

1972

# Annual Report 1971-1972 Order Department

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ANNUAL REPORT 1971/72

Order Department

Laura - Nov. 1  
Saroj -  
Helen  
Edna

451 32  
411.500

Staff changes:

Mrs. Julie Louzon left after two years' service with the Order Department and was replaced by Mrs. Saroj Ailwaidi in November, 1971. Mrs. Jane Gladding, who left in June, 1971, was replaced by Mrs. Helen Tsai in September, 1971.

Professional activities:

W. T. O'Malley -

NETSL - elected treasurer for 1972/73.

- attended Spring meeting in Amherst, May, 1972.

RILA - attended Spring meeting, May, 1972.

Accomplishments:

The most significant accomplishment of the Order Department during 1971/72 was the increase in productivity in all areas of its responsibility. The increase is even more significant when you take into account that 3 months of one staff member's time was lost to the department because of the delay in filling Mrs. Gladding's position.

Much of the increase in productivity is the result of the effectiveness of the Abel Approval Program. This program enabled us to acquire significant current imprints in the English language, without the need of pre-searching, pre-selecting or verifying. This enabled the staff to do more searching of standard and subject bibliographies for retrospective buying. Never before has the Order Department concerned itself with the task of systematic collection building; bibliographies have been checked against our holdings; call numbers added for the titles the library owns; titles not in the library have been selected for purchase, if available and needed quickly; other titles have been placed in a desiderata file, if o.p., or can wait immediate purchase. By working closely with the Reference Department who supplies input as to the weaknesses of the collection, and suggest bibliographies that should be searched, the work of building the library's collection can be continued in a systematic way in the future.

New projects:

One of the biggest frustrations during the past year was the lack of efficiency in searching the public catalog. The congestion at the catalog during the hours of 10 A. M. to 4 P. M. corresponds to the work shift of the Order Department

searching staff of 8 A. M. to 4 P. M. In other words, when we make maximum use of the public catalog, the university community is making maximum use of the public catalog. The crowded work space, the waiting for catalog drawers that are being used, and patrons waiting for a drawer that a staff member is using, reduces the efficiency of the searching procedures.

In order to increase efficiency, I plan (if approved) to schedule 3 graduate library school students to do much of the public catalog searching outside of the hours of 10 A. M. to 4 P. M. The increase in student hours will be offset by a drop of 1 clerical staff member from the department (i.e., from 4 clerical staff members to 3).

Other new projects planned for 1972/73 depend largely upon the changeover into the O.C.L.C. system. Many of the routines of the Order Department will have to be adjusted to make maximum use of the system, but until the system is operative, the decisions as to what changes should take place will have to be delayed. However, some changes can be put into effect when the system begins: e. g., a new pre-numbered multiple order form that can be used as an accession record and circulation number (the L. C. readable forms will no longer be necessary); the staff member in the Order Department who is now submitting requests to Nelinet will be freed to do typing and filing of orders searched and verified by the graduate students.

Since the beginning of June, a student assistant assigned to the Order Department has been doing the physical processing of books (i. e., stamping, plating and book-pocketing). Eventually all books will be ready to circulate once they leave the Order Department. By doing the processing in this department, we will also be able to gift plate books properly and more efficiently than the Catalog Department was able to do because we have full information on the donor that was not available to the Catalog Department.

The approval plans that began in 1970/71 have been reviewed and modified. The Harrassowitz German Language plan has been modified to include only literature, as has the Blancheteau French Language Plan. Further modification and expansion of the approval plans are contemplated for the coming year depending on the funds available.

The Abel plan will be modified to the extent that British imprints will be eliminated from the plan, (Blackwell's will handle the British imprints in the future) and some Latin American material will be added to the plan.

Faculty response to the approval plans was generally favorable. Actually, the general response was no response at all. Those who did respond to the explanation sent out by this department in September wanted further clarification on the scope of the plans, but did not question the advisability of the plans. One of the faculty's loudest complaints was that they would not know what books are being received on the plans because no notification was sent to them. We responded to this justified criticism in February with a computer produced list of new acquisitions done for us by Infonics from the requests made for MARC records. This is not a complete listing of current acquisitions, but it does cover most of the acquisitions done on the approval plans. These monthly listings are distributed to the library representative in each department. The response to this service was highly favorable. With the changeover to O.C.L.C. this service will no longer be possible, but alternatives are available and will be explored in the coming year.

One final word is necessary on the staff of the Order Department. As the statistics clearly indicate, they have performed admirably under conditions that are less than perfect. The amount of work completed by them during 1971/72 is a reflection of their intelligence, efficiency and willingness to cooperate in attaining the goals of this department. They deserve high praise.

Statistics:

1. Expenditure

a. 1970/71	\$260,922.35
b. 1971/72	\$285,821.94
c. 1972/73	<i>= 9% increase</i> \$291,894.54

2. Requests processed

a. 1970/71		<i>1972/73</i>
Titles ordered	14,590	<i>TT</i>
Titles duplicated	9,971	
b. 1971/72		<i>1972/73</i>
Titles ordered	16,835	<i>17,891</i>
Titles duplicated	20,000	<i>14,254</i>
c. Total titles searched		
1970/71	24,561	
1971/72	36,835	
1972/73	<i>34,145</i>	
	<i>= 50% increase</i>	

3. Volumes received

a. Purchase

1970/71	22,883
1971/72	30,319
1972/73	<i>28,113</i>
	<i>= 33% increase</i>

b. Gift

1970/71	5,977
1971/72	980
1972/73	<i>1,351</i>

c. Total volumes received (gift and purchase)

1970/71	28,860
1971/72	31,299
1972/73	<i>29,464</i>
	<i>= 8% increase</i>

*+*  
*1972/73*

4. NELINET

a. Requests submitted

1970/71	9,833
1971/72	16,299

= 64% increase

b. Card sets received

1970/71	7,505
1971/72	12,606

= 68% increase

c. Percentage of hits for 1971/72

Submissions	16,299
(Still on order)	1,277
Card sets received	12,606

= 80% of requests sent, are fulfilled

d. Extension Division Library

Requests submitted

1970/71	553
1971/72	817

Card sets received

1970/71	408
1971/72	827

5. Non-book material (not included in volumes received), 1971/72

Microfiche	4,317	14,485
Microfilm	771	1,401
Microcards <sup>print</sup>	3,339	2,943
Records	62	

Total

8,489 microforms

received 1971/72

18,829

1972/73

8489  
62  
8427

30,319

8,489

38,708

28,113

18,829

46,942