



ACCESS

NEWS FROM THE UNIVERSITY LIBRARIES AT NOTRE DAME

December 1986

Number 30

Medieval Universities Collection An International Resource

by Betsy Moon

Housed in the Medieval Institute in Memorial Library is a world-renowned collection of materials on the history of medieval universities. The collection consists of books, microfilms, photographs, impressions of university seals, and photocopies of journal articles. It is the result of over 30 years of effort by Professor Astrik Gabriel, Director Emeritus of the Medieval Institute and President of the International Commission on the History of Universities.

The book portion of the collection numbers over 3500 volumes. Some of the books came from the personal library of Dr. Anson Phelps Stokes, the noted Protestant theologian. Many of the books deal with the foundation, organization and administration of medieval universities. An example is *Historia Almae et Archi-episcopalis Universitatis Salisburgensis* by Roman Sedlmayr (Salzburg, 1728). There are also numerous editions of statutes, privileges, inventories of professors, matriculation lists of students, and works on medieval colleges. A representative example from this group is *Album Academiae Helmstadiensis* (Hannover, 1928). Because of its importance, the University of Paris is especially well-represented. Professor Gabriel edited the final volume of the medieval regulations of the University of Paris using materials in this collection. The universities of Bologna, Vienna, Oxford and Cambridge also have good coverage. A growing area of the collection is works on 16th-century universities. These works are important for understanding the effects of humanism, printing and the Reformation on the medieval university. They enable scholars to obtain a clear understanding of German universities, which experienced tremendous growth in the 15th and 16th centuries. There are supplementary materials about student life, biographies of important scholars and professors, and illustrated histories of university towns. These are excellent sources in medieval social history as well as university history. Some of these supplementary works can be enjoyed by non-scholars and offer delightful vignettes of life in the Middle Ages. An example of this is *Heidelberger Studentenleben. Einst und Jetzt* (Heidelberg, 1886), which is a book of woodcuts, copperplate engravings and drawings of old Heidelberg, its students and professors.

The microfilm portion of the collection consists of microfilms of over 2000 medieval manuscripts and 200 rare books. The manuscripts include matriculation lists, expense reports, statutes and cartularies—invaluable primary source materials. Two notable items in the collection are the only remaining copy of Stephen Langton's *Quaestiones* (the original manuscript was destroyed during World War II), and the medieval records of the Universite d'Orleans. These records were originally microfilmed for Professor Simonne Guenee, who was writing a history of the University. During the Second World War, the original manuscripts were destroyed. Thus, Dr. Guenee's 25

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Supreme Court Library: A Snapshot

by Roger F. Jacobs

The *United States Code* creates the position of Librarian of the Supreme Court, and charges the person holding that position with the responsibility of acquiring and maintaining the books, periodicals, and other information sources required by the Court. While the Supreme Court is a unique institution in American political and social life, the challenges of librarianship there are similar to librarianship in any major research law library: the acquisition, cataloging, and classification of library materials with all the associated technical services functions; the management of stacks, circulation control, and document delivery systems; and the provision of reference service to a demanding patron base. Notwithstanding the similarities, the patrons of this institution, because of the nature and significance of their work, infuse librarianship at the Court with an immediacy and a sense of involvement often absent in other institutions.

It is a mistake, however, to believe that in performing these activities the library staff works closely with the justices of the Court. The Court is much too busy with matters of profound impact to be particularly concerned with details of librarianship. As we rely on the engineering staff to provide us with essential heat and light, most of us know little about who acquires or generates and distributes these important resources. Similarly, while the justices have an essential need

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reels of microfilm were the only copies extant of the records of the Universite d'Orleans. Upon Dr. Guenee's death, the microfilms were sent here—a testament to the importance of the collection in the scholarly community.



Statuta Collegii Sapientiae

Since 1977, when the University of Notre Dame became a member of the OCLC shared cataloging database, records for items acquired for the medieval universities collection have been entered into the database. This has made the materials accessible to scholars at other institutions, through interlibrary loan. However, the bulk of the collection, which was acquired before 1977, is not on the OCLC database—the collection is so unique that most of the items in it may only be found here. A project is under way to enter these materials into this international database. Aside from increasing the collection's accessibility, the project has had other benefits. The cataloged items have been inventoried and it was discovered that there are actually more items in the collection than were thought at first. Several books were wrongly attributed when they were cataloged originally. For example, a work entitled *Pseudo-studiosus Hodternus*, attributed to Petrus Hofstede de Groot (1802-1886) was actually by Petrus Hofstede (1716-1803). These kinds of errors have been corrected in the course of the project. One should keep in mind, however, that the persons who first cataloged the collection didn't have the *National Union Catalog Pre-1956 Imprints* and OCLC and other data bases to help them—research tools we take for granted today.

A collection of materials on medieval universities may seem somewhat narrow in its subject matter. However, the materials touch on history, theology, art, science and philosophy of the Middle Ages (and beyond), and thus are an important resource for anyone interested in the development of Western civilization.

(Special thanks to Dr. George Sereiko and Dr. Louis Jordan for their assistance.)

Ad Hoc Committee on Machine-Readable Data Files

by Robert C. Miller

For hundreds of years, researchers have depended on printed resources for their work, and have looked to libraries as a principal source for this material. Over the past 10 years an increasing number of resources required for research have been stored in nonprint, electronic form (magnetic tape, floppy disk, or, most recently, analog or digitally recorded disks of varying sizes). Originally, these machine-readable data files were limited only to the interest of physical scientists. Then, the results of opinion and other survey research such as census data became available for those in the social sciences. Most recently, this medium is increasingly becoming available to scholars in the humanities. There is a large corpus of medieval philosophy available in electronic format and numerous literary texts in a variety of languages as well. A growing proportion of research in almost all disciplines is becoming dependent upon access to such resources.

The responsibility for the collection, preservation and access to such data has been, until very recently, quite haphazard. Individual researchers, using personal or grant funds, would acquire such files and the appropriate software as needed for specific work. Once current work was completed, too often such files became all but forgotten. Knowledge of the existence of these resources was often limited to friends and acquaintances of the individual scholar. Even then, assistance in gaining access to and in using the electronic information was difficult to obtain. This general scenario has been true at most institutions, although a few major research libraries such as Yale, UCLA and Florida have taken the lead in seeking to provide a more systematic approach to providing access to electronic research files.

At Notre Dame, the first experiences with such materials were handled through the University Computing Center on an ad hoc basis. Machine-readable census data was one of the first collections of materials made available in this fashion. In 1976 the Social Science Training and Research Lab began to provide assistance to faculty and students in identifying and using such resources. In the 1980's an increasing volume of business-related material became available and in 1982 the Center for Business Research was established and took over responsibility for the Compustat tapes of financial data. Within the last year the University Libraries began acquiring bibliographic and business data files on laser disk and CD-ROM. In science and engineering general data in machine-readable form are also of growing importance, but here the individual researcher has remained the focus of "ownership" rights and assistance is available accordingly.

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Machine-Readable Data *continued from page 2*

Given the growing awareness of the importance of electronic databases, their relationship to traditional printed materials, as well as requests for the Libraries' acquisition of this type of material, in August of 1986 the University Libraries convened a meeting of various campus agencies working with such resources in one way or another, to "rationalize, improve and/or make more cost effective the services" in this area. After several meetings involving the Center for Business Research (CBR), the Social Science Training and Research Laboratory (SSTRL), the University Computing Center (UCC), the Law School, the University Libraries and the College of Engineering, it was decided to first seek to improve access to and service for such resources already in existence on campus. The responsibility for further action was placed on the shoulders of the newly constituted Ad Hoc Committee on Machine-Readable Data Files. As a first step, it was agreed that it was important to include information on such resources in UNLOC, the Libraries' forthcoming online catalog. It was also agreed that, at least at the outset, already established campus research and academic bodies should be utilized to improve access to and service on such files. At present, it is contemplated that all potential users would begin at the library, which would house medium-level descriptions of cataloged material, along with other general information, and would refer users to the SSTRL, CBR, UCC, and other bodies or individuals as appropriate. In all cases, current holders of such resources would be consulted to arrange the most appropriate type of use, whether through duplication or referral. In early January the group will be conducting a survey of possible holders of such files to determine the interest in and readiness of these individuals to make their resources more widely available.

Clearly, machine-readable data files will be increasingly important to the University community, and the area will be one of rapid change in terms of media, software and the substance of the research. The Committee is seeking to systematize access and service for both current and potential users of this material. The cooperation of current data file holders in responding to the survey will greatly aid this effort. Questions, comments and suggestions on work in this area can be addressed to any member of the group, listed below.

Terrence J. Akai	Engineering	239-7446
David T. K. Yeh	Business Administration	239-5941
Kelly Havens	Computing Center	239-5938
Rod Ganey	Social Science Training & Research Lab	239-7458
Robert C. Miller	University Libraries	239-5252
Roger Skurski	College of Arts & Letters	239-7016
Roger Jacobs	Law School Library	239-5916

Vendors: The Middlemen in the Book Trade

by Jan Maxwell

Joseph Barker's study was not remarkably innovative in either concept or design, yet when he presented the results of his research during the American Library Association Annual Conference last summer, his topic guaranteed a large and attentive audience. Barker, acquisitions librarian at the University of California—Berkeley, was describing a vendor study, conducted for the primary purpose of testing how quickly, efficiently and cheaply his library's regular book vendors could deliver the goods. He had been offered, and had accepted, the dubious privilege of addressing his comments to an audience that included the vendors he had studied and, in several cases, criticized.

Barker's audience, the Acquisition of Library Materials/Booksellers Discussion Group, meets during every ALA conference and includes librarians as well as vendor representatives. It is not a group known for its sedate discussions. One reason for this is probably that, no matter what the topic, large amounts of money usually seem to be involved. Barker fielded a great many questions from acquisitions librarians — several of whom were doing vendor studies in their own libraries — and from vendors, but the vendors were clearly probing carefully to be sure that his study was well-designed. To be branded a failure in Barker's study could mean a vendor's loss of thousands of dollars' worth of business from Berkeley, and despite the fact that Barker was not mentioning the names of any companies involved in his study, the news that Berkeley had dropped a particular vendor could eventually spread and damage business prospects elsewhere.

Most libraries order most of their books from vendors—middlemen who place orders with publishers, follow up on those orders, make prepayments if necessary, and generally handle most of the problems involved in obtaining large quantities of books quickly. Such an arrangement saves libraries a considerable amount of staff time. For the most part, vendors do not assess fees for these services; the vendor buys a title at a discount from the publisher, then sells the title to the library at a smaller discount or at net price. Profits are made from the difference between the sizable publisher discounts and the discounts actually offered the library, once the vendor's operating costs have been subtracted.

Operating costs — beyond the price of maintaining a friendly customer service staff and a sophisticated automated system for tracking orders in less-than-glamorous surroundings — can include \$50,000 a year to put one sales representative on the road and over \$20,000 to mount an exhibit and maintain a hospitality suite at

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ALA's annual conference. Elaborate public relations efforts of some vendors go far beyond this point. Nevertheless, a few vendors such as Emery-Pratt, a highly successful business with a solid reputation, routinely take a very low-key approach to conferences, with a judicious use of exhibit booths and no hospitality suites.

Most vendors are unwilling to pass up the opportunity to advertise, however. Over 20,000 librarians from organizations of all sizes attend ALA conferences. Their library materials budgets range from a few hundred dollars to a few million. Although some libraries may use only one primary vendor, in most larger academic libraries the bulk of the orders are divided among several favored vendors. At Notre Dame, for example, the Acquisitions Department currently uses seven vendors on a regular basis for most domestic orders.

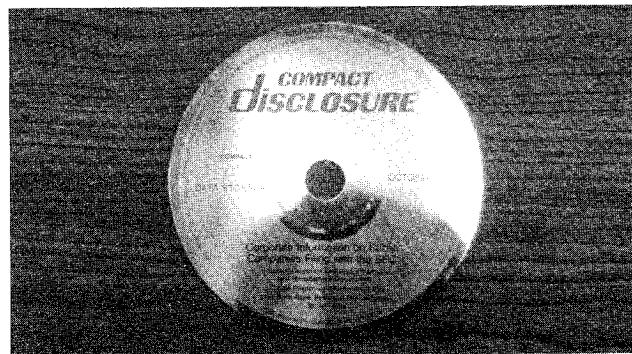
In choosing vendors, acquisitions librarians have always made judgments about the overall performance of different companies, based more on general impressions, perhaps, than firm data. Baker & Taylor has long been recognized for large discounts and fast service to public libraries, but is perceived by acquisitions librarians as less capable of dealing with orders for the more esoteric titles needed by university libraries. To combat this undesirable image, the company has been sending its sales representatives into the field with the message that Baker & Taylor wants the academic market, and is capable of handling it. Such situations may be less ambiguous in the future. With the advent of careful statistical evaluation of performance, librarians will no longer have to rely upon vendors' evaluation of their own competence.

With the increasing availability of automated library systems and microcomputers to aid in the gathering and analysis of data, it is becoming feasible to test the claims of a particular vendor against hard statistical data. Studies like Barker's measure the length of time needed to fill orders, identify the total number of orders filled, and attempt to balance this information against discount rates and more elusive factors such as quality of service. As more librarians begin to select and reject vendors on the basis of these studies, vendors may find that it is more effective to spend money on beefing up the customer service department than on expensive promotional activities.

New Business Database

by Patricia Bick Janicki

The Libraries recently acquired a new compact disk data system. This is the Libraries' first "end-user" ("do-it-yourself") system that produces data and not just citations to books or articles. Called DISCLOSURE, the single five inch diameter disk contains extensive financial data on more than 10,000 companies whose stock is traded in the U.S. A new disk is received four times a year to ensure that the data is kept current.



Disclosure—Optical Disk

DISCLOSURE "offers detailed profiles of companies whose securities are traded on the New York Stock Exchange, American Stock Exchange, NASDAQ, and other over-the-counter exchanges. To be included in the database, a company must have at least 500 shareholders of one class of stock, have at least \$4 million in assets, have filed a document containing financial data with the Securities and Exchange Commission (SEC) within the last 18 months, and sell goods and services to the public." (*CD-ROM Review*, 1986)

For each company fulfilling these requirements, DISCLOSURE provides financial data, including a balance sheet covering the last two or three fiscal years; income statements by year for the three most current fiscal years (and quarterly since the close of the last fiscal year); and a summary of sales and net income for the past five years.

Textual information includes items such as the name, age, title, and salary of a company's directors and officers; a list of subsidiaries; and, from the annual reports, excerpts from management discussions and the president's letter. Unlike most end-user systems, DISCLOSURE provides two levels of searching for desired data: the "Dialog II Emulation mode" and the "Easy Menu mode." Most users will prefer the "Easy Menu mode" because it prompts the user at every step in the search process. For example, the first question it asks is:

"Would you like to:
Search for a specific ticker symbol or company name?
Search by financial, type of business, or other criteria?"

This illustrates not only the "menu" method that the system uses, but also the clarity of the "prompts" and the use of layman's terms rather than computer jargon.

The above example also illustrates the two types of searches that can be performed. The first is simple and straightforward — a searcher can retrieve information about a company with which he or she is already familiar. For example, perhaps you own stock in Apple Computer and want to determine the company's financial standing or executive salary structure. Or perhaps your GM-manufactured car is a real lemon and you require the address of the chairman of the board in order to send a

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letter of complaint. In either case you simply type in the name of the company and the system will electronically produce and display the appropriate information.

Another way to search is to identify particular companies within some category that you define. Examples of this type of searching:

Identify the companies on which Fr. Hesburgh serves as a member of the board.

List the five largest companies in the U.S. by number of employees, by assets or by sales.

List all companies manufacturing computers.

List all companies within the state of Indiana.

List all companies with a price/earnings (P/E) ratio of greater than 7%.

Search terms may also be combined:

List the five largest companies by number of employees, within the state of Indiana, with a P/E ratio greater than 4%.

Of course you may produce a print-out of any data needed. But the system offers many other exciting possibilities. Instead of printing the information, data can be downloaded to the user's floppy disk. Then it can be reused or remanipulated with word processing or spreadsheet software. For example, if a student wants to apply for a position with a computer manufacturer in the state of California, he or she can identify such companies. Then, instead of simply printing the names and addresses of those companies, he/she can download the information to his/her own disk. After writing the job letter using a word processing system, each name and address can automatically be inserted into the letter. Additionally, mailing labels can also be printed.

DISCLOSURE is a remarkably sophisticated yet simple end-user system that the Libraries currently provide free of charge.

Appointments for using the system can be made by calling the Reference Desk (239-6258).

Friends of the Library at Notre Dame

• Faculty Forum on "Genetics and Society" with Professor Harvey Bender

Tuesday, January 20 at 7:30 p.m.

Faculty Lounge, Memorial Library

For more information contact Vicki Maachouk, 239-7780.

Depository Library Council Meets in D.C.

by Stephen Hayes

Twice a year the Depository Library Council to the Public Printer (a group of documents librarians and experts from around the country) meets to discuss issues and to make recommendations regarding the documents process. Because of the critical nature of the issues confronting the Council, this 1986 session may have been the most significant to date. While several serious issues were on the agenda, the majority of the time was spent discussing a single issue, the Government Printing Office's (G.P.O.) response to congressional budget cuts.

The problem began when Congress cut approximately 1.5 million dollars from the G.P.O.'s budget. In order to meet these cuts, the G.P.O. decided to cease issuing certain publications in paper copy to the depository libraries and to provide only the microfiche version. Included in these cutbacks were the *Congressional Record*, congressional hearings, reports, documents, and committee prints, the *Code of Federal Regulations*, the *Federal Register*, and others. Such economies cannot be introduced in this core area of publications without serious consequences.

The problem created by G.P.O.'s cutback is not simply one of added expense; it also relates to the time frame in which these publications are made available. The regulations, announcements, etc. in the *Federal Register* must be made public within a reasonable time frame. Any delay caused by issuing the *Register* in microfiche will only result in less time available for citizens to comment on proposed rules and regulations. Presently, the process of producing hearings and other congressional materials in the microfiche format delays the arrival of the hearing in the library by as much as 6-8 weeks. Since the federal government usually solicits public comment for a 30 day period, this delay means that the comments of the general public may be excluded from this process.

Another concern voiced by Council members is that for many library patrons, microfiche is not a usable format. Those with sight problems or other handicaps would not be able to use publications vital to the democratic process. Among the Council representatives and attendees there was general agreement that librarians, scholars and citizens ought to lobby more actively for the public interest on issues such as this. Congressmen and senators must be made aware of the problems budget cuts cause in the Depository Program. Further reductions may jeopardize the ability of the Depository Libraries System to carry out its responsibility to nurture an informed citizenry and electorate.

The G.P.O. together with its major constituencies (and citizens in general) must monitor changes in information technology in order to ensure that future developments contribute to a growth, not a reduction, in the availability of information for citizens.

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for legal and nonlegal information, they contact the library primarily through their 34 law clerks. These clerks are constantly seeking relevant information or documents to aid them in the Court's research. Twenty thousand times a year they find that information in books borrowed from the library collection. Twenty-five hundred times a year it is in books or materials obtained from the Library of Congress, or from other libraries largely in the Washington, D.C. area. Thousands of times each year the source of the information supplied comes from a panoply of electronic information networks including LEXIS, NEXIS, WESTLAW, SCORPIO, DIALOG and JURIS. The personal contacts developed by a talented library staff provide additional sources of information from the District of Columbia or elsewhere in the nation. These contacts are regularly tapped by practically unlimited use of the telephone. It is doubtful that the justices recognize the process by which the library staff obtains the information they require. So long as the success rate is satisfactory, the Court seems satisfied.

However, the impression must not be given here that either the justices or their law clerks spend substantial time in the library either pulling books from the shelves or reading the materials found there. Overwhelmingly, the reference interview is conducted by telephone. After ascertaining the nature of the patron's requirements and any time deadlines, the library staff searches for the information, either in its own collection or elsewhere. When appropriate documentation is uncovered, it is sent to the patron for review. If the patron requires additional information; either narrowing or broadening the request, a supplementary reference interview is conducted and the process begins again. When, during the course of the reference interview, the librarian determines that the information being sought involves all the state statutes concerning capital punishment, the founding father's understanding of press freedom and the nature of trials, or theological and philosophical discussions of abortion, she/he recognizes, of course, the development of opinions on profoundly significant issues. It is the association with such issues, the men and women who argue contending points of view and the justices who must make momentous legal decisions, that invigorates librarianship in the highest court.

Editor's Note

The first issue of *ACCESS* came out in the fall of 1979. Just as the appearance of the Libraries has changed over the years, so has the face of *ACCESS* been somewhat altered. With the current issue several minor improvements have been incorporated. Electronic technology now permits inexpensive typesetting and we have taken advantage of this capability. The masthead has been modified and we have gone to two-column pages instead of three. We hope that all of this will improve the appearance of the newsletter and make it more readable. What remains unchanged, however, is our charge to establish communication between library and teaching faculty regarding our common interests in research and library matters.

This duty of ours, to communicate, will not be made any easier by the expiration of David Sparks' term of service on the *ACCESS* committee. David is the founding editor of *ACCESS*, and, for the first time in seven years, we will not have his good advice, his editorial skill and his concise, clear writing to support our publication. We trust, however, that we will be able to persuade him to contribute articles frequently. And we certainly will continue to remain dedicated to bringing our readership the same perspicacious illumination of library and research matters that David has in the past.

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