



Access

News from the University Libraries

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COLLECTION ANALYSIS PROJECT

STUDY TO BEGIN IN FALL TERM

In September, the University Libraries will begin a careful examination of all the issues relating to the Libraries' collections. We will review the historical circumstances that influenced the growth of the present collections. We will attempt to make explicit the assumptions that govern our collecting goals. We will study the processes of allocating resources for acquisitions and how the effectiveness of those resources is limited by the external economic climate. We will survey and interview faculty members, graduate students and undergraduates in an effort to understand their use of the University Libraries and to determine how collection growth affects them. We will also begin to evaluate the quality and completeness of certain segments of the collections. By the beginning of the 1981-82 academic year, we expect to be able to make a series of concrete recommendations designed to improve our service to the Notre Dame community.

Even though the Libraries' administration has become increasingly aware of the importance of collection problems and of the need for more information to deal with them, we could not make this commitment without the assurance of assistance in the task. This assistance will be provided through the participation in the Collection Analysis Project (CAP) of the Office of Management Studies of the Association of Research Libraries.

Because of a growing concern for collection development problems among the member libraries of the ARL, its Office of Manage-

ment Studies initiated a pilot project for collection review in 1977. This "self-study procedure for analyzing and improving research libraries' collection development practices" was tried during 1977-78 at three libraries chosen for their diversity so that the results might be useful to a variety of libraries. One was M.I.T., a highly decentralized research library; its administration hoped to develop a rational distribution of funds based on subject that would support more recently instituted and interdisciplinary programs as well as the traditional departments. Arizona State, a fairly new university, was trying to make the transition from a period of rapid growth to an era of more limited funding and more controlled collecting. The third test library was the well-established and very complex University of California at Berkeley which saw the CAP as an opportunity to unify and treat in greater depth several on-going efforts to define collecting policies and assign responsibilities for collection development.

The reports of these institutions on their experience with the review procedure reveal many common concerns which are shared by research libraries, Notre Dame among them: the rapidly growing subscriptions budget; methods of allocating acquisitions funds; possible roles for resource sharing to make more materials available; deterioration of materials on the shelves, and methodology for collection review. These all received consideration within the framework of the self-study program. After refinements based on the results of the pilot were made, demon-

stration projects were carried out at Brigham Young, Case-Western Reserve, and the University of Illinois at Urbana. Out of these experiences has come a flexible review procedure that the Office of Management Studies believes can be adapted for use by a wide variety of research libraries.

The first phase of the Collection Analysis Project at Notre Dame will be carried out by a Study Team composed of 5 to 7 members of the library faculty. The Study Team will follow a project design provided by the OMS. This plan calls for an historical review of the collections, general investigation of collection goals and objectives as demonstrated in the way books are selected and funds are apportioned, and an analysis of the environment of the Library inside and outside the University to determine the ways it affects collection development.

The results of this part of the study will be summarized in an interim report and the second phase of the project, the work of a group of review task forces, will then be planned. In the review process developed by OMS, these task forces are typically established for collection assessment, fund allocation, organization and staffing, resource sharing, and preservation. However, the local Study Team makes adjustments in task assignments according to the particular library's needs. From the task force reports will come the Study Team's final recommendations. The recommendations adopted by the Libraries' administration become a plan for action which includes an

implementation schedule and a follow-up progress report after one year.

The Office of Management Studies will guide the review process by providing a manual, data gathering instruments, interview guides, and cost studies. OMS staff members will assist by conducting training sessions for the Study Team and task forces and will be available for consultation. The Director of Libraries is very much involved in the project, since it is he who will appoint the participants, implement the recommendations, and provide a conduit of information between the Study Team and other constituencies of the University. Members of the Teaching and Research Faculty will be asked to participate by providing information on their collection needs and evaluating the Libraries' performance in supplying them.

Library liaison officers and other members of the staff will no doubt increase their knowledge of the collections and their ability to contribute intelligently to their development by their participation in the Project as members of the Study Team or of the several task forces. Mr. Miller, the Faculty Committee for University Libraries, and the Library Administrative Committee have all discussed the Project with a representative of the Office of Management Studies, Mr. Jeffrey Gardner. The consensus was that Notre Dame's participation in this guided review effort can be an important step toward significant improvement of the collections.

Maureen L. Gleason

PRESERVATION IN LIBRARIES

THE CHALLENGE AND THE RESPONSE

Preservation is one of the less glamorous areas of librarianship; it involves no computers to manipulate, no classes to teach, no new and exciting materials to identify and acquire. Instead, it means reviewing incoming materials for special handling, which may include de-acidification or extermination of parasites; scouring the collections for books in poor condition; determining whether and/or how to repair, bind or microfilm; worry about temperature, humidity, light, and weight in the stacks; working constantly

with binders and microform firms to be sure that appropriate materials and techniques are being used; and all the while knowing that there will never be enough money to do the job totally.

Yet, if these activities seem pedestrian, few problems in librarianship are more pressing. Nationally as well as locally we are running the very real risk of having our research collections crumble to dust. A 1973 survey at the Library of Congress indicated

that as much as 40 percent of its collections of 13 million books are too brittle for public use. In recent years, several national conferences have been held on problems in this area, a journal has been started, and a number of research projects have been funded. Most recently, the Association of Research Libraries received an NEH grant of \$151,924 to assist research libraries in dealing with preservation problems at the local level. It seems clear that concerted efforts, both nationally and locally, will be necessary if the nation's research collections so carefully built up over the past generations are to be usable in any reasonable way fifty years hence.

Locally the situation at Notre Dame is somewhat mixed. While our collections are not concentrated in either 19th and early 20th century materials or popular culture publications of more recent vintage (both of which are highly susceptible to deterioration) even our routine acquisitions have brought with them problems relating to preservation. Moreover, we have tended to neglect all but the most obvious of such problems and have not had the fiscal resources to deal effectively with those that have been identified. The emphasis at Notre Dame, since the pioneering efforts of the first librarian, James Edwards, has been on gathering materials for the library, not preserving them. This emphasis is reflected in our resource allocations: we have been spending between 5 and 8 percent of our acquisitions funds for binding, a figure which has proved far too little to handle even our incoming journals. Nationally, ten percent is a more typical figure and at least one authority has suggested that 17 percent of book and journal expenditures should be devoted to binding and preservation.

At Notre Dame, almost no funds have been available to deal with the binding of monographic material received in paper covers or the rebinding of deteriorating material. For a variety of reasons even routine, in-house repairs have not been done in recent years. The only area in which any preservation activity has been undertaken to a significant extent has been the Catholic newspaper collection so carefully built up and microfilmed by the late Frank Clark. Because we have not had the necessary funding or priority, materials in the collections have continued to deteriorate from the effects of heat, humidity, air pollution and normal use.

The patrons of the Notre Dame Libraries must deal regularly with the results of this general neglect: battered volumes in the College Library; unbound journals in the tower being tattered and worn through routine handling; 19th century source materials with paper that crumbles at the touch; bound volumes in the tower with broken spines, loose pages or torn covers. Such materials cannot be easily used by readers and each handling, for whatever reason, inflicts further damage. The very real price of such neglect was recently brought home with the discovery that the Libraries' set of Michaud's Bibliographie Universelle Ancienne et Moderne (1843-1865) in 45 volumes is in badly deteriorated shape; it will cost between \$2,500 and \$5,000 to replace this still authoritative 19th century work. In other words, this kind of deterioration means that we will increasingly be called upon to use our very scarce acquisitions funds, not to acquire new materials, but to purchase for a second time material not properly cared for originally.

In recent years the University Libraries have become more and more aware of problems in this area. In 1974, an internal task force presented a number of recommendations, but again a shortage of funding precluded any follow-up. More recently, in the course of preparing the Libraries' five-year plan it became apparent that preservation would have to be a major focus for new funding. As a sign of the Libraries' commitment in this area, Richard Paul Smyers of the Acquisitions Department was named Preservation Officer in January of 1980 and was given responsibility for coordinating the development of appropriate preservation policies, the management of binding and related operations, and the general oversight of preservation-oriented collections reviews. In addition, as the 1980-81 budget was being prepared, a 37 percent increase in binding funds was allocated. While both the increase in absolute dollars and the net funds available for binding for fiscal 1980-81 still remain relatively small, a start has finally been made and additional funds will be channeled to this work as opportunities present themselves. Thus, more than 20 percent of a special, one-time grant from the Provost for the enrichment of the music collections is being devoted to the binding of both new acquisitions and materials already in the collections.

The five-year development plan submitted to the Provost in January of this year calls for a \$15,000 increase per year for binding purposes, along with additional staffing to handle the workloads involved. These funds will be used to attack our preservation problems on several fronts: we will try to insure more systematic binding of incoming materials; we will attempt to identify existing materials in need of repair, binding or replacement; and we will attempt to do

the actual remedial work as it is identified.

It has become clear that preservation problems in the Notre Dame Libraries are of significant magnitude and that they need attention now. It is thus no longer a question of whether additional funding should be given to this area, but how we can do so.

Robert C. Miller

ACE IN THE HOLE FOR SCHOLARS:

THE CENTER FOR RESEARCH LIBRARIES

The professor urgently needed an article from the Transactions of the Entomological Society of Hampshire. Not available at Notre Dame, a check of the Union List of Serials showed that it was nowhere available in the U.S. Yet, within hours after the inter-library loan officer in the Memorial Library had received the professor's request, the message was on its way via satellite to the British Library, Lending Division at Boston Spa, Yorkshire, and within a day a copy of the article was air-mailed to Notre Dame.

This is a small example of the range and depth of bibliographical service available to the Notre Dame faculty through the Center for Research Libraries.

The Center for Research Libraries is the well muscled genii who serves the scholarly libraries of this country by storing hard-to-find materials and by getting harder-to-find materials through the most modern international telecommunications channels. CRL is a non-profit consortium operated and maintained by its member institutions (of which Notre Dame is one) for the purpose of increasing the availability of library materials to their readers for research. Founded in Chicago in 1959 by a group of ten midwestern universities, with the help of the Carnegie Corporation and the Rockefeller Foundation, CRL is now an international organization with over 165 members and associate members and a collection of over three million volumes important to American research.

The CRL collections are located at 5721 South Cottage Grove Ave. in Chicago. Unlike most scholarly libraries, the Center has no reading rooms because it has no individual users. Its clients are its subscribing libraries and its service is directly to them. Telephone, teletype and mail requests are received daily ... hourly ... by the Center and these are processed directly to the collections, and to the suppliers overseas (like the British Library) when necessary. And, unlike libraries with a local clientele, the CRL is able to maintain the integrity of its collections, since materials are only rarely off the shelf. This, and its far-flung Tymshare communications network, mean that its success rate in filling requests is extremely high.

The response to member requests is also rapid, since the Center's procedures are geared to expediting delivery of requested items within the shortest possible "turn-around time." Telephone and teletype messages are accepted collect, and most items are sent out on the day that the request is received. Delivery is speeded through the use of United Parcel Service and air mail.

In order to appreciate the scope of the materials available through the CRL, it is important to understand that these do not consist, as is sometimes thought, of older materials deposited in the Center by its member libraries. Many of the titles have, and do, come to the CRL this way, but even from the earliest days of the Center the policy has been to acquire directly by purchase,

exchange or gift, those current materials needed by its members for research but not readily available in the member's own collection and whose use can be shared without handicap. As the Center's membership has increased, so has its budget for acquisitions, both because of additional members and because of increased federal grants and gifts. Such directly acquired material now forms the bulk of the Center's collections and includes both newly published titles and older printed works and archives, the latter two usually on microfilm.

It is very important to note, that the materials available from the CRL are not limited to those it happens already to have. One of the Center's significant services is that, for several major categories of publications, it will acquire on demand (and lend) any accessible title needed for present research that it does not already have. The categories where this service is offered are foreign doctoral dissertations, microfilms of foreign or U.S. newspaper files, and microfilms of foreign or U.S. archives, public or private.

It is very difficult to describe adequately the CRL's collections, because they are not simply collections of books. Books do form a large part of the collections, but they are supplemented by monographs, symposia,

festschriften, dissertations, government documents (both foreign and domestic) and microfilm stores of newspapers, journals, archives, government reports, and special projects such as the Cooperative Africana Microfilm Project. As one can see, the collections of the Center are intentionally catholic in form. In content, however, they are both broad in coverage and unique, concentrating as they do on the unusual and the difficult-to-acquire. An example is the acquisition of edited microfilm sets such as the collection of German Baroque literature from Yale's Stirling Library, which has been assembled by a commercial microfilm publisher. Other examples of the range of the Center's collections are: the Daily Report of Foreign Radio Broadcasts from the Voice of America (since 1941); the microfilm text of all the titles (some 42,000) in the Evans American Bibliography, 1639 to 1800; and the full set of the SEC required registration statements and annual reports of American corporations (from 1935).

For those who want to know more about this great reservoir of scholarly materials on our doorstep, there are inventories of the CRL collections and bibliographies of its serial holdings available together with descriptions of the services offered by the Center. These can be found in the Reference Department of the Memorial Library.

David E. Sparks

THE HUMAN RELATIONS AREA FILES: HRAF

(AND A FORTHCOMING WORKSHOP)

At Yale University, beginning in 1937, a group of anthropologists and ethnographers under the leadership of Professor George P. Murdock, Director of the Institute of Human Relations, began the development of what was to become known as the Human Relations Area Files. Initially called the Cross-Cultural Survey, the purpose was to provide a tool for cross cultural-comparison in anthropological and sociological studies. Since those early days, the HRAF have incorporated, established an economically viable publishing base and grown in size to over 2½ million text pages with approximately 100,000 pages of new material being added each year.

The HRAF Files are "published in two formats: paper and microfiche. The HRAF Paper Files are the basic collection from which the HRAF Microfiles are derived. Each HRAF Paper File is comprised of photo-offset reproductions of the original text pages printed on paper slips of a common size: 5" x 8". The HRAF Microfiles are a microfilm version of the material in the HRAF Paper Files formatted to 4" x 6" microfiche, and produced and distributed in annual series. It is the microfiche set that Notre Dame acquired several years ago and that is available in the Microtext Reading Room of the Memorial Library.

The source materials for the HRAF files are mostly primary, descriptive works resulting from field observation, and they have been selected by culture and area scholars on the basis of extensive bibliographical research. Moreover, many of the sources included have been translated into English specifically for HRAF from a wide variety of foreign languages. Sources include books, chapters from books, articles and manuscripts. These are incorporated in their entirety by subject categories.

The organization of the HRAF Files is based on two classification systems. The collection is organized first into 295 separate files each of which focuses on a particular culture or society; then the materials within each cultural file are organized by subject. The Outline of World Cultures is the manual which presents an inventory and classification of the world's cultures represented in the Files. The Outline of Cultural Materials is the manual which provides a comprehensive subject classification of over 700 numbered subject categories used in the system.

The HRAF Files are of considerable value outside of their parent disciplines of anthropology and sociology. All scholars interested in human behavior, customs and social institutions, whether in anthropology, sociology, geography, political science, psychology, or even fields as widely diverse as religion, literature, economics, art, agriculture or dance, may find relevant data in the HRAF Files.

Several noteworthy recent improvements in the HRAF Files have been made to extend their usefulness. These include the development of longitudinal files to allow comparisons diachronically within a single cultural tradition, the development of urban files, and the inclusion of audio-visual components. Another significant program extension of HRAF is the probability sample files which facilitate the testing of hypotheses by means of statistical comparison of variables drawn from a world-wide sample of cultural units. (To assist in developing the use of HRAF Files at Notre Dame, the monographs included in the Files are now being represented by catalog entries in the Public Catalog.)

Many students and faculty members at Notre Dame are either unaware of the HRAF Files or are unfamiliar with their content and organization. In order to make this important scholarly resource more widely known a workshop sponsored by the University Libraries has been planned for Thursday, April 17th. A three-hour morning session, repeated in the afternoon, will be conducted by a representative from HRAF in the Faculty Lounge of the Memorial Library and will provide an introduction to the Files, a description of their research potential and a discussion of recent developments in their production. All faculty are welcome and are urged to encourage their students, especially graduate students, to attend. Please watch for notices giving details of this important event.

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