UNIVERSITY OF CALIFORNIA
Southern Regional Library Facility

Annual Report
1991 / 92

University of California

Southern Regional Library

Annual Report
1991/92

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I.   SUMMARY

When faced with shrinking budgets and resources, it becomes a challenge of creative problem solving to maintain service commitments and standards as workloads increase. For the SRLF in 1991/92, the overriding goals have been to meet the needs for campus deposits and to fulfill the ever increasing demands of on-site use and remote paging of the collections. The question as the year began was "Can we successfully balance the workload of incoming deposits with the rising demand for circulation services?"

Our ability to meet this challenge would be affected by these conditions:

1. Staff positions are left vacant in order to meet salary savings target. In July, 1.75 FTE positions were open, and one FTE was on a year's Leave Without Pay. By year's end the number of open positions totalled 2.75 FTE.

2. There is an urgent demand to send new deposits, particularly during the summer months, from UCLA due to library consolidations and pending building renovations.

To compensate for staff vacancies, expenditures for student assistance were greatly increased in 1991/92. The budget for student assistants was increased by more than 40%, enabling the Facility to keep pace with increased workloads in public services. During the year, paging requests increased by 19% over the previous year and this increase, combined with the shelving of new deposits, resulted in a 26% increase in shelving activity. In the Processing Section, an 11% increase in new deposits produced an overall increase of 8% in the yearly total of items added to the collections.

Meanwhile, significant changes occurred in the Administrative section. In the Fall of 1991, administrative staff assumed responsibility for personnel and payroll actions for career and casual staff. These functions had previously been supported by staff in the UCLA Library Personnel and Payroll sections. With training and assistance from UCLA Library staff and Campus Human Resources, the transition period was smooth and successful. To the SRLF's advantage, staff recruitment and hiring actions, payroll processing, benefits enrollment changes, and leave accrual records are performed in the department.

Installation and implementation of the Local Area Network was stalled during the year due to unexpected delays involving internal cabling connections and reconfiguration and modification of network hardware. As the year came to a close, preliminary progress was made on testing and establishing the communications link to the campus backbone, and the file server for the internal network was installed with portions of the network software loaded and in test mode. Within the first quarter of 1992/93, PCs in the department will be connected to the network and phased implementation and staff training will begin.

Progress and planning for SRLF Phase II was advanced during the year. Schematic drawings were completed and preliminary discussion began on the plans for modifying HVAC requirements for enhanced preservation standards for motion picture film and microform deposits. Funding for Phase II working drawings is expected in 1992/93, and in anticipation of these plans, a committed effort for the development of operational designs on the transfer of the UCLA Film and Television Archive to SRLF will be launched.

II. SIGNIFICANT EVENTS AND ACCOMPLISHMENTS

▶ Receipt of new deposits rose by 11%, after having fallen in 1990/91. The target figure for 1991/92 had been set at 300,000 items. New deposits totalled **317,086** items, more than a third of which were received during the first quarter of the fiscal year.

▶ Staff processed a total of **328,832** items during the year, including 1991/92 new receipts and a carry-over backlog of ca. 11,000 items. Of this total, **310,899** items were barcoded and added to the collections. These figures represent a remarkable 8% increase in productivity over the previous year.

▶ During 1991/92, paging activity increased 19% over the previous year, with a total of **72,212** items requested. The number of on-site users increased by 22%, for a total of **2,217** readers in 1991/92.

▶ SRLF participates in HOPS sample reporting to study turn-around times of interlibrary loan activities. One-week periods of all ILL activity are recorded each quarter and reported to HOPS. During the 1991/92 sample periods, SRLF responded to all ILL requests within one day; 95% of the requested items were sent out to UC libraries on the same day of receipt.

▶ SRLF moves to ORION's automated time-keeping system for student payroll and disconnects the in-house Kronos system. (July 1991)

▶ SRLF and UCLA establish procedures and schedules whereby staff from Records Management section at UCLA come to SRLF to resolve problems with bibliographic records. This arrangement eliminates the need to physically return books to UCLA libraries, and has streamlined the problem resolution process to the advantage of both SRLF and UCLA staff. (July 1991)

▶ SRLF begins using internet to accept paging requests from remote campuses. UC campus libraries are notified that they can access ORION through MELVYL to initiate paging requests; eight of the nine UC campuses now page materials from the SRLF electronically.

▶ SRLF begins rush processing Shared Purchase (SCAP) titles deposited by UCLA's Biomedical and Engineering and Math Science libraries. SCAP titles will be routinely deposited at SRLF after receipt and cataloging at the owning library. (August 1991)

▶ The first complete snapshot tape of ORION's SR file is sent to DLA and loaded into MELVYL. Annual production and loading of the snapshot tape will help to synchronize SRLF holdings information between ORION, MELVYL and local campus systems. Approximately 700 records did not load into MELVYL; preliminary investigation suggests that

INNOPAC updates to MELVYL produce coding changes to the MELVYL record which prevent the ORION/MELVYL record match. (September 1991)

- SRLF staff assume responsibility for the daily delivery of paging requests to the UCLA libraries. This service is provided on a cost-recovery basis, with driver salary and vehicle expenses transferred to the UCLA Library. (September, 1991)

- Thirteen SRLF staff members tour the Library's Automated Storage and Retrieval System at California State University Northridge. (November 1991)

- Administrative reorganization places the Senior Automotive Equipment Operator under the direction of the Public Service Supervisor and the Public Service Supervisor to the Director. (November, 1991)

- The fee schedule for non-UC deposits to the Regional Facilities was finalized and approved by the Board. The uniform schedule will apply to both the NRLF and SRLF. (December, 1991)

- SRLF administrative staff assume responsibility for personnel and payroll functions of all career and full-time casual staff, duties previously performed for the department by UCLA Library personnel and payroll staff. Training and implementation of this organizational change began in October with the processing of job requisitions. Transfer of personnel files and full implementation of personnel and payroll functions were completed in January. (January, 1992)

- Design and utilization of the "MELVYL Record Location Change Request" form. The first batches of this form were distributed to the campus cataloging centers so that the MELVYL location codes could be changed from SRLF back to the campus. Such record changes are needed following deaccession of items from SRLF, or when the incorrect MELVYL record was used during processing of new deposits. (January, 1992)

- An Integrated Pest Management program is implemented at SRLF. UCLA Facilities' Pest Management staff inspected the building and grounds and made several recommendations for pest-proofing entrance/exit points. Routine monitoring of the building is now ongoing for enhanced protection and preservation of the collections. (January 1992)

- Equipment inventory of the Processing and Circulation workstations was completed, creating a thorough and accurate list of terminals, personal computers, wands, scanners, as well as reserve equipment in storage. Individual identification numbers were assigned to wands, scanners, and power packs (equipment that was previously left off the official inventory list) to ensure better tracking and accountability of all equipment. (March, 1992)

- Five staff members visit San Diego State University for a demonstration of the "Electronic Reserve Book Room" system. The ERBR system transfers reserve materials such as journal articles, book chapters, and homework assignments via a scanner to an electronic database from which text can be retrieved and printed for library users. (March 1992)

III. SHORT TERM GOALS AND STRATEGIES FOR 1992/93

1. Complete installation and implementation of the Local Area Network. Internal cabling to link all ten PCs in the department was accomplished, and the file server is operational. Terminations of the fiber optic cables need to be modified in order to provide more secure, reliable connections. Individual PCs will be brought up with appropriate loading of system software, and training sessions for individual users will continue throughout the implementation process.

2. Revise all job descriptions of administrative staff and implement organizational changes to reflect new job duties, especially those related to LAN installation and the personnel and payroll assignments.

3. Explore possibilities for expanded ILL and document delivery services from the SRLF, including joint participation with NRLF and campus libraries for electronic imaging and delivery of information and materials via ARIEL or other electronic medium.

4. Complete the Desk Manual and Billing Manual for Public Service staff.

5. Complete work on the Processing Manual.

6. Write in-house manual of "Guidelines for Safety at SRLF".

7. Revise and update job descriptions for Senior Automotive Equipment Operator, Library Assistant IIIs (Processing Section), Lending Assistant, and the Public Service Supervisor.

8. Reorganize Public Service Section, delegating student supervisor responsibilities to the Stacks Assistant and revising the job description for reclassification.

9. Modify loan periods of SRLF deposits to UC borrowers, using revolving six-month loan period rather than fixed quarterly due dates.

10. Eliminate backlogs of unprocessed materials (UCLA deposits received during 1991/92) and maintain processing capacity to handle all in-coming deposits.

11. Intershelve "K" box sizes with "J" newspaper bundles in order to consolidate shelving space on Level 1.

12. Create chart of serial problems and the corresponding procedures for campus resolution and review these procedures with catalogers for acceptance.

13.   Create forms for campus use to notify SRLF staff of corrections made to MELVYL records subsequent to SRLF deposit and processing.

14.   Upgrade "temporary" serial records in the SR file by re-searching the titles in the PE database and uploading the full MaRC records to replace the incomplete temporary records. Records in the SR file of ORION will be upgraded when subsequent serial volumes are added to the SRLF collection, and as all campuses implement local systems and are capable of sending full MaRC serial records to DLA. This project has begun with SRLF processing of UCI serial deposits, where in-coming volumes are additions to earlier deposits.

15.   Participate with NRLF, DLA, and representatives from northern and southern UC campuses to resolve issues of Master Microform storage in the Regional Library Facilities. This group will further the work of the original Task Force Report to develop policies, procedures and standards for storing master microforms, and for identifying these materials in MELVYL, ORION, and local systems.

16.   Pursue completion of outstanding ORION programming fixes including:

      a. Modify the ORION upload programs of monograph and serial records in MELVYL to accept multiple occurrences of maintenance, holdings, copy and volume segments. This problem was discovered during 1991/92 when SRLF staff attempted to upload and process MELVYL records that had been updated by Innopac tapeloads from UCI and UCSD. Programming is scheduled for summer, 1992.

      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). Work began on this program fix in Spring, 1991, but test results were mixed and further work is needed to make the programs perform successfully. Programming is scheduled for summer, 1992.

      c. Add SDC, SDS and SDD as new cataloging units in the ORION location tables (MELVYL records with this location will not upload into ORION). Testing of program fix in Spring, 1991, was unsuccessful; further programming is scheduled for summer, 1992.

      d. Test and re-work the program for download/upload of MELVYL records for the Chicano Studies Center and the Ethnomusicology Library at UCLA. Initial attempts to upload these records and process the collections at SRLF have failed.

17.   Continue to meet with staff from the Film and Television Archives and from Library Information Systems to design procedures and identify programming needs for future deposits to the SRLF.

18.   Meet with the architect, engineers and Capital Programs staff as working drawings for SRLF Phase II are completed. Work closely with these individuals as specifications are written for climate controls, master microform vaults, telecommunications and security systems.

1.   As the year began, the department prepared itself for a budget cut, not knowing if that cut would be 5%, 7%, or 10%. At the time, two career positions were held vacant and another position would provide eleven months salary savings with the staff member on a year's leave without pay. By mid-year, the SRLF sustained budgetary reductions totalling $56,273, of which $39,201 was later restored in the Spring. This produced a yo-yo effect that made decisionmaking difficult and required reallocation of funds for salary and information processing at the end of the third quarter. SRLF managers, hesitant to over-spend on career staff, left vacant two more positions following staff resignations and chose instead to hire one full-time casual staff and to increase the allocation for student assistants. Additionally, overtime hours were offered again to staff during the fourth quarter, allowing the department to make up much of the processing capacity lost earlier due to vacant positions.

    Funds were also set aside for completion of much-needed programming enhancements and LAN cable installations. Managers had hoped to see programmers' efforts directed to long-outstanding problems before the end of the fiscal year. We were disappointed however to find that the window of opportunity did not open before the year end.

    Anticipated cuts in the 1992/93 budget are targeted at 10%. Again, vacant career positions will remain unfilled as needed in order to meet salary saving requirements. Sub 03 expenditures are being cut as low as possible. Purchasing requests for the year will be reviewed and prioritized during the second quarter so that orders can be placed early in the year.

2.   As they have in the past, Board members again were in unanimous agreement that every effort be made to maintain the 24 hour turn-around time in fulfilling paging requests. In the June meeting campus representatives gave their support to this goal and approved deposit allocation restrictions for 1992/93 that will ensure SRLF's ability to meet its public service priorities.

    In 1991/92, deposits totalled 317,086 items, an increase of 11% over the previous year. For the first time, SRLF will restrict deposits during 1992/93. In order to cope with fewer staff and yet maintain the 24 hour turn-around time for paging requests, incoming deposits will be held to 215,000 items, a 30% reduction over 1991/92. For the most part, campuses have met their heaviest deposit requirements for SRLF and will not be adversely effected by this dramatic decrease. The SRLF stacks are now 75% capacity and if these deposit rates continue through 1994, Phase II expansion should be ready for occupancy just as Phase I reaches full capacity.

In addition to the 215,000 new deposits, processing staff will also be working to eliminate all backlogs which numbered ca. 30,000 volumes at the end of June, 1992. Approximately 11,000 volumes are "unprocessable" due to ORION programming problems. Some of these volumes have sat in backlogs for three years; the number one priority for processing staff will be elimination of these backlogs once programming fixes are completed.

3.   Funding for Phase II was not in the 1991/92 budget. Fortunately, California voter approval of Proposition 153 will provide the University with funds for Phase II completion.

In this past year, the architect and engineers reviewed our request to lower temperatures in Phase I and Phase II book storage from the presently specified 65 degrees F. to 60 degrees. Their investigation and analysis of the HVAC system have determined that this should be feasible. The latest recommendations for storage of film and microforms, however, call for even lower minimal temperatures. When Phase II planning resumes in the Fall of 1992, our first request will be to re-examine the HVAC capabilities and campus Facilities support in meeting the preservation needs for these non-book deposits. UCLA Film and Television Archives will eventually occupy one third of Phase II; the Facility's environmental controls will be a critical issue in the up-coming planning process.

Looking ahead to the construction period, we are very concerned about access and parking at the SRLF for staff, ILL vans, mail and UPS delivery trucks, and on-site users. Construction vehicles and staging areas will very likely disrupt all normal activities; careful planning and frequent communication between SRLF managers, Capital Programs, and Campus Parking Services and Enforcement will be required during this difficult period.

4.   Outstanding requests for ORION programming remain a top priority. Without these programming enhancements SRLF staff are unable to process materials from some campuses. See **Section III number 16** for a detailed list of necessary programming fixes.

Southern Regional Library Facility
Organizational Chart as of June 30, 1992

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                          ┌─────────────────┐
                          │    SRL Board    │
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                          ┌─────────────────┐
                          │    Director     │
                          │   C. Bellanti   │
                          └─────────────────┘
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Admin. Asst. III	Operations Manager	LA IV Pub. Serv. Supervisor
Y. Johnson	C. Carlton	R. Freel

Admin. Asst. I	LA V Proc. Supervisor	Sr. Auto. Equip. Operator
I. Ivanick	K. May	L. Sylvas

.25 FTE	LA II	LA III Lending
Student Asst.	J. Doing	K. Roberts
	D. Ho	

7 FTE Student Asst. I - IV

LA II Stack Maintenance
A. Rodis

LA II

Name	FTE
P. Barone	0.75
M. Cornell	0.50
E. Dagdagan	0.75
J. Dunbar *	0.75
A. Hassan	0.50
S. Kutay	0.75
N. McLaughlin	0.50
M. Omidsalar	0.75
D. Scholl	0.75
Vacant	0.75
Vacant	0.75
Vacant	0.75

LA II Paging

Name	FTE
P. Barone	0.25
M. Cornell	0.50
E. Dagdagan	0.25
J. Dunbar *	0.25
S. Kutay	0.25
N. McLaughlin	0.25
M. Omidsalar	0.25
D. Scholl	0.25
Vacant	0.25
Vacant	0.25

LA I Circ. Asst.
R. Ades

* Casual Appointment through 10/31/92

SRLF PERSONNEL LIST 1991/92

ADMINISTRATION

Director	Claire Bellanti
Operations Manager	Colleen Carlton
Administrative Assistant III	Yvette Johnson
Administrative Assistant I	Ivan Ivanick
Student Assistance	.25 FTE

CIRCULATION/PUBLIC SERVICE

Supervisor, LA IV	Robert Freel
Library Assistant III	Keith Roberts
Library Assistant II	Minoo Badri (.25 FTE through 12/31/91) Paul Barone (.25 FTE) Mark Cornell (.5 FTE) Edwin Dagdagan (.25 FTE) Jeff Dunbar (.25 FTE from 01/06/92) Marilyn Iseri (.25 FTE through 03/92) Steve Kutay (.25 FTE) Nina McLaughlin (.25 FTE) Mahmoud Omidsalar (.25 FTE) Sean Pettway (through 08/31/91) Antigoni Rodis (from 01/06/92) David Scholl (.25 FTE)
Library Assistant I	Randy Ades
Student Assistants	8 FTE

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DEPOSITS

Senior Automotive Equipment Operator	Lonnie Sylvas

PROCESSING

Supervisor, LA V	Karen May
Library Assistant III	John Doing Dora Ho
Library Assistant II	Minoo Badri (.75 FTE through 12/31/91) Paul Barone (.75 FTE) Mark Cornell (.5 FTE) Edwin Dagdagan (.75 FTE) Jeff Dunbar (.75 FTE from 01/06/92) Ali Hassan (.5 FTE) Marilyn Iseri (.75 FTE through 03/31/92) Steve Kutay (.75 FTE) Nina McLaughlin (.5 FTE) Mahmoud Omidsalar (.75 FTE) David Scholl (.75 FTE)

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STAFF DEVELOPMENT ACTIVITIES

Randy Ades   UCLA Library's Patron Relations Workshop (Fall, 1991)

Paul Barone   NRLF Open House (November, 1991)
                          Dealing With Difficult People (December, 1991)
                          Assertion Class (February, 1992)
                          Managing Meetings and Small Group Dynamics (February, 1992)
                          UCLA Library Staff Association Board Member (April, 1992-)
                          UCLA Library's Patron Relations Committee
                          UCLA Library Crime Task Force

Claire Bellanti   ALA Mid-Winter Meeting (January, 1992)
                          ALA Annual Meeting (June, 1992)
                          Chair: LAMA Discussion Group on Storage Facilities
                          Member: LAMA, BES Committee on Buildings
                          UCLA Ed/Psych Consolidation Steering Committee and Chair, Movers and
                            Shakers (Summer, 1991)
                          Planning for Future Retirement (October, 1991)
                          Preservation Reformatting Conference (November, 1991)
                          LAPNET Meeting: Text, Lies and Videotape; a Discussion of Reformatting
                            Technologies (November, 1991)
                          Exploring the Internet (March, 1992)
                          Supervisor as Enabler (March, 1992)
                          UCSB Map Imaging Center (April, 1992)

Colleen Carlton   ALA Annual Meeting (June, 1992)
                          ASA Retreat: Dynamic Leadership in Evolution (May, 1992)
                          Payroll Expense Distribution (January, 1992)
                          Records Management Procedures (February, 1992)
                          Workers Compensation Class (April, 1992)
                          Personnel Action Forms Processing (June, 1992)
                          Emergency Response Team

Edwin Dagdagan   Assertion Class (September, 1991)
                          Career Assessment Class (November, 1991)
                          Career Opportunities at UCLA (December, 1991)

John Doing | Planning for Your Future Retirement (October, 1991)
Job Analysis, Classification and Selection (October, 1991)
Emergency Response Team

Robert Freel | Preservation Reformatting Conference (November, 1991)
UCLA Library's Patron Relations Workshop (November, 1991)
LAPNET Meeting: Text, Lies and Videotape; a Discussion of Reformatting
  Technologies (November, 1991)
UCSB Map Imaging Center (April, 1992)
Professions at the Crossroads Conference (April, 1992)
ALA Annual Meeting (June, 1992)

Dora Ho | Disability Awareness (November, 1991)
Affirmative Action (December, 1991)
Assertion Class (February, 1992)
Communication Skills for Supervisors (February, 1992)
Masters Degree, GSLIS (June, 1992)
ALA Annual Meeting (June, 1992)
UCLA Library Staff Association, Program Committee Member

Ivan Ivanick | Payroll Time Reporting/Leave Accrual (September, 1991)
Personnel Action Forms Processing (November, 1991)

Marilyn Iseri | Assertion Class (October, 1991)
Communication Skills for Non-Supervisors (October, 1991)
Dealing With Difficult People (December, 1991)

Yvette Johnson | Payroll Time Reporting/Leave Accrual (September, 1991)
Planning for Your Future Retirement (October, 1991)
Investment Strategies (October, 1991)
Benefits Training for Department Representatives (November, 1991)
Records Management Procedures (November, 1991)
Gift Processing
Confidentiality of University Records
Novell LAN Manager (April, 1992)
ASA Retreat: Dynamic Leadership in Evolution (May, 1992)

Nina McLaughlin | Electronic Publishing; Communications Technology Today and Tomorrow
(January 1992)

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Karen May	Lotus 1-2-3 Electronic Spreadsheet (September, 1991)
	Preservation Reformatting Conference (November, 1991)
	CLA Annual Meeting (November, 1991)
	Managing Meetings and Small Group Dynamics (February, 1992)
	DEC Data Imaging Demonstration (March, 1992)
	Intermediate Lotus (April, 1992)
	AFSCME Labor Agreement; an Overview (June, 1992)
	SRLF Liaison to UCLA Technical Processing Advisory Committee (March 1992-)
Keith Roberts	Emergency Response Team
	CPR and First Aid Training (Fall, 1991)
David Scholl	Disability Awareness (November, 1991)

Appendix IV

Public Service Statistics

U.C. Southern Regional Library Facility
Selected Statistics - 1991/92

DEACCESSIONED ITEMS

	Jul-91	Aug-91	Sep-91	Oct-91	Nov-91	Dec-91	Jan-92	Feb-92	Mar-92	Apr-92	May-92	Jun-92	1991/92 TOTAL	1987/91 TOTAL	GRAND TOTAL TO DATE
Irvine	0	0	0	0	0	0	1	1	0	1	0	0	3	190	193
Los Angeles	2	0	1	2	1	0	5	1	6	2	141	247	408	212	620
Riverside	0	1	0	0	0	0	0	0	4	0	1	43	49	63	112
San Diego	0	0	0	4	0	0	1	0	0	0	8	1	14	92	106
Santa Barbara	0	68	17	1	59	0	10	0	69	0	2	0	226	91	317
TOTAL	2	69	18	7	60	0	17	2	79	3	152	291	700	648	1,348

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

	Jul-91	Aug-91	Sep-91	Oct-91	Nov-91	Dec-91	Jan-92	Feb-92	Mar-92	Apr-92	May-92	Jun-92	1991/92 TOTAL	1987/91 TOTAL	GRAND TOTAL TO DATE
Irvine	0	0	18	0	0	0	0	11	2	1	101	60	193	2,881	3,074
Los Angeles	743	543	946	432	1,668	423	831	1,041	1,511	1,234	820	1,414	11,606	24,992	36,598
Riverside	109	122	164	3	0	0	3	1	0	1	43	5	451	2,105	2,556
San Diego	4	0	122	232	187	445	14	9	17	96	313	64	1,503	10,000	11,503
Santa Barbara	125	276	105	11	16	9	204	77	5	3	32	28	891	8,150	9,041
TOTAL	981	941	1,355	678	1,871	877	1,052	1,139	1,535	1,335	1,309	1,571	14,644	48,128	62,772

NUMBER OF ON SITE USERS

	Jul-91	Aug-91	Sep-91	Oct-91	Nov-91	Dec-91	Jan-92	Feb-92	Mar-92	Apr-92	May-92	Jun-92	1991/92 TOTAL	1987/91 TOTAL	GRAND TOTAL TO DATE
	135	126	107	179	183	138	204	198	246	261	233	207	2,217	6,666	8,883

U.C. Southern Regional Library Facility
Selected Statistics - 1991/92

REQUESTS FILLED BY FAX	Jul-91	Aug-91	Sep-91	Oct-91	Nov-91	Dec-91	Jan-92	Feb-92	Mar-92	Apr-92	May-92	Jun-92	1991/92 TOTAL	1987/91 TOTAL	GRAND TOTAL TO DATE
Irvine	2	1	5	2	3	4	2	0	0	1	0	0	20	217	237
Riverside	8	0	0	1	0	1	0	0	3	4	1	1	19	267	286
San Diego	5	3	6	5	3	0	5	1	4	1	0	0	33	341	374
Santa Barbara	22	10	2	3	1	0	4	5	3	4	2	5	61	807	868
Berkeley	1	0	0	0	0	0	0	0	0	1	0	0	2	4	6
Davis	0	0	1	0	1	0	0	0	0	0	0	0	2	6	8
San Francisco	0	0	0	0	0	0	0	0	0	0	2	0	2	26	28
Santa Cruz	1	2	0	0	0	0	0	0	0	0	0	0	3	67	70
Livermore	1	0	0	0	0	0	0	1	0	1	0	1	4	89	93
Stanford	-	-	-	-	-	-	0	0	0	0	0	0	0	154	154
Other	3	3	0	0	3	0	2	4	3	2	3	1	24	-	24
TOTAL	43	19	14	11	11	5	13	11	13	14	8	8	170	1,978	2,148

REQUESTS FILLED BY PHOTOCOP	Jul-91	Aug-91	Sep-91	Oct-91	Nov-91	Dec-91	Jan-92	Feb-92	Mar-92	Apr-92	May-92	Jun-92	1991/92 TOTAL	1987/91 TOTAL	GRAND TOTAL TO DATE
Irvine	-	-	-	0	2	0	0	0	2	1	0	1	6	-	6
Riverside	-	-	-	0	0	0	0	1	1	1	0	1	4	-	4
San Diego	-	-	-	1	8	0	9	0	13	12	1	6	50	-	50
Santa Barbara	-	-	-	11	7	13	11	19	24	58	49	14	206	-	206
Berkeley	-	-	-	3	0	1	1	3	3	3	8	12	34	-	34
Davis	-	-	-	0	0	0	2	0	2	0	4	2	10	-	10
San Francisco	-	-	-	0	0	0	1	1	0	1	1	1	5	-	5
Santa Cruz	-	-	-	0	2	0	0	0	0	3	1	0	6	-	6
Livermore	-	-	-	4	2	26	4	2	2	3	5	2	50	-	50
Stanford	-	-	-	-	-	-	0	0	0	0	2	1	3	-	3
Other	-	-	-	0	1	1	0	0	0	0	0	0	2	-	2
TOTAL	-	-	-	19	22	41	28	26	47	82	71	40	376	-	376

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UC Southern Regional Library Facility
On-Site User Profile

July 1991 through June 1992

		USER CATEGORY	# USERS	
Faculty	0003	UC Irvine Academic	5	
Users	0004	UCLA Academic	166	7%
9%	0005	UC Riverside Academic	8	
	0008	UC Santa Barbara Academic	3	
	0103	UC Irvine Post-Doctoral Fellows	1	
	0104	UCLA Post-Doctoral Fellows	18	
Graduate		UC Irvine	7	
Users		UCLA	269	12%
14%		UC Riverside	14	
		UC San Diego	7	
		UC Santa Barbara	7	
		UC Berkeley	4	
		UC Davis	1	
Undergraduate	0603	UC Irvine Undergrad Students	2	
Users	0604	UCLA Undergrad Students	532	24%
24%	0605	UC Riverside Undergrad Students	1	
	0606	UC San Diego Undergrad Students	1	
	0608	UC Santa Barbara Undergrad Students	2	
	0601	UC Berkeley Undergrad Students	4	
Staff &	0804	UCLA Extension Students	16	
Extension	1003	UCI Staff Personnel	2	
3%	1004	UCLA Staff Personnel	54	
	1008	UC Santa Barbara Personnel	1	
Off Campus		CSU Academic	8	
Users		CSU Graduate Students	28	
49%		CSU Undergrad Students	8	
	0041	USC Academic	22	⌐
	0441	USC Graduate Students	32	3%
	0641	USC Undergrad Students	5	⌐
		Other California Institution Academic	14	
		Other California Graduate Students	22	
		Other California Undergrad Students	19	
	1280	UCLA Alumni	63	3%
	1380	Friends of the UCLA Library	299	13%
	1480	General Public, Courtesy	13	
	1485	K-12 Certified Teacher	1	
	1680	General Public, Fee	67	3%
	1880	Reference	109	5%
		Without Library Card	382	17%
		Total Users	2,217	

UC Southern Regional Library Facility
1991/92 Paging Requests By Location
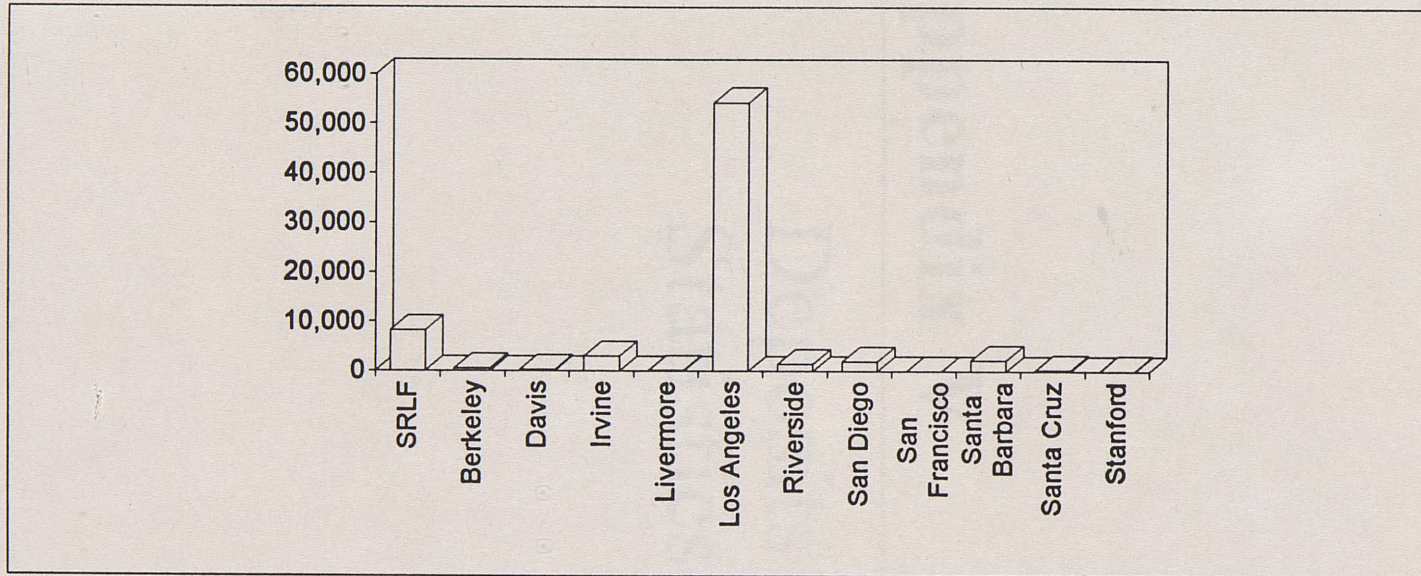
Paging Requests	Jul-91	Aug-91	Sep-91	Oct-91	Nov-91	Dec-91	Jan-92	Feb-92	Mar-92	Apr-92	May-92	Jun-92	1991/92 TOTAL	1987/91 TOTAL	GRAND TOTAL TO DATE
SRLF - On Site	507	478	500	723	766	603	757	634	949	761	822	753	8,253	22,762	31,015
Requests From Campus Libraries															
Berkeley	40	22	38	65	28	25	21	48	54	46	43	53	483	381	864
Davis	13	18	21	15	11	15	28	31	24	21	24	17	238	563	801
Irvine	219	273	183	244	275	132	293	334	263	298	263	208	2,985	6,795	9,780
Livermore	3	1	4	7	2	57	4	2	5	4	6	6	101	134	235
Los Angeles	3,860	3,663	3,597	4,720	4,455	3,100	5,042	5,134	5,094	5,884	5,106	4,642	54,297	100,183	154,480
Riverside	110	88	81	86	70	38	116	165	102	183	249	117	1,405	2,509	3,914
San Diego	98	97	102	267	161	102	157	208	221	230	154	142	1,939	3,285	5,224
San Francisc	0	7	4	1	0	0	2	3	3	2	3	1	26	51	77
Santa Barba	141	104	148	202	234	99	209	195	221	261	250	125	2,189	3,245	5,434
Santa Cruz	16	23	11	26	28	15	20	40	16	25	24	4	248	543	791
Stanford	-	-	-	-	-	-	13	5	7	7	15	1	48	-	48
SUBTOTAL	4,500	4,296	4,189	5,633	5,264	3,583	5,905	6,165	6,010	6,961	6,137	5,316	63,959	117,689	181,648
GRAND TOTA	5,007	4,774	4,689	6,356	6,030	4,186	6,662	6,799	6,959	7,722	6,959	6,069	72,212	140,451	212,663

Appendix V

Deposits and Processing Statistics

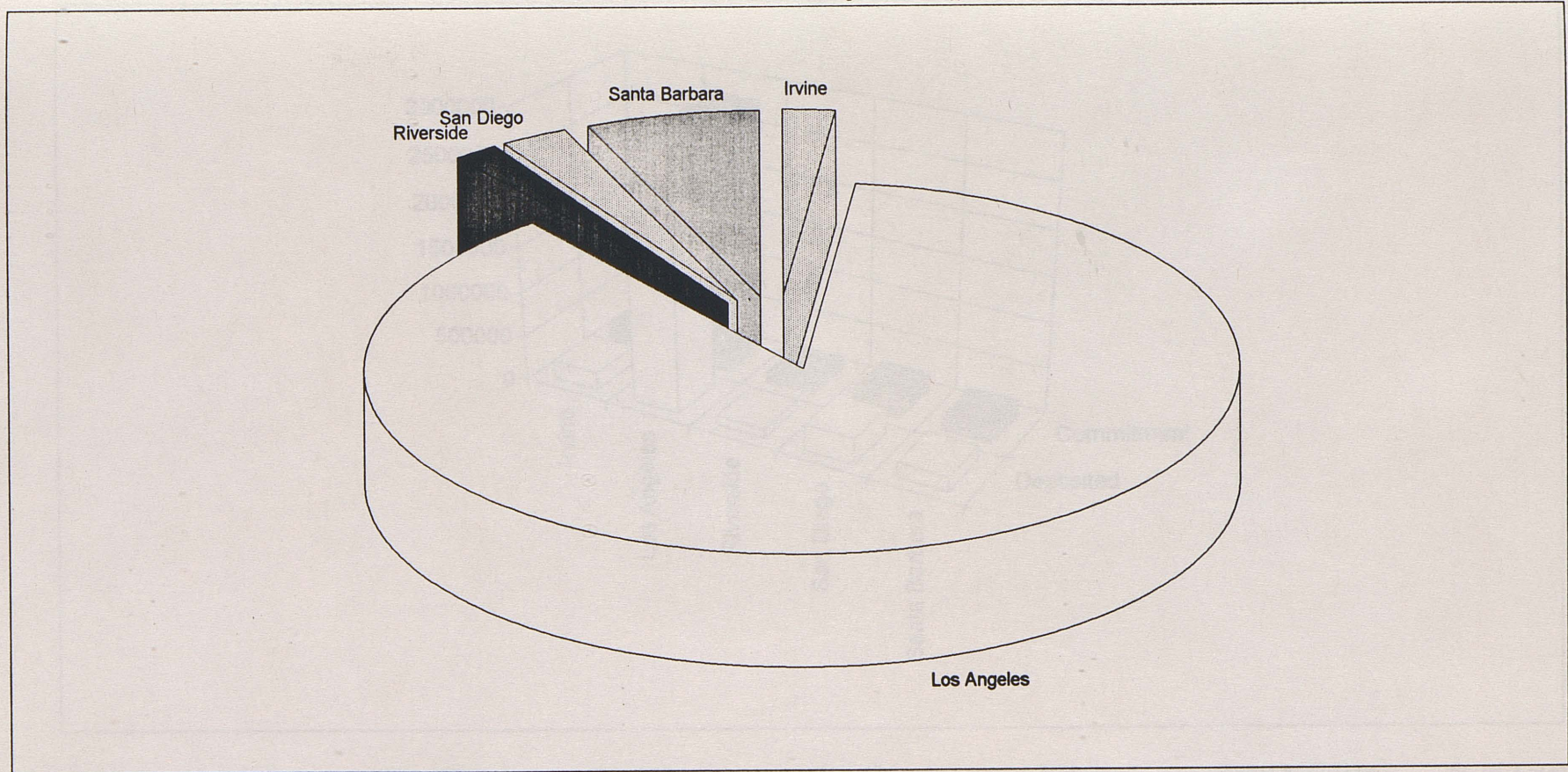# U.C. Southern Regional Library Facility
Items Received 1991/92
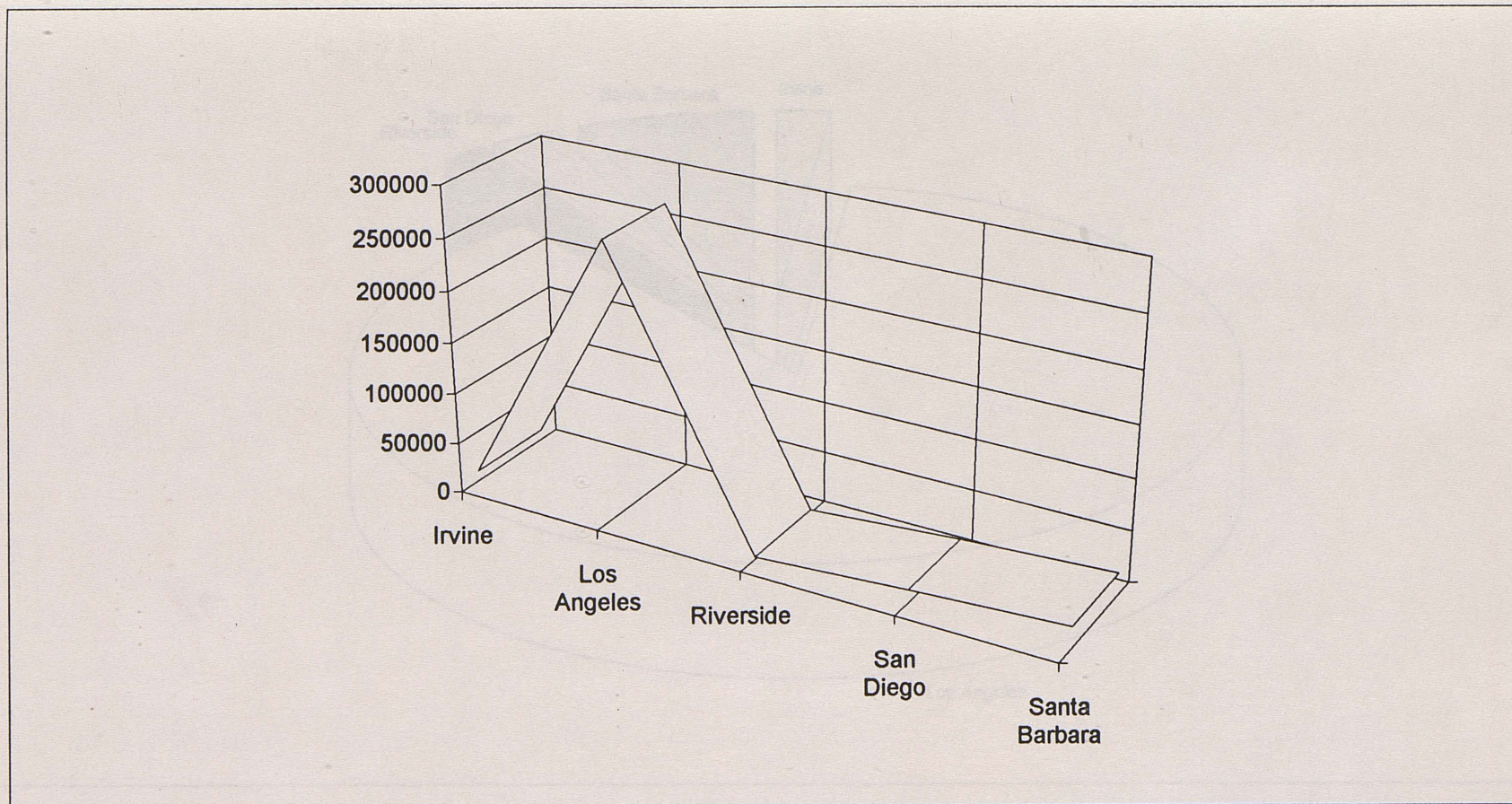
Number of Items Received

|	Jul-91	Aug-91	Sep-91	Oct-91	Nov-91	Dec-91	Jan-92	Feb-92	Mar-92	Apr-92	May-92	Jun-92	1991/92 TOTAL	1987/91 TOTAL	GRAND TOTAL TO DATE
Irvine	0	0	0	0	0	0	1,486	726	1,656	0	3,852	2,670	10,390	162,971	173,361
Los Angeles	34,673	47,836	26,361	21,220	12,720	7,199	17,877	20,941	25,580	11,466	27,168	16,936	269,977	1,378,814	1,648,791
Riverside	2,346	0	0	0	61	38	0	48	0	33	20	0	2,546	102,156	104,702
San Diego	1,870	188	370	3,802	205	238	408	1,183	2,473	1,593	286	189	12,805	101,597	114,402
Santa Barbara	3,039	5,914	0	0	2,350	0	0	0	2,020	2,567	2,358	3,120	21,368	141,152	162,520
TOTAL	41,928	53,938	26,731	25,022	15,336	7,475	19,771	22,898	31,729	15,659	33,684	22,915	317,086	1,886,690	2,203,776

U.C. Southern Regional Library Facility
1991/92 Items Added By Campus

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ITEMS ADDED	Jul-91	Aug-91	Sep-91	Oct-91	Nov-91	Dec-91	Jan-92	Feb-92	Mar-92	Apr-92	May-92	Jun-92	1991/92 TOTAL	1987/91 TOTAL	GRAND TOTAL TO DATE
Irvine	36	0	0	3	53	22	913	667	858	1,030	1,781	1,498	6,861	170,059	176,920
Los Angeles	19,385	23,267	23,507	23,179	18,379	20,901	21,219	21,215	21,079	25,356	23,880	30,041	271,408	1,390,284	1,661,692
Riverside	1,796	1,621	408	74	506	288	218	99	90	31	54	68	5,253	94,521	99,774
San Diego	1,501	148	171	2,217	1,304	178	454	217	381	749	376	462	8,158	89,111	97,269
Santa Barbara	3,596	4,087	1,073	202	1,289	895	103	54	2,027	237	2,657	2,999	19,219	138,267	157,486
TOTAL	26,314	29,123	25,159	25,675	21,531	22,284	22,907	22,252	24,435	27,403	28,748	35,068	310,899	1,882,242	2,193,141

Campus Commitment Rates In Volume Equivalents
As Of June 30, 1992
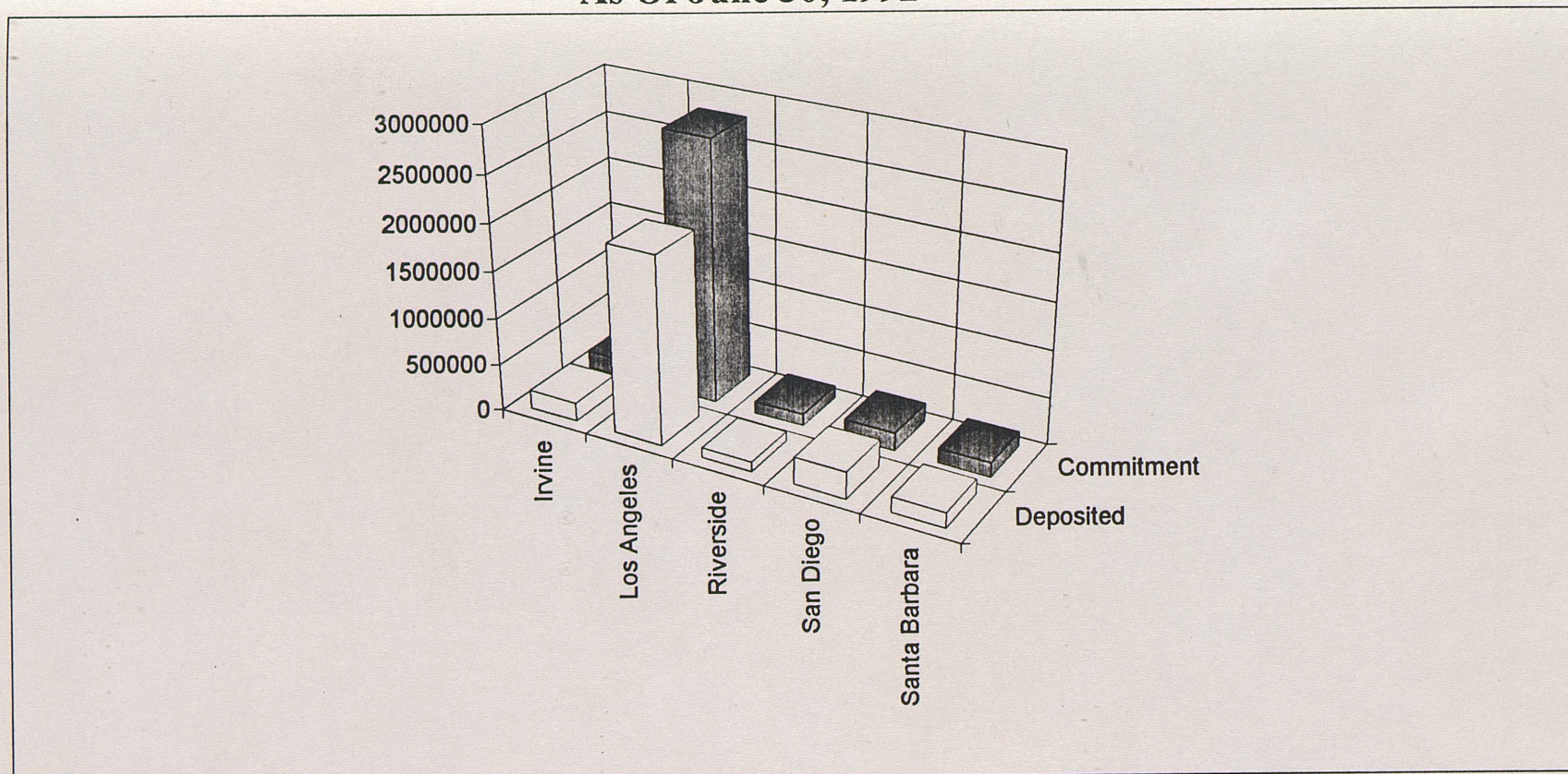
	Total Items Processed As of 6/30/92	Total Volume Equivalents Deposited	Total Volume Commitment For 6/30/92 Per PPG	% of Total Commitment Deposited	Volumes Discarded In Lieu of Deposit	Total Volumes To Go Towards Commitment	% of Total Commitment Met
Irvine	176,920	177,385	185,000	96%	19,002	196,387	107%
Los Angeles	1,661,692	1,916,412	2,800,000	69%	*79,027	1,995,439	72%
Riverside	99,774	101,297	125,000	81%	0	101,297	81%
San Diego	97,269	106,535	195,000	55%	179,464	285,999	147%
Santa Barbara	157,486	158,813	155,000	103%	0	158,813	103%
TOTAL	2,193,141	2,460,442	3,460,000	72%	277,493	2,737,935	80%

UCLA count for 1991/92 Discards is not reflected in this total.

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