

1971

# Annual Report 1970-1971 Order Department

William T. O'Malley

University of Rhode Island, rka101@uri.edu

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## Recommended Citation

O'Malley, William T., "Annual Report 1970-1971 Order Department" (1971). *Technical Services Reports and Statistics*. Paper 80.  
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# ANNUAL REPORT 1970/71

## Order Department

### 1. Staff changes.

- a. Mr. Andrew Turyn, the business and economics bibliographer, worked very closely with the Order Department staff since September, 1970.
- b. Mrs. Susan Lapisky was replaced by Miss Laura Hazard at the beginning of the fiscal year, and Mrs. Jane Gladding left after one year's service on June 18, 1971.

### 2. Professional activities - William T. O'Malley.

#### a. Rhode Island Library Association.

- i. Membership Committee Chairman 1970/71 - conducted survey on relationship and attitudes of U. R. I. graduate library students and R. I. L. A. (partial results of survey published in Spring 1971 issue of R. I. L. A. Bulletin).
- ii. Intellectual Freedom Committee, 1970/71.
- iii. Attendance at Fall and Spring meetings of R. I. L. A.

#### b. Instructor, University Extension Library Techniques Program - Lit. 102 Technical Processes - in the Fall semester, 1970.

#### c. URIPLA Faculty Status Committee Chairman.

#### d. Participant in the Institute on Foreign Acquisitions in United States Libraries, April 11-23, at University of Wisconsin, Milwaukee and Madison.

### 3. Accomplishments.

Blanket Order Arrangements--domestic and foreign blanket orders were expanded during the fiscal year. Arrangements with Richard Abel & Co., Inc. (domestic), Otto Harrassowitz (German), and Marcel Blancheteau (French) were completed in order to expand our acquisition rate in these areas. Preliminary discussions also took place with the Blackwell representative in order to begin an approval plan of British imprints.

Advantageous arrangements were also set up with second-hand book dealers whereby the University Library acquired many retrospective titles at a reasonable price. These arrangements were with William Bledsoe of California, Thomas Griffin of Warwick, R. I., and the Lincoln Book Shoppe of Providence. Of particular significance is the fact that we were able to acquire material from in-state booksellers, and are now using an in-state bookseller as our chief out-of-print searcher with good results.

A further accomplishment during the last year was the establishing of new procedures for the requesting apparatus by the departments and the reporting procedures on departmental allotments. Both procedures helped to establish better communications channels between the library and the academic departments.

Enumeration of the many frustrations of the last year would be beating a dead horse.

Statistical comparisons cannot be made with any degree of exactitude on the work accomplished during the past year. It can be said that while reducing our staff 25% (Julie completely doing tasks not done by the Order Department during the period that ordering was being done in 1969/70) we increased our acquisitions rate by approximately 30-40%.

Statistical summary for 1970/71:

a. Requests processed:

Requests ordered	14,590
Requests found in public catalog	9,141
Requests found in outstanding order file	830
Total requests processed	24,561

b. Information Dynamics MCR System:

Titles searched	5,190
Titles found	2,618
Copies of L. C. cards reproduced	2,130

c. NELINET:

Requests sent	9,833 (URI)	553 (EXT)
Requests received	7,505 (URI)	408 (EXT)
Total requests sent		10,386
Total requests received		7,913

d. Maintaining In-process file (filing manila cards in public catalog) - this activity took on the average of 5 hours per week, or 7 weeks filing time in a year's period.

e. Acquisitions:

Volumes received through blanket order	(2,952)
Volumes received through regular order	19,931
Total volumes purchased	22,883
Volumes accessed by gift	5,977
Volumes of gifts discarded	(1,765)
Total volumes received by gift	(7,742)
Total volumes accessed by purchase or gift	28,860