

University of California
Southern Regional Library Facility

Annual Report
1989/90



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I. SUMMARY

TABLE OF CONTENTS

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I. Summary

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II. Significant Accomplishments of 1989/90

During the previous Spring, job descriptions were written to provide a 75/25 or 50/50 split in job duties for Library Assistants I. All full-time LA I's would now spend 50% or 75% of their time processing deposits and the other 25% or 25% would be

III. Short Term Goals and Strategies for 1990/91

Between July and January, eight split positions were filled. While supervisors and senior staff members spent many hours training and revising the new staff, the end results of increased stability and productivity were reassuring.

IV. Concerns for Operations

From July through January, 8 FTE in overtime staff helped the SRLP meet its goal to eliminate backlogs, and then from February until May a core group of 5 overtime staff members remained to work on serials processing, problem resolution, and special projects.

Appendix I: Organization Chart

ORION and MEL communication links were very stable in 1989/90, and this was another key factor in our ability to process in-coming deposits and backlogs. Refinements to the processing procedures and workflow continued throughout the year, and in January and February SRLP staff met with

Appendix II: Personnel List 1989/90

to discuss problem reporting mechanisms. At the January meeting, specific monograph problem categories were identified for reporting, and in February serial catalogs and processors reviewed some of the most persistent and cumbersome problems that arise during SRLP processing.

Appendix III: Staff Development Activities

During the year, and meeting, SRLP staff developed in-house procedures whereby "temporary" serial records would be entered into the SRL file and then added for problematic serial titles. In this way, deposits can be entered online and are removable while the

Appendix IV: Selected Workload Statistics

sometimes lengthy process of converting the online bibliographic records takes place. For the SRLP and depositing libraries, these new procedures are a great improvement over past practice when such titles sat unprocessed and inaccessible on holding shelves.

In the public service section, borrowing activity continued to grow, with 1989/90 figures showing a 40% increase over the previous year. Having added the split LA I staff, two FTE were added to the section to help handle paging activity. With the increased staffing, the section continued to successfully meet the standard of filling paging requests within one working day. Along with increases in borrowing activity, the SRLP also experienced an increase in the number of on-site users. As the second largest source of paging requests, on-site use statistics were elaborated to include information on the borrowers, such as campus affiliation and status (faculty, staff, student, etc.). Telefacsimile transmission of journal articles increased as well, with the monthly average being 65 articles sent. The greatest source of telefax requests continues to be the southern campuses, but transmissions to the northern U.C. campuses will likely increase as the service becomes known and as more telefax machines are installed in campus libraries.

During these first three years of operation, the SRLP has used building set-up funds to equip the Facility and to support the receipt, processing, and circulation of deposits. Casual appointments have been used to augment the staffing level, and overtime hours were paid to help process the large initial deposits from the campus libraries. With the end of the 1989/90 year all set-up funds were exhausted and the Facility now

I. SUMMARY

The 1989/90 year was one in which SRLF achieved for the first time relative stability in staffing levels, program development for processing procedures, and synchronicity between in-coming deposits and processing capacity.

In an effort to prevent some of the staff turnover and "burn-out" that result from long hours spent processing deposits on a VDT, additional career and casual staff appointments were created with "split" assignments. Following an experiment that had proved successful the previous Spring, job descriptions were written to provide a 75/25 or 50/50 split in job duties for Library Assistants I. All full-time LA Is would now spend 50% or 75% of their time processing deposits and the other 50% or 25% would be worked in the Public Service section, manning the Information/Circulation Desk or filling paging requests. Between July and January, eight split positions were filled. While supervisors and senior staff members spent many hours training and revising the new staff, the end results of increased stability and productivity were reassuring. Also contributing to the productivity of the Processing unit was the continued support by overtime staff. From July through January, 8 FTE in overtime staff helped the SRLF meet its goal to eliminate backlogs, and then from February until May a core group of 5 overtime staff members remained to work on serials processing, problem resolution, and special projects.

ORION and MELVYL supported programs and communication links were very stable in 1989/90, and this was another key factor in our ability to process in-coming deposits and backlogs. Refinements to the processing procedures and workflow continued throughout the year, and in January and February SRLF staff met with catalogers from the campus libraries to discuss problem reporting mechanisms. At the January meeting, specific monograph problem categories were identified for reporting, and in February serial catalogers and processors reviewed some of the most persistent and cumbersome problems that arise during SRLF processing. Based on input received at this second meeting, SRLF staff developed in-house procedures whereby "temporary" serial records would be entered into the SR file and items added for problematic serial titles. In this way, deposits can be entered online and are retrievable while the sometimes lengthy process of recataloging the serial titles and correcting the online bibliographic records takes place. For the SRLF and depositing libraries, these new procedures are a great improvement over past practice when such titles sat unprocessed and inaccessible on holding shelves.

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During these first three years of operation, the SRLF has used building set-up funds to equip the Facility and to support the receipt, processing, and circulation of deposits. Casual appointments have been used to augment the staffing level, and overtime hours were paid to help process the large initial deposits from the campus libraries. With the end of the 1989/90 year all set-up funds were exhausted and the Facility now

faced the reality of operating solely on 19900 funds. In preparation for the major staff reductions that would follow (i.e., release of most casual staff), SRLF managers developed a reorganization plan. The planning process began with indepth interviews of all staff to elicit their ideas, concerns, and suggestions about the organization, the workflow, policies, procedures, and their own job assignments. At the same time, detailed analysis of processing statistics was completed to determine what the processing capacity might be for volumes deposited in the coming year. The interviews and analysis revealed these key factors that were built into the Reorganization Plan:

1. Staff like a variety of assignments, especially those that offer relief from long hours spent at a VDT.
2. There is considerable complexity involved in processing deposits, and the skills and knowledge necessary to complete the tasks are comparable at the Library Assistant I and Library Assistant II levels, justifying a reclassification upward of all LA I positions.
3. The split assignments between processing and circulation sections offer variety of assignments to the staff performing these jobs and allow for flexibility of staff resources (i.e., staff can be shifted from one section to another as workloads change and staffing levels fluctuate).
4. The expectation that staff process an average of 30 items per hour is consistently met and is not seen as unrealistic among staff.
5. The rate of incoming deposits will drop after the 1989/90 year, but circulation activity will continue to increase over the next two-three year period. Staff allocations will need to be adjusted accordingly.

Taking these factors into consideration along with the realization that staffing will need to be reduced, a Reorganization Plan was written. In it, Library Assistant I and II job descriptions were revised to include both circulation and processing duties; all Library Assistants I were reclassified to the II level; and a single pool of student assistants (reduced from a high of 12 FTE to 4 FTE) will serve in both the Processing and Public Service sections as needed. The Board gave its approval of the Reorganization Plan in May and the reclassification requests were approved by UCLA Staff Personnel in June. Follow-up interviews with staff are planned for the early Fall to determine how well the split assignments have been received, and if the Plan has been successful.

Meetings were held in January (for monographs) and February (for serials) with campus cataloging staff to review guidelines and procedures for problem reporting.

The Student Information Brochure was completed and distributed.

Completion of shift and fine-order shelving of 112,000 volumes in the UCLA Stack Annex backlog.

Project to re-hang shelves on Levels A and 2 completed.

Range-end labels were produced and mounted for the entire stacks.

All manuscript and archive collections were consolidated and barcoded.

45,506 paging requests were filled, an increase of 30% over the previous year.

II. SIGNIFICANT ACCOMPLISHMENTS OF 1989/90

- . Training of the SRLF Emergency Response Team was completed.
- . Administrative staff created a database inventory of all keys issued to staff.
- . Establishment of income account for revenues generated by on-site photocopy services and fees collected from non-UC depositors.
- . Enhancement of administrative microcomputing and telecommunications capabilities that allow for remote access to the Facility. Two lap-top computers were acquired, enabling administrators to access SRLF from remote sites via electronic mail.
- . Compilation of student assistants' cumulated hours worked and sick leave accrual achieved through development of information transfer using wordprocessing-database management spread-sheet programs.
- . Full staffing level achieved and maintained to expend set-up funds, process in-coming deposits and eliminate backlogs.
- . All incoming and backlogged deposits were processed for a total item count of 575,172. Previous goal to process 750,000 items was not attained due to decreasing rates of deposit.
- . Four ORION terminals were added for processing and circulation functions.
- . All processing backlogs were eliminated (ca. 200,000 volumes on July 1, 1989):

Riverside	34,000 volumes	Completed in August
San Diego	49,000 volumes	Completed in December
Los Angeles	112,000 volumes	Completed in February
- . Meetings were held in January (for monographs) and February (for serials) with campus cataloging staff to review guidelines and procedures for problem reporting.
- . The Student Information Brochure was completed and distributed.
- . Completion of shift and fine-order shelving of 112,000 volumes in the UCLA Stack Annex backlog.
- . Project to re-hang shelves on Levels A and 2 completed.
- . Range-end labels were produced and mounted for the entire stacks.
- . All manuscript and archive collections were consolidated and barcoded.
- . 46,506 paging requests were filled, an increase of 30% over the previous year.

III. Documentation was written for the following:

- 1) SRLF lending policies for various borrower categories
- 2) Placing holds
- 3) Telephone renewals
- 4) ORION-generated circulation products

Initiated monthly statistical recording of the numbers and status of on-site users, items requested on-site, and most/least active hours during the week.

Reorganization of Processing and Public Service staff, including reclassification of LA Is to LA II level and split assignments in Processing and Public Service sections for all LA IIs.

Alarm system to monitor the HVAC system was installed. Temperature, humidity, and water/flood sensors were hooked up to the HVAC computer. Via telephone lines, signals will be received at the campus Steam Plant whenever temperatures or humidity rise or fall outside the specified parameters, and if water is detected on the Stack floor or Mechanical level.

a. Finalize the SRLF Discussion Policy and the Discussion Request Form.

b. Review and finalize the document Deposit and Operating Guidelines for Microforms, incorporating all formats (including Master Microforms) in one document.

c. Review and update the document Guidelines for Physical Preparation of Book Material.

Resolve the question of duplicate deposits: shall duplicates be processed into separate shelving area (as is presently being done), identified but integrated into the general collection, or returned unprocessed to the campus and/or discarded in lieu of deposit?

Request completion of outstanding ORION programming fixes including:

a. overlay of SRLF location and shelving information in MELVYL when there are multiple holding segments for a campus

b. generate note of Non-Circulating status for Special Collections deposits when SRLF tape loads into MELVYL (this message is presently not appearing on many Special Collections deposits)

c. add SDC as a new cataloging unit in the ORION location tables (MELVYL records with this location will not upload into ORION)

d. modify the MELVYL/CALLS upload program to accept the new MARC format of serial records in CALLS

e. adjust the ORION products program for SRLF to extend the period between which "Search Lists" and "Bills" are produced.

f. Program ORION-produced bills for missing and lost books to print the SRLF account number.

III. SHORT TERM GOALS AND STRATEGIES FOR 1990/91

1. Following on the **staff** Reorganization Plan, complete the **physical** reorganization in the Processing and Circulation sections. This includes moving numerous workstations, telephone instruments and relocating and reconfiguring ORION terminals in order to facilitate the increased activity and staff allocations to public service functions.
2. Initiate Fines and Billing procedures. The first bills to on-site borrowers will be issued in the Fall of 1990. Develop procedures to bill borrowing libraries. Establish a list of contact staff at depositing libraries to resolve billing and pricing questions.
3. Complete procedures and documentation for the following:
 - a. Finalize the SRLF Deaccession Policy and the Deaccession Request Form.
 - b. Revise and finalize the document Deposit and Operating Guidelines for Microforms, incorporating all formats (including Master Microforms) in one document.
 - c. Revise and update the document Guidelines for Physical Preparation of Book Material.
4. Resolve the question of duplicate deposits: shall duplicates be processed into separate shelving area (as is presently being done), identified but integrated into the general collection, or returned unprocessed to the campuses and/or discarded in lieu of deposit?
5. Request completion of outstanding ORION programming fixes including:
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 - e. adjust the ORION products program for SRLF to extend the period between which "Search Lists" and "Bills" are produced.
 - f. Program ORION-produced bills for missing and lost books to print the SRLF account number.

6. Continue work on SRLF Phase II: selection of architect, completion of planning documents and the schematic drawings.
7. Work with UCOP analysts, SRL Board, and the UCLA Planning Office to resolve inadequacy in the number of permanently funded FTE.

1. The SRLF is currently operating solely on 1989 operating funds, with limited additional funding to be provided by the newly-established income account. In the past three years, the 1990 operating budget had been augmented with set-up funds. The set-up funds were exhausted in 1989/90, having been used from year to year to purchase necessary equipment and to support five to ten FTE in temporary staff appointments.

The most immediate and obvious effect of the reduced budget will be the loss of staff. Total career FTE will be 17.5, down from the 22.5 high of a year ago. Casual appointments will account for another 8 FTE, these also down from the previous high of 15 FTE.

Administrative staff began planning for these reductions in the Spring of 1990, when a reorganization plan was drafted. This plan reallocated staff resources between technical processing and public service sectors. Job duties and the percentage of time individuals spend in those assignments will be adjusted to meet the fluctuations in circulation activities.

2. Over the past three years, the SRLF created 22.5 FTE career positions to meet operational needs of the Facility. After the fiscal year ended, investigations by UCOP analysts determined that the SRLF does not have permanent funding for this staffing level.

Due to this problem, four open positions that were posted as career were instead filled in July 1990 as casual appointments. SRLF administrators will work with the SRL Board and systemwide officers to adjust the permanent funding level upward to provide for adequate staffing.

3. The impact of a reduced budget and reduced staffing will be most notably apparent on the deposit schedule for 1990/91. The number of in-coming deposits must be coordinated with SRLF's ability to process the material, and this is where staff reductions will have the greatest impact.

During the reorganization process, careful analysis was given to the potential "processing capacity" of the SRLF. Based on statistics and previous experience with various types of deposits, an estimated 25,000-26,000 items per month will be "processable" in 1990/91. Total deposits for the year will number 300,000 items, down from the 575,000 items processed in 1989/90. Deposit shipments will be allocated on the basis of how well the campuses met their quotas as of June 30, 1990.

Several campuses have done well in meeting their deposit quotas and will not be adversely affected by deposit reductions. U.C. Irvine had fully met their quota for 1989/90, and the Riverside and Santa Barbara campuses were at 80% and 77% respectively. Irvine and Riverside libraries have already reduced the number of shipments to the SRLF. Priority will be given to UCLA and UCSD whose deposit rates have lagged behind their expected quotas. At the deposit rate of ca. 25,000 volumes per month, backlogs of unprocessed material should not develop provided staffing levels remain constant and that circulation activity grows at the projected rate. Significant changes in either of these factors will affect our ability to keep pace with in-coming deposits.

IV. CONCERNS FOR OPERATIONS

1. In fiscal year 1990/91, the SRLF will function solely on 19900 operating funds, with limited additional funding to be provided by the newly-established income account. In the past three years, the 19900 operating budget had been augmented with set-up funds. The set-up funds were exhausted in 1989/90, having been used from year to year to purchase necessary equipment and to support five to ten FTE in temporary staff appointments.

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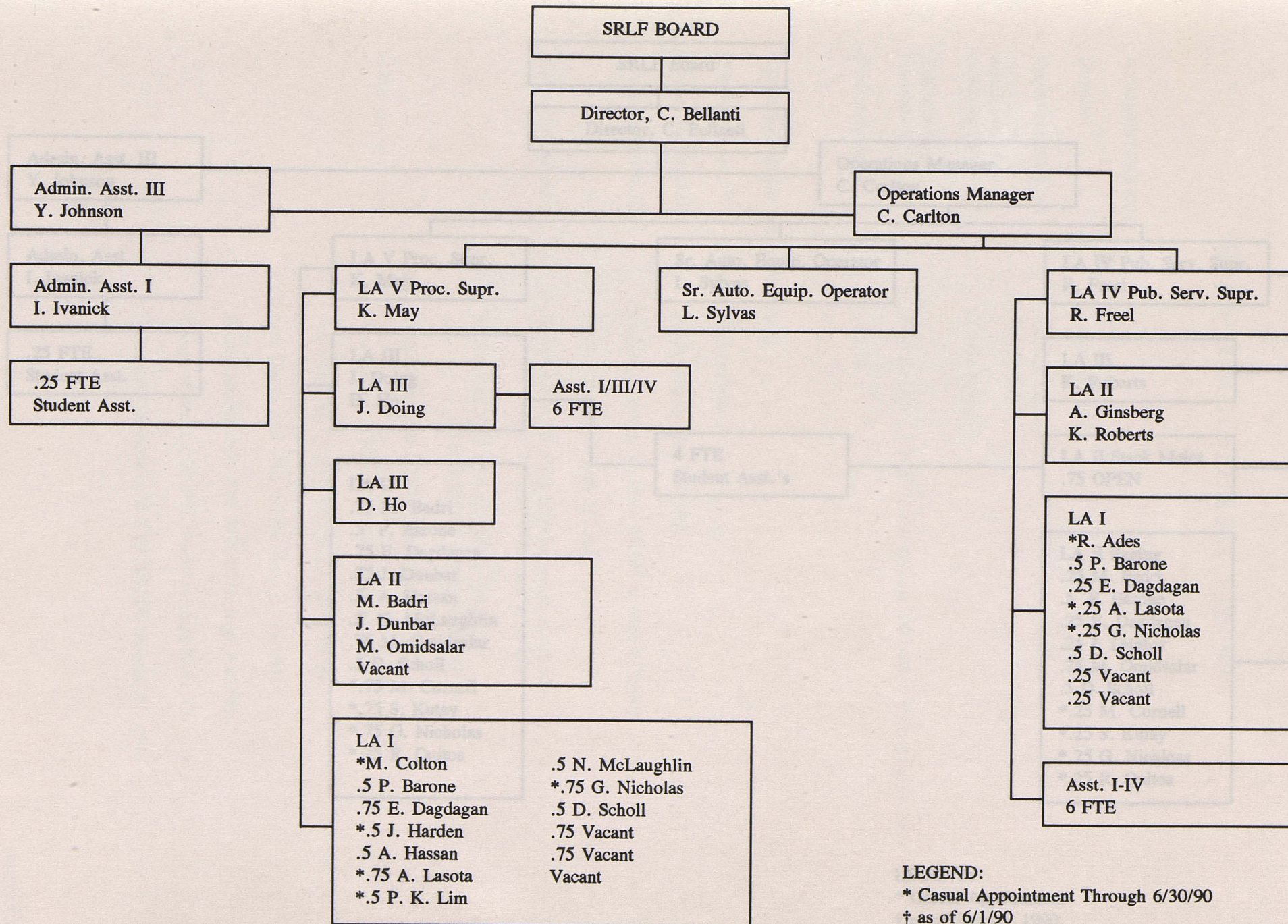
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4. Outstanding requests for ORION programming continue to impact SRLF processing and circulation functions. The following list prioritizes these requests:
- a. Complete programming of ORION/SRLF tape for DLA to allow updates for campus records with multiple holding segments. At present, campus holdings information in MELVYL cannot be updated with the SRLF location and shelving information if another copy remains on campus. This long-standing problem has yet to be resolved. Affected are deposits of archival copies of dissertations, where a circulating copy remains on campus. From the MELVYL display it still appears that both copies are on campus.
 - b. Revise the ORION upload program for CALLS records. With the new CALLS updatable database, full MaRC records with holding segments similar to the MELVYL monographic records are being downloaded at SRLF. Modifications to the upload program must be made so that the CALLS record will load into the SRLF ORION file. Serial deposits from the campus libraries cannot be processed until this reprogramming is complete.
 - c. Add a new code to the ORION location table that will recognize and process bibliographic records from UCSD Special Collections. Without prior notice, MELVYL records for UCSD Special Collections began appearing with a new distinct location code. Until the code is added to the ORION table, processing of these deposits is impossible. With this example, campuses are reminded to notify SRLF and ORION User Services of any coding changes to the bibliographic record or holding segments in MELVYL.
 - d. Adjust the ORION products program to extend the period between which "Search Lists" and "Bills" are produced. SRLF prefers a six-month waiting period between these products for those items checked out to depositing libraries only.
 - e. Program ORION-produced bills to print the SRLF account number. System currently only accommodates the UCLA account number, so SRLF bills need to be corrected manually to designate the account number that fines and bill revenues should be credited to.

Southern Regional Library Facility Organizational Chart 1989/90†

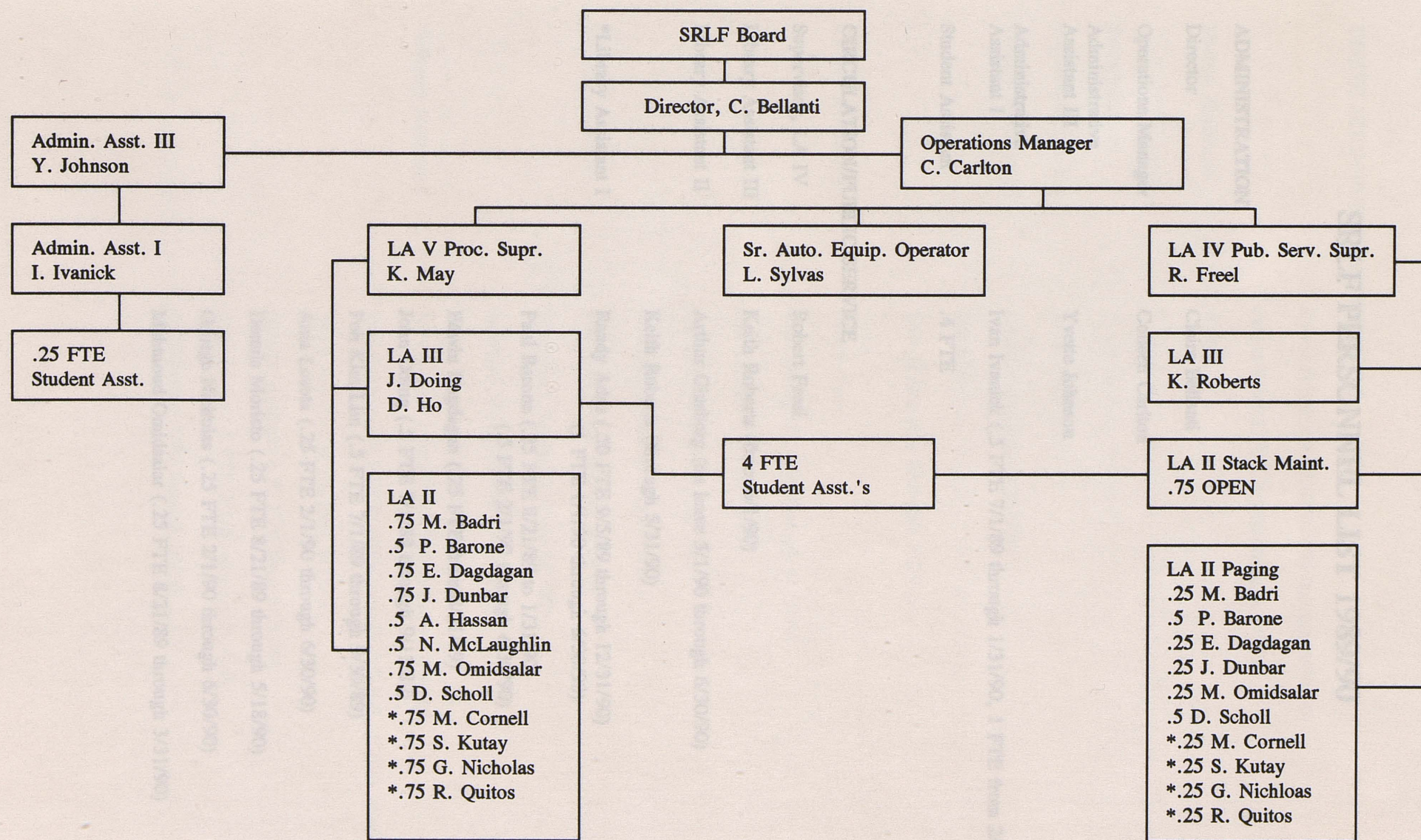


LEGEND:

* Casual Appointment Through 6/30/90

† as of 6/1/90

Southern Regional Library Facility Organizational Chart 1990/91†



LEGEND:

* Casual Appointment

† as of August, 1990

SRLF PERSONNEL LIST 1989/90

ADMINISTRATION

Director	Claire Bellanti
Operations Manager	Colleen Carlton
Administrative Assistant III	Yvette Johnson
Administrative Assistant I	Ivan Ivanick (.5 FTE 7/1/89 through 1/31/90, 1 FTE from 2/1/90)
Student Assistant	.4 FTE

CIRCULATION/PUBLIC SERVICE

Supervisor, LA IV	Robert Freel
Library Assistant III	Keith Roberts (from 6/1/90)
Library Assistant II	Arthur Ginsberg (on leave 5/1/90 through 6/30/90) Keith Roberts (through 5/31/90)
*Library Assistant I	Randy Ades (.50 FTE 9/5/89 through 12/31/90) (1 FTE 1/1/90 through 6/30/90) Paul Barone (.25 FTE 8/21/89 to 1/31/90) (.5 FTE 2/1/90 through 6/30/90) Edwin Dagdagan (.25 FTE from 8/21/89) John Doing (.5 FTE 7/1/89 through 9/11/89) Poh Kim Lim (.5 FTE 7/1/89 through 9/30/89) Ania Lasota (.25 FTE 2/1/90 through 6/30/90) Dennis Moristo (.25 FTE 8/21/89 through 5/18/90) George Nicholas (.25 FTE 2/1/90 through 6/30/90) Mahmoud Omidsalar (.25 FTE 8/21/89 through 3/31/90)

CIRCULATION/PUBLIC SERVICE - cont.

David Scholl (.5 FTE 9/25/90 through 6/30/90)

Grace Wu (.5 FTE 7/1/89 through 9/1/90)

Student Assistants

6 FTE

*Library Assistant I

Marilyn Isard (.5 FTE through 4/9/90)

PROCESSING

Pao Kim Lim .5 FTE

Supervisor, LA V

Karen May .75 FTE

Library Assistant III

John Doing (from 4/16/90) (from 3/90)

Dora Ho (from 7/3 FTE through 5/18/90)

Lola Willoughby (through 2/2/90) (to 6/30/90)

Library Assistant II

Minoo Badri (Mahmoud Omidshalar (.75 FTE 8/21/89 through 3/31/90)

John Doing (9/12/89 through 4/15/90) (David Scholl (.5 FTE 9/21/89 through 6/30/90)

Jeff Dunbar (11/89 to 6/90) (Randy Ades (.5 FTE through 10/30/89)

Karen Edge (through 12/15/89) (John Willoughby (7/89 through 10/89)

Jess Hollenback (through 7/7/89) (Cynthia FTE through 10/30/89)

Student Assistants

Jeff King (from 10/1/89 to 2/90)

Mahmoud Omidshalar (from 4/1/90)

DEPOSITS

Jonathan Wright (11/89 to 4/30/90)

Senior Assistant

*Library Assistant I

Randy Ades (.50 FTE 9/5/89 through 12/31/89)

Paul Barone (.75 FTE 8/21/89 through 1/31/90, .5 FTE 2/1/90 through 6/30/90))

Mary Ann Colton (through 6/15/90)

Edwin Dagdagan (.75 FTE from 8/21/89)

John Doing (.5 FTE 7/1/89 through 9/11/89)

*All Library Assistant I's were

Jeff Dunbar (7/89 through 10/89) (effective 6/1/90)

PROCESSING - cont.

Jocelyn Harden (.5 FTE through 6/30/90)

Ali Hassan (.5 FTE from 3/90)

***Library Assistant I**

Marilyn Iseri (.5 FTE through 4/9/90)

Poh Kim Lim .5 FTE

Ania Lasota .75 FTE

Nina McLaughlin (.50 FTE from 3/90)

Dennis Moristo (.75 FTE through 5/18/90)

George Nicholas (.75 FTE 2/1/90 to 6/30/90)

Mahmoud Omidasalar (.75 FTE 8/21/89 through 3/31/90)

David Scholl (.50 FTE 9/21/89 through 6/30/90)

Rosemary Swanson (.5 FTE through 10/30/89)

Jonathan Wright (7/89 through 10/89)

Grace Wu (.5 FTE through 1/90)

Student Assistants

6 FTE

DEPOSITS

Senior Automotive
Equipment Operator

Lonnie Sylvas

* All Library Assistant I's were reclassified to Library Assistant II - effective 6/1/90.

STAFF DEVELOPMENT ACTIVITIES

Randy Ades	Self Presentation Techniques
Claire Bellanti	CLA Meeting Managing Meetings and Small Group Dynamics Personal Safety for Women ALA Convention
Colleen Carlton	Desk Top Publishing (by Ventura) Seminar: How to Deal with Difficult People Supervisor's Response to Troubled Employees Managing a Diverse Workforce ASA Seminar: Workforce 2000 ALA Convention Emergency Response Training
John Doing	Introduction to WordPerfect Emergency Response Training
Robert Freel	Conflict Management Affirmative Action Communication Skills for Supervisors Managing Meetings and Small Group Dynamics Emergency Response Training
Ivan Ivanick	WordPerfect 5.0 dBase III Lotus 1-2-3
Yvette Johnson	Disk Operating Systems Writing Effectively Seminar: Computers in Small Libraries dBase III ASA Seminar: Workforce 2000
Ania Lasota	Self Presentation Techniques

Karen May

Desk Top Publishing (by Ventura)
 Disk Operating Systems
 Supervisor's Response to Troubled Employees
 MELVYL Update Meeting
 Managing a Multicultural Workplace
 Job Analysis, Classification and Selection
 Managing Conflict and Change
 Assertiveness Training
 ASA Seminar: Workforce 2000
 Problem Solving

Dennis Moristo

Self Presentation Techniques

George Nicholas

Self Presentation Techniques

Keith Roberts

Supervisory Principles Laboratory
 Job Analysis, Classification and Selection
 Managing a Multicultural Workforce
 Emergency Response Training

Undergraduate

Users

31%

Staff &
 Extension

3%

Off Campus

Users

49%

0601 UC Berkeley Undergrad Students
 0604 UCLA Undergrad Students
 0608 UC Santa Barbara Undergrad Students
 0609 UC Santa Cruz Undergrad Students

0800 UCLA Extension Faculty
 0804 UCLA Extension Students
 1004 UCLA Staff Personnel
 1182 Interns, Reside-Affid Hospitals

1280 UCLA Alumni
 1380 Friends of the UCLA Library
 1400 Courtesy
 1480 General Public, Courtesy
 1680 General Public, Fee
 1880 Reference
 0020 CSU Northridge Academic
 0420 CSU Northridge Masters Students
 0620 CSU Northridge Undergrad
 0018 CSU Long Beach Academic
 0418 CSU Long Beach Masters Students
 0019 CSU Los Angeles Academic
 0021 Cal Poly Pomona Academic
 0040 Private College & Univ. Academic
 0440 Private College & Univ. Grad Students
 0441 USC Graduate Students
 0030 Community College Academic
 0630 Community College Undergrad
 Without Library Card

OF USERS

43 7%

1 2%

1 2%

23 4%

1 2%

13 2%

2 2%

1 2%

187 30%

3 2%

1 2%

2 2%

7 2%

9 2%

1 2%

14 2%

70 11%

1 2%

1 2%

29 5%

18 3%

1 2%

4 2%

1 2%

3 2%

1 2%

15 3%

1 2%

124 20%

Total Users:

616

SRLF ON-SITE USER PROFILE

Data collected March through June 1990

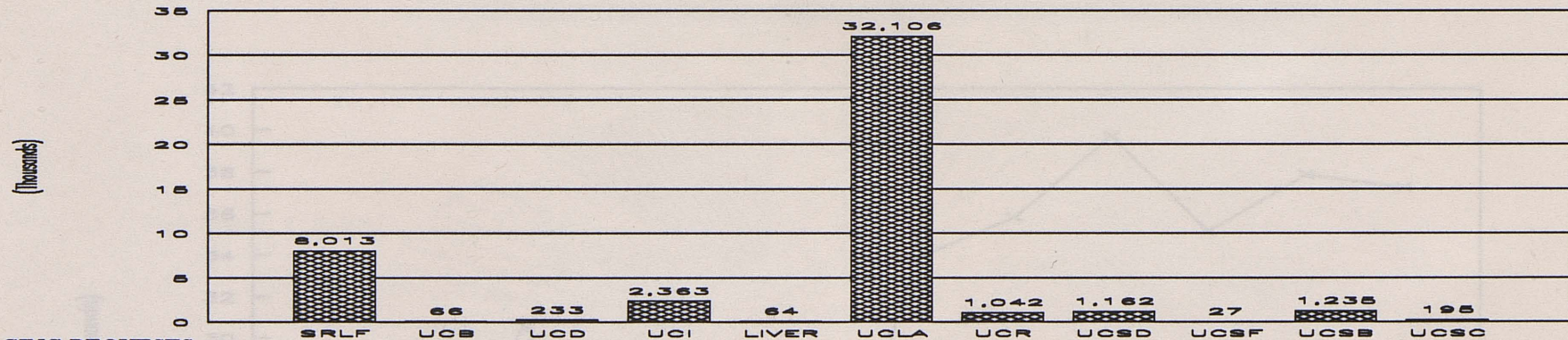
		<u>USER CATEGORY</u>	<u># OF USERS</u>	
Faculty Users 9%	0001	UC Berkeley Academic	1	
	0004	UCLA Academic	43	7%
	0008	UC Santa Barbara Academic	2	
	0041	USC Academic	8	
	0104	UCLA Post-Doctoral Fellows	1	
Graduate Users 8%	0204	UCLA Doctoral Students	23	4%
	0205	UC Riverside Doctoral Students	4	
	0206	UC San Diego Doctoral Students	1	
	0208	UC Santa Barbara Doctoral Students	1	
	0404	UCLA Masters Students	13	2%
	0405	UC Riverside Masters Students	2	
	0401	UC Berkeley Masters Students	2	
	0403	UC Irvine Masters Students	1	
Undergraduate Users 31%	0601	UC Berkeley Undergrad Students	1	
	0604	UCLA Undergrad Students	187	30%
	0608	UC Santa Barbara Undergrad Students	2	
	0609	UC Santa Cruz Undergrad Students	1	
Staff & Extension 3%	0800	UCLA Extension Faculty	2	
	0804	UCLA Extension Students	7	
	1004	UCLA Staff Personnel	9	
	1182	Intrns, Rsdnts-Affltd Hospitals	1	
Off Campus Users 49%	1280	UCLA Alumni	14	2%
	1380	Friends of the UCLA Library	70	11%
	1400	Courtesy	1	
	1480	General Public, Courtesy	1	
	1680	General Public, Fee	29	5%
	1880	Reference	18	3%
	0020	CSU Northridge Academic	1	
	0420	CSU Northridge Masters Students	4	
	0620	CSU Northridge Undergrads	1	
	0018	CSU Long Beach Academic	2	
	0418	CSU Long Beach Masters Students	3	
	0019	CSU Los Angeles Academic	1	
	0021	Cal Poly Pomona Academic	3	
	0040	Private College & Univ. Academics	8	
	0440	Private College & Univ. Grad Students	2	
	0441	USC Graduate Students	18	3%
	0030	Community College Academic	1	
	0630	Community College Undergrads	1	
		Without Library Card	124	20%

Total Users: 614

U.C. SOUTHERN REGIONAL LIBRARY FACILITY
SELECTED STATISTICS - 1989/90

	Jul-89	Aug-89	Sept-89	Oct-89	Nov-89	Dec-89	Jan-90	Feb-90	Mar-90	Apr-90	May-90	Jun-90	1989/90 TOTAL	1987-89 TOTAL	GRAND TOTAL TO DATE
DEACCESSIONED ITEMS															
Irvine	0	0	0	19	0	0	0	0	7	0	0	0	26	0	26
Los Angeles	0	0	2	0	0	0	32	0	0	5	0	17	56	34	90
Riverside	34	6	7	0	0	0	0	0	0	0	0	0	47	0	47
San Diego	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Santa Barbara	20	0	0	0	0	0	8	0	0	1	35	13	77	2	79
TOTAL	54	6	9	19	0	0	40	0	7	6	35	30	206	36	242
AVERAGE ITEMS PER HOUR															
Library Assistants	36.81	31.75	30.57	25.24	30.75	32.63	34.47	26.19	33.37	30.30	30.28	33.47			
Students Assistants	36.42	31.51	29.89	26.84	25.15	29.16	31.34	30.00	34.90	36.02	33.86	32.79			
Overtime Staff	30.38	30.58	33.45	32.77	33.20	39.00	33.94								
Average Per Month	34.54	31.28	31.30	28.28	29.70	33.60	33.25	28.10	34.14	33.16	32.07	33.13			
PROCESSING PROBLEMS REPORTED TO DEPOSITING CAMPUSES FOR RESOLUTION															
Irvine	0	3	2	203	272	177	165	93	45	3	783	183	1,929	118	2,047
Los Angeles	186	297	190	660	460	480	828	685	502	264	620	190	5,362	5,070	10,432
Riverside	163	57	15	87	374	144	27	3	12	103	10	27	1,022	141	1,163
San Diego	0	0	0	822	1,136	844	1,394	398	195	40	43	48	4,920	0	4,920
Santa Barbara	2	32	9	191	406	458	629	109	11	278	315	302	2,742	30	2,772
TOTAL:	351	389	216	1,963	2,648	2,103	3,043	1,288	765	688	1,771	750	15,975	5,359	21,334
FAX REQUESTS															
Davis	0	1	0	1	0	0	2	0	5	1	1	0	11		
Irvine	2	13	8	13	8	4	11	10	20	22	19	3	133	22	155
Livermore	0	4	3	10	5	0	2	0	8	2	1	2	37	6	43
Riverside	2	10	9	9	11	7	7	11	7	3	7	8	91	2	93
San Diego	0	6	30	7	7	9	3	14	25	7	23	6	137	4	141
San Francisco	0	3	0	0	2	1	0	1	1	0	0	0	8	0	8
Santa Barbara	1	25	15	44	17	7	22	16	33	23	52	6	261	36	297
Santa Cruz	0	0	2	1	2	0	2	1	2	0	30	0	40	3	43
Other	2	4	9	4	19	6	4	2	6	0	2	0	58	0	58
TOTAL	7	66	76	89	71	34	53	55	107	58	135	25	776	73	849
NUMBER OF ON-SITE USERS	79	120	94	104	139	129	197	181	181	145	158	130	1,657	1,363	3,020

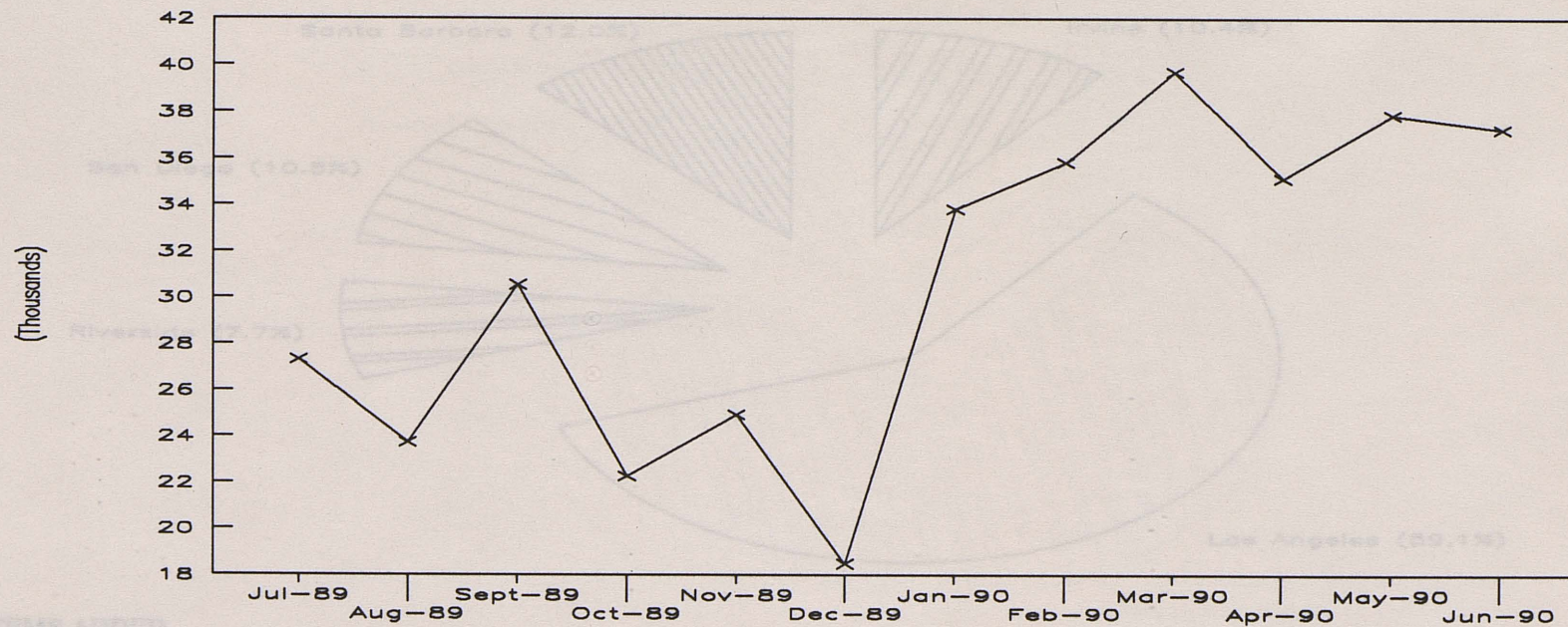
U. C. SOUTHERN REGIONAL LIBRARY FACILITY 1989/90 PAGING REQUESTS BY LOCATION



PAGING REQUESTS

	Jul-89	Aug-89	Sept-89	Oct-89	Nov-89	Dec-89	Jan-90	Feb-90	Mar-90	Apr-90	May-90	Jun-90	1989/90 TOTAL	1987-89 TOTAL	GRAND TOTAL TO DATE
SRLF On-Site Requests	273	852	411	497	712	523	800	1,005	863	651	688	738	8,013	7,557	15,570
SUB TOTAL	273	852	411	497	712	523	800	1,005	863	651	688	738	8,013	7,557	15,570
Requests From Campus Libraries															
Berkeley	0	1	5	0	5	3	9	8	2	3	3	27	66	0	66
Davis	9	12	9	28	16	11	24	33	19	17	46	9	233	90	323
Irvine	183	229	121	215	147	91	186	177	227	306	291	190	2,363	1,720	4,083
Livermore	2	10	6	10	4	2	6	4	8	3	5	4	64	30	94
Los Angeles	1,903	2,395	1,817	2,790	2,573	1,694	2,895	3,137	2,992	3,476	3,603	2,831	32,106	21,878	53,984
Riverside	42	70	70	148	100	20	90	123	118	75	85	101	1,042	427	1,469
San Diego	77	149	137	71	110	23	96	102	126	94	110	67	1,162	716	1,878
San Francisco	2	9	3	1	1	1	4	2	2	0	1	1	27	2	29
Santa Barbara	29	59	58	169	113	63	77	99	128	169	190	81	1,235	440	1,675
Santa Cruz	16	7	9	19	19	2	9	19	11	24	38	22	195	108	303
SUB TOTAL	2,263	2,941	2,235	3,451	3,088	1,910	3,396	3,704	3,633	4,167	4,372	3,333	38,493	25,411	63,904
GRAND TOTAL	2,536	3,793	2,646	3,948	3,800	2,433	4,196	4,709	4,496	4,818	5,060	4,071	46,506	32,968	79,474

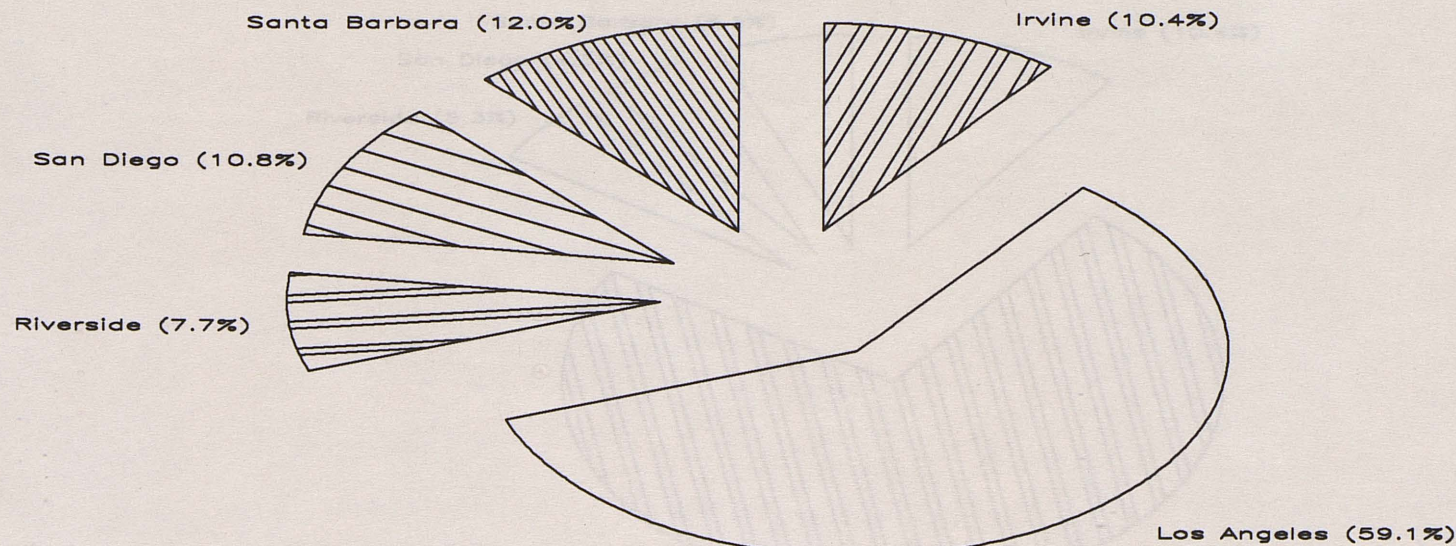
U. C. SOUTHERN REGIONAL LIBRARY FACILITY **VOLUMES RECEIVED 1989/90**



NUMBER OF VOLUMES RECEIVED

	Jul-89	Aug-89	Sept-89	Oct-89	Nov-89	Dec-89	Jan-90	Feb-90	Mar-90	Apr-90	May-90	Jun-90	1989/90 TOTAL	1987-89 TOTAL	GRAND TOTAL TO DATE
Irvine	0	4,691	5,435	5,197	5,590	2,775	4,919	6,230	6,502	5,845	5,692	2,273	55,149	105,462	160,611
Los Angeles	19,932	13,752	16,294	7,879	8,518	9,338	18,216	17,409	22,019	21,308	18,795	24,163	197,623	884,389	1,082,012
Riverside	0	0	2,882	2,538	4,058	859	2,301	0	1,343	803	1,063	0	15,847	73,740	89,587
San Diego	0	0	0	0	67	1,350	2,386	6,001	6,508	4,064	6,619	905	27,900	56,500	84,400
Santa Barbara	7,383	5,292	5,941	6,645	6,709	4,163	5,997	6,171	3,327	3,098	5,692	9,908	70,326	37,900	108,226
TOTAL	27,315	23,735	30,552	22,259	24,942	18,485	33,819	35,811	39,699	35,118	37,861	37,249	366,845	1,157,991	1,524,836

**U. C. SOUTHERN REGIONAL LIBRARY FACILITY
1989/90 CAMPUS COMPARISON - ITEMS ADDED**

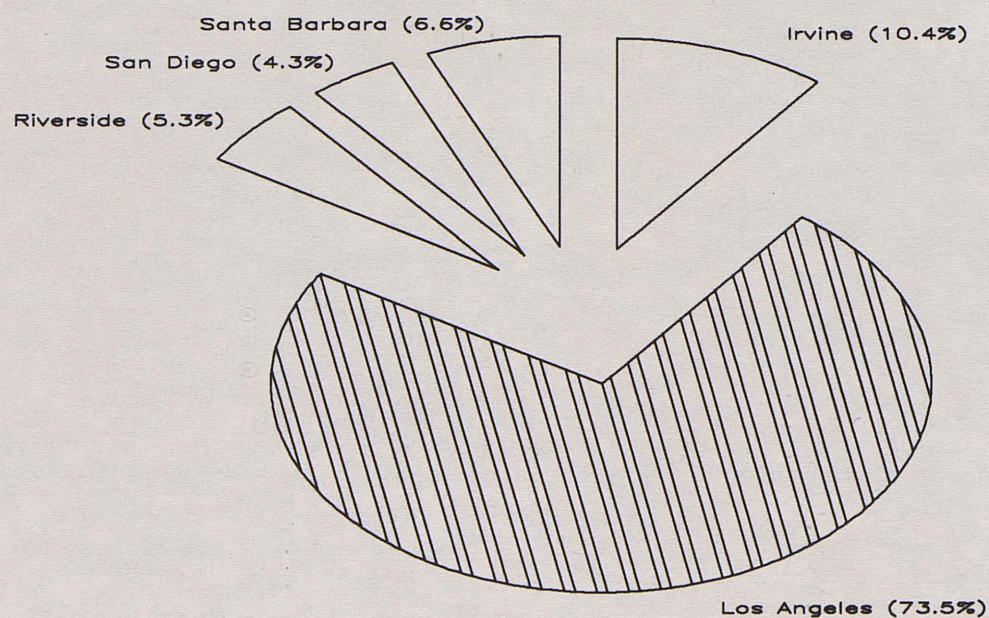


ITEMS ADDED

	Jul-89	Aug-89	Sept-89	Oct-89	Nov-89	Dec-89	Jan-90	Feb-90	Mar-90	Apr-90	May-90	Jun-90	1989/90 TOTAL	1987-89 TOTAL	GRAND TOTAL TO DATE
Irvine	6,085	5,318	4,480	5,129	4,983	4,884	4,617	3,668	7,870	6,716	3,431	2,734	59,915	105,547	165,462
Los Angeles	41,520	34,397	37,771	28,908	28,231	24,698	31,162	24,339	25,352	28,552	19,815	14,949	339,694	831,354	1,171,048
Riverside	15,370	9,469	2,963	1,575	4,920	2,271	1,851	1,137	2,025	1,016	1,011	817	44,425	39,679	84,104
San Diego	36	9,034	3,915	7,489	8,972	9,075	1,576	2,444	6,427	6,129	5,354	1,768	62,219	6,636	68,855
Santa Barbara	6,416	1,423	11,009	8,708	7,557	2,425	6,914	4,523	3,777	3,366	6,362	6,439	68,919	35,858	104,777
TOTAL	69,427	59,641	60,138	51,809	54,663	43,353	46,120	36,111	45,451	45,779	35,973	26,707	575,172	1,019,074	1,594,246

U. C. SOUTHERN REGIONAL LIBRARY FACILITY

ITEMS ADDED - GRAND TOTAL



ITEMS ADDED

	Jul-89	Aug-89	Sept-89	Oct-89	Nov-89	Dec-89	Jan-90	Feb-90	Mar-90	Apr-90	May-90	Jun-90	1989/90 TOTAL	1987-89 TOTAL	GRAND TOTAL TO DATE
Irvine	6,085	5,318	4,480	5,129	4,983	4,884	4,617	3,668	7,870	6,716	3,431	2,734	59,915	105,547	165,462
Los Angeles	41,520	34,397	37,771	28,908	28,231	24,698	31,162	24,339	25,352	28,552	19,815	14,949	339,694	831,354	1,171,048
Riverside	15,370	9,469	2,963	1,575	4,920	2,271	1,851	1,137	2,025	1,016	1,011	817	44,425	39,679	84,104
San Diego	36	9,034	3,915	7,489	8,972	9,075	1,576	2,444	6,427	6,129	5,354	1,768	62,219	6,636	68,855
Santa Barbara	6,416	1,423	11,009	8,708	7,557	2,425	6,914	4,523	3,777	3,366	6,362	6,439	68,919	35,858	104,777
TOTAL	69,427	59,641	60,138	51,809	54,663	43,353	46,120	36,111	45,451	45,779	35,973	26,707	575,172	1,019,074	1,594,246

