN HOURLY BASIS).

Position	Sex	Number of persons in filled positions on June 30, 1979			Contracted salaries and wages on June 30,	
		Full-time (in whole numbers)	Part-time		Full-time (in whole dollars)	Part-time (in whole dollars)
			Number of persons (whole numbers)	Number of full-time equivalents (whole numbers)		
Librarians (include chief, deputy, assistant, and all other librarians)	Men	3	3	3	48,281	-0-
	Women	0	0	0	0	-0-
Other professional staff on the library budget (Media Specialists, etc.)	Men	0	0	0	0	0
	Women	0	0	0	0	0
Semi-Professional (under- graduate degree in library science or undergraduate)	Men	1	1	1	9,500	0
	Women	0	0	0	0	0
Technical, clerical, and other supporting staff on the library budget	Men	2	2	2	19,200	0
	Women	4	4	4	30,669	0
TOTAL		10	10	10	107,650	0

PART III - LIBRARY OPERATING EXPENDITURES, 1978-79

Category	Amount (whole dollars only)
SALARIES AND WAGES	
Salaries and wages of Library staff (exclude plant and maintenance staff and students serving on an hourly basis; exclude fringe benefits).	\$107,650.00
Wages of students serving on an hourly basis, charged to the Library.	\$ 1,890.00
SUPPLIES AND MATERIALS	
Books (exclude microforms; include preprocessing costs where applicable)	\$ 37,102.00
Periodicals (exclude microforms)	\$ 5,812.00
Microforms	\$ 2,603.00
Audiovisual materials	\$ 4,522.00
All other library materials (exclude microforms)	\$ ---
Binding and rebinding	\$ 1,263.00
All other library operating expenditures not shown above (include travel, rental, leased, insurance, postage, freight, printing, replacement of equipment and furnishings, membership costs; exclude expenditures for utilities, plant operation and maintenance and capital outlay).	\$ 8,239.00
TOTAL LIBRARY OPERATING EXPENDITURES	\$169,081.00

PART IV - DEVELOPMENTAL AREAS

SECTION A - LIBRARY LOAN TRANSACTIONS, 1978-79

Category	Number
CIRCULATION OF MATERIALS, EQUIPMENT, TO LIBRARY USERS	
Circulation of materials outside library (exclude reserves and transactions by dial access)	10,865
Circulation of media (films, filmstrips, kits, videotapes, audio recordings, etc.)	2,034
Circulation of audiovisual equipment (includes pickup by faculty and students)	1,774
Circulation of reserve material	2,175
INTERLIBRARY LOANS - NUMBER OF ITEMS IN ORIGINAL AND REPRODUCED FORMAT	
Provided to other libraries	0
Received from other libraries.	57

FLOYD JUNIOR COLLEGE

LIBRARY

Annual Report

1979-80

I. The Year's Work

1. The State of the Library

I must report that the Library's health at the end of FY '80 is ambiguous. Most indicators show growth in service and collection. Total circulation, for example, increased by 25% and circulation of printed material increased by 31%. This is especially remarkable as there are reports that at least two division/departments are operating circulation system out of their own offices. Since much audiovisual material is on open shelves, circulation statistics for that area indicate little. Reference services, however, followed the path of circulation and rose 44%. Hours of completed videotaping rose 17% over last year. Total holdings increased 12.0% from this time one year ago. There are now 42,312 volumes in the collection and 18,251 items of audiovisual software. Rate of growth increased, too. Audiovisual acquisitions increased by 71% and book acquisitions increased by 17%. Total number of individual titles processed reached 6,352 by the years end. Nine hundred and forty-nine of these items were cataloged in-house. Looking inwardly, we look good. Compare us with other comparable institutions and our profile pales. Consider from figures available from FY '79 the latest comparable figures available:

FY '79 Print Circulation Per EFT

Middle Georgia College	69.68
Albany Junior College	49.30
South Georgia College	40.94
Macon Junior College	35.59
Brunswick Junior College	35.38
Clayton Junior College	26.66

Emanuel County Junior College	24.14
Dalton Junior College	19.13
Waycross Junior College	20.38
Bainbridge Junior College	18.76
Gainesville Junior College	18.20
Gordon Junior College	18.10
Floyd Junior College	17.67
ABAC	7.10
Atlanta Junior College	6.51

M=19.13

FY '79 Media Circulation Per EFT

Middle Georgia College	66.65
Albany Junior College	11.14
Macon Junior College	6.39
Clayton Junior College	5.79
Waycross Junior College	5.50
South Georgia College	3.93
Gainesville Junior College	3.88
Floyd Junior College	2.76
Dalton Junior College	2.18
Gordon Junior College	1.61
Brunswick Junior College	1.20
Emanuel County Junior College	1.05
ABAC	.52
Atlanta Junior College	.36
Bainbridge Junior College	NA

M=2.76

FY '79 Media Holdings Per EFT

Middle Georgia College	3,212.00
Bainbridge Junior College	31.27
Waycross Junior College	29.16
Emanuel County Junior College	25.18
Clayton Junior College	15.75
Floyd Junior College	12.81
Gainesville Junior College	12.65
Albany Junior College	9.87
South Georgia College	9.58
Brunswick Junior College	7.77
Dalton Junior College	7.18
ABAC	5.93
Gordon Junior College	4.21
Macon Junior College	2.56
Altanta Junior College	.79

M=9.87

FY '79 Book Holdings Per EFT Enrollment

Emanuel County Junior College	110.4
South Georgia College	100.1
Bainbridge Junior College	76.5
Waycross Junior College	72.8
Middle Georgia College	69.7
Dalton Junior College	69.5

Brunswick Junior College	65.2
Gordon Junior College	59.5
Albany Junior College	54.9
Floyd Junior College	51.2
Gainesville Junior College	48.9
Macon Junior College	45.0
ABAC	32.3
Clayton Junior College	32.2
Atlanta Junior College	17.8

M=59.5

You will note that we are above the safe and median category in only one area: Media holdings per EFT. The fallibility of certain of these statistics is recognized, but nevertheless we submit that the total picture portrayed is not healthy. Despite the glow of rising statistics we offer statistically what everyone knows from common observation: The FJC Library is underutilized. Why?

Faculty have a very liberal reign in materials selection. The door has always been wide open for faculty or administrative suggestions regarding improvement of service. The Library staff, within certain restraints, has functioned reasonably well at the service desk. The book collection is not good but is adequate for an institution of FJC's type. The handwriting, we surmise, is on the wall. FJC is largely a textbook school. Meanwhile, the Library professional staff, beginning with the Fall Quarter, will endeavor to provide professional reference service on a part-time basis during morning hours.

Meanwhile, operations go on. The Library collection was not inventoried in FY '80. The FY '79 inventory revealed only twenty-three books missing, and the results are not worth the cost. So we will inventory the collection at less frequent intervals. Of more serious consideration is the sixty-seven books checked out to FJC students and never returned despite overdue notices and despite notices to Admissions and Records. The penalty system at FJC does not seem to work.

One system that must work if the Library is to maintain usability is the Library catalog. De facto changes in catalog filing rules vis a vis AACR II are already being received, changes which we discussed with you on several occasions. After due consideration, pertinent Library personnel decided not to close the card catalog but to alter headings on cards representing present holdings as the changes come to us with new purchases. This is an imperfect and time expensive plan of implementation, but it is the best that we can do. The ideal situation would entail our joining SOLINET, the recording of our entire catalog in computer storage, the print-out of a Computer Output on Microform catalog, and the closing down of our present card catalog. This would traumatize our clients for awhile but would give us better cataloging control and would eliminate filing costs forever. Otherwise we must purchase additional card catalog cases within the next two years to accomodate the growth of that friendly labyrinth.

Friendly audiovisual operations presented problems of a different sort. The development of the audiovisual collection continues to proceed at an erratic pace, and our earlier recommendation that funds for audiovisual software be allocated through the Library remains. The 254 reel film collection is showing wear. Decisions will have to be made before withdrawals become necessary.

Audiovisual equipment, too, is aging and replacements should be made starting soon. This problem is compounded by the number of students who enrolled in individual study courses during the year. The demand grows higher as the equipment gets weaker. Hopefully we will be able to convert all videocartridge programs to videocassette within the next two years and increase the number of videocassette units. There still is some problem of holding onto what is working. This is known as inventory control. That great catechism will remain until we institute a more rigid control system that overrides indifferent attitudes of certain faculty, territorial type fights, and independent movement of equipment by faculty from one set-up location to another. We do not use a more rigorous sign-out system in order to support our philosophy of encouraging audiovisual use. Someday we must measure more objectively and balance off losses against gains.

The Satellite and TV Outreach operations gained during FY '80. Improved equipment made satellite (ACSN) broadcasts more reliable, and improved programming produced courses more viable to our area. Two courses, "You the Supervisor" and "Personal Finance," were taped and used as credit course material, the first in a regular classroom setting and the second over cable TV and for individual study. Additional credit and non-credit courses were offered over cable TV in Cartersville, Summerville, and Rome. A modified van, providing for on-site review and editing, abetted the taping of such community projects as the Cave Spring Arts and Crafts Festival and the Rome Heritage Holidays. We estimate that over 500 people have viewed the Heritage Holidays project alone. We do not know how many people viewed a Dahlonega tape on Georgia crafts. Still, the most single successful program remains cardio-pulmonary-resuscitation, recorded from ACSN and edited and redesigned to better suit our local audience. The single most ambitious project undertaken during the year was the taping of the entire History 112 onto videotape. This, the most sophisticated project attempted

to date, could not have been done without the many voluntary hours of professional time devoted by Dr. Marten Mickelsen, instructor for the course. The forty-seven tapes that constitute History 112 were used at Cass High School, Rockmart High School, and within the confines of the FJC Library in individual study situations. We estimate that "The History of Georgia", produced in 1972, cost \$9,494. Mickelsen went for \$34,000.

The Gallery became operative during FY '80, and the oversight of that area was left to the present writer. Occupying library space little used for library purposes, the Gallery provided a pleasing area for the display of artistic and educational exhibits. The eight exhibits shown during the year ranged from a medical illustrations collection from the Medical College of Georgia to works by FJC student artists. Reception was sponsored, when appropriate, by personnel of the various academic divisions and by the FJC Woman's Club. Each exhibit was publicized through media contacts and through direct mailings. Hopefully we will be able to pursue this project more effectively in FY '81. More effective media coverage is one of the goals. Kudos to David Mott for his help with this work.

In closing out the Library's health, good sir, I should mention several problems and seek your help. The original FY '79 budget, \$27,480 (including a mini-grant), was increased by \$19,000, and was spent to zero by the end of the year leaving 9,000 dollars in order slips not purchased because the money ran out. The culprit, in this case, is inflation and not the budget, but the student is the victim. A possible answer is to increase the Library's percent of E+G from the present 5.7% to the 7-12% recommended with the new ALA standards.

Another culprit, not nearly so abstract, involves non-academic personnel. I joined FJC nearly ten years ago with the old fashioned notion that each worker should report to only one supervisor, and could look to that supervisor for supervision and for judgment on his or her job performance. It now seems,

however, that this standard of common sense and sound administration is not good enough for FJC or the University System of Georgia - that a person outside the Library with relatively superficial interest, knowledge, and understanding of library service is now the overriding judge in matters involving library personnel without even the courtesy of consultation. I submit that this practice is autocratic and detrimental to morale and job performance. It just isn't the way to keep the litter in the box. There is a more enlightened approach to solving the problem of a supervisor considered to have problems. There is more than the Library at stake. Step outside the University System and you hear cackles. It is easy to see why.

The discussion of supervisory problems provokes memory of other problems--the late Spring quarter chop-off of work study student assistant funds caused hardship to both the Library and its work-study student assistants. I must also report that the slow payment of travel funds to applicants for the Assistant Librarian post constitutes an embarrassment to FJC. The College seems to have a cash flow problem which is difficult to understand in an institution so small.

We append this final paragraph of this section to pay tribute to the former Assistant Librarian for Technical Services, Mr. Robert Wenz. Despite an occasional ghetto causticness, Mr. Wenz contributed a respect for accuracy and a quiet professionalism that was needed in the FJC Library and was greatly appreciated.

2. Highlights of the Year's Work

- a. An increase in virtually all segments of library services.
- b. Preliminary planning toward the automation of certain library functions.

- c. Production of History 112 course on videotapes.
- d. Improved programming received via ACSN.
- e. Estimated 1500 persons in total Outreach audience.
- f. Opening of the Library Gallery.

3. On-going Planning Activities

- a. Systemization, through videotapes, of instruction in library use.
- b. Systemization of all operations into a more efficient operation.
- c. Implementation of steps toward automation of certain library functions.
- d. Expansion of ACSN system to include five more cable TV systems.
- e. Expansion of the scope of the Gallery.
- f. Consideration of ways to improve educational television so as to make it more viable.

II. Library Faculty Activities

- 1. Graduate Work: None.
- 2. Research Work: None.
- 3. Public Service and Professional Activities:
 - 1) Michael C. Saunders
 - a) Voluntary photographic work for the city of Cave Spring.
 - b) Judge, Pepperell Elementary Social Science Fair projects.
 - 2) Hubert H. Whitlow
 - a) American Library Association, member
 - b) Coosa Valley Librarians Association, member

- c) Georgia Library Association, member
Member of Constitution and Bylaws Committee
- d) Southeastern Library Association, member
Chairman, Constitution and Bylaws Committee
- e) Fine Arts Committee of Rome Chamber of Commerce, member
- f) Judge, History Day '80 at Floyd Junior College

III. The Condition of the Library

A. Strengths

- 1. An adequate but already aging book collection.
- 2. An extremely generous audiovisual set-up service.

B. Weaknesses

- 1. No full time reference services provided.
- 2. Inadequate periodical collection.
- 3. No centralized and coordinated purchasing of audiovisual materials.
- 4. Aging audiovisual hardware.
- 5. Inefficient materials order System.

C. Needs

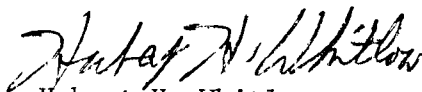
- 1. Reference Librarian
- 2. Adequate and stabalized material budget to allow proper collection planning.
- 3. Centralization of audiovisual software purchasing under expanded library materials budget.
- 4. Replacement of certain audiovisual equipment.
- 5. Effective automation of certain Library functions.

D. Five Year Plans

- 1. To continue request for reference librarian until need subsides or is met.

2. To continue request for adequate and stabalized materials budget.
3. To continue request for centralized audiovisual software purchasing.
4. Move towards gradual replacement of certain audiovisual hardware.
5. New book acquisition system by 1983.

Respectfully submitted,

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

Hubert H. Whitlow
Librarian

Institution

Person Preparing

SUMMARY OF GRANTS, CONTRACTS, AND GIFTS FOR PROGRAMS OF INSTRUCTION,
RESEARCH, OR PUBLIC SERVICE
For Fiscal Year Ending June 30, 1980

Institutional Department or Unit Submitting Request	Type	Description (Title/Granting Agency)	Number of Proposals			Amount of Proposals		
			Sub- mitted	Awarded	Rejected or With- drawn	Sub- mitted	Awarded	Rejected or With- drawn
Library	I	Handicapped media Services & Captioned Films Program -Developing awareness in persons dealing with the deaf - HEW	1		Pending	44,653		Pending
	I	Learning the economics of energy US Department of Education	1		1	45,765		45,765
	I	Learning the economics of energy US Department of Education	1		Pending	45,765		Pending
	I	Satellite - ARC	1	1		6,675	6,675	
	I	Title IIA - US Dept. of Education	1	1		3,963	3,963	
	I	TV Outreach - ARC	1	1		20,900	20,900	
	I	General Electric Foundation Automation of selected library functions	1		1	100,000		100,000
	I	Georgia Pacific Foundation Automation of selected library functions	1		Pending	100,000		Pending
PAGE 1 TOTALS			8	3	2	367,721	31,538	145,765

(I) = Instruction

(R) = Research

(P) = Public Service

Institution

Person Preparing

SUMMARY OF GRANTS, CONTRACTS, AND GIFTS FOR PROGRAMS OF INSTRUCTION,
RESEARCH, OR PUBLIC SERVICE
For Fiscal Year Ending June 30, 1980

PAGE 2

Institutional Department or Unit Submitting Request	Type	Description (Title/Granting Agency)	Number of Proposals			Amount of Proposals		
			Sub- mitted	Awarded	Rejected or With- drawn	Sub- mitted	Awarded	Reject or With- drawn
Library	I	John & Mary R. Markle Foundation Educating to help the hearing impaired	1		Pending	45,000		Pending
	I	Johns-Manville Fund Economics of energy conservation	1		Pending	45,000		Pending
	I	The Sewell Foundation Automation of selected library functions	1		1	100,000		100,000
	I	West Point-Pepperell Foundation Educating to help the hearing impaired	1		1	45,000		45,000
PAGE 2 TOTALS			4		2	235,000		145,000
PAGE 1 TOTALS			8	3	2	367,721	31,538	145,76
TOTAL			12	3	4	602,721	31,538	290,76

(I) = Instruction

(R) = Research

(P) = Public Service

APPENDIX I

Circulation and Related Activities

	Summer 1979	Fall 1979	Winter 1980	Spring 1980	TOTAL
Three-week circulation					
Student	1200	2848	2538	2564	9150
Faculty	514	930	693	644	2781
Community	202	395	370	466	1433
Reserve circulation					
In-library	117	1020	772	258	2167
Overnight	3	10	5	0	18
One day	0	75	52	0	127
Three days	7	24	52	82	165
One week	0	4	43	62	109
Cassettes	59	114	77	47	297
Filmstrips	0	3	2	2	7
Filmstrip/cartridges	0	1	0	0	1
Filmstrip/cassettes	19	35	34	50	138
Filmstrip/records	0	1	1	0	2
Kits	0	0	1	7	8
Maps	0	0	4	1	5
Phonorecords	52	62	37	49	200
Prints	0	0	0	3	3
Slides	1	1	19	5	26
Slides/cassettes	9	2	8	14	33
Video cartridges	0	261	56	73	390
Video cassettes	114	372	117	424	1027
Video tapes	0	25	10	0	35
Toys	122	87	55	52	316
TOTAL	2419	6270	4946	4803	18438
Reference questions					
Reference	193	427	259	289	1168
Location	197	486	271	309	1263
Deficiencies	18	44	18	12	92
Copy machine use					
Student	1420	7137	3065	3180	14802
Faculty	511	538	469	484	2002
TOTAL	1931	7675	3534	3664	16804
Microfilm printer					
Student	273	651	594	689	2207
Faculty	0	115	111	22	248
TOTAL	273	766	705	711	2455
Gate count	9387	20524	15548	17596	63055

15,950

Materials on Reserve

	Summer 1979	Fall 1979	Winter 1980	Spring 1980	TOTAL
Books:					
Criminal Justice	0	0	0	2	2
English	28	28	35	49	140
History	0	32	31	31	94
Humanities	0	0	0	46	46
Math	5	5	5	5	20
Mental Health	0	0	7	0	7
Nursing	0	26	16	19	61
PED	36	53	36	41	166
Physics	1	1	1	1	4
Political Science	0	8	7	6	21
Psychology	22	12	12	12	58
Sociology	1	0	1	0	2
TOTAL	93	165	151	212	621
Periodicals, pamphlets:					
Biology	0	0	2	0	2
Criminal Justice	3	7	0	11	21
Education	0	0	0	6	6
English	0	1	5	5	11
FST	0	30	0	0	30
History	6	17	6	0	29
Nursing	19	134	125	43	321
PED	12	73	4	0	89
Political Science	0	49	5	13	67
Psychology	0	12	0	4	16
Sociology	4	0	4	0	8
TOTAL	44	323	151	82	600
Audio-visual					
Accounting	25	25	25	58	133
Biology	12	12	28	28	80
Criminal Justice	0	0	1	1	2
Education	0	1	3	0	4
English	0	25	17	39	81
FST	0	6	0	20	26
History	23	27	23	47	120
Mental Health	0	46	0	0	46
MLT	0	0	14	20	34
Music	29	29	29	31	118
Nursing	0	20	5	6	31
Political Science	0	1	0	4	5
Sociology	0	0	3	0	3
CPR	0	1	0	0	1
TOTAL	89	193	148	254	684

Weekly Circulation Count

<u>Subject</u>	<u>Call Number</u>	<u>Summer 1979</u>	<u>Fall 1979</u>	<u>Winter 1980</u>	<u>Spring 1980</u>	<u>TOTAL</u>
General Works	A	10	24	16	22	72
Philosophy	B-BD	82	179	142	181	584
Psychology	BF	611	1086	1038	1255	3990
Aesthetics, Ethics, Religion	BH-BX	286	594	689	766	2335
History	C-F	1749	3009	2995	3438	11191
Geography, Oceanography, Anthropology, Folklore	G-GT	88	149	122	132	491
Recreation	GV	283	642	603	446	1974
Economics	H-HJ	468	1256	1426	1061	4211
Sociology	HM-HX	1277	2287	1923	2114	7601
Political Science, Law	J-K	374	608	563	561	2106
Education	L	431	782	611	903	2727
Music	M	30	111	67	57	265
Fine Arts	N	463	855	807	924	3049
Language, Literature, Criticism, Drama	P-PN	446	774	761	836	2817
Literature - Romance	PQ	84	160	179	164	587
Literature - English	PR	378	672	986	689	2725
Literature - American	PS	909	709	1769	1779	5166
Literature - Germanic	PT	57	60	95	73	285
Literature - Juvenile	PZ	409	1253	1144	1531	4337
N.S. Science - Pure	Q-QE	522	975	789	786	3072
N.S. Science - Natural	QH-QR	470	547	464	827	2308
N.S. Medicine	R	1063	2300	2264	1978	7605
N. Agriculture	S	70	154	134	162	520
N.S. Technology	T	263	574	643	694	2174
Military Science, Bibliography, etc.	U-Z	53	172	266	196	687
TOTAL		10876	19932	20496	21575	72879

Average Daily Head Count

Hour	Summer 1979	Fall 1979	Winter 1980	Spring 1980	AVERAGE TOTAL
8:30 AM	4	6	4	4	4.5
9:30 AM	8	17	15	17	14.25
10:30 AM	9	22	20	21	18
11:30 AM	7	22	23	18	17.5
12:30PM	7	21	18	18	16
1:30 PM	5	16	12	13	11.5
2:30 PM	5	11	11	11	9.5
3:30 PM	4	9	9	8	7.5
4:30 PM	3	7	6	6	5.5
5:30 PM	5	9	9	8	7.75
6:30 PM	8	9	10	10	9.25
7:30 PM	10	12	11	12	11.25
8:30 PM	4	12	11	6	8.25

APPENDIX II

ACQUISITIONS

	Number Added FY 79-80	Number Withdrawn FY 79-80	Grand Total
Volumes	2,572	37	38,667
Uncataloged gov't documents	0	0	209
Bound periodicals & Indexes	97	0	1,469
Loose-leaf services - vols	0	0	57
SUB-TOTAL	2,669	37	40,402
Microfiche - vols	0	0	1,910 ^{382 BUE's}
TOTAL	2,669	37	42,312 ^{40,784 BUE}
Periodical Subscriptions	29	10	283
Pamphlets	115	0	1,110
Microfilm - reels	90	0	3,696
Microfiche - units	376	0	8,445 ^{+1689 BUE}
Audiovisual software - units			47,560 ^{54,318 BUE's}
Cassettes	42	0	1,121
Film - 16 mm	27	0	254
Film cartridges	0	0	26
Film loops	1	0	224
Filmstrips	10	0	40
Filmstrip/cassettes	117 fs/89 cass	0	643 fs/580 cass
Filmstrip/phonorecords	0	0	167 fs/132 phon
Kits	579	0	798
Phonorecords	48	2	1,828
Slides	2,233	0	5,476 ^{110 BUE's}
Slides/cassettes	564 sl/ 7 cass	0	4178 ⁸⁴ sl/106 cass
Transparencies	0	0	249
Prints	0	0	1,767
Video cartridges	0	0	455
Video cassettes	22	0	126
Video tapes	0	0	82
Maps	4	0	223
TOTAL	3,739	2	18,251 ^{8,197 BUE's}

Total: ~~62,515~~ ^{8,197} BUE's
55,759

APPENDIX III

ABSTRACTS OF ACQUISITIONS

1. Number of volumes added, 1979-80	2,669
2. Number of volumes held at end of 1979-80	40,402
3. Number of reels of microfilm held at end of 1979-80	3,696
4. Number of physical units of other forms of microtext held at end of 1979-80	8,445
5. Number of periodical titles being received at end of 1979-80	283
6. Number of serial titles being received at end of 1979-80	51

APPENDIX IV

BOOK HOLDINGS BY CLASSIFICATION

<u>Call Number</u>	<u>Number added FY 1979-80</u>		<u>Total</u>	
	<u>Titles</u>	<u>Volumes</u>	<u>Titles</u>	<u>Volumes</u>
A	3	17	81	391
B-BD	35	37	505	568
BF	84	90	1,105	1,204
BH-BJ	11	14	115	128
BL-BX	46	46	715	806
C	11	13	233	323
D	111	116	2,034	2,395
E	103	114	1,829	2,171
F	36	58	689	798
G-GF	19	36	213	269
GN-GT	24	24	216	224
GV	37	41	746	853
H-HJ	168	179	2,142	2,361
HM-HX	196	209	2,478	2,654
J	78	90	1,366	1,596
K	36	37	552	673
L	83	109	1,247	1,427
M	41	42	380	432
N	75	77	1,202	1,297
P-PM	69	87	817	933
PN	55	72	1,055	1,323
PQ	35	35	562	633
PR	94	100	2,369	2,784
PS	188	193	2,512	2,722
PT	7	7	211	221
PZ	82	88	441	466
Q-QE	59	101	1,783	2,129
QH-QR	89	100	1,765	2,048
R	231	247	2,511	2,807
S	9	29	256	302
T	82	92	778	902
U	12	12	104	111
V	8	8	43	42
Z	27	52	367	674
TOTAL	2,244	2,572	33,422	38,667

APPENDIX V

AV HOLDINGS BY CLASSIFICATION

		Cassettes	Film-16mm	Film Cartridges	Film Loops	Filmstrips	Filmstrip/Cassette	Filmstrip/Phonorecord	Phonorecords	Slides	Slides/Cassettes	Transparencies	Video Cartridge	Video Tape
General Works	A													
Philosophy	B-BD	1	3											
Psychology	BF	72	31			59/43		1			28			5
Aesthetics														
Ethics	BH-BJ	1	3											
Religion	BL-BX	2	2			6/6								
History-Aux. Science	C		2											
History-Gen. & Old World	D	1	26			6/6		2			32			
History-American	E	6	6		19/19			7	2102		25	104		
History-American	F	4				2/2						79		
Geography														
Oceanography	G-GF										6			1
Anthropology, Folklore	GN-GT		1											
Recreation	GV			28			78/44	29						2
Economics	H-HJ	1	3			1	73/73				62			
Sociology	HM-HX	41	25	26		3	110/70	10/10	1		500/7	34	13	11
Political Science	J	9	2			1	21/19	6/6			45/1			
Law	K	2	2				6/7							
Education	L	10	8				44/30							
Music	M								1437			24	1	
Fine Arts	N				10					90	545/7			1
Language	P-PM	364	2			3/3	1/1	10					8	
Literature-Criticism, Drama, Collections	PN	13				5/5	2/2	2						
Literature-Romance	PQ	3						8						
Literature-English	PR	39	4					110						3
Literature-American	PS	40	1			2/2		209						
Literature-Germanic	PT							6						
Literature-Juv. Fic.	PZ					4/2		1						
Science-Pure	Q-QE	60	19	22	7		8/8		109	357/11		76		1
Science-Natural	QH-QR	111	66	59	5	41/41	7/7		2169	220/10	31	29		3
Medicine	R	330	42	109	8	180/178	55/54	5	773	2254/65	4	145		53
Agriculture	S		1						37	29/1				2
Technology	T	2	5	6	5	61/73			197	228/4	3			
Military Science	U													
Naval Science	V													
General Bibl. & Lib. Sci.	Z	9				1/1								
TOTALS		1121	254	26	224	40	643/580	132	1828	5477	4178/106	249	455	82

APPENDIX VI

GIFTS

	<u>FY 79-80</u>	<u>Total</u>
Periodicals	0	1
Charts	0	1
Maps	0	1
Cassettes	0	13
Phonorecords	0	7
Films	0	5
Pamphlets	0	60
Books	40	948
Bound periodicals	0	78

Withdrawals FY 79-80

Books	37
Periodical Subscriptions	3

MULTIPLE COPIES

	<u>FY 79-80</u>	<u>Total</u>
Books	89	727

APPENDIX VII

TECHNICAL PROCESSING

FY 79-80

Cataloging

Books	866
Audiovisual	179
	<hr/>
TOTAL	1,045

Processing

Books	2,599
Audiovisual	3,753
Bound periodicals & indexes	97
Microfilm reels	90
Vertical file pamphlets	115
	<hr/>
TOTAL	6,654

Interlibrary Loans

Books	14
Photoduplication	63

July 1, 1979

June 30, 1980

AV EQUIPMENT SET-UPS

	DUKANE	FS	OH	OP	PH	SL	16mm	TR	VTR
Administration	1		30	1	2	1	4	5	11
Humanities	10		15	11	4		43	1	157
Natural Science	14	2	6	1	1	7	25	2	76
Nursing	7	4	30	3		9	22	4	37
Physical Education	9	11	1	1	8	4	4	1	64
Public Service	6	4	25	3	8	23	50	12	236
Social Science	47	8	14	9	12	25	261	24	351
TOTALS	94	29	121	29	35	69	409	49	932

Total number of hours of equipment use 2,084

Total number of hours of video tape produced 98

Total number of equipment set-ups 1,767

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

Films Circulated: 413

FLOYD JUNIOR COLLEGE

LIBRARY

ANNUAL REPORT

1980-81

FLOYD JUNIOR COLLEGE
LIBRARY
1980 - 81 ANNUAL REPORT

The Library did not prevail in FY '81, but it did endure. It endured a heavy cut in the book budget, the loss of a television outreach grant, and the mid-year loss of an ARC Satellite grant. But there were good points, too. The position of Assistant Librarian for Technical Services was filled and so was the post of Assistant Librarian for Audiovisual Services. We ended the year with a full deck.

I. General State.

The Library's state, then, should be stable. But it isn't. Rate of collection growth declined. Volumes added dropped from 2,669 in FY '80 to 1,756 in FY '81. The budget cuts have finally come home. They even reached the audiovisual sanctum. Three thousand, seven hundred and thirty-nine items of audiovisual software were added to the collection in FY '80 but only 475 in FY '81. There was also a drop in circulation transactions. Eighteen thousand, four hundred and thirty eight transactions were recorded in FY '80 compared with 17,556 for FY '81. The drop was in both print and non-print areas. Enrollment declines may have been a factor here. The Library continued its library orientation programs in an endeavor to encourage library use. Three hundred and eighty-three students from sixteen class sections were wrung through the wringer. Additionally, forty students from Model High School were given the same treatment at the request of faculty from that institution. The word does get out. Presently library staff are working on video orientation to certain library functions. This should standardize orientation and add pizzazz to whatever it is that we do. Although we hope that this will

improve the quality of our work, there is no guarantee that it will result in higher quantitative statistics. The only optimistic note was the increase in audiovisual set-ups, an increase from 1,767 in FY '80 to 1,902 in FY '81. We seem to be emphasizing learning at the cluster rather than the individual level. Overall, FY '81, quantitatively measured, was not the year of the shining light for the Library.

II. Highlights of the Year's Work.

a. A great deal of energy is expended to maintain any library in functional order, and much of this work is done behind the scenes. The AACR II catalog rules quandry forced on us was reported in last year's annual report along with possible solutions to the situation. Since no Institutional support for automation, SOLINET membership, or a COM catalog came forth, the Library moved ahead as best it could and began the awesome task of modifying catalog cards that deviate from these new catalog rules. Presently, some 6,000 cards have been altered. We are about half through. One advantage of this laborous task is that if the Automation Age in its full essence should ever strike the Library, there will be more left than ashes. The catalog will be ready for conversion in an "as is" condition. The automation grant request, listed later, will do much to alleviate future problems of this nature. If funded, it will set the stage for knowledgeable streamlining of both acquisition and cataloging functions. The Library's Technical Processing operations have also been involved in cataloging the Day Care Collection. This special collection was heretofore utilized largely through Day Care center personnel employed through the

Social Science Division. It was treated by the Library with minimal processing. Now that the supporting funds for the Day Care program no longer exist, the Library is reprocessing this material to make it more suitable for Library operations. Toys are being cataloged

for the different skills which they are designed to teach.

The television outreach program was successful during the short time that a coordinator was employed with grant funds. The coordinator position, reduced to half-time during the fall quarter, was filled in December after the departure of the full-time coordinator in the summer. During the Winter Quarter four public service courses were offered through this medium with a total of thirty-five students. One credit course was offered which enrolled one student. In the Spring Quarter 16 students were enrolled in four credit courses and nine students in one public service course.

c. Instruction, Research, Public Service

Carol Beck --

Member: Coosa Valley Librarian Association
American Library Association

Participant:

ALA - Library of Congress Workshop
on AACR II.

SOLINET Workshop on AACR II.

John McPhearson --

Member: American Library Association

Participant:

Workshop on Library Service to the Hearing Impaired.

Hubert Whitlow --

Member: Coosa Valley Librarian Association
Georgia Library Association
(Member: Constitution and Bylaws Committee)

Southeastern Library Association
(Member of Executive Board representing
the Georgia Library Association)

American Library Association
(Member: Community and Junior College
Library Section)
(Member: Committee on Library
Services for the Handicapped)

Fine Arts Committee of the Rome Area Chamber of Commerce
(Chairman: Rome Art Auction, 1980)

Served as judge, History Day, Spring, 1981.

III. Strengths, Needs, etc.

These are essentially the same as reported last year but with slight modification:

A. Strengths

1. Generous audiovisual set-up service.

B. Weaknesses

1. An aging book collection that is already outdated in certain areas. If present trends continue, the ALA Standards stipulating that 70% of the total collection be printed materials and that 5% annual collection growth be maintained will be beyond the reach of FJC. We are already beyond the reach of that standard that stipulates that 7 - 12% of E and G funds will be used for learning resource programs.

2. No full time reference service provided.
3. No centralized and coordinated purchasing of audiovisual materials.
4. Some audiovisual hardware that is aged beyond viable use.
5. Some audiovisual software that is aged beyond viable use.

C. Needs

1. Adequate and stabilized materials budget to allow proper collection planning.
2. Reference librarian.
3. Centralization of audiovisual software purchasing under expanded library materials budget.
4. Further replacement of certain audiovisual hardware.
5. Effective automation of certain library functions.
6. Additional personnel to oversee the Satellite and Television Outreach operations.

D. Five Year Plans

1. To continue quest for adequate and stabilized materials budget.
2. To continue quest for centralized audiovisual software purchasing under library control.
3. To continue the gradual replacement of certain audiovisual hardware.
4. To continue the quest for the reference librarian position until the need subsides or is met.
5. Replacement and upgrading of part of audiovisual software collection.
6. To seek to amalgamate the Satellite and Television Outreach position into an existing staff position.

I close with a word of thanks to Ms. Cathy Whittle who left us to move with her husband to Virginia -- an understandable transplantation. Ms. Whittle understood and respected the need for accuracy and embraced the concept of professionalism in her work. She expected the same from others and may have provoked a pride of arched eyebrows. Three hundred and sixty books charged to faculty are still long outstanding. Ms. Whittle and this writer have done nearly everything in our power to restore a modicum of efficiency to that particular library operation at FJC. We now pass the word and thus so end this report.

Respectfully submitted,

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

Hubert H. Whitlow
Librarian

HHW/bjt