

UC  
Southern  
Regional  
Library  
Facility

2006/07  
Annual  
Report

## ***Significant Events and Accomplishments 2006/07***

- New Deposits: the SRLF received 273,235 new items, including 34,749 items for the UCL Shared Print Collection and 22,288 pre-processed items from UCLA Film & Television Archive.
- New items added in 2006/07 totaled 238,512, including the UCL Shared Print Collection and the JSTOR Archive.

UCI Libraries	15182	5.5%
UCLA Libraries	130094	55%
UCLA Film & Television Archive	22288	8%
UCR Libraries	6282	2%
UCSD Libraries	16491	6%
UCSB Libraries	13710	5%
UCL Shared Print Collection	34465	14%
UCL JSTOR Archive	13319	4.5%

- Incoming deposits now include more serials titles, causing a shift in processing assignments. One career staff member has been reclassified and assigned to serials processing, thus helping the Section to keep pace with incoming deposits. In addition, all processing staff has been trained for UCLA and non-UCLA monograph deposits, adding to their skills and abilities.
- Paging requests totaled 109,205, an increase of 4% from the previous year. The SRLF filled 2,771 document delivery requests, with 82% delivered electronically either direct to the patron or to the requesting libraries via the Web.
- ILL requests from non-UC libraries jumped to 7,253, an increase of more than 200% over the previous year. Staff has been challenged to keep pace with this workload, and additional staff hours were committed to this effort.
- Public services and paging staff received cross training in order to provide additional support and backup for special collections and FATA paging. Paging staff were also trained to provide backup support at the SRLF Front Desk.
- SRLF Preservation Imaging staff was increased by 1FTE in early 2006, leading to enhanced productivity in digitization services. Production numbers for microfilm reels produced and scanned images more than doubled over the previous year.

Microfilm images (frames)	31,519
Microfilm reels produced	789
Digital scanning images	47,359

- Preservation Imaging staff continue to collaborate with UCLA Digital Library on a number of projects. Phase 1 of the Minasian Project to scan rare Persian manuscripts was completed on schedule in April 2007, with 48,862 pages digitized. Phase 2 of this project immediately followed, beginning in May 2007 and expected to conclude in August 2008. Digitization work on the LA Times Photo Archive concluded in June 2007, with over 5000 photographic negatives scanned and accessible on the OAC website.

Preservation microfilming also continues with annual orders from UC campuses for newspaper microfilming. The seventh annual order from Japan's National Diet Library (NDL) was also completed. With licensing agreements between UCLA's Special Collections Library and NDL, portions of the Japanese American Relocation Project collection are selectively microfilmed at the SRLF, with three generations of preservation microfilm produced.

- Preservation Imaging Services has begun an effort to procure and install photographic and scanning equipment from the defunct UCLA Photographic Services department. Securing this equipment will enable PIS to provide expanded services and meet the needs of campus departments for high-quality digital photography and specialized digitization (such as oversized photographic originals, transparencies, etc.). Installation and implementation of services is targeted for fall 2007.
- SRLF's Library Move Services has returned approximately 75% of the Clark Library collections. The collections had been stored at SRLF while renovation and installation of new HVAC and fire suppression systems were completed at Clark Library. Hundreds of boxes of rare books were safely transported and delivered back to the Clark Library shelves without damage to any contents. Remaining items will be moved back to Clark Library during summer 2007.
- Technology and network support activities during the year included the very successful planning and migration of library email accounts to Outlook, hosted on the UCLA CTS exchange server (July 2007). SRLF IT staff has also begun implementation of Microsoft Office 2007, with copies of the software installed on a number of staff machines. Staff are testing applications and preparing for full implementation in fall 2007.
- IT staff completed the upgrade of all SRLF ASP.net and SQL databases to SQL Server 2005.
- JSTOR staff completed the validation and processing of 523 titles and 13.8 million pages of content. The UC/JSTOR Print Archive, located at the SRLF, now contains more than 22,000 bound volumes. Some content within these 523 titles is yet to be validated, due to the lack of available and complete volumes within the UC library system. Project staff will be seeking out these missing volumes from non-UC libraries that may be willing to gift the volumes for this project.
- The JSTOR Project successfully passed the March 2007 audit with a score of 99.8% accuracy.
- The JSTOR Project Manager worked with directors from SRLF and the UC Shared Print Program to assess the potential for a Phase 2 Project. More than 500 titles were

surveyed to determine the extent of available UC Library holdings, and cost projections were calculated. In June, the UC and JSTOR representatives agreed to move forward with JSTOR Phase 2: 274 new titles and circa 5 million pages of content.

- The Open Content Alliance Project (OCA) was launched at the SRLF in July 2006. This mass-digitization project is targeting English language monograph titles with pre-1923 publication dates (i.e. in the public domain). By the end of June 2007, 33,503 volumes from the SRLF and UCLA Libraries had been scanned and are accessible at the Internet Archive website. Another 16,988 volumes were pulled for scanning but were rejected due to a number of reasons. Most common reasons for rejection are 1) tight margins, 2) foldouts or too large and, 3) brittle paper. Records of the rejected items are being retained, with the hope of going back later and scanning these items using different vendors and different scanning equipment.
- The RLF Persistence Policy was implemented in 2006/07. UC depositing libraries were given a 9-month opportunity to review existing RLF holdings and request “non-persistent” status for any titles that were currently circulating and otherwise considered “persistent”. Among the existing SRLF deposits, 119 titles (all from UCLA Libraries) were selected for non-persistence status. The online records for these SRLF holdings have subsequently been updated with the “SRLF – On Deposit” public note.

## ***Goals and Strategies for 2007/08***

### **1. *Deposits and Processing***

- i. Receive and process 200,000 new deposits from campus libraries.
- ii. Receive and process 30,000 new UCL shared print items.
- iii. Receive and process or reprocess ca. 8,500 new volumes for JSTOR Phase 2.
- iv. Total deposits expected: 238,500 items.
- v. Continue to monitor receipts and productivity on a monthly basis to ensure that 19K to 20K items on average are processed each month. Adjust assignments and staff resources as needed to meet the demands of incoming deposits and to balance these workloads.
- vi. Monitor campus deposits on a quarterly basis. At the end of the 3<sup>rd</sup> quarter, reassign allocations between campuses if 75%-80% of campus allocations have not been received by April 30, 2008.
- vii. Provide continuing training, revision, and opportunities for learning and growth so that all processing staff have the skills and abilities needed to achieve these goals effectively. In particular, expand knowledge and training of all processing staff so that assignments for serials deposits are adequately covered as this category of deposit becomes a greater percentage of incoming deposits.
- viii. Finalize the documentation and procedures for processing special formats, including preservation microfilm, ethnomusicology collections, and bound-withs, and adding items to "order records". A team of senior processing staff and supervisor will collaborate on drafting, revising, and publishing final procedures for inclusion on the SRLF staff intranet site.
- ix. Prepare and organize down time projects to ensure staff has work to do when deposits are low, or when the system is unexpected down.
- x. Run monthly Voyager reports for quality control purposes: checking for missing barcodes online and incorrectly suppressed records.

### **2. *Public Services and Requests***

- i. Maintain 24 hour turnaround time for all UC requests.
- ii. Maintain 48 hour turnaround time for non-UC requests. To ensure this turnaround target, support will be provided by the Special Collections Paging Assistant as well as additional student assistance hours.
- iii. Review document delivery and scanning procedures to ensure efficiencies in staff performance, including a quarterly review with newly-trained student assistants. A new version of Relais software, due for release in late 2007

should expand capabilities for color scanning. Following this installation, revise and update all written procedures for document delivery.

- iv. Further develop and train Public Service staff in their interaction with the public and with other UC staff, emphasizing the customer service aspect of their work. Give solutions and satisfaction to users, including knowledge on where to refer them for additional service or detailed reference help.
- v. Develop and implement online monthly statistic applications for document delivery and offline requests.
- vi. Continue to assess personnel needs in the section, adjusting public service assignments as needed. Use the Paging Survey statistics to monitor monthly productivity and to identify where additional staff support is needed.
- vii. Review the searching process for missing items and consider developing an online tracking system for these items.
- viii. Offer tours of the SRLF to UC library staff.

### **3. *Preservation Imaging Services***

- i. Expand photographic services. With the closure of UCLA Photo Services in late 2006, the Preservation Imaging unit is given an opportunity to fill the need for digital photography within the UCLA community. Goals for establishing new photo services within the fall quarter of 2007/08 include:
  - a. Reconfigure former Conservation Lab for PIS workstations and photo studio.
  - b. Transfer equipment from Photographic Services to SRLF.
  - c. Integrate Macintosh workstations into the unit, coordinating with SRLF IT support staff to configure dual-processing of Windows and Mac operating systems.
  - d. Test new photographic and computer equipment in order to build skills and expertise, and to produce a virtual portfolio of images for sales promotion and demonstration to clients. Market and promote the services to UCLA Library units and to other academic departments.
- ii. Develop a web-based application, similar to job trackers provided by the Digital Library program that can centralize work order information and status of delivery, receipt, and production between PIS and clients.
- iii. Implement a priority-rating system that will guide and determine which photography or digitization jobs are most time-sensitive, and enable "rush jobs" without negatively impacting on-going assignments.
- iv. Purchase map files to safely store in-process jobs and documents such as large-size posters, maps, illustrations and photographs.

- v. Consider the potential for adding a second work shift and additional full or part-time staff in order to increase capacity.
- vi. Provide continuing education and training of staff so that they stay abreast of technological advances (including new equipment and software programs), as well as new or developing standards in digital photography, digital imaging, and preservation.
- vii. Create relationships and foster an exchange of ideas and information with digital imaging colleagues at the Getty, LACMA, and other area institutions.

#### 4. ***Stack Maintenance and Library Moves***

- i. Complete project to reclaim and fill remaining open shelving space (gaps) in Phase 1 Special Collections that result from large deaccession projects. Re-occupy the shelf space with incoming manuscript collections.
- ii. In coordination with the SRLF intranet revision, reconfigure and expand the current Stacks web applications and migrate Stacks databases to SQL Server 2005.
- iii. Plan and begin the reorganization of the oversized folder and hanging map collections at the SRLF. Reconfigure the remaining available space in the GemTrac cases (located in room 188) to accommodate hanging maps. Acquire additional oversized flat-file cases for room B88. Assess the feasibility of sorting the collections (N and NB barcodes) based on the owning location in order to reduce lost drawer space due to mixed collection types, and begin reorganizing the drawer contents.
- iv. Inventory current excess shelving for phases 1 and 2, assess future needs of each shelving type, and dispose of excess shelving, either through an industrial broker or as scrap.
- v. Organize and clean areas in room 300 (Mechanical Level) used by the SRLF as storage. Dispose of any excess, old, or damaged equipment or furniture.

#### 5. ***Public & Intranet Websites***

- i. Complete SRLF Public Website redesign. Goals include full XHTML compliance, revised content, and implementation of Adobe Contribute or other content management system that will enable SRLF staff to easily maintain site content.
- ii. Configure SharePoint 2007 Enterprise edition in production to replace the current Intranet website. Move existing applications into the new SharePoint environment.

- iii. Create new or redesign existing web applications as part of the new Intranet site. Some applications considered for this project include upgrades to the Timesheet application, FATA Circulation, Deposit Manager, MessageCenter, and JSTOR application updates. New applications will include Voyager Reports, Offline Circ, and Inventory tool for Printer Cartridges & SRLF Keys.

## **6. Technology & Network**

- i. Install new Intel Macs for Preservation Imaging. Enable machines to dual boot or use Parallels software to run both Windows & Mac software.
- ii. Continue testing Windows Vista to prepare for deployment during Spring Quarter 2008.
- iii. Purchase and install 40 new computer workstations (SRLF staff & JSTOR) that are due for replacement in Spring 2008.
- iv. Provide assistance and any required maintenance of equipment and software for the new building security digital recording system.

## **7. JSTOR Phase 2 (through June 30, 2008)**

- i. Ensure the timely completion of the Phase 2 project (274 new titles) in accordance with the amended contract between UC and JSTOR.
- ii. Maintain adequate staffing and ensure high-quality and timely production from that staff through training and continuing quality-assurance checks.
- iii. Sustain open communication about the project with JSTOR, UC contributing campuses and outside interested parties. This includes public relations outreach to faculty, students and librarians, and speaking about the project at the appropriate conferences and meetings.
- iv. Adapt local workflow and practices as needed, slightly or substantially, to balance the timely establishment of the JSTOR Repository with the desire for high-quality materials.
- v. Preserve the high-level of accuracy reported by JSTOR from their recent March 2007 audit of the UC archive (99.8%).
- vi. Assist the UC Shared Print Manager with the Phase 1 Final Report and the project cost model.



## **8. Mass Digitization Programs**

- i. Open Content Alliance: continue to collaborate with CDL managers and OCA staff to ensure maximum through-put to digitization within the limited work space.
- ii. Mass Digitization Inventory: provide accurate and complete data for CDL's Mass Digitization Inventory database for all books that are scanned from within the SRLF collections or routed through the SRLF to the scanning vendors.
- iii. Explore the potential for SRLF/Preservation Imaging Services as vendor in the digitization of books that are rejected by the OCA/Google projects (examples include fragile, damaged or oversized books and fold-outs).

## **9. Phase 3 Planning**

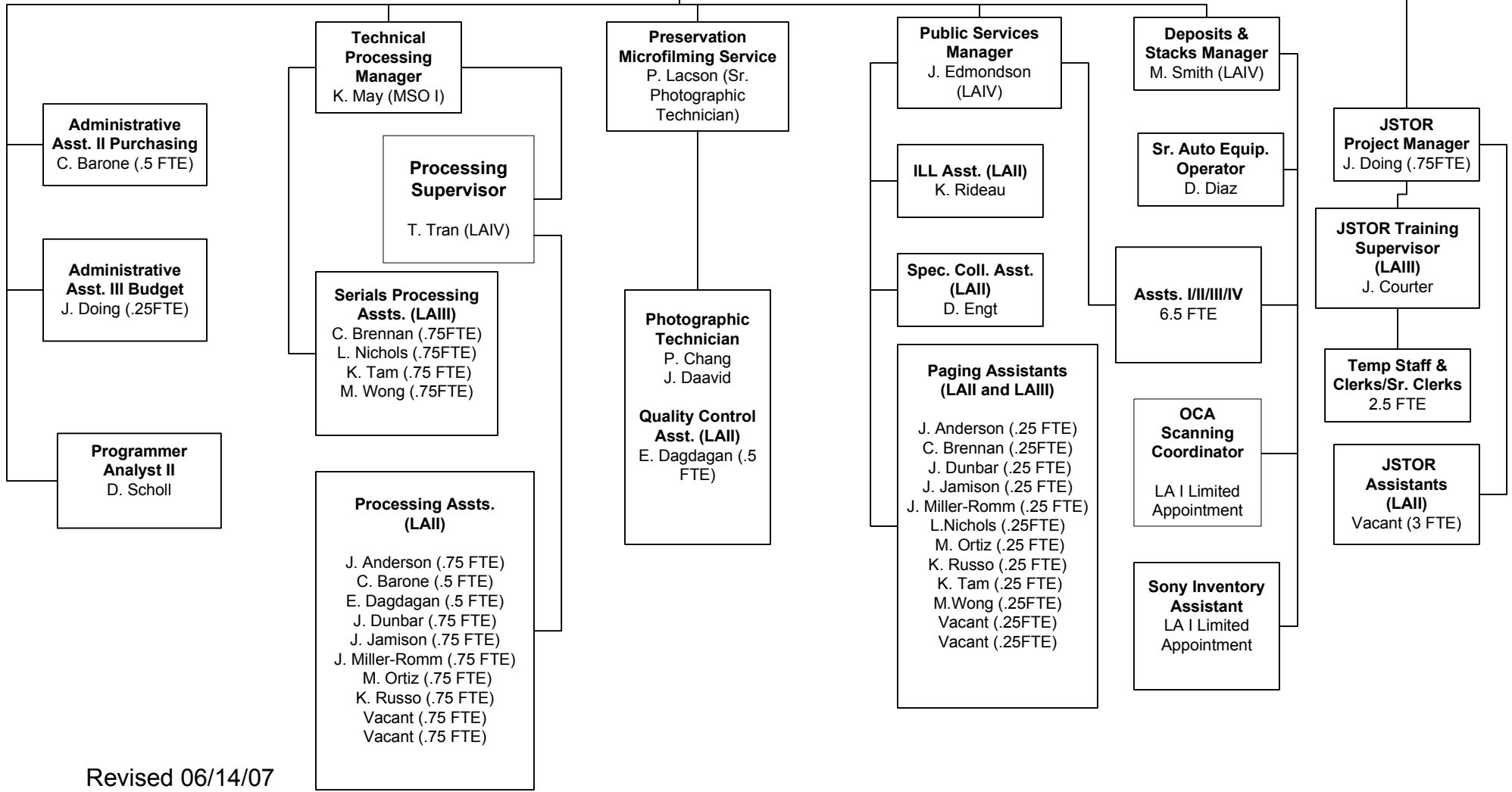
- i. Survey and revise estimates on the fill rates for Phases 1 & 2.
  - update floor maps of occupied space as of June 30, 2007
  - update projections on capacity and filled date for each stack area
  - identify formats for which there will be no remaining capacity in 2008
- ii. Develop contingency plans to accommodate high-priority collections and reallocate available space as needed for circulating vs non-circulating collections.
- iii. Begin working with UCLA Library administration and UCLA Capital Programs to identify Phase 3 space needs for storage, processing of collections, access services, preservation and reformatting services.
- iv. Re-assess and reclaim space for on-site services that will adequately meet the user needs. Considerations will include a quiet, attractive, well-equipped space for access to physical and virtual collections with copy services, downloading and/or scanning options for users.

University of California  
 Southern Regional Library Facility  
 2006/07

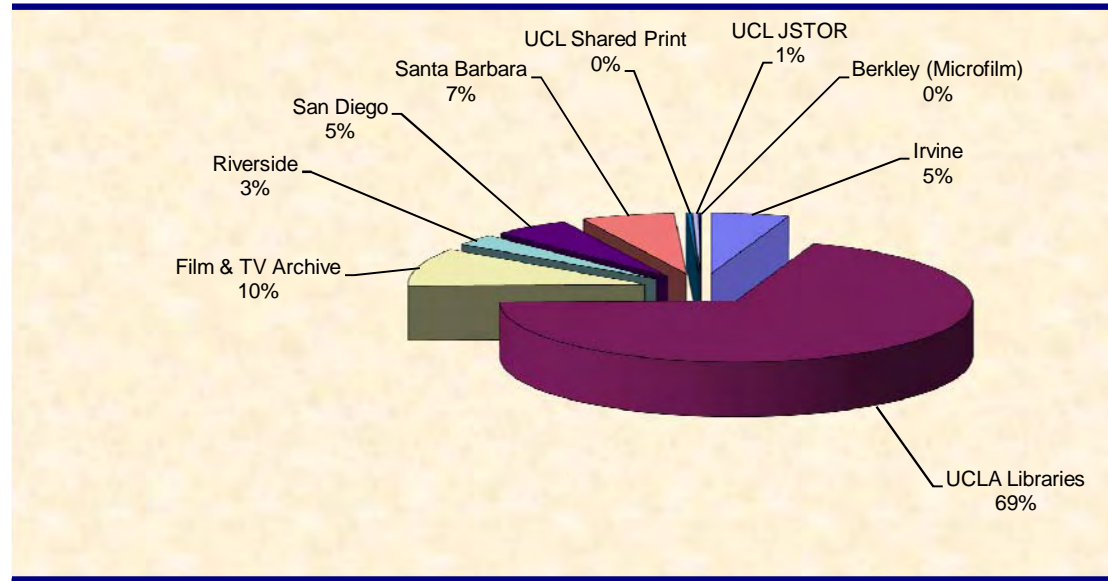
**SLF Board**

**UCLA Library UL**  
 Gary E. Strong

**Director**  
 C. Carlton

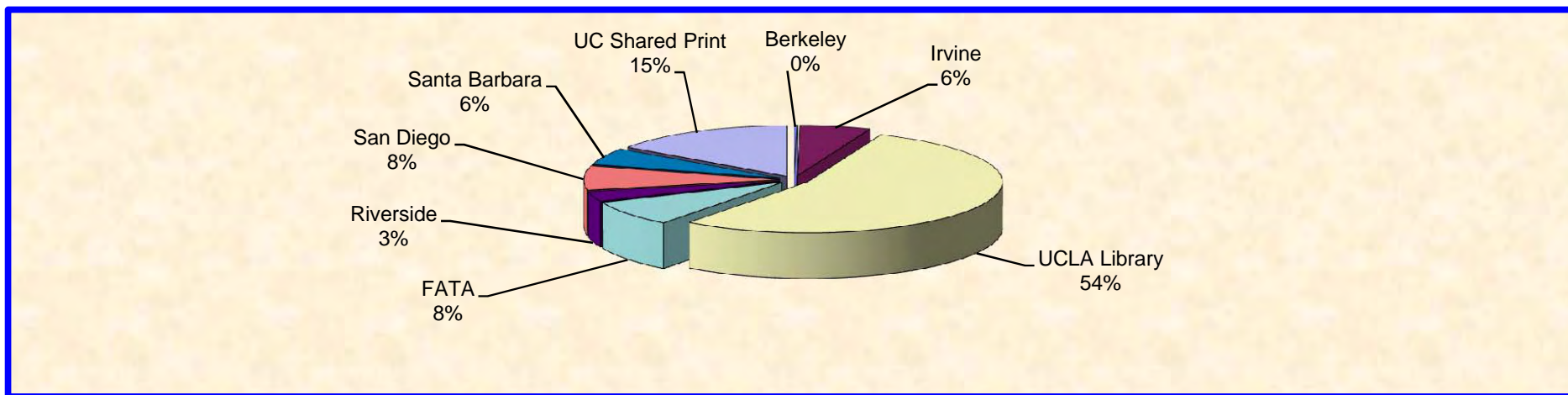


## Campus Deposits in Volume Equivalents As of June 30, 2007



	A. Total Items Added as of 6/30/2007	B. Total Volume Equivalents Deposited	C. Volumes Deaccessioned from the SRLF	D. Total Volumes to Go Towards Commitment
<b>Irvine</b>	302,664	308,185	233	307,952
<b>LOS ANGELES</b>				
UCLA Libraries	3,667,274	4,010,712	3,869	4,006,843
Film & TV Archive	372,538	578,414	160	578,254
<b>SUB TOTAL for Los Angeles</b>	<b>4,039,812</b>	<b>4,589,126</b>	<b>4,029</b>	<b>4,585,097</b>
<b>Riverside</b>	166,503	168,911	475	168,436
<b>San Diego</b>	289,982	302,136	343	301,793
<b>Santa Barbara</b>	350,100	368,605	476	368,129
<b>SUB TOTAL</b>	<b>5,149,061</b>	<b>5,736,963</b>	<b>5,556</b>	<b>5,731,407</b>
<b>UCL Shared Print</b>	93,094	18,619		18,619
<b>UCL JSTOR</b>	22,994	22,994		22,994
<b>Berkley (Microfilm)</b>	21,983	6,864		6,864
<b>GRAND TOTAL</b>	<b>5,287,132</b>	<b>5,785,440</b>	<b>5,556</b>	<b>5,779,884</b>

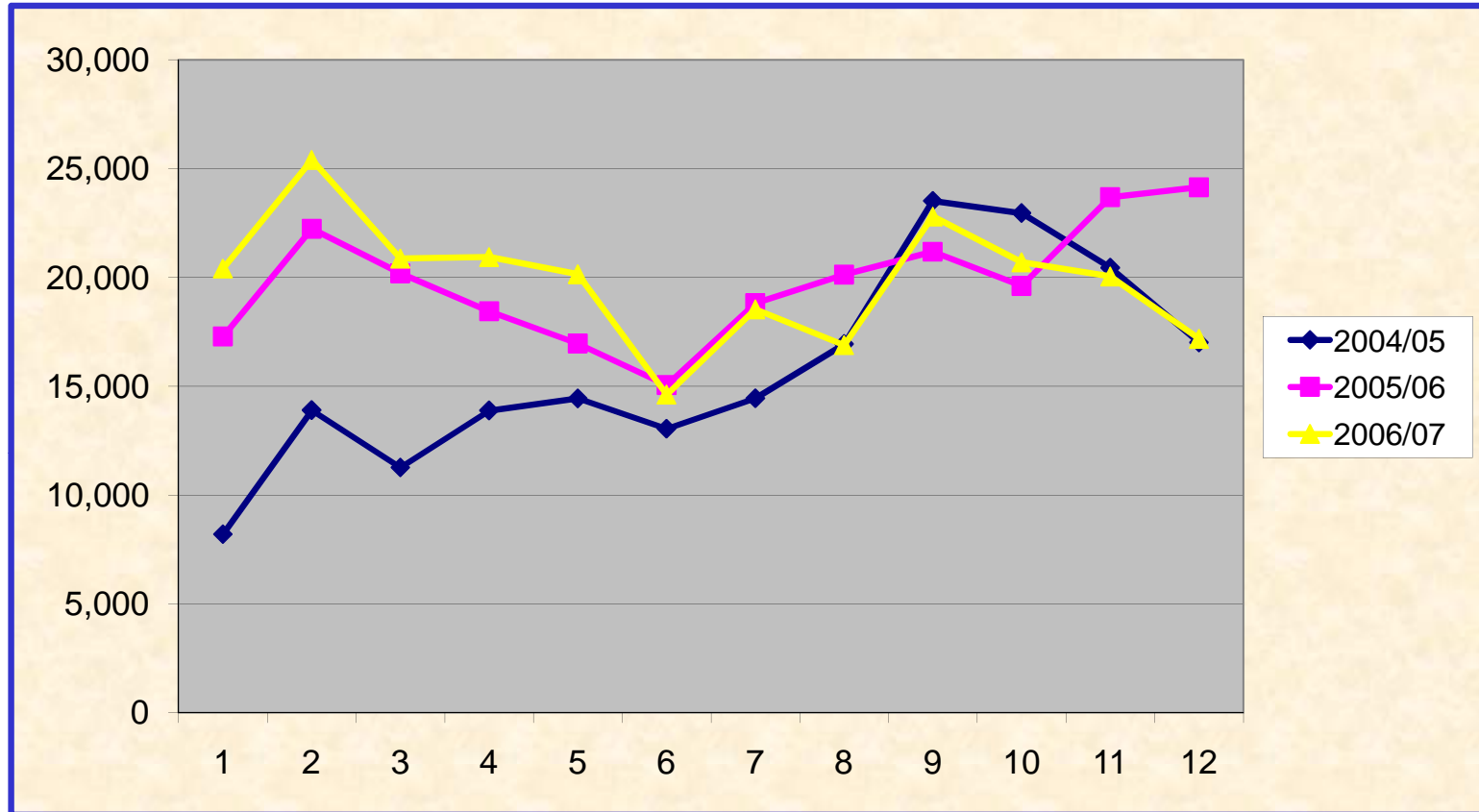
## ITEMS RECEIVED JULY 2006 thru JUNE 2007



Number of Items Received

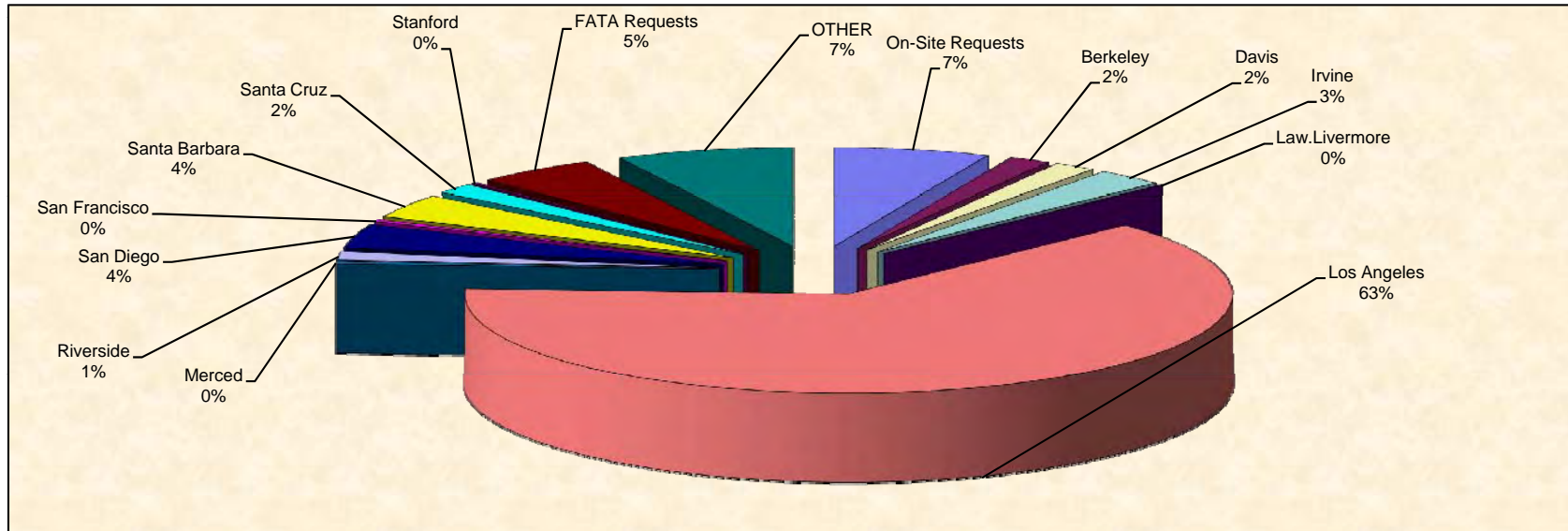
	Jul-06	Aug-06	Sep-06	Oct-06	Nov-06	Dec-06	Jan-07	Feb-07	Mar-07	Apr-07	May-07	Jun-07	Total
Berkeley	197		27			159		90		116	94		683
Irvine		2,773	1,695	1,915		2,595	2,120	2,524		2,111		275	16,008
Los Angeles													
UCLA Library	5,829	9,129	19,908	11,345	11,561	15,872	9,223	19,435	11,264	8,991	13,539	12,119	148,215
FATA	1,818	1,817	1,818	1,817	1,818	1,817	1,818	1,817	1,818	1,817	1,818	2,295	22,288
Los Angels. Subtotal	7,647	10,946	21,726	13,162	13,379	17,689	11,041	21,252	13,082	10,808	15,357	14,414	170,503
Riverside								3,443			2,381	2,976	8,800
San Diego			3,634	4,120			2,544			2,323	2,233	6,064	20,918
Santa Barbara	2,003	927	110	705	645	702		3,936		1,779	2,027	1,858	14,692
UC Shared Print	5,187	3,130	2,866	2,428	5,790	1,706	5,091	4,722	2,476	3,268	2,435	2,532	41,631
Deposits Received	14,837	17,776	30,031	22,330	19,814	22,692	20,796	35,877	15,558	20,289	24,433	28,119	273,235

## ITEMS ADDED JULY 2004 thru JUNE 2007



Added	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	TOTAL
<b>2004/05</b>	8,202	13,901	11,267	13,884	14,439	13,050	14,447	16,939	23,515	22,954	20,444	17,013	190,055
<b>2005/06</b>	17,280	22,235	20,190	18,444	16,957	15,050	18,808	20,121	21,180	19,606	23,684	24,143	237,698
<b>2006/07</b>	20,404	25,401	20,864	20,936	20,148	14,616	18,538	16,887	22,798	20,694	20,046	17,180	238,512
<b>Total</b>	45,886	61,537	52,321	53,264	51,544	42,716	51,793	53,947	67,493	63,254	64,174	58,336	666,265

## PAGING REQUESTS JULY 2006 thru JUNE 2007

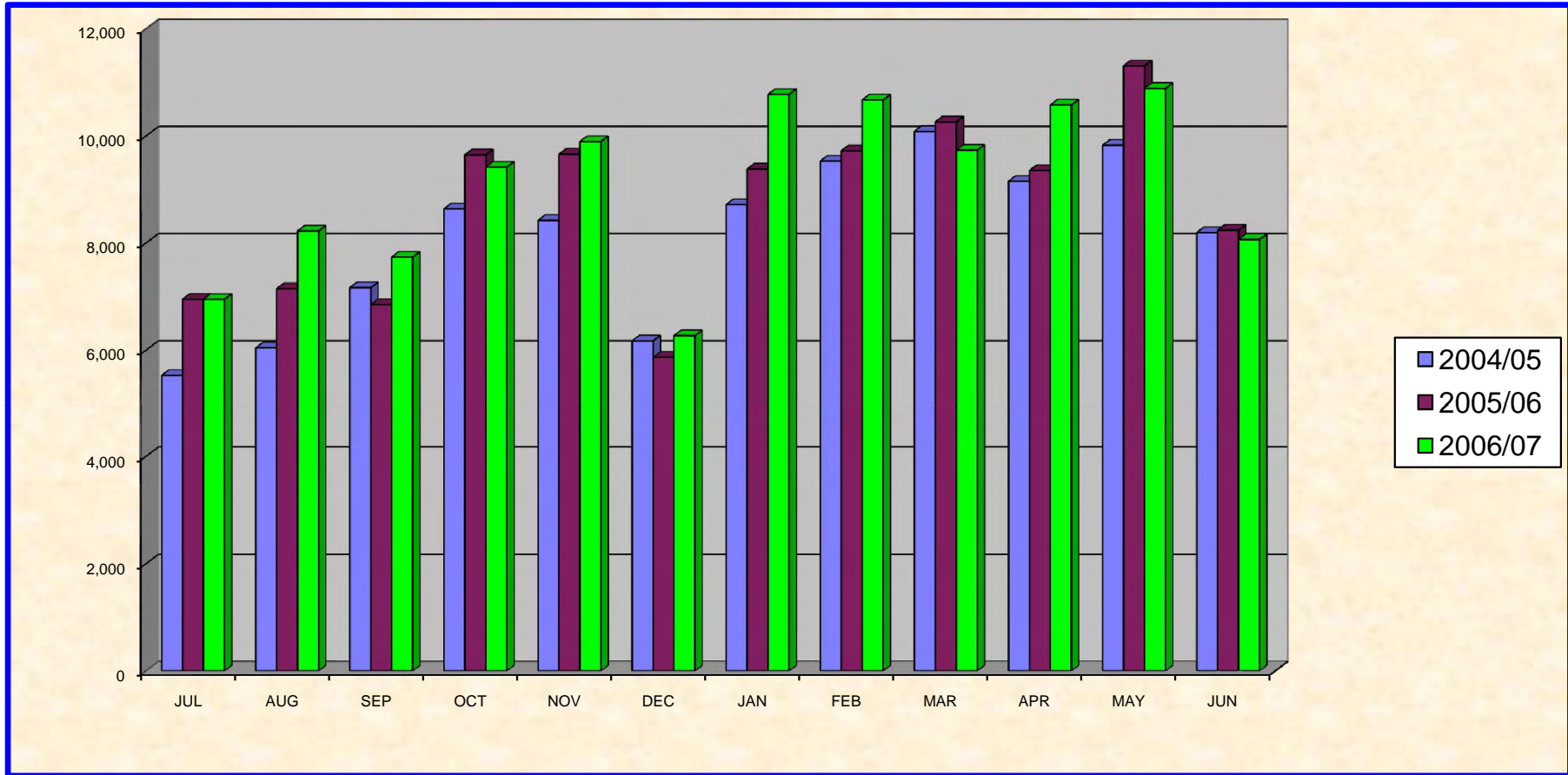


	Jul-06	Aug-06	Sep-06	Oct-06	Nov-06	Dec-06	Jan-07	Feb-07	Mar-07	Apr-07	May-07	Jun-07	To Date
<b>On-Site Requests</b>	620	706	433	352	589	534	786	541	597	642	674	666	7,140

### Origin of Paging Requests

	Jul-06	Aug-06	Sep-06	Oct-06	Nov-06	Dec-06	Jan-07	Feb-07	Mar-07	Apr-07	May-07	Jun-07	To Date
Berkeley	71	131	160	201	179	114	151	192	220	207	129	108	1,863
Davis	117	130	124	245	170	100	156	187	150	214	183	133	1,909
Irvine	210	231	236	284	203	182	281	274	264	343	404	190	3,102
Law.Livermore	0	3	0	2	1	2	1	2	1	0	0	5	17
Los Angeles	4,243	5,172	4,653	6,143	6,723	3,820	7,142	6,860	5,907	6,275	6,928	4,930	68,796
Merced	15	20	47	40	57	30	35	55	67	39	16	27	448
Riverside	69	108	108	132	139	101	119	135	117	192	132	102	1,454
San Diego	234	301	257	500	291	209	490	448	350	545	409	188	4,222
San Francisco	18	27	47	34	21	14	35	40	28	39	34	23	360
Santa Barbara	221	279	286	643	317	233	395	376	317	463	443	249	4,222
Santa Cruz	99	106	126	203	124	103	124	214	205	211	222	95	1,832
Stanford	15	20	15	16	17	8	24	21	19	18	24	14	211
<b>SUB TOTAL</b>	5,312	6,528	6,059	8,443	8,242	4,916	8,953	8,804	7,645	8,546	8,924	6,064	88,436
<b>FATA Requests</b>	490	382	582	342	550	284	391	429	501	442	592	511	5,496
<b>OTHER</b>	526	607	661	278	511	534	644	896	988	946	695	824	8,110
<b>GRAND TOTAL</b>	6,948	8,223	7,735	9,415	9,892	6,268	10,774	10,670	9,731	10,576	10,885	8,065	109,182

## PAGING REQUESTS JULY 2003 thru JUNE 2006



	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	TOTAL
<b>2004/05</b>	5,527	6,040	7,166	8,636	8,421	6,172	8,716	9,529	10,082	9,151	9,824	8,194	97,458
<b>2005/06</b>	6,949	7,146	6,849	9,645	9,657	5,865	9,381	9,720	10,260	9,353	11,307	8,237	104,369
<b>2006/07</b>	6,948	8,223	7,735	9,415	9,892	6,268	10,774	10,670	9,731	10,576	10,885	8,065	109,182
<b>TOTAL</b>	19,424	21,409	21,750	27,696	27,970	18,305	28,871	29,919	30,073	29,080	32,016	24,496	311,009

**RELAIS & PHOTOCOPY**

**Requests Filled by Web Delivery**

**Direct to Patron (Relais)**

	Jul-05	Aug-05	Sep-05	Oct-05	Nov-05	Dec-05	Jan-06	Feb-06	Mar-06	Apr-06	May-06	Jun-06	To Date
Berkeley	3	2	1	3	13	1	4	0	0	0	0	0	27
Davis	4	16	14	53	16	10	14	0	0	0	0	0	127
Irvine	6	8	15	19	33	10	13	0	0	0	0	0	104
Los Angeles	5	3	2	1	0	4	3	0	0	0	0	0	18
Merced	2	2	5	20	13	10	1	0	0	0	0	0	53
Riverside	19	10	15	19	19	19	11	0	0	0	0	0	112
San Francisco	1	5	8	11	6	3	10	0	0	0	0	0	44
San Diego	31	31	29	24	28	21	36	0	0	0	0	0	200
Santa Barbara	21	26	31	143	55	22	42	0	0	0	0	0	340
Santa Cruz	7	9	10	23	20	13	12	0	0	0	0	0	94
Other	4	2	0	4	8	1	5	0	0	0	0	0	24
<b>Total</b>	<b>103</b>	<b>114</b>	<b>130</b>	<b>320</b>	<b>211</b>	<b>114</b>	<b>151</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,143</b>

**Requests Filled by NON Web Delivery**

**(Ariel for UCB, UCD, and Other**

**Relais for everyone else**

	Jul-05	Aug-05	Sep-05	Oct-05	Nov-05	Dec-05	Jan-06	Feb-06	Mar-06	Apr-06	May-06	Jun-06	To Date
Azusa Pacific	0	0	0	0	0	0	0	0	0	0	0	0	0
Berkeley	0	7	5	5	1	2	1	0	0	0	0	0	21
Bodega Bay	0	0	0	0	0	0	0	0	0	0	0	0	0
Cal Tech	5	3	3	2	5	5	4	0	0	0	0	0	27
Cedars Sinai	0	0	0	0	0	0	0	0	0	0	0	0	0
Claremont	0	4	3	0	14	7	2	0	0	0	0	0	30
Davis	3	0	0	11	3	1	2	0	0	0	0	0	20
Irvine	0	0	3	2	6	0	3	0	0	0	0	0	14
Law.Livermore	0	0	0	0	0	0	0	0	0	0	0	0	0
Loyola	0	0	0	0	0	0	0	0	0	0	0	0	0
Merced	0	0	0	0	0	0	2	0	0	0	0	0	2
Riverside	1	1	2	3	2	0	0	0	0	0	0	0	9
San Francisco	2	1	1	0	0	1	0	0	0	0	0	0	5
San Diego	0	2	5	0	0	0	2	0	0	0	0	0	9
Santa Barbara	0	0	2	0	1	0	0	0	0	0	0	0	3
Santa Cruz	0	0	1	1	0	0	0	0	0	0	0	0	2
Stanford	0	0	0	0	0	0	1	0	0	0	0	0	1
UCLA Harbor	0	0	0	0	0	0	0	0	0	0	0	0	0
USC	1	0	0	0	0	0	3	0	0	0	0	0	4
Other	16	20	18	17	19	23	27	0	0	0	0	0	140
<b>Total</b>	<b>28</b>	<b>38</b>	<b>43</b>	<b>41</b>	<b>51</b>	<b>39</b>	<b>47</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>287</b>

**Requests Filled by Photocopy**

	Jul-05	Aug-05	Sep-05	Oct-05	Nov-05	Dec-05	Jan-06	Feb-06	Mar-06	Apr-06	May-06	Jun-06	To Date
Berkeley	0	0	0	0	0	0	0	0	0	0	0	0	0
Cal Tech	0	0	0	0	0	0	0	0	0	0	0	0	0
Claremont	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
Irvine	0	0	0	0	0	0	0	0	0	0	0	0	0
Law.Livermore	0	0	0	0	0	0	0	0	0	0	0	0	0
Los Angeles	0	0	0	0	0	0	0	0	0	0	0	0	0
Riverside	0	0	0	0	0	0	0	0	0	0	0	0	0
San Francisco	0	0	0	0	0	0	0	0	0	0	0	0	0
San Diego	1	0	0	0	0	0	0	0	0	0	0	0	1
Santa Barbara	0	0	0	0	0	0	0	0	0	0	0	0	0
Santa Cruz	0	0	0	0	0	0	0	0	0	0	0	0	0
Stanford	0	0	0	0	0	0	0	0	0	0	0	0	0
USC	0	0	0	0	0	0	0	0	0	0	0	0	0
Other	1	1	0	1	0	0	0	0	0	0	0	0	3
<b>Photocopies Sent</b>	<b>2</b>	<b>1</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>4</b>