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Order Department's Annual Report, 1976-1977

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STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS
INTER-OFFICE MEMO

TO George R. Parks, Dean
DEPT University Libraries

DATE: July 12, 1977

FROM William T. O'Malley *William T. O'Malley*
DEPT Coordinator of Technical Services

SUBJECT: ORDER DEPARTMENT'S ANNUAL REPORT, 1976-77

Personnel Changes

On July 31, 1976, Instructor Gay Teborek, Head of Order Department, resigned her position after being notified that she was to receive a terminal contract for 1976-1977.

On September 11, 1976, Elizabeth Proccacianti, Senior Clerk Typist, resigned her position to continue her education.

On November 4, 1976, Kathleen Crowley Nigrelli, Clerk Typist, transferred into the vacated senior clerk typist position.

On May 2, 1977, Ann Klos was hired into the clerk typist position (vacated on November 3, 1976 by Nigrelli).

On May 23, 1977, Cecelia Shores was appointed Head of the Order Department.

The Order Department was without a permanent head from July 31, 1976 to May 23, 1977. During this period, the Coordinator of Technical Services assumed the duties of the Head of the Order Department. From September 11, 1976 to May 2, 1977 the clerical staff in the Department was reduced to two positions. During this eight - month period, student help was utilized on a full-time basis, and overtime was authorized for the principle clerk and the senior clerk typist.

Summary of Activities

Due to a series of deposits made toward the end of fiscal year '76, the Order Department had almost twice as much funds to spend in fiscal year '77. In addition to the \$200,000 allocated for the purchase of books in the capital budget for fiscal year '77, the deposits totalled close to \$148,000. In fiscal year '76, the Order Department was unable to expend all of its allocated funds and was forced to place \$88,000 on deposit for purchase in fiscal year '77, so that it actually only generated orders for \$177,000 in fiscal year '76. The total funds available in fiscal year '77 was \$348,000. While the purchasing power of the Department was increased by almost 50%, the staff in the Department was cut in half, and there was a two-year backlog of unprocessed book

requests. The goal of the Department in 1976-1977 was to clear up the backlog and to expend the available funds. The Department accomplished both goals, but not without a serious cut-back in the activities traditionally performed by the Department: claiming on unfilled orders was eliminated; reports on unfilled orders (with the exception of o.p. reports) were ignored; operational statistic keeping was severely restricted; returns were six-months backlogged; correspondence was severely restricted; antiquarian ordering was minimal; o.p. searching was eliminated; and, all but first class mail was ignored. All of the above mentioned activities are standard and important components of acquisition and receiving units. The University Library can ill-afford continued erosion of services in this area.

Statistical Summary - Order Department

Volumes Received

a. volumes purchased

1971-72 - 30,319	
1975-76 - 13,881 (54%)	
1976-77 - 19,060 (35%)	29%

b. volumes added through gift

1971-72 - 980	
1975-76 - 1,891 (48%)	
1976-77 - 593 (39%)	(68%)

c. total volumes added

1971-72 - 31,299	
1975-76 - 15,772 (50%)	
1976-77 - 20,199 (35%)	22%

d. microforms purchased

1971-72 - 8,427 pcs.	
1975-76 - 648 (93%)	
1976-77 - 4,430 (43%)	85%

e. total items added

1971-72 - 39,726	
1975-76 - 16,420 (58%)	
1976-77 - 24,629 (38%)	33%

Volumes Withdrawn (Order Dept. has kept these records since 1974-75)

a. Missing from shelves - officially withdrawn

1974-75 -	2,101		
1975-76 -	3,398	38%	
1976-77 -	2,198	4%	(35%)

b. Ash weeding project

1974-75 -	4,166		
1975-76 -	702	(83%)	
1976-77 -	651	(84%)	(7%)

c. Total volumes withdrawn

1974-75 -	6,267		
1975-76 -	4,091	(34%)	
1976-77 -	2,849	(54%)	(30%)

WTO'M:ab