UNIVERSITY OF CALIFORNIA

SOUTHERN REGIONAL LIBRARY FACILITY

ANNUAL REPORT 1993/94

ANNUAL REPORT
1993/94

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I. MISSION STATEMENT

The Southern Regional Library Facility (SRLF) serves UC libraries and their users by:

*providing compact storage, security and environmental protection for little used and rare library materials;

*insuring access through accurate bibliographic information and location notes for these materials in on-line catalogs; and

*rapidly retrieving materials when requested.

A knowledgeable and skilled staff provide these services using efficient and innovative technology.

II. SUMMARY

As the 1993/94 year began, the SRLF was about to embark on a course of new directions and endeavors. Administrative responsibility for the Facility was to be shifted from UCOP to the UCLA campus; the design and planning for SRLF Phase 2 would move forward and be completed this year; and the SRLF along with other users and contributors to ORION would begin planning for a new library computing environment for the twenty-first century. And in the midst of these preparations, the SRLF was dealt its worst budget situation in its young history.

In order to cope with dramatic budget cuts from the State, the University took the unprecedented actions of salary reductions and time reductions for staff. The impact of these actions on staff undoubtedly produced personal hardships, and for the department left managers pondering the potential effects on productivity and service. With the Board, SRLF managers affirmed the priority of 24 hour turnaround time for requests and revised downward its deposit goals. Remarkably, services and productivity still surpassed previous highs in public service and exceeded the deposit processing goals in 1993/94.

The shift of administration from UCOP to UCLA began with negotiations over the allocation of permanent budgets to the Regional Facilities. With considerable support from the UCLA Budget Office, the UCLA Library and the SRLF argued successfully for an equitable division of permanent budgets between the Northern and Southern Regional Library Facilities. Given the budget cuts that were applied this year, the UCLA Budget Office was also determined to reach agreement with UCOP on how future cuts would be applied to the SRLF because unless a formal understanding was included in the transfer process, the SRLF could potentially be penalized with UCOP and campus administered budget cuts. By December, all parties had reached agreement on the budget questions and reporting relationships between UCLA and the SRLF. Accounts and funds for the SRLF changed from systemwide to UCLA on July 1, 1994. We anticipate very few problems as the accounting transition is completed.

In July the architectural firm for SRLF Phase 2, Leidenfrost and Horowitz, presented the 100% submittal plans to UCLA Capital Programs and staff at the SRLF began preparing in earnest for the upcoming construction project. The SRLF was given the opportunity to incorporate some much-needed remodelling of the circulation, receiving, and holding areas into this project. Part of this project includes the permanent loss of several storage rooms, so during the summer months staff emptied these rooms and relocated supplies and equipment to other areas of the Facility. Originally scheduled to begin in Spring 1994, the Project was slowed somewhat by delays in the approval of plans by State agencies. Once the approval process was

complete, the University moved forward and in May, the Phase 2 contract was awarded to the Ray Wilson Company. Construction began in July, 1994.

UCLA Library administration in 1993/94 began the process of investigating and designing a new ORION2 system that will serve the increasing needs of the campus and its users. As an ORION participant, the SRLF is very interested in this process and has given its input to the preliminary design plans. In the next six months, design plans will be more fully detailed and the SRLF will include its ideas and priorities along with other departments. Mindful of the upcoming changes to ORION and library computing, the SRLF has begun to upgrade its equipment and connect more workstations to the LAN. As we move closer to the implementation of ORION2, our challenge will be to upgrade all workstations to this new configuration.

III. SIGNIFICANT EVENTS AND ACCOMPLISHMENTS

1. New Receipts: the SRLF received 172,711 new deposits from the five southern UC campuses in 1993/94.

2. Items processed and items added: 166,147 new items were added to the collections. In addition, 43,813 items were reprocessed (as in assigning new barcode numbers to duplicate deposits in order to integrate these with the general collection, and reprocessing boxes in manuscript and archive collections as these are resorted, weeded, and recataloged). Overall, 218,359 items were processed: this figure includes the new items added, items reprocessed, and problems returned to the campus.

   The Processing Section had established a total processing goal of 214,725 items for 1993/94. Their end count of 218,359 surpasses the goal by 3.5%. This accomplishment was achieved with a 5% time reduction of all staff for several months, one staff member on TRIP with a 25% time reduction, and another staff member on leave for the month of July 1993.

3. Paging Requests: the SRLF filled 94,733 paging requests in 1993/94. This is a 3.3% increase over the previous year.

   Non-returnables accounted for 1,143 filled requests and this was a remarkable 50% increase over the previous year. Of this total, 66% of the non-returnables were filled by Ariel, 3% by fax, and 31% by photocopy.

4. Administrative staff successfully installed PC 3270 software on the Local Area Network, thereby enabling telecommunication connections to ORION, MELVYL, and the internet via token rings and the LAN, rather than coax cable hard-wired connections and individual PC 3270 cards in each PC. With the completion of this installation, the LAN now fully supports network versions of WordPerfect 5.1, Excel 4.0, and PC 3270. (July/August 1993)

5. For the third summer in a row, the SRLF participated in the federally funded City of Los Angeles Summer Youth Project by employing five inter-city youths for an eight week period. SRLF staff mentor and teach the youth good work habits and a variety of computer skills. Access to e-mail and internet access proved to be most entertaining and educational for the youths. (July-August 1993)

6. Using Excel on the LAN, a weekly staff schedule is now maintained by administrative staff. Having now been mounted on the LAN, changes and

updates to the schedule can be made by individual staff members on a week by week basis. (July 1993)

7. In an effort to reduce paperwork and paper files, online weekly attendance sheets are accessed and maintained on the LAN. Designed and programmed by the SRLF's Programmer Analyst, staff now enter their weekly attendance records in Excel files where hours worked and leave hours are totalled for them. Supervisors review and approve the weekly reports which are then stored and compiled into the monthly leave accrual reports for individual staff. (January 1994)

8. OASIS: The SRLF administrative section was granted access to the OASIS system (UCLA's online administrative computing and information) and received preliminary training and search capabilities for Financial Systems inquiry. As an OASIS participant the SRLF has established the DSA (Department Security Administrator), backup DSA, prepareres and reviewers. By the end of 1993/94, administrative staff were completing online Transfers of Funds in OASIS to balance accounts and funds for the 1993/94 fiscal year. The department is still awaiting training for additional online functions such as PAC (Purchasing and Accounts Payable) and PPP (Personnel and Payroll). (September 1993)

9. Began discussions with UCLA staff to develop procedures for storage and processing of archival microfilm. Sample records from the monograph and serial files on ORION have been used for testing note displays. Work will continue in 1994/95 with particular emphasis on the processing needs for NRLF storage of UCLA's master negative reels. (September-December 1993)

10. Expanded Interlibrary Loans and Document Delivery Services:

- began using Ariel in September 1993.
- SRLF became a MELVYL Request site in January 1994, providing another option for UC ILL's to request materials from SRLF.
- SRLF became an ORION Express site in May 1994. ORION Express is UCLA's fee-based document delivery service. Revenue will cover expenses of additional workload and subsidize new equipment purchases.
- fee structure established for non-UC Interlibrary Requestors in June 1994 (document delivery, no book loan at this point)

11. A select team of processors undertook a special project for UCLA Library's Public Affairs Service to assist in their consolidation efforts with the UCLA Map Library. The project, dubbed Operation Congress, was unique in that SRLF was given a temporary and limited cataloging authorization to add a location field for PAS and to make corrections in other limited bibliographic fields. This project represents a new level of processing for the SRLF and the

capability of working with the bibliographic fields eliminated the need for PAS to first send the items to their cataloging department before deposit to the SRLF. The project enabled PAS to more swiftly deposit a large collection of U.S. Congressional hearings, thereby clearing shelves needed for the physical consolidation of the two libraries. The final processing of this project will be completed in early 1994/95. (January - June 1994)

12. Another new milestone in processing was the deposit of sound recordings from UCLA's Music Library. For the first time, LPs were deposited as individual titles, not part of a boxed archival collection. Processing these recordings has proven to be time consuming, in part because matching of the item-in-hand is done from the disc label rather than the slip case. Also, the cataloging records for sound recordings is decidedly different and more detailed than typical book or serial records. Both of these factors contribute to a slow processing rate of 15-20 items per hour (or one-third to one-half fewer items per day). (Spring 1994)

13. Several long standing backlogs were processed this year. A collection of UCLA Tibetan scrolls and books numbering 2240 items is nearly finished; all but 2 titles from UCSD Scripps Institute have been processed (approximately 1000 items); and 43,813 duplicate items with X barcodes were reprocessed and integrated into the general collection. There remain only 5,271 of circa 70,000 X barcodes to reprocess.

14. ORION programming accomplishments:

- Programming problems that had prevented the processing of collections from UCLA's Chicano Studies Center were resolved and processing has begun.

- Programming fixes to resolve problems with multiple segments for MELVYL processing were tested with mixed results. MELVYL records with all nature of multiple holdings can be downloaded and uploaded into ORION. Some categories will now successfully load into MELVYL following SRLF processing, but there remain a number of categories that do not update MELVYL correctly. The SRLF will be negotiating with campus catalogers on how best to handle these problem records.

15. Through the UCLA Advisory Groups on Circulation, ILL, and Technical Processing, SRLF provided feedback and specifications for ORION2 planning. (Spring 1994)

16. Together with the UCLA Library Administration and the UCLA Budget Office, coordinated the transfer of SRLF accounts from UCOP to UCLA campus. (Spring 1994)

A.Budget: Representatives from UCOP, UCLA Library, UCLA Budget Office and the SRLF negotiated the transfer of SRLF from UCOP to UCLA, with particular clarification on equitable division of permanent allocations to the Regional Facilities and when and where budget cuts would be made.

B.Working closely with the Library Financial Services department at UCLA, established new "location 4" account number, fund number and cost centers for the SRLF. All these were in place by the opening of the 1994/95 fiscal year.

17. Designed the reconfiguration of the Circulation/ILL work areas and included these plans in the Phase 2 construction drawings. Storage areas that will be lost due to construction have been vacated and materials and equipment relocated to other areas in the Facility. (February 1994)

18. Wrote the Mission Statement and Goals for the SRLF. All staff participated in three full days of retreat (January 26 & 27 and June 20) with George Soete, and in several staff meetings within the department to articulate the Mission Statement and define our goals. (June 1994)

19. Level A of the SRLF is completely full, with the last A book added on March 1, 1994. Size A books from this point forward are shelved on Level 1 with AA barcodes until Phase 2 expansion is completed. AA books will then move into the new addition. (March 1994)

20. Following the January 17 earthquake in southern California, the SRLF provided emergency relief to the UCLA Arts Library and the Special Collections Department. (January - April 1994)

In February, 1323 linear feet of library materials were moved from damaged shelves in the Arts Library to the SRLF for temporary storage. Of this total, 805 linear feet were returned to the Arts Library in March. Approximately 518 feet (39% of the materials moved to SRLF) remained as permanent deposits to the SRLF.

For the Special Collections Department, ca. 80,000 volumes from their core collection were moved to SRLF during March and April. When new, movable compact shelving has been installed in the Special Collections department, the SRLF will return these volumes. The collection is expected to be moved back in December 1994.

Throughout the moves and temporary storage period, Art's and Special Collections' materials was available at all times. SRLF staff were kept busy retreiving materials from both collections.

In addition, SRLF staff volunteered 175 hours of their work time to reshelve books in the University Research Library and in the Engineering and Math Sciences Library.

21. In addition to the Library moves provided for emergency relief, the SRLF also performed revenue-generating moves for the following:

- URL chiller installation project. SRLF staff moved 1,500 linear feet of library materials in the URL basement to accommodate equipment installation. After installation, materials were returned to their original location. (August 1993)

- UCLA Law Library gift. SRLF staff moved ca 2,000 volume gift from a Century City law firm to the SRLF. (March 1994)

22. UCLA Capital Programs announced that the contract for SRLF Phase 2 construction has been awarded to the general contractor, Ray Wilson Company. Construction will begin in July, 1994. (May 1994)

23. Eight new Gateway 2000 workstations have been purchased. These workstations will be installed at MELVYL processing stations (thereby upgrading existing equipment and enabling LAN connections for these stations) and at individual workstations. When installations are complete, four more staff members will have direct connections on the LAN and all but two PCs will have been upgraded from stand alone IBM ATs or XTs to more powerful and flexible 486 processors. (June 1994)

IV. GOALS AND STRATEGIES FOR 1994/95

1. Incorporate strategic planning on a regular basis; maintain the momentum in setting goals and carrying through on them.

2. Participate fully in the accelerated ORION2 planning, and continue to plan and prepare for upcoming changes in library computing.

3. Upgrade and replace equipment to meet the changing needs for existing and future services. In 1993/94, the SRLF was able to purchase eight new workstations that replaced outmoded PCs. With these upgrades all MELVYL stations and ten personal workstations are now connected to the LAN. However, as we move into the future and consider new options for processing and circulation needs, it is imperative that we continue to replace and upgrade the equipment at processing and circulation workstations. Along with these equipment upgrades, we will need to investigate ways to configure the new computers so that full screen, multiple-line displays are available for ease of processing. Dumb terminals that are hard wired to ORION have served us well over the past seven years. However, the future requires powerful, flexible workstations that are not connected to a single mainframe computer but are instead connected to a network with access to multiple servers.

4. Establish fee-based document delviery/interlibrary loan services similar to the ORION Express/G4 service (G4 library group, Cal Poly, Claremont, Occidental, Cal Tech, USC, CSUN, Loyola Marymount)
Target date: January 1995

   A. Develop procedures and train staff to accept document delivery requests from the general public.
   B. Produce a brochure for fee based document delivery service to the general public.
   C. Pursue direct non-UC interlibrary lending.

5. Re-examine plans and work areas for Phase 2; organize staff and redesign workflow, problem shelves and holding areas in advance of the demolition and remodelling to be completed as part of the Phase 2 construction project. Target date: July, 1994

6. Set up billing procedures for sundry debtor bills for such services as document delivery. The SRLF needs procedures for manual (paper generated) processing of bills, as well as developing in-house workflow for the automated billing system (SBAR) to be implemented by the campus and the UCLA Library.
Target date: August, 1994

In addition, fully implement billing procedures for lost/missing books:

- Process the backlog of replacement bills to on-site users. Target date: November 1994
- Develop procedures and documentation for routinely processing bills and cancellations for on-site users. Target date: January 1995

7. Prepare for the Phase 2 transfer and deposit of the UCLA Film and Television Archives. Establish two SRLF/FTA advisory groups to examine issues and concerns of 1) technical operations for processing and circulation, and 2) move and retrieval of the FTA collections. The advisory groups shall determine guidelines and procedures for the move, processing, retrieval and circulation of FTA deposits. Target date: begin July 1994

8. Process 200,000 items including new deposits of 180,000 and backlogs of 20,000 items. Finish the specialized processing of "Operation Congress" and the sound recordings collection.

9. Resolve programming problems with LIS programmers and UCSB systems staff to allow processing of records with multiple segments. Identify and defer deposit of those records for which ORION processing and/or MELVYL updating via ORION will never be successfully accomplished due to record or holdings format problems. SRLF staff will review all titles currently in this problem backlog and return to UCSB those that are not processable.

10. Change the processing flow from MELVYL downloading/uploading to processing on other local systems. SRLF processing staff will explore possibilities for processing new deposits on the campus local systems, rather than copying the MELVYL record. SRLF will have remote access to the local systems, code the SRLF location and barcode information onto the local records, copy the record into the SRLF ORION file, and thus ensure synchronicity between campus and the SRLF. The local system will update MELVYL via tapeload or file transfer process, sending to DLA the SRLF location information along with any other campus updates to the bibliographic and holdings records.

11. Continue efforts to establish policy and procedures for master microfilm storage at the Regional Facilities. Future steps will include a combined effort by NRLF and SRLF staff to develop standardized policy and procedures for the transfer of deposits, as well as continuing discussions with UCLA staff to design and implement processing guidelines for the UCLA master microfilm titles.

12. Create a barcode label inventory on Excel 5. Update the inventory on a monthly basis; produce quarterly reports to track barcode useage by size and format category; use inventory to project supplies and to trigger order requests.

13. Update the department inventory of computer equipment to accurately reflect user and location information. Convert the inventory to Excel 5 and maintain the inventory on the LAN so that changes and additions can easily be made.

14. Maintain current staffing level throughout the department in order to sustain existing levels of productivity and service.

15. Solicit requests and provide processing of special projects. For UCLA's Maps and Government Information Library (formerly PAS and Map libraries), SRLF will provide local processing of serial records as well as the customary SRLF item processing upon deposit. Procedures for this project follow closely those established for "Operation Congress". The SRLF will encourage campuses to submit additional requests for special projects, to be reviewed by the Board for appropriateness and approval.

16. Complete the administrative transformation to online purchasing and personnel/payroll functions. As the UCLA campus moves to a more "paperless" environment, the SRLF will also move to online administrative processing via the OASIS system. By mid-year, the administrative staff will have received training on the PAC (purchasing and accounts payable) and EDB (Personnel/Payroll) systems and be fully functional online.

V. CONCERNS FOR OPERATIONS

1. Cope successfully with the disruptions caused by construction of Phase 2.

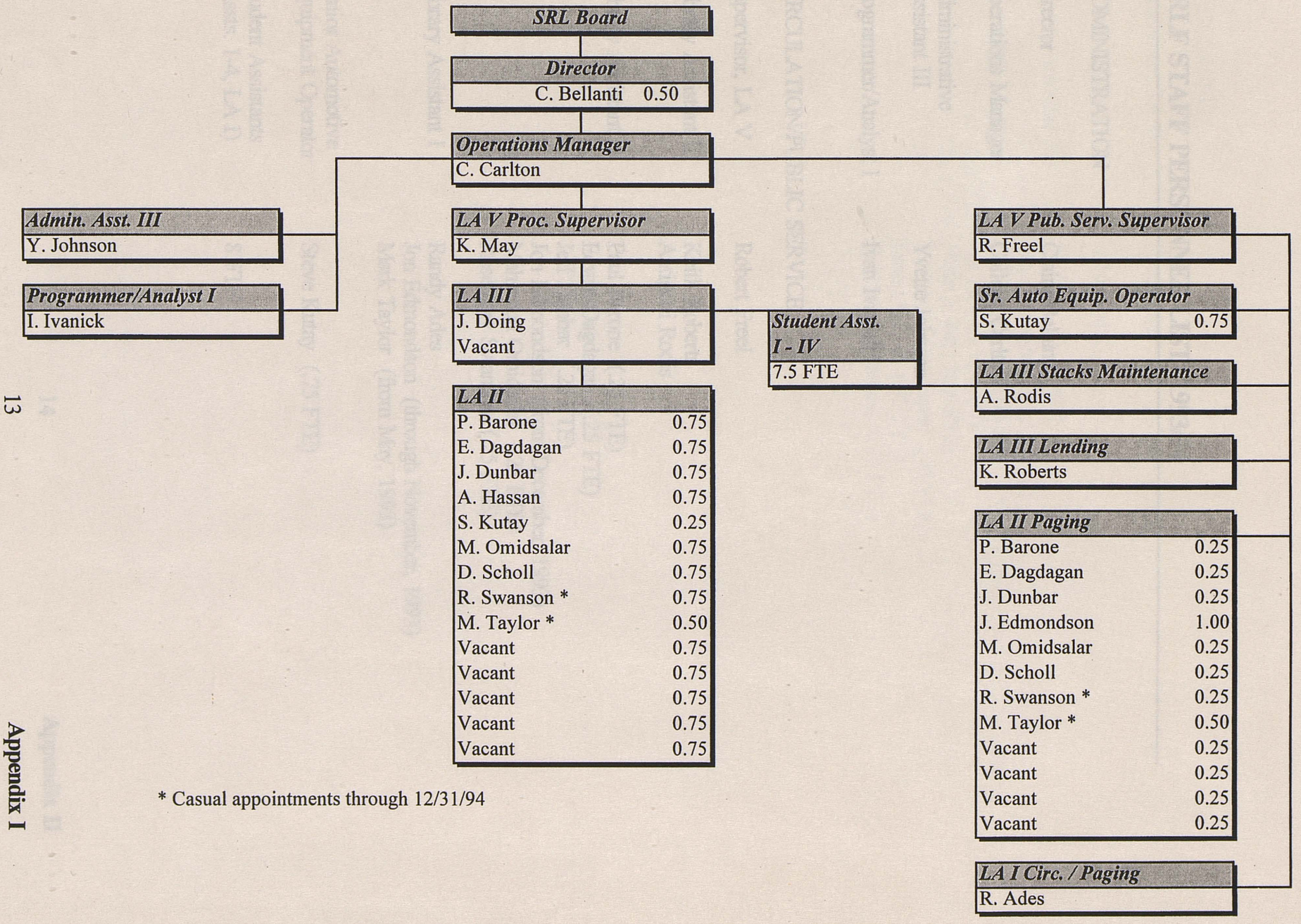
   Four keys concerns that are anticipated with Phase 2 construction are noise and dust pollution, traffic and access to the loading dock, reduced parking areas, and disruption to staff work areas during the remodelling of the Circulation/Receiving Section. Throughout the planning process, SRLF managers have been included in discussions with the architect and Capital Programs staff. Their interest and concern for SRLF needs are ever present, and we hope to see this continue through to the Project's end. For SRLF depositors and on-site users, we are committed to providing uninterrupted service with minimal or no delays in schedules or turn around times.

2. Continue to prepare for future equipment needs (as described in III.3 above).

   In 1992/93 and again in 1993/94, the SRLF was supported by Educational Fee funds, and not 19900 funds. This funding source has certain advantages that will be lost when SRLF is transferred to UCLA and funding returns to 19900. Under Ed Fee funds, the SRLF was able to use unspent benefits money on other expenses, such as supplies and equipment. In 1993/94 the department transferred ca. $40,000 from Sub 06 (benefits) to subs 03 and 04 and used these monies to purchase eight new Gateway workstations and peripheral equipment such as printers and barcode scanners.

   In order to continue upgrading equipment and purchasing new equipment for new services, the SRLF will need to plan carefully and work within the limited budget allocations for supplies and equipment. We will also take advantage of income sources provided by document delivery services and library moves to fund these new purchases. Ideally, by the end of 1996 all the dumb terminals in the department will be replaced with multi-task, LAN based workstations that provide connectivity to the campus backbone, to ORION2, and to other local systems throughout the University. The unknown budget picture for 1994/95 and beyond will no doubt make this a challenging priority.

Southern Regional Library Facility
Organizational Chart - June 30, 1994



* Casual appointments through 12/31/94

SRLF STAFF PERSONNEL LIST 1993/94

ADMINISTRATION

Director	Claire Bellanti
Operations Manager	Colleen Carlton
Administrative Assistant III	Yvette Johnson
Programmer/Analyst I	Ivan Ivanick

CIRCULATION/PUBLIC SERVICE

Supervisor, LA V	Robert Freel
Library Assistant III	Keith Roberts Antigoni Rodis
Library Assistant II	Paul Barone (.25 FTE) Edwin Dagdagan (.25 FTE) Jeff Dunbar (.25 FTE) Jon Edmondson (from December, 1993) Mahmoud Omidsalar (.25 FTE) Rosemary Swanson (.25 FTE)
Library Assistant I	Randy Ades Jon Edmondson (through November, 1993) Mark Taylor (from May, 1993)
Senior Automotive Equipment Operator	Steve Kutay (.75 FTE)
Student Assistants (Assts. 1-4, LA I)	8 FTE

PROCESSING

Supervisor, LA V	Karen May
Library Assistant III	John Doing
Library Assistant II	Paul Barone (.75 FTE) Edwin Dagdagan (.75 FTE) Jeff Dunbar (.75 FTE) Ali Hassan (.75 FTE) Steve Kutay (.25 FTE) Mahmoud Omidsalar (.75 FTE) David Scholl (.75 FTE) Rosemary Swanson (.75 FTE)

STAFF DEVELOPMENT ACTIVITIES

The following In-Service classes were held at the SRLF and attended by staff:

Sexual Harrassment in the Workplace with Cathy Glenn (Campus Human Resources), August 1993
Work Safety Assessment with Cindy Bert (Occupational Health and Safety), August 1993
Planning for ORION2 with Terry Ryan (AUL for Systems, UCLA), May 1994

Claire Bellanti

Library Standing and Ad Hoc Committees:
Campbell Book Competition Committee, Chair 1993/94
Public Information Kiosk Planning Committee, Chair 1993/94
ORION Vendor Scan Advisory Committee, Member
Staff Incentive Awards Committee, Member
Billing and Receivables, Library Ad Hoc Task Group, Chair 1993/94
UCOL, HOPS ILL Subcommittee, Member

UCLA Service Committees and Memberships:
Association of Administrators and Supervisors, Member
Staff Affirmative Action Training Program Screening Committee, Member

National Committees:
ALA/LAMA Library Storage Discussion Group, Chair 1993/94
ALA/BES Buildings for Colleges and University Libraries Committee, Member

Programs and Seminars:
Association of Research Libraries: First International Conference on Total Quality Management, Washington, D.C., April 1994
Achieving Breakthrough Service in Libraries, May 1994

Colleen Carlton

Programs and Seminars:
ALA Achieving Breakthrough Service in Libraries, May 1994

National Conferences and Committees:
ALA Midwinter Conference, January 1994
ALA Annual Convention, June 1994

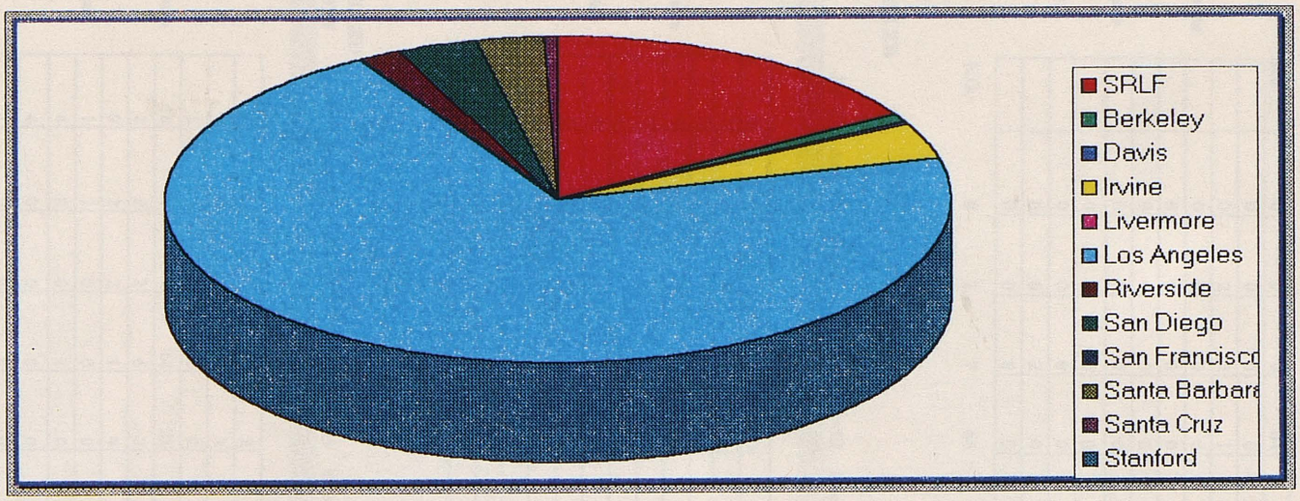
Edwin Dagdagan	Staff Development and Classes: Successful Interviewing Skills, October 1993 Writing Basics, December 1993 Writing Effectively, May 1994
Bob Freel	Programs and Seminars: Providing Good Customer Service, April 1994 ALA Achieving Breakthrough Service in Libraries, May 1994 LACASIS MultiMedia in Libraries, November 1993 National Conferences and Committees: ALA Midwinter Conference, January 1994 ALA Annual Convention, June 1994 Library Committees: Circulation Advisory Committee, Member (1993-94) Interlibrary Document Delivery Advisory Committee, Member (1993-94) UCLA Library Mail Room Task Force, Member (Summer 1994)
Yvette Johnson	Programs and Seminars: Microsoft Workshop, December 1993 Network System Managers, January 1994 National Conferences and Exhibits: COMDEX, November 1993 New Media Exhibit, ?? 1994 NetWare InterOp Conference, May 1994
Ivan Ivanick	Programs and Seminars: LACASIS MultiMedia in Libraries, November 1993 National Conferences and Exhibits: Seybold Multimedia Conference, September 1993 COMDEX, November 1993 Interactive Multimedia Conference, March 1994
Steve Kutay	Staff Development and Classes: Investment Strategies, March 1994

Karen May	Staff Development and Classes: WordPerfect for Windows, July 1993 Planning for Your Future Retirement, December 1993 Programs and Seminars: LAPNet/IELDREN Disaster Response Training, 1994
David Scholl	Staff Development and Classes: Time Management, Fall 1993

Appendix IV.

PUBLIC SERVICE STATISTICS

UC Southern Regional Library Facility
1993/94 Paging Requests By Location



Paging Requests	Jul-93	Aug-93	Sep-93	Oct-93	Nov-93	Dec-93	Jan-94	Feb-94	Mar-94	Apr-94	May-94	Jun-94	1993/94 TOTAL	1987/93 TOTAL	GRAND TOTAL TO DATE
SRLF - On Site Requests	1,603	1,436	635	1,282	1,566	920	989	1,319	1,496	1,105	1,319	1,296	14,966	46,023	60,989
Requests From Campus Libraries															
Berkeley	20	47	25	62	65	22	13	77	70	36	59	54	550	1,562	2,112
Davis	10	43	17	9	23	10	24	22	31	45	7	18	259	1,131	1,390
Irvine	324	238	268	371	305	169	383	303	350	359	255	240	3,565	13,013	16,578
Livermore	15	0	2	1	1	1	2	3	10	2	3	2	42	266	308
Los Angeles	5,781	6,249	4,191	5,400	5,536	3,494	4,108	6,329	6,836	6,664	6,977	5,230	66,795	219,280	286,075
Riverside	143	127	201	177	156	125	102	226	192	654	295	162	2,560	5,324	7,884
San Diego	179	204	189	250	229	174	270	316	437	300	263	243	3,054	8,359	11,413
San Francisco	4	3	3	2	0	2	2	5	0	6	2	8	37	110	147
Santa Barbara	173	111	122	258	239	97	211	277	172	367	221	154	2,402	7,921	10,323
Santa Cruz	51	29	26	20	35	13	23	29	28	28	58	25	365	1,217	1,582
Stanford	10	14	7	14	13	7	9	19	13	11	6	15	138	163	301
SUBTOTAL	6,710	7,065	5,051	6,564	6,602	4,114	5,147	7,606	8,139	8,472	8,146	6,151	79,767	258,346	338,113
GRAND TOTAL	8,313	8,501	5,686	7,846	8,168	5,034	6,136	8,925	9,635	9,577	9,465	7,447	94,733	304,369	399,102

U.C. Southern Regional Library Facility
Selected Statistics 1993/94
Circulation Statistics

REQUESTS FILLED BY ARIEL

		Jul-93	Aug-93	Sep-93	Oct-93	Nov-93	Dec-93	Jan-94	Feb-94	Mar-94	Apr-94	May-94	Jun-94	1993/94 TOTAL	1987/93 TOTAL	GRAND TOTAL TO DATE
Irvine	n/a	0	0	0	64	32	65	88	103	71	60	50	533		533
Riverside		0	0	0	0	0	0	0	0	0	0	1	1		1
San Diego		0	2	5	1	5	5	8	21	17	6	2	72		72
Santa Barbara		0	0	0	0	0	0	0	1	0	19	31	51		51
Berkeley		0	0	0	0	0	0	0	0	0	0	0	0		0
Davis		0	0	0	0	0	0	0	0	0	0	0	0		0
San Francisco		0	0	0	0	0	1	0	0	1	0	0	2		2
Santa Cruz		0	0	0	0	0	0	0	0	0	0	0	0		0
L.Livermore		0	0	0	0	0	0	0	0	0	0	0	0		0
Stanford		0	0	2	0	1	0	1	0	0	0	0	4		4
Other		0	0	0	0	0	1	1	0	3	53	28	86		86
TOTAL	N/A	**0**	**2**	**7**	**65**	**38**	**72**	**98**	**125**	**92**	**138**	**112**	**749**		**749**

REQUESTS FILLED BY FAX

	Jul-93	Aug-93	Sep-93	Oct-93	Nov-93	Dec-93	Jan-94	Feb-94	Mar-94	Apr-94	May-94	Jun-94	1993/94 TOTAL	1987/93 TOTAL	GRAND TOTAL TO DATE
Irvine	0	1	0	0	0	2	0	4	1	5	3	0	16	241	257
Riverside	1	0	0	2	1	1	0	0	0	0	0	0	5	294	299
San Diego	0	1	0	0	0	0	0	1	0	0	0	0	2	404	406
Santa Barbara	0	0	1	0	0	0	0	0	0	0	0	0	1	886	887
Berkeley	0	0	0	0	0	0	0	0	0	0	0	0	0	6	6
Davis	1	0	0	0	0	0	0	0	0	0	0	1	2	8	10
San Francisco	0	0	1	0	0	0	0	0	0	0	0	1	2	32	34
Santa Cruz	0	0	1	0	0	0	0	0	0	0	1	0	2	70	72
Livermore	0	0	0	0	0	0	0	0	0	0	0	1	1	95	96
Stanford	0	0	0	0	0	0	0	0	0	0	0	0	0	155	155
Other	0	0	0	0	1	2	0	0	1	0	0	0	4	24	28
TOTAL	**2**	**2**	**3**	**2**	**2**	**5**	**0**	**5**	**2**	**5**	**4**	**3**	**35**	**2,215**	**2,250**

REQUESTS FILLED BY PHOTOCOPY

	Jul-93	Aug-93	Sep-93	Oct-93	Nov-93	Dec-93	Jan-94	Feb-94	Mar-94	Apr-94	May-94	Jun-94	1993/94 TOTAL	1987/93 TOTAL	GRAND TOTAL TO DATE
Irvine	0	0	0	0	2	2	0	11	0	0	1	3	19	12	31
Riverside	0	0	0	0	3	1	1	0	0	1	0	1	7	15	22
San Diego	6	5	2	12	2	3	3	1	10	2	4	2	52	159	211
Santa Barbara	18	15	7	14	22	7	27	14	17	7	9	3	160	615	775
Berkeley	2	0	2	6	2	1	1	0	8	1	4	13	40	94	134
Davis	0	2	2	1	4	2	2	1	5	2	2	2	25	47	72
San Francisco	1	1	0	0	0	1	0	1	0	1	1	0	6	15	21
Santa Cruz	4	0	0	1	0	4	1	3	4	5	7	4	33	31	64
Livermore	4	0	0	0	0	1	0	1	5	0	2	0	13	65	78
Stanford	1	0	0	0	0	0	0	0	0	0	0	0	1	16	17
Other	0	0	0	0	0	0	0	0	0	0	3	0	3	2	5
TOTAL	**36**	**23**	**13**	**34**	**35**	**22**	**35**	**32**	**49**	**19**	**33**	**28**	**359**	**1,071**	**1,430**

NUMBER OF ON SITE USERS

Jul-93	Aug-93	Sep-93	Oct-93	Nov-93	Dec-93	Jan-94	Feb-94	Mar-94	Apr-94	May-94	Jun-94	1993/94 TOTAL	1987/93 TOTAL	GRAND TOTAL TO DATE
307	297	212	327	350	243	275	380	473	326	406	369	3,965	12,411	16,376

SRLF On-Site User Profile

July 1992 through June 1993

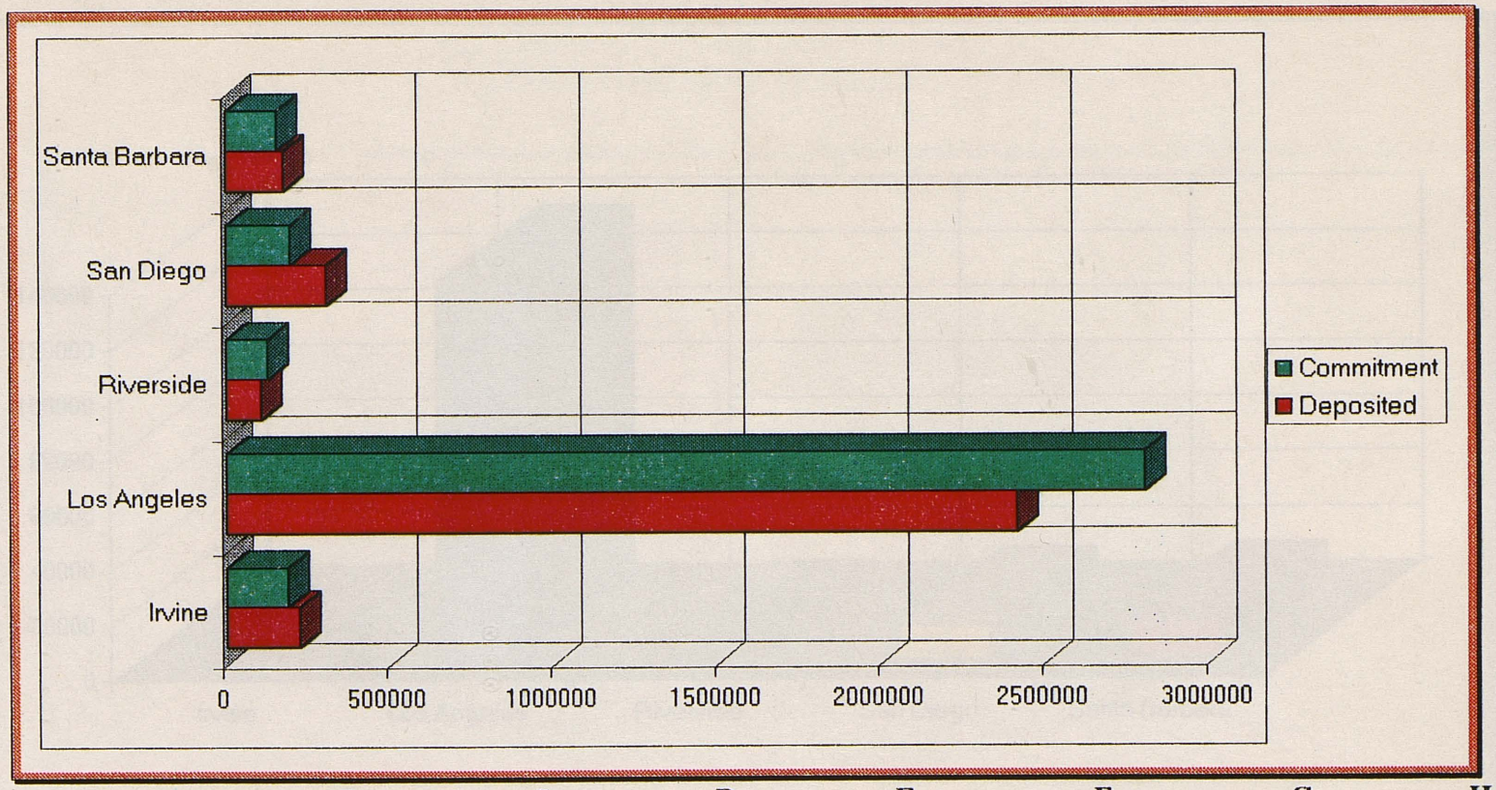
		USER CATEGORY	# USERS	
Faculty Users 8%	0001	UC Berkeley	3	
	0003	UC Irvine	7	
	0004	UCLA	236	6%
	0005	UC Riverside	13	
	0008	UC Santa Barbara	2	
	0104	UCLA Post-Doctoral Fellows	42	
Graduate Users 13%		UC Berkeley	7	
		UC Davis	1	
		UCLA	489	12%
		UC Irvine	9	
		UC Riverside	15	
		UC San Francisco	2	
		UC Santa Barbara	17	
Undergraduate Users 29%	0601	UC Berkeley	4	
	0602	UC Davis	4	
	0603	UC Irvine	3	
	0604	UCLA	1135	29%
	0608	UC Santa Barbara	2	
Staff & Extension 3%	0800	UCLA Extension Faculty	3	
	0804	UCLA Extension Students	24	
		UCLA Staff Personnel & Family	83	
Off Campus Users 47%		CSU Academic	22	
		CSU Graduate Students	28	
		CSU Undergrad Students	48	
	0041	USC Academic	16	
	0441	USC Graduate Students	9	
	0641	USC Undergrad Students	1	
		Other California Institution Academic	20	
		Other California Graduate Students	2	
		Other California Undergrad Students	18	
	1280	UCLA Alumni	151	4%
		Other UC Alumni	24	
	1380	Friends of the UCLA Library	205	5%
	1480	General Public, Courtesy	6	
	1680	General Public, Level 5	2	
	1681	General Public, Level 10	14	
	1682	General Public, Level 20	14	
	16XX	Information Brokers\Library Services	192	5%
	1880	Reference	241	6%
		Other off campus card holders	3	
		Without Library Card	848	21%
		Total Users	3,965	

Appendix IV

Appendix V.

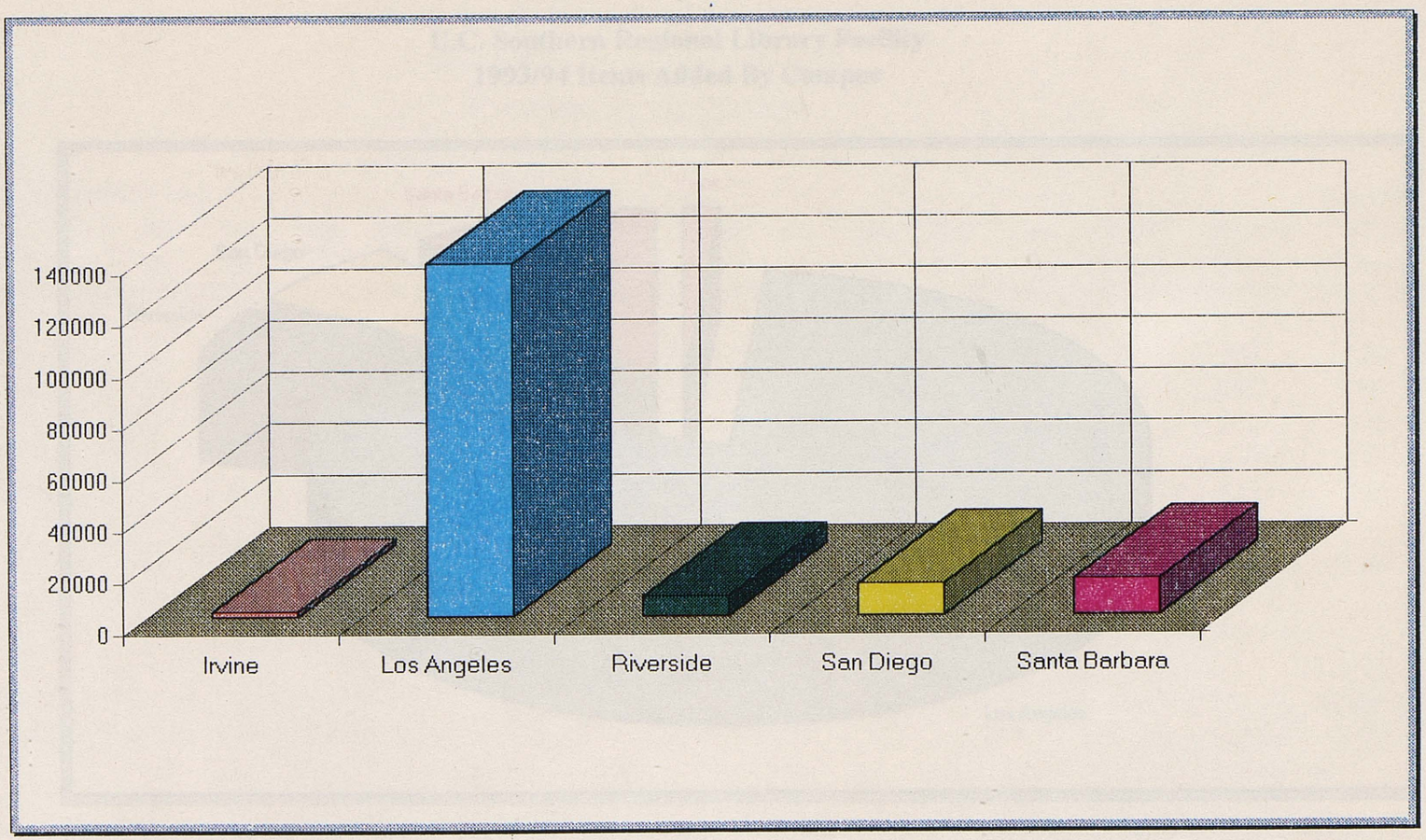
DEPOSITS AND PROCESSING STATISTICS

Campus Commitment Rates In Volume Equivalents
As Of June 30, 1994



	A. Total Items Added As of 6/30/94	B. Total Volume Equivalents Deposited	C. Total Volume Commitment For Phase 1	D. % of Total Commitment Deposited	E. Volumes Discarded In Lieu of Deposit	F. Volumes Deaccessioned from SRLF	G. Total Volumes To Go Towards Commitment	H. % of Total Commitment Met
Irvine	197,816	202,230	185,000	109%	19,002	205	221,027	119%
Los Angeles	1,975,301	2,251,410	2,800,000	80%	106,952	1,587	2,356,775	84%
Riverside	112,342	113,865	125,000	91%	0	172	113,693	91%
San Diego	115,408	126,327	195,000	65%	197,205	121	323,411	166%
Santa Barbara	188,144	189,584	155,000	122%	0	323	189,261	122%
TOTAL	**2,589,011**	**2,883,416**	**3,460,000**	**83%**	**402,186**	**2,408**	**3,204,167**	**93%**

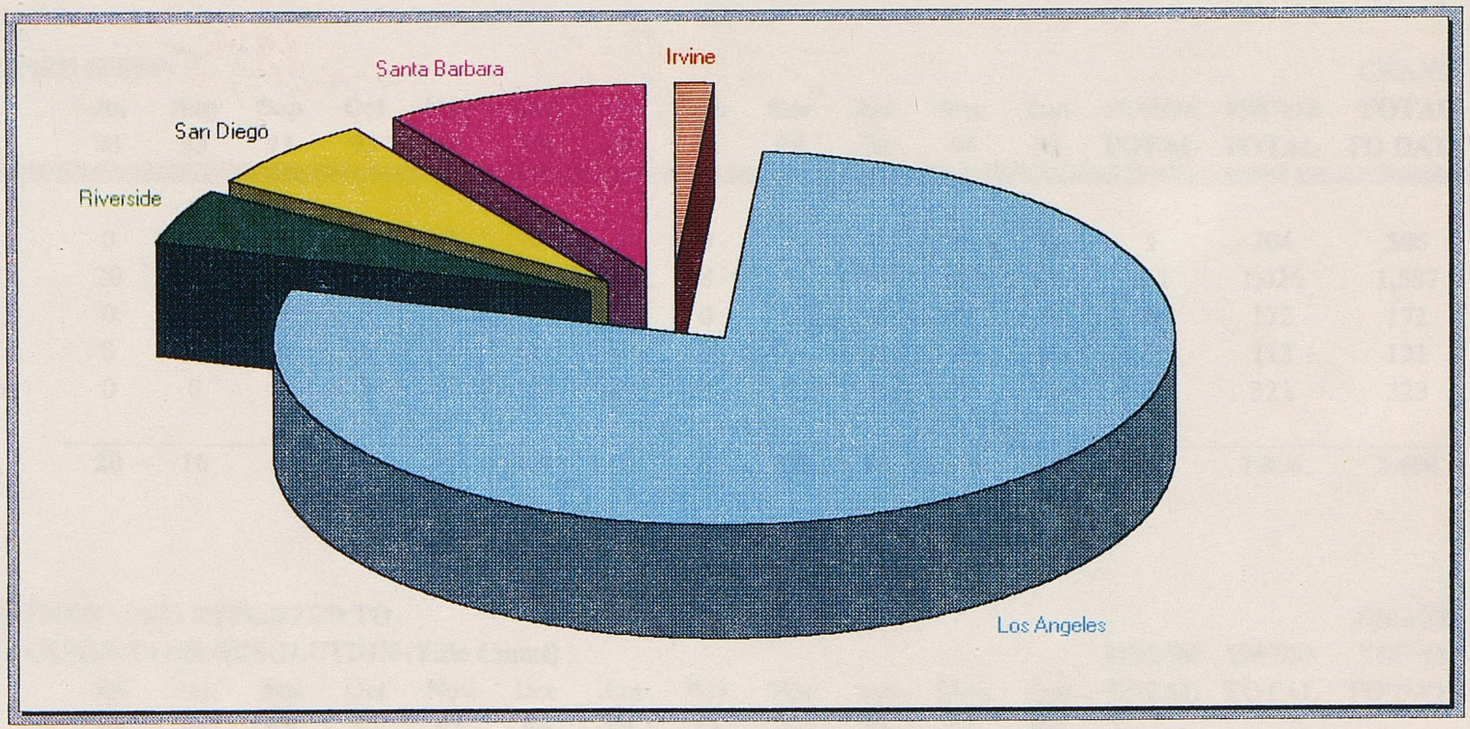
U.C. Southern Regional Library Facility
Items Received 1993/94



Number of Items Received

	Jul-93	Aug-93	Sep-93	Oct-93	Nov-93	Dec-93	Jan-94	Feb-94	Mar-94	Apr-94	May-94	Jun-94	1993/94 TOTAL	1987/93 TOTAL	GRAND TOTAL TO DATE
Irvine	0	1,848	0	0	0	0	0	0	0	0	0	0	1,848	189,737	191,585
Los Angeles	8,989	12,617	6,088	6,029	3,850	5,048	9,753	14,610	17,060	17,981	15,100	19,961	137,086	1,802,195	1,939,281
Riverside	0	0	0	26	2,333	0	0	0	2,585	0	0	2,560	7,504	111,324	118,828
San Diego	1,714	0	1,251	819	1,611	1,796	21	1,223	2,138	1,344	377	0	12,294	116,994	129,288
Santa Barbara	0	0	0	0	0	928	1,152	0	5,396	0	3,205	3,298	13,979	180,442	194,421
TOTAL	10,703	14,465	7,339	6,874	7,794	7,772	10,926	15,833	27,179	19,325	18,682	25,819	172,711	2,400,692	2,573,403

U.C. Southern Regional Library Facility
1993/94 Items Added By Campus



Items Added	Jul-93	Aug-93	Sep-93	Oct-93	Nov-93	Dec-93	Jan-94	Feb-94	Mar-94	Apr-94	May-94	Jun-94	1993/94 TOTAL	1987/93 TOTAL	GRAND TOTAL TO DATE
Irvine	73	717	1,226	28	1	0	0	0	9	71	0	138	2,263	195,553	197,816
Los Angeles	7,512	10,529	9,913	7,416	8,403	6,077	10,402	15,020	13,727	16,871	14,249	9,701	129,820	1,845,481	1,975,301
Riverside	1,532	219	1	23	0	1,833	211	110	1,663	711	0	1,655	7,958	104,384	112,342
San Diego	443	1,025	1,284	1,670	0	406	1,170	511	2,476	1,208	1	448	10,642	104,766	115,408
Santa Barbara	4,123	1,493	1,074	599	0	0	902	508	838	1,559	2,709	1,659	15,464	172,680	188,144
TOTAL	13,683	13,983	13,498	9,736	8,404	8,316	12,685	16,149	18,713	20,420	16,959	13,601	166,147	2,422,864	2,589,011

U.C. Southern Regional Library Facility
Selected Statistics 1993/94
Processing Statistics

DEACCESSIONED ITEMS

	Jul 93	Aug 93	Sep 93	Oct 93	Nov 93	Dec 93	Jan 94	Feb 94	Mar 94	Apr 94	May 94	Jun 94	1993/94 TOTAL	1987/93 TOTAL	GRAND TOTAL TO DATE
Irvine	0	0	0	1	0	0	0	0	0	0	0	0	**1**	204	**205**
Los Angeles	20	15	5	19	119	130	10	8	8	10	170	47	**561**	1,026	**1,587**
Riverside	0	0	0	0	0	0	0	0	0	0	0	0	**0**	172	**172**
San Diego	0	1	2	1	2	1	0	0	0	0	0	1	**8**	113	**121**
Santa Barbara	0	0	0	0	0	0	0	0	2	0	0	0	**2**	321	**323**
Total	**20**	**16**	**7**	**21**	**121**	**131**	**10**	**8**	**10**	**10**	**170**	**48**	**572**	**1,836**	**2,408**

PROCESSING PROBLEMS REPORTED TO DEPOSITING CAMPUS FOR RESOLUTION (Title Count)

	Jul 93	Aug 93	Sep 93	Oct 93	Nov 93	Dec 93	Jan 94	Feb 94	Mar 94	Apr 94	May 94	Jun 94	1993/94 TOTAL	1987/93 TOTAL	GRAND TOTAL TO DATE
Irvine	0	34	60	18	0	1	0	0	0	41	0	0	**154**	3,708	**3,862**
Los Angeles	256	181	315	852	235	97	162	512	932	239	1,285	739	**5,805**	45,190	**50,995**
Riverside	66	46	0	1	1	15	0	0	96	22	1	0	**248**	2,864	**3,112**
San Diego	38	89	38	6	0	6	31	2	183	88	0	16	**497**	11,870	**12,367**
Santa Barbara	0	98	7	0	2	1	0	0	1	46	0	150	**305**	9,515	**9,820**
Total	**360**	**448**	**420**	**877**	**238**	**120**	**193**	**514**	**1,212**	**436**	**1,286**	**905**	**7,009**	**73,147**	**80,156**