

**Annual Report
University Libraries
University of Georgia
Fiscal Year 1995/96**

Executive Summary

The University Libraries added 93,484 volumes, an increase of 8% over the rate of growth of the previous year. The total number of volumes held by all University Libraries, including the Law Library, should grow to over 3.4 million volumes.

GALILEO, the statewide electronic library project, became operational in September 1995. Initially a project for the University System, GALILEO will soon be used by public libraries, private academic libraries, and technical institute libraries across the state. The main computer platform for GALILEO is housed in the University Libraries and Libraries staff have played a critical role in the success of GALILEO.

A University review of the Libraries was completed. Overall, the results of this review were very positive with some useful suggestions for improvement, notably in the areas of communication and organization. Perhaps the most important finding from this review is that about 95% of the students and faculty are satisfied with the Libraries' collections and services, according to a user survey.

Almost 80,000 volumes were moved to the Libraries Repository, approaching the state where one older book is sent to the Repository for every new book purchased.

After years of planning, a formal preservation program has begun. A librarian was assigned to work on preservation half-time along with support staff.

A large scale program to acquire books cheaper and quicker was initiated. Called an approval plan, this program is still being revised and tailored to meet our needs.

A librarian was hired to manage the Media Collection and Peabody Archive with strong results to date.

Through some judicious reallocation funding has been directed towards hiring more staff for shelving and for Interlibrary Loan.

The Libraries continue to rank 30th out of 109 in the Membership Index of the Association of Research Libraries.

The Media Department, Periodicals, Microfilms, and the Peabody Archives are all being improved as part of a University funded remodeling project.

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A. SPECIAL ACCOMPLISHMENTS AND STRENGTHS

Library Collections

The budget for the acquisition of library materials was increased by \$500,000 for FY96, an increase of 8.25%. (Of this \$500,000, \$200,000 was a permanent addition to the base and \$300,000 was one-time funding.) This increase was sufficient to allow us to avoid canceling journals. The Libraries added 93,484 volumes in FY96, an increase of 8% over the rate of growth of the previous year.

There were several significant acquisitions this year, notably relating to the abolition of the slave trade in the British Empire starting in 1788. Special among the manuscript acquisitions are the three original drawings of birds of Georgia by John Abbott (1819-1826); a collection of papers relating to the operation of the Adele Theater, a silent movie house, in Eatonton, Georgia; and additions to the Natural History Print Collection, which includes the donation of two original watercolors on vellum painted by artist Pierre Joseph Redoute for the Empress Josephine. A large set of topographic maps of China was purchased for the map room.

Information Technology

The Libraries continue to use technology to improve library services. This year, efforts were focused on the following:

GALILEO --This statewide library project became operational on September 20, 1995, just five months after the Governor signed the appropriation. GALILEO offers a set of databases including the full text of over 1,100 journals and the scanned images of state agency publications. It also provides access to a growing set of reference works, including the electronic version of *Encyclopedia Britannica*. During the first nine months of operation, users conducted over one million searches and retrieved the full text for almost 680,000 journal articles. University of Georgia users accounted for about 10% of this activity.

GALILEO has been very successful throughout the University System and is being extended to public libraries, technical institutes, and private academic libraries in the state. The databases and services offered through GALILEO all directly support the mission and programs of the University. The University Libraries played a key role in the formation of GALILEO and manage the main server and the technical staff for the project. Also, our staff have been deeply involved in the design and content of

GALILEO. The services provided through GALILEO are all services that we intended to undertake at some point. GALILEO has allowed us to provide these services sooner and better and to provide them to the entire University System.

GALILEO also provided a number of Web based workstations for the Libraries along with printers. The major problem arising from GALILEO is a dramatic increase in printing. Through the end of the year, the use of the GALILEO workstations resulted in the use of almost 1.5 million sheets of paper. This is a burdensome cost for the Libraries and methods for charging for printing are being investigated.

The GALILEO Georgia Documents Scanning project began in November. Based in the University Libraries, this project scans all available publications of Georgia state agencies into GALILEO as images of the pages. By year's end, 1,667 documents for a total of 47,846 pages had been scanned and made available.

GALIN -- Our local automated library system remains highly successful as searching continues to increase, although at a lesser rate due to GALILEO. Several of the databases now offered on GALIN have or will be replaced by databases on GALILEO. This affords an opportunity to redirect funding and disk space to mount databases that are specific to the University's academic and research programs. Also, a program was developed to create summary holdings statements for journals that will be more easily understood by library users. A program was also developed to electronically post payments for journals, saving considerable time and effort.

LIBRA -- The Libraries local area network offers over 25 other databases through workstations in the Main and Science Libraries and to any Novell compatible network connected to the campus broadband. LIBRA also functions as the communication network for all public and staff workstations in the Libraries. A project has been initiated to upgrade the bandwidth capacity of LIBRA over the next few years.

Internet Server -- The Libraries home page and Gopher have been moved to a more powerful server and a more cohesive home page has been implemented. In addition to the main home page, several departments have created their own. Among the noted features of our Internet servers are scanned images from our special collections. A large collection of maps have been scanned and mounted on this server along with a collection of costume designs and a set of WPA photographs. The Web address of the server is <http://www.libs.uga.edu/>.

An increasing number of electronic journals are being offered through the Libraries Web page. Access is provided to journals published by the American Mathematical Society and by Johns Hopkins University Press. More electronic journals will be added next year through GALILEO.

Approval Plan

An approval plan was instituted last year whereby books are sent by a vendor who maintains a computerized profile of our needs. The plan had three objectives: to speed processing, to realize bigger discounts, and to save the time of selectors. While the plan has met the first two objectives, it is not saving the time of the selectors because the current plan is not as predictable as they need it to be. A major reworking of the plan has been undertaken to address this issue using a publisher based approach.

Program Review

As part of a University review of the Libraries, an internal review committee was appointed. This committee coordinated a user survey, an assessment of the collection, and a survey of staff and used the information to identify areas of concern. Perhaps the most important finding is that about 95% of the students and faculty are satisfied with the Libraries' collections and services, according to the user survey. Also, an assessment of the collections indicate that they are very strong in the areas where the University offers degrees and conducts research.

Following the internal review, the Vice President for Academic Affairs appointed a University wide committee of faculty to review the Libraries and then retained an external consultant to conduct a final review. Both these reviews were very positive with useful suggestions for future attention, especially in the areas of communication and organization.

Core Services

With the advent of technology, the fact is sometimes overlooked that the great majority of library use is still very traditional -- Finding and checking-out books, retrieving journal articles, reading materials placed on reserve, asking reference questions, etc. Most of the use involves readers asking library staff for assistance or for a service. Measures of traditional library services remain very important as do efforts to improve efficiency of these basic operations.

Circulation statistics are consistent with those of last year. A total of 609,881 items were circulated by the Libraries (including the Science Library and the CMC).

In Interlibrary Loan, we continue to lend four times as many books to other libraries as we borrow. Also, we continue to be a net lender with our consortial borrowers: ARL, ASERL, and the University Center. We are a net lender for the University System, and for Georgia as a whole, at 3:1.

While total reference transactions were up by 10% this year, the statistics recorded do not give an accurate picture of the increasing demands. The reference staff is busier with actual reference work, the increased one-on-one instructional needs of patrons

unfamiliar with computer-based resources, with the demands of servicing temperamental printers, and dealing with networked printer queue software.

Because many volumes have been moved to the Repository, shelving space is becoming more available in some areas of both the Main Library and Science Library. One of the major benefits of more shelving space is that the shelves are in better order than they have been in years, making it easier to find books.

A trial using commercial document delivery suppliers for journals that we do not own was conducted this year. Free telefaxed copies of articles from 106 selected journal titles were provided free of charge to researchers. Such services may provide us with an alternative to subscribing to expensive new journals that would receive light or moderate use.

Improved workflows in the Acquisitions Department and the Cataloging Department allowed them to achieve record levels of productivity in adding books to the collection.

Through some judicious reallocation, funding has been directed towards hiring more staff for shelving and for Interlibrary Loan.

The Periodicals Department staff worked closely with programming staff to design and implement electronic posting of invoices from our major vendor of journals. These invoices can now be processed in a few days rather than in several months of intensive effort.

The Systems Department, Library Automation Group, and the Periodicals Department also worked to implement concise, summary holdings statements in GALIN for journals. This will make it much easier for patrons to interpret information regarding which issues of a journal the Libraries actually own.

Another significant accomplishment which will result in substantial savings to the Libraries was the ceasing of all card production except for some of the off campus branches. This will result in a savings to the Libraries of over \$15,000 a year.

Committees and Task Forces

There were several committees or task forces that have been active this year that merit special mention.

The Vision Committee developed a revised mission statement, vision statement, and guiding principles.

- Based on a study by a committee of librarians, goals based evaluation has been instituted for the faculty of the University Libraries.
- A task force was appointed to investigate issues involving electronic publications and it has provided a solid report.

- The report of the ergonomics task force will guide us in the purchase of new furniture and the redesign of work areas.

Preservation Program

A long time goal of the Libraries has been to start a preservation program. This year, a librarian was assigned to work on preservation half-time along with a half-time classified position and some student assistants.

Media Collection/Peabody Archives

A librarian has been hired to manage our media collections with special attention to the Peabody Archives. A grant was secured to catalog many Peabody entries from the 1950's. Remodeling funds are being used to renovate the media area and install compact shelving in the Peabody Archive.

ARL Ranking

The Libraries continue to rank 30th in the ARL Membership Index. (Actually, we were tied for 29th with Arizona.)

Facilities

The Media Department, Periodicals, Microfilms, and the Peabody Archives are all being improved as part of a remodeling project. The University is planning to renovate the heating, ventilation, and air conditioning system in the older portion of the Main Library. The School of Music opened a new Music Reference Library in its new building and, through a cooperative arrangement, the Libraries have assumed the management of this facility.

Almost 80,000 volumes were sent to the Repository this year, including 48,000 from the Science Library. This is approaching the desired situation where one book is sent from the collection to the Repository for every new book purchased. At this time, the Repository houses about 385,000 volumes. The capacity of the Repository is estimated at about 750,000 volumes, so it will be full in about five years, in the year 2001.

While the Repository has helped relieve some pressure, the Libraries are still suffering from a severe shortage of space. The number of books and journals published every year continues to increase. We have become more aggressive in recent years in acquiring special collections such as political papers, media collections, editorial cartoons, natural history prints, etc. We actually have fewer seats now than we did when the Main Library Annex was completed in 1973 when enrollment was considerably less than what it is today. Planning is ongoing to develop a set of alternatives for meeting the space needs of the University Libraries. This planning is focusing on three projects: an

electronic teaching library which will be part of a new classroom building, a special collections building, and three additional floors on the Science Library.

Development

Libraries staff were asked to contribute to the "Building for the Future" fund as the initial step in a capital campaign for the Libraries. Participation has been strong.

A special project to raise funds to purchase a collection of natural history prints raised more than \$465,000 toward a goal of \$1,000,000.

Staff Recognition

The Libraries celebrated the Fifth Annual ASSET (Acknowledging Staff Skills, Effort and Time) Awards on May 22, 1996 in the Georgia Hall of the Tate Student Center. This program is held to recognize all staff for a year of effort and contribution and to recognize individual achievements of nominated individuals. Director William Gray Potter delivered remarks. In addition to recognizing award recipients in specific categories, recognition was given for continuous service in five year increments, retirement of John McDuffie, promotions of both staff and faculty, community/university service, and earned degrees or certificates. This year committee members were: John Wilcox, (chair), Virginia Benjamin, Jimmy Brown, Gordon Bryant, Anthony Burdette, Lucille Davis-Jeter, Joel Rudy, Nancy Van Cleve, or Florence King, ex officio. 1996 Award Recipients are listed below:

1996 Best Committee or Group Collaboration

GALILEO Programming Group: Brad Baxter, Sheri Bracewell, Lori J. Cronan, Denise Glasscock, Darren Griffis

1996 Innovation in Departmental or Divisional Operations: Tim Murray and Richard Shedenhelm

1996 Extra Mile/Above and Beyond /Administrative Services: Guynelle McElroy

1996 Extra Mile/Above and Beyond/Branches: Lauren Fancher

1996 Extra Mile/Above and Beyond/Collection Development: Nelson Morgan

1996 Extra Mile/Above and Beyond/Public Services: Susan Tuggle

1996 Extra Mile/Above and Beyond/Technical Services: Irene Seagraves

1996 Excellence in Service to the Public: Susan Curtis and Judy Kelly

1996 Excellence in Technical Expertise: Renee Blakey

1996 Rookie of the Year: Bucilla Hawks-Bradley/contract; Heather Howard/classified

1996 Trainer of the Year: Greg Kelso

1996 Supervisor of the Year: Becky Wortham

1996 Directors' Award for Outstanding Contributions to the Libraries: Florence E. King

Changes in the Libraries' Faculty

Over the past year, the following members of the Libraries' Faculty resigned:

Steven Kirby	Librarian II
Karen Morgenroth	Librarian II

Over the past year, the following librarians joined the Libraries' Faculty:

Duncan McClusky	Librarian II
Bucilla Hawks-Bradley	Librarian I
Paula Moehle	Librarian I
Linda Tadic	Librarian II

Over the past year, the following librarians have been appointed Adjunct Librarians:

Marie Davis
Deborah Sommer

Over the past year, the following staff retired:

John McDuffie

The following Libraries Faculty were promoted in rank:

Yan Li	Librarian II
Molly Howard	Librarian IV

Publications, Presentations, and Awards of the Libraries' Faculty

Baker, Barry B. Served as: Chair, ALA. Association for Library Collections and Technical Services. Task Force on Meeting Continuing Education Needs of Paraprofessionals.

- ____. Chair, ALA. Association for Library Collections and Technical Services. Committee on Planning.
 - ____. Editor, "Technical Services Report," *Technical Services Quarterly*.
 - ____. Advertising Manager. *The Georgia Librarian*.
 - ____. Member, Editorial Board, *The Georgia Librarian*.
 - ____. Vice-Chair, SOLINET Board Of Directors.
 - ____. Member, CONSER Policy Committee.
 - ____. Member, ALA. Association for Library Collections and Technical Services. President's Program Planning Committee.
 - ____. Vice-Chair, Chair-Elect, Southeastern Library Association. Resources and Technical Services Section.
 - ____. Member, Southeastern Library Association. Handbook Committee.
 - ____. Elected to Program for Cooperative Cataloging Executive Council.
- Britton, Deanna. Member of the Editorial Review Board of *Education Libraries*, 1995-1996.
- Brooks, Mary Ellen. Presented a slide lecture at the Southeastern Flower Show in Atlanta, and a lecture for the Costume Society. She also spoke to the Society of Georgia archivists annual meeting in Savannah.
- Campbell, John. Continues as reviewer for ARBA: *American Reference Books Annual*
- Colombo, Claire. Chair, Safety and Security in Libraries Discussion Group, ALA/LAMA/BES.
- Curtis, Susan. "Government Relations" triennial column in *Biofeedback*, organ newsletter, Biological Sciences Division, SLA.
- ____. "Support Staff at the Reference Desk," presentation, COMC Conference, Jekyll Island, October 1995.
 - ____. Special Libraries Association. Biological Sciences Division, Government Relations Committee, Member.

Cutshall, Tom. "GALILEO," demonstration, Technology Expo '96, Athens, Feb., 1996.

Davidson, Josephine F. Member, ALA. Association for Library Collections and Technical Services (ALCTS) Audiovisual Committee.
Member, 1996 Program Planning committee.
Member, Task Force to Review Audiovisual Committee's Name and Charge.
Member, 1996 Tour Committee (New York).
Member, 1997 Tour Committee (San Francisco).
Member, Online Audiovisual Catalogers (OLAC) Nominating Committee.
Appointed member of ALA, Map and Geography Round Table (MAGERT) Cataloging and Classification Committee (Term 1996-1998).

Edwards, John. *Airmen Without Portfolio: U.S. Mercenaries in Civil War Spain* has been accepted for publication by Praeger Publishers. The publication date has been set for Winter, 1997.

In press is an article on the aerial mercenary, Charles D. Koch, to appear in *Army Quarterly and Defense Journal*.

Elkins, Linda. Member, Association of Moving Image Archivists (AMIA) Cataloging and Documentation Committee.

_____. Co-wrote section on television cataloging for the AMIA Committee's report to the Library of Congress recommending revisions to *Archival Moving Image Materials: a Cataloging Manual (AMIM)*

_____. Member, Libraries Faculty Advisory Board.

Ellis, Marie. "Compton's Encyclopedia" and "World Book Dictionary" in *Encyclopedias, Atlases and Dictionaries* (New York: Bowker, 1995).

_____. Author of numerous reviews for *American Reference Books Annual* and *Booklist/Reference Books Bulletin*.

Henneberger, Bob. "Scanning and Preserving Collections," Society of Georgia Archivists Annual Meeting, Savannah, Ga., November 1995.

_____. "Design and Implementation of an Imaging Project on the Web," Technology Expo '96, University of Georgia. February, 1996.

_____. "Imaging Projects and the Web," Governor's Teaching Fellow Program, University of Georgia. March, 1996.

_____. "Scanning Basics, the University of Georgia Experience," OCLC/SOLINET User's Group. Spring Meeting, May, 1996.

Hope, Ann J. Member, ALCTS/CCS/Committee on Education, Training, and Recruitment for Cataloging.

_____. Member, ALCTS Joint AS/CCS Preconference Planning committee for "In or Out: In-House Innovation and Outsourcing: Technical Services Alternatives for the 90's".

_____. Member, OCLC, Cataloging and Database Services Advisory Committee.

Hughes, Neil Member, Music Library Association (MLA), 1997 Nominating Committee.

_____. Executive Board Member (Continuing Education Coordinator), Music OCLC Users Group (MOUG), February 1996-February 1998.

_____. Southeast Chapter, Music Library Association (SEMLA), Associate Editor of chapter newsletter, *Breve Notes*.

_____. Co-editor of SEMLA WWW home page.

_____. Local Project coordinator for UGA Libraries, OCLC Internet Cataloging Project (through March 31, 1996).

_____. "*Cataloging the Internet: A Sermon on the Bibliographic Control of St. Elmo's Fire, Wills-'O-the-Wisp, and Other Amorphous Entities*" Southeast Chapter, Music Library Association (SEMLA) annual meeting, Jacksonville, FL, October 1995.

_____. Georgia OCLC/SOLINET Users' Group meeting, Clayton State College, May 1996: led panel discussion of Internet cataloging issues.

Killens, Caroline. Member, ALA. ALCTS. AS. Publications Committee. Subcommittee on Foreign Books and Serial Vendors.

_____. Member, ALA. AAP/ALCTS Joint Committee.

Li, Yan. "Creation of Tutorial Databases using HTML," poster session, University Center Visiting Scholar Conference, Athens, May 1996.

_____. "GALIN," training presentation sponsored by UGA Staff Training and Development.

_____. "GALIN Tutorial," URL: <http://www.libs.uga.edu/sciref/galtutor.html>

Llewellyn, Richard. "Using Hyper Text Markup Language for Library Tutorials," poster session, University Center Visiting Scholar Conference, Clayton State, May 1996.

_____. Association of College and Research Librarians. Science and Technology Section. Conference Planning Committee, Co-chair. Science and Technology Section. Legislation Committee, Co-chair.

_____. "LIBRA Tutorial," URL: <http://www.libs.uga.edu/sciref/libhlp1.html>

Loughner, William. "Scientific Journal Use in a Large Academic Library, A Local Citation Study," *Serials Librarian*(in press).

_____. Judge. 48th State Science and Engineering Fair.

Luchsinger, Arlene. Sigma Xi. Nominating Committee for the Southeast U.S. Region, member.

_____. American Library Association. Reference and Adult Services Division, Collection Development and Evaluation Section, Liaison With Users Committee, Member. Library Administration and Management Association, Editorial Board, Member.

Massey, Katha D. Member, ALA/ALCTS/Preservation and Reformatting Section (PARS)/Intellectual Access Committee (IAC).

_____. Member, ALA/ALCTS/PARS/IAC/Subcommittee on Vendor Cataloging Guidelines for Preservation Microforms.

_____. Chair, NISO Standards Committee AC: *Guides to Microform Sets*.

_____. *Guides to Accompany Microform Sets*(ANSI/NISO Z39.74-1996) Oxon Hill, MD: NISO Press, 1996.

McMurry, Nan. Presentation on library history at the Georgia Library Association Conference in October, 1995.

Morgenroth, Karen. Member,*The Serials Librarian*Editorial Board.

Morris, Susan. Presented program "The Changing Face of ILL" at the annual GOLD membership meeting in Macon, August 18, 1995, discussing changes in the ILL environment in general and in Georgia specifically, in anticipation of the GALILEO project.

_____. Presented information and participated as a panelist at joint SOLINET/AMIGOS Training and Orientation Workshop on Ariel for the ILL departments of the

Associated Colleges of the South, whose members were just getting Ariel, May 29, 1996.

Mowery, M. Kay. Special Libraries Association.

Committee on Committees.

Food, Agriculture, and Nutrition Division, Director.

Georgia Chapter, Parliamentarian.

_____. United States Agriculture Information Network Executive Council
Contributed Papers Committee, Chair.

_____. Journal of Agricultural and Food Information, Editorial Board.

Potter, William Gray. "GALILEO: Georgia's Emerging Statewide Electronic Library,"
(lead author) *Southeastern Librarian*, 46(1) : 8-11. Spring 1996.

_____. Appointed to editorial board, *College & Research Libraries*.

_____. Presentation on the GALILEO Electronic Library Project, American Library
Association, New York, July, 1996.

_____. Panel discussion on statewide library consortia, SOLINET Annual Meeting,
Atlanta, May, 1996.

_____. Presented a paper on electronic journals at the Texas Library Association,
Houston, April, 1996.

_____. Presentation on the GALILEO Electronic Library Project to a meeting of the
Indiana Cooperative Library Services Authority, Indianapolis, April, 1996.

_____. Served on a reactor panel, OCLC program on libraries and technology, American
Library Association Midwinter Meeting, San Antonio, January, 1996.

_____. Spoke on changes in library services at the annual meeting of the Southern
Association of Colleges and Schools, Atlanta, December, 1995.

_____. Continuing service on the following: OCLC Board of Trustees, IBM Higher
Education Customer Advisory Council, Georgia Library Association Executive
Board, Southeastern Library Association Board, ARL Committee on Research
Collections, LITA Research Committee (Chair).

Quinlan, Judith. Serves as an advisor for the Columbia University Press.

Riemer, John. Member, *Cataloging Classification Quarterly* Editorial Board.

- ____. ALA. ALCTS. Serials Section Representative to ALCTS Editorial Board.
 - ____. Member-at-Large, ALA/ALCTS/Cataloging & Classification Section Executive Committee.
 - ____. LC/NACO Liaison.
 - ____. Member, CONSER Operations Committee.
 - ____. Member, CONSER Task Force on Maintenance of CONSER Records by Non-CONSER Institutions.
 - ____. *Cataloging and Classification Standards and Rules* comprising *Cataloging & Classification Quarterly* 21 (3/4) 1996.
- Rowland, Lucy. "Biodiversity: The Library of Life," Moderator at SLA Conference, Boston, 1996.
- ____. "Release of Genetically Engineered Organisms : Planning Aspects" *CPL Bibliography*, no. 324, 1995.
 - ____. "A Visit to the Canada Institute for Science and Technical Information" *Peach State Update* 96(1):9. 1995.
 - ____. Outside evaluator for promotion to Associate Professor, University of Illinois Libraries.
 - ____. Special Libraries Association. Biological Science Division, Chair. Division Conference Planner and Program Convener. Division Cabinet, member.
 - ____. National Institutes of Health. National Toxicology Program. Contract Reviewer.
 - ____. Athens-Clarke Planning Commission, Past Chair.
 - ____. Athens-Clarke Oconee Regional Transportation Study Policy Committee.
- Shedenhelm, Laura. Chair, Membership Committee, SALALM.
- ____. Member-at-Large, Executive Board, SALALM
 - ____. "A Library Fellow in Honduras: Automatización de la Colección Hondureña" In Nelly S. González, ed. *Modernity and Tradition: The New Latin American and Caribbean Literature, 1956-1994*. Austin, Tex.: SALALM Secretariat, Benson

- Latin American Collection, University of Texas at Austin, 1996, pp. 297-305.
- Sipman, Glorian. Co-panelist for a presentation on "OCLC's Internet Cataloging Project" at the Georgia OCLC/SOLINET Users' Group Spring Meeting, May 17, 1996.
- _____. "Annual Bibliography: Georgia History in 1994." *Georgia Historical Quarterly* 79 (Summer 1995): 453-465. (Co-compiled with Karin Zipf and Kim Dawson.)
- _____. "A Selected Bibliography of Recent Publications on Library Education." *The Southeastern Librarian* 45 (Summer 1995): 76-79.
- Sutherland, Johnnie. MAPS-L. Owner and moderator of Internet discussion list for map librarians.
- _____. North American Cartographic Information Society (NACIS). Board of Directors, member.
- _____. Committee on Southern Map Librarians (COSML). Board of Directors, member.
- _____. Geography and Mapping Interactive Videodisc and Database Project. Advisory Committee.
- Tadic, Linda. Association of Moving Image Archivists (AMIA): Member of Executive Board; Chair of its Cataloging and Documentation Committee; Member of Atlanta 1996 Conference Planning Committee.
- _____. Coordinated a field survey and edited a report to the Library of Congress suggesting recommendations to *Archival Moving Image Materials: a Cataloging Manual (AMIM)*.
- _____. Taught archival moving image workshops at the AMIA Toronto conference, at the Archivists Association of Ontario (Ottawa) conference, and for the Society of Georgia Archivists at UGA.
- _____. Compiled a list of genre terms for experimental film and video art which is being incorporated into the Library of Congress' new film genre and form terms list, currently being reviewed in the film studies and cataloging fields.
- _____. Wrote a statement for the Library of Congress hearings on the state of television preservation that will be published in the Library's final report in 1997.
- _____. Wrote successful grants to: The National Moving Image Database (to support a cataloging position), the Georgia Council for the Arts (toward preserving the Georgia Folklore Collection), and the Sapelo Foundation (towards preserving the Georgia Folklore Collection).

Tuggle, Susan. Compiled and distributed eleven issues of the *Georgia Doclist: A Monthly Bibliography of Georgia State Documents*. She also contributed annotations of Georgia State documents to the annual article on notable states' documents which is published in an issue of the *Journal of Government Information*.

_____. Presented a program at the annual meeting of the Georgia Library Association in October entitled "You Don't Know the State I'm In," which focused on a basic collection of Georgia state documents and reference sources for Georgia state documents.

Wheeler, Carol. Continues as a reviewer for *American Reference Books Annual (ARBA)*.

Wilcox, John. Edited and published one issue of *Documents in Georgia*, which is the newsletter of the U.S. Regional Depository Library and the Documents Interest Group of the Georgia Library Association.

Williams, Gayle. Published *Bibliography of Latin American and Caribbean Bibliographies: Annual Report, 1994-1995*. Austin, Texas: Secretariat, Seminar on the Acquisition of Latin American Library Materials, Benson Latin American Collection, The University of Texas at Austin, 1996.

B. NEW DEGREE PROGRAMS

This is not applicable to the Libraries.

C. MINORITY CONCERNS

As part of the University's institutional hiring goals, special recruiting emphasis for minorities and women was given to targeted job groups including the library assistant, clerk, and secretary job series. As part of this emphasis no offer was made to an interviewee whose employment did not increase representation of the underutilized group unless: 1) no interviewee from the underutilized group is, in fact, the best qualified candidate; 2) that there is no need to continue the search to obtain a more representative applicant pool and 3) the interviewee proposed for hire is the best qualified in terms of job-related criteria which are set out in the job description.

The chart below reflects the Libraries progress towards the institutional hiring goals.

Total job searches	# of hires showing progress toward goals	# of hires in the area of race	# of hires in the area of gender
46	27	2	24

The University Libraries hired two librarians in FY96. As librarians, these were faculty hires. Both of these librarians are women. Thanks to funding from the Vice President for Academic Affairs, we were able to fill one of these two positions with a minority librarian. We continue to be alert to opportunities to recruit other minority librarians in the future.

D. STRATEGIC PLANNING

Planning priorities for this year were continuations of goals set as part of the Libraries' and the University's strategic plans. Action was taken on the following goals during the year.

INCREASE THE ACQUISITIONS BUDGET TO OFFSET INFLATION

The rapidly increasing cost of books and journals is the single biggest problem facing academic libraries today. The University increased the budget for books and journals by \$500,000 over the FY95 budget.

IMPROVE ACCESS TO AND DELIVERY OF INFORMATION USING ELECTRONIC MEANS

The following projects are important to the evolution of the Libraries electronic services:

- The GALILEO project allowed the Libraries to offer a new level of service based on the technology of the World Wide Web and offered the full text of over 1,100 journals. Much of the work and support for GALILEO is centered in the University Libraries.
- The World Wide Web home page for the Libraries has been expanded and a Web editor has been named.

IMPROVE ACCESS TO AND PRESERVATION OF MEDIA COLLECTIONS

A Media Librarian/Peabody Archivist was hired this past year and she has made considerable progress in this area.

INSTITUTE A PRESERVATION PROGRAM

Means were found to free the time of a senior librarian to work on the Preservation Program and to provide some staff support.

EXPAND COOPERATIVE PROGRAMS

The GALILEO project has been the principal activity in this area.

E. ASSESSMENT OF UNIT EFFECTIVENESS

As part of the program review of the Libraries this year, several steps were taken to assess effectiveness.

- An assessment of the collections was undertaken to determine how well they support the University's instructional and research programs. This analysis indicated that even compared to the largest libraries in the country, our collections are very strong in those areas needed to support the University's program.
- A survey of user satisfaction was undertaken. The key finding was that over 95% of the students and faculty are satisfied with the Libraries' collections and services.
- All units in the Libraries were asked to list areas of strengths and weaknesses and to consider if there might be activities the Libraries could cease doing.

An internal review committee evaluated the collection assessment, the user survey, and the documentation of strengths and weaknesses and wrote a report providing an overview of the Libraries' effectiveness as well as suggestions for improvement.

Following the completion of the internal review, the Vice President for Academic Affairs appointed a faculty committee, drawn from throughout the University, to assess the Libraries. Upon the completion of this committee's work, an external consultant was retained to conduct a review. The reports from each of these reviews were positive and especially supportive of the quality of work performed by the staff of the Libraries. Areas of concern focused primarily on funding, on communication, and on organization. The Libraries will work to address these areas of concern over the coming year.

Appendix A

University of Georgia Libraries
Library Accounts

	1993/94	1994/95	1995/96
GENERAL OPERATIONS			
Personal Services			
Monthly	\$3,697,867	\$3,973,983	\$4,350,075
Salaried	1,430,164	1,508,122	1,562,662
Students	499,968	486,975	461,740
	\$5,627,999	\$5,969,080	\$6,374,477
Travel	45,814	46,469	51,400
Operating Expenses	109,488	107,048	90,921
Equipment	54,113	1,951	13,510
Total	\$5,837,414	\$6,124,548	\$6,530,308
DATA PROCESSING			
Operating Expenses	\$272,855	\$142,160	\$139,018
Equipment	139,964	8,240	8,010
Total	\$412,819	\$150,400	\$147,028
SECURITY			
Personal Services	\$64,444	\$63,359	\$67,842
Total	\$64,444	\$63,359	\$67,842
TOTAL	\$6,314,677	\$6,338,307	\$6,745,178

Appendix B

University of Georgia Libraries
Analysis of Book Budget for FY96

	Books	Continuation	Non-Book	Microforms	Periodicals	Binding	Total	%
Binding	\$0	\$0	\$0	\$0	\$2,710	\$247,776	\$250,486	4%
Branches	8,206	15,254	5,164	0	230,130	0	258,754	4%
Bus & Econ	118,912	137,482	26,968	10,914	229,783	0	524,059	8%
Education	60,245	13,603	6,190	15,546	65,360	0	160,944	3%
Fine Arts	15,995	15,046	57,333	83	8,360	0	96,817	2%
Main Ref	40,812	151,420	53,512	13,223	124,223	0	383,190	6%
Gov Docs	105	42,415	2,449	55,208	8,085	0	108,262	2%
History	50,663	28,328	685	9,440	51,540	0	140,656	2%
Humanities	153,175	137,527	0	5,886	109,586	0	406,174	6%
Other	1,173,597	71,454	63,617	46,387	36,682	0	1,391,737	22%
Russell Lib	93	1,265	0	0	1,118	0	2,476	0%
Sciences	101,450	147,287	54,992	13,444	1,885,557	0	2,202,730	35%
Soc Sciences	38,518	26,666	3,055	4,620	196,409	0	269,268	4%
Spec Coll	63,483	8,395	9,814	188	7,118	0	88,998	1%
Womens/Multi Cultural Studies	14,150	39	0	0	3,710	0	17,899	0%
	\$1,839,404	\$796,181	\$283,779	\$174,939	\$2,960,371	\$247,776	\$6,302,450	100%

Appendix C

University of Georgia Libraries
Collection Activity

	1992/93	1993/94	1994/95	1995/96
Books	50,590	51,303	57,350	65,206
Serials*	17,051	16,223	18,769	19,357
Documents	10,685	11,309	10,128	8,921
Total	78,326	78,835	86,247	93,484
Microforms				
Microfilm	5,666	2,493	1,745	2,178
Microfiche	168,230	137,540	150,342	131,707
Total	173,896	140,033	152,087	133,885
Sound Recordings				
Disc	18	1	756	38
Cassette	114	70	125	13
Compact Discs	1,089	1,005	1,008	704
Video Recordings	253	271	165	225
Laser Discs	78	454	98	391
Magnetic Tapes	131	159	151	119
Compact Discs-ROM	653	744	809	230
Scores	2,478	1,424	2,033	1,074
Manuscripts	573	23	57	0
Broadsides	6	1	2	2
Photographs, Pictures, Prints	218	64	4	0
Maps**	31	33	57	13
Kits	12	7	23	8

* Includes Off Campus Branches Binding

** Does not include maps acquired directly by map room

Appendix D

University of Georgia Libraries
Service Activities

	1992/93	1993/94	1994/95	1995/96
Reference Questions Answered				
Main Library/Government Documents	112,603	115,479	109,775	115,223
Science Library	29,139	29,468	31,018	31,060
Total	141,742	144,947	140,793	146,283
Circulation -- General Collections				
Main Library	387,200	397,484	400,084	403,540
Science Library	103,795	103,043	106,823	113,309
Total	490,995	500,527	506,907	516,849
Circulation -- Reserve Collections				
Main Library	55,209	71,311	78,092	75,096
Science Library	17,334	19,519	15,896	17,936
Total	72,543	90,830	93,988	93,032
Interlibrary Loan				
Items Borrowed	8,209	9,024	9,000	9,689
Items Lent	31,153	32,963	34,469	32,418
Exits from Buildings				
Main Library	930,717	934,192	945,711	931,720
Science Library	463,124	434,024	551,186	571,386
Total	1,393,841	1,368,216	1,496,897	1,503,106
Instructions in Library Use				
Sessions	188	268	287	313
Participants	4,505	5,669	5,804	4,933

Appendix E

University of Georgia Libraries
Organization Chart

[CHART IS NOT AVAILABLE HERE.]

Appendix F

Annual Report of the Branches Division of The University of Georgia Libraries

Noteworthy Events and Activities

GALILEO workstations and printers were installed in the public areas of the Reference Department. The introduction to users was successful. GALILEO was also installed on all staff workstations.

The GALILEO delivery program was very well received. The Branch stations have been part of the program and receive their articles much more rapidly through the UPS delivery system.

Stephen Marquardt replaced or updated the stand alone CD-ROM workstations in Reference with 486 machines. The older CD-ROM players were replaced with either 2 double speed CD players per workstation or with 6 disk tower changers. CD-ROM players were added to some staff workstations.

The introduction of the Location command on GALIN has reduced the number of queries by users regarding how to find articles cited in GALIN databases.

The development of the Science Library homepage was coordinated by Bill Loughner. Additions and changes are made often. Richard Llewellyn compiled the Reference Department's home page; three tutorials written by Richard Llewellyn and Yan Li are now available through the Reference Department homepage. A Map Collection homepage was constructed by Johnnie Sutherland.

Susan Curtis participated extensively in the GALILEO design project to recast UMI and FirstSearch databases into our own interface.

A project to send nonRoman language maps to OCLC for cataloging was begun.

A large set of topographic maps of China was purchased.

A library wide approval plan for acquisitions of book materials continued this year. The sciences have benefited from an approval plan because many of the publishers that BNA selects from publish monographs in science and technology. The revision of the plan for 1996/97 will continue to supply those monographs that the users of the Science Library will need.

No major periodical cancellation projects were needed this year. Indices costing \$32,199 that were in the Reference Department were cancelled. Databases on GALIN, GALILEO, and Libra provide information that these indices previously supplied.

Some electronic periodicals were acquired. They are accessible through the Libraries home page.

More periodicals in this format will be ordered this year.

Over 48,000 items were selected, processed, and moved to the Repository from the Science Library collection. 1,640 volumes (1.28%) were retrieved from the over 127,000 Science Library items at the Repository.

Major shifting projects on the third and fourth floors provide less crowded shelves for subject areas that increase significantly, i.e., medicine, biology, mathematics, and computer topics.

Steven Brown and Susan Curtis designed a trial using commercial document delivery suppliers. Steven Brown implemented the test which used the OCLC FirstSearch system. Free telefaxed copies of articles from 106 selected journal titles were provided free of charge to researchers. Such services may provide us with an alternative to subscribing to expensive new journals that would receive light or moderate use.

The DeBrahm LAN Server has been returned to production status after being resurrected in late 1995. A tape backup system has been added and backup sets are now being produced on a timely basis.

Appendix G

Report of the Collection Development and Public Services Division of The University of Georgia Libraries

DIVISIONAL SUMMARY

This year can best be described as the year the Division was finally and completely absorbed into the world of cyberspace. Not only has GALILEO had a major impact on services, but the issues of access and acquisition of electronic media have increased in prominence. Most departments have developed, or are developing ,Web sites, which are already changing our interaction with our clientele.

Collections

The Libraries' material budget was once again funded at an adequate level--just over \$6.5 Million--and we were again able to increase the collection significantly while avoiding periodical cancellations. By mid-year however, a careful analysis by the bibliographers showed serious flaws in the BNA/BHB approval plan. As a result, a scaled-down, publisher-based plan has been put into effect. This plan will be closely monitored during the course of FY97.

An assessment of the Libraries collections was undertaken as a part of the Program Review requested by the Vice President for Academic Affairs. The assessment, which relied heavily on the OCLC/AMIGOS Collection Analysis System, showed that the Libraries' collections had kept pace with comparable, and larger, libraries over the past ten years--in spite of the vicissitudes budgets over that period. This assessment was confirmed by the high level of patron satisfaction also reported in the program review.

As collections grow, our space problems increase as well. It is of great significance that this year, over 79,000 items were transported to the Repository. Selectors, and particularly the Circulation Department, are to be commended for this effort. Of some concern, philosophically, is the nature of collections remaining on-site in the Libraries.

Nan McMurry has assumed the position of Preservation Librarian on a half-time basis. Her efforts, with her staff, have already produced good results in money saved and heightened awareness on the part of Libraries' staff of sound preservation practice. She has also initiated the UGA Libraries' participation in Brittle, a cooperative program to acquire preservation photocopies of brittle books.

Services

This year, in addition to the usual demands of the job, the Libraries continue to adjust to the increased ramifications of GALILEO. I would especially like to commend

Judy Kelly and Susan Curtis, who have played an essential role in the development of the system. They are not alone, however, in their leadership roles in GALILEO development. Claire Colombo and Susan Morris are important players in the development of System-wide circulation and document delivery/ILL; and Susan Tuggle, with the Documents Department and Electronic Computer and Support Systems (and the programmers), have been primarily responsible for the developments in digitization and access to Georgia government publications through GALILEO.

For Circulation, the most innovative addition to the Department's policies since the Outside Borrowers Program has been the GETS Reciprocal Borrowing Program. During 1995-96 the GETS Program was implemented as a test, completed and evaluated. Additionally, recommendations for steps to modify and expand the GETS concept for a system-wide borrowing program were made.

For Interlibrary Loan, the document delivery portion of the GALILEO project went into full production with all 34 ILL units in the University System receiving fax equipment. As a next step in the GALILEO project, use of Ariel, instead of faxing, is being explored. Resolution of articles is much clearer with Ariel than with fax, and there is no telephone connection fee associated with Ariel.

During this year, the procedures and processes for electronically scanning Georgia State documents into the GALILEO database were successfully implemented, making Georgia documents available to anyone with access to the Internet.

Appendix H

*Report of the Technical Services Division of The University of Georgia Libraries***Year in Perspective - Summary**

For most departments in the Division, 1995/96 will forever be known as the Year of the Approval Plan as the Blackwell North America/B.H. Blackwell plan had such a pervasive impact on Technical Services as it did the Libraries. Obviously, Acquisitions and Cataloging staff were affected the most as improved discounts from Blackwell North America meant an increase in the number of books purchased during the year. This year marked the first full fiscal year that the approval plan was in operation. Acquisitions received 65,206 volumes during the year; for an increase of 14% over last year. That achievement would not have been possible without a more effective workflow and improved efficiencies gained by using electronic receipt of bibliographic and invoice data via FTP load into GALIN as well as a great effort on the part of Acquisitions staff. Workflow changes put into practice last fiscal year were improved and fine-tuned resulting in more efficient processing.

Before the implementation of the BNA load, a monograph receiver could process 7-8 books per hour. After the implementation of the load process, 30-35 books per hour could be received. That's a 500% increase in receiving efficiency. Most of the data previously input at the time of book receipt is now supplied via FTP load.

Even with these changes, Acquisitions staff worked diligently to keep materials moving through on a timely basis as they sought to cope with the increased volume of materials. The huge influx of materials received was a result of approval plan books automatically supplied, NTAS form orders, and firm orders.

Acquisitions staff worked closely with BNA/BHB staff and Collection Development staff to solve problems and to coordinate profile changes and modifications throughout the year. As noted, the technical part of the approval plan worked very well due to careful planning and close work with BNA staff.

The Cataloging Department was also heavily impacted by the approval plan as the flood of materials arriving in Acquisitions soon made their way to Cataloging. While overall production in Cataloging was up 12%, it was difficult for staff to cope with the influx of materials. Cataloging staff are to be commended on an exceptional job. While measures could be taken to deal with this on a temporary basis, such conditions can not be allowed to exist on a permanent basis.

We were unable to implement PromptCat earlier as planned because of the uncertainty of the approval plan; however we are in the process of studying workflow to make changes necessary for PromptCat implementation and are working with Systems

and LAG to develop specifications for programming. It is anticipated that changes in workflow and implementation of PromptCat will allow us to make the best use of our resources as well as give increased attention to areas such as records maintenance and authority control.

Major changes in the approval plan were made in May and Acquisitions assumed responsibility for profile adjustments working with Collection Development staff. The plan will change from an LC classification based plan to a selected publisher based plan. This will become effective July 1, 1996. In order to reduce expenditures, the trade books portion of the plan was changed from books to forms for the last two months of the fiscal year. It will revert to books on July 1, 1996.

Approval plan problems and concerns should not overshadow the outstanding accomplishments of staff in Acquisitions and Cataloging. Both departments processed a record number of materials during the year. Acquisition's 65,206 volumes received is the most ever received by that department. The titles cataloged (57,836) is the second highest ever achieved by Cataloging staff.

The large number of volumes received also had an impact on Binding as the number of paperbacks being received significantly increased. More paperbacks than ever before were bound during the year.

In addition to completing the transition to EBSCO for periodical subscriptions, the Periodicals Department staff worked closely with Systems and LAG staff to design and implement electronic posting of EBSCO invoices. The important milestone was achieved in May as the 1996 EBSCO invoices were posted to GALIN accounts. Beginning with the 1997 EBSCO renewal invoices which will be received this fall, all yearly renewals will be processed in a few days rather than in several months of intensive effort. The result will be a much faster, more accurate posting of periodical expenditures to proper fund codes.

The Periodicals Department staff also worked with Systems and LAG staff to implement periodical summary holdings information in GALIN. Detailed holdings information was converted to summary holdings field for display in GALIN. Now library users will have summary and detailed holdings information available for current periodicals. Current check-in information will soon be available in the online catalog as well.

During the year funds were allocated from university funds for renovation and repair projects for the renovation of the microform reading area and the carpeting of the Current Periodicals Room. Some renovation work such as removal of study enclosures adjacent to the microform reading area, painting of all walls, and construction of the newspaper storage room, was completed during the fiscal year.

Installation of carpet and construction of workstations for microfilm and microfiche readers will be done in August. The carpeting of the Current Periodicals Room will also be done in August. The shifting of all microfilm and microfiche cabinets is scheduled for December. Both the carpeting and the shift and rearrangement of microform cabinets will take place during intercession periods.

The number of cancelled or ceased subscription and standing orders exceeded new titles placed. Acquisitions placed 221 new standing orders, while cancelling 316. Periodicals established 369 new subscriptions, cancelled 217 titles and processed 255 ceased titles. Cancelled or ceased subscriptions/standing orders exceeded new orders by 198 or 34%.

In April, many critical GALIN tasks and projects to improve the processing system were discussed by SDG/SAG and given priority status. This was certainly a step in the right direction recognizing the importance of handling processing system problems and enhancements on a routine basis. Hopefully this renewed emphasis on processing system improvements, routine problems solving and enhancements will continue. GALIN and LIBRIS were down a total of 31 hours during the year, less than half the amount for the previous year.

The GALILEO Georgia Documents Scanning project began in November. At year's end 1667 documents for a total of 47,846 pages have been scanned and 1713 records were added to the Georgia documents database in GALILEO. Over 300 documents have been further indexed using OCR software.

Photographic staff continued shooting slides for the Hargrett Paris Music Hall Collection, then scanning them into digital format. Part of these scanned images are available for public access over the web. The average monthly "hit rate" for the Digital Archive Web page has been over 60,000 this year.

Electronic and Computer Support Maintenance staff kept up their outstanding work installing, moving, and maintaining microcomputers, video and audio equipment throughout the Libraries. Over 2,000 feet of ethernet cable was installed this year.

The TLP (Telecommunications Linking Program) line connecting OCLC was installed during the year. It will provide for improved access to OCLC for any microcomputers running Passport connected to the LAN. TLP access will take the place of dedicated lines and Internet access. Two of these dedicated lines were removed during the year and the remaining line will be removed early next fiscal year. The result will be lower telecommunications charges with OCLC.

Another significant accomplishment which will result in substantial savings to the Libraries was the ceasing of all card production except for some of the off campus branches. This will result in a savings to the Libraries of over \$15,000 a year. Hopefully all card productions will cease next fiscal year.

Two cataloging outsourcing projects were completed during the year with OCLC. Arabic books and maps were sent to OCLC Techpro and Chinese books were sent to OCLC CJK Services. 708 titles were cataloged during both projects. Additional projects such as the cataloging of Chinese maps are being explored.

The 20th Century Authors Reclassification project completed its first full year. This project, to reclassify authors who have their works classified using more than one cutter number, will bring together in one location in the stacks all of an author's works. The American authors and British authors lists were completed during the year. 222 authors were completed for a total of 3992 titles during the year. Work is ongoing with the French and German author lists.

The Cataloging Department participated in OCLC's InterCat Project and 33 records were contributed during the project which ended in March. This was an excellent learning experience for the cataloging of Internet Resources.

Cataloging records purchased from OCLC's Major Microform Sets were loaded during the year. Records from the following sets were loaded: Early English Books (Pollard and Redgrave), Early English Books (Wing), and Sabin Collection. Records from other sets have also been purchased and will be loaded soon.

Ann J. Hope was named Head, Cataloging Department effective July 1, 1995. She had served as Acting Head since September, 1994. John Riemer was named Assistant Head, Cataloging Department effective August 1, 1995.

Paula Moehle was appointed Map/Media Cataloger in January. She is the first person hired in this recently modified position. Previously the position was Map Cataloger.

The Technical Services Department Heads group went on planning retreats in September 1995 and February 1996 to discuss change in Technical Services and workflow suggestions. A Division wide meeting was held in April.

The Periodicals Information Desk in the Main Library continued to be a major service point during the year with 20,890 questions answered. It is also a receiving point for theses and dissertations and 626 were received during the year to be bound.

For the most part, processing of invoices was halted in mid-April due to the early expenditure of the materials budget. As of mid June, \$830,000 will be carried forward.