



ACCESS

NEWS FROM THE UNIVERSITY LIBRARIES AT NOTRE DAME

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Business Ethics: a University Libraries' Priority

by Thomas Cashore

For many years Notre Dame has placed a vigorous emphasis on teaching, publishing and collecting in the area of business ethics. This is reflected in the University Libraries' substantial collection in ethics in the work place, Christian standpoints on economic and social justice, professional codes of conduct, investor responsibility and many other related areas.

Collecting in these areas has been greatly enhanced in recent years by the Michael P. and Lyle C. Williams Endowment for Ethics in Business and Society and the Richard P. Anton Family Endowment in Business Ethics. A reader searching "business ethics" by itself would find many hundreds of titles ranging from Johannes Nider's *On the Contracts of Merchants*, published in 1438 and reprinted by the University of Oklahoma Press in 1966, to more than 50 works published in the 1990s. Former Notre Dame faculty member Herbert Johnston wrote what for years was the definitive text in this area with his *Business Ethics* in 1956 (New York, N.Y.: Pitman Corporation). Among the current faculty, Rev. Oliver Williams and Profs. John Houck, Lee Tavis and Patrick Murphy are regularly represented with new titles.

The University Libraries systematically seeks to acquire the proceedings of all the professional conferences devoted to this topic, but especially the annual National Conference on Business Ethics held at Bentley College in Massachusetts and those where our own faculty appear as speakers. Gradually, audiovisual materials are being acquired, including some thought-provoking programs from Public Broadcasting Service pertinent to ethics in the work place. Mailing lists and acquisitions notes are exchanged with several other schools collecting in this area, including Bentley College, Illinois Institute of Technology and, more recently, California State University at Long Beach. Notre Dame often provides these other centers with materials about the Catholic Church's position on economic and work place issues, pastoral letters and numerous other similar themes.

The following descriptions may convey a flavor of the diversity and depth of the Libraries' holdings in business ethics. Researchers wanting current awareness should turn first to the *Journal of Business Ethics* (Boston, Mass.: D. Reidel Publishing Company); the *Business and Professional Ethics Journal* (Troy, N.Y.: Rensselaer Polytechnic Institute) and the just-initiated *Business Ethics Quarterly* (Bowling Green, Ohio: Society for Business Ethics) which is being

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Automated Acquisitions System

by Maureen Gleason

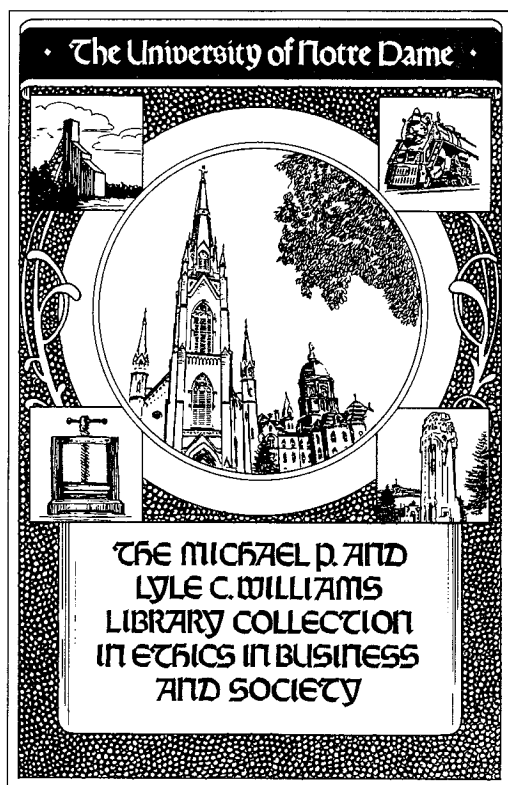
On September 14 the University Libraries took one more step toward the total automation of its technical processes with the activation of the NOTIS acquisitions system. Since we have been using a locally developed automated acquisitions system (ACQUIS) since 1978, the impact of the change is not as dramatic as the conversion of the card catalog (1987) or the automation of circulation (1989), but it is significant nonetheless. Previously when an order request form was received by Acquisitions, a record for the title was placed in the Online Public Catalog (UNLOC), with a note indicating the book was on order. Then, a separate order record was input into our local ACQUIS system. These functions have now become a single process with the order record linked to the UNLOC record and updated as required. While the data contained in the order record, such as date ordered, name of vendor and response to claims, etc., will not be visible in UNLOC, bibliographers and liaison officers will have access to it and will be able to convey more accurate information on the status of a particular title. This information will also be available at the Hesburgh Reference desk and in the branch libraries.

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acquired by the Kresge Law Library. The newsletters from the Investor Responsibility Research Center (Washington, D.C.) have for years been a mainstay of our teaching resources in corporate social responsibility, ethics of Third World investing and multinational business management. From the Public Broadcasting Service, we have recently added *Sisters Under Siege* (Alexandria, Va.: PBS Video, 1986), a thoughtfully-done film about the world's seven largest oil conglomerates. When the Ethics Resource Center in Washington, D.C. recently published a 1988 study entitled *Ethics Education in American Business Schools*, a copy of it was on our shelves before the ink was dry. Our former business librarian, Patricia Bick, published a substantial volume entitled *Business Ethics and Responsibility: an Information Sourcebook* (Phoenix, Ariz.: Oryx Press, 1988). Although textbooks and collections of readings are not normally purchased for most subject areas, a generous number of texts is consciously acquired for this topic and can be found by a keyword search combining "ethics" with "case studies." Every effort is made to acquire studies on business customs and ethics in foreign countries, with Japan, Canada and Israel being well represented. Finally, what work more fairly represents Notre Dame's collection than Mark Ritchie's 1989 volume, *God in the Pits: Confessions of a Commodities Trader* (New York, N.Y.: Collier Macmillan)?

Readers wanting a further introduction to these topics are encouraged to contact Tom Cashore, business librarian, or Carol Szambelan, business reference specialist, both at the Hesburgh Library.



RLIN, ESTC, RIPD, AVERY and SCIPIO: Acronyms that Spell Access

by G. Margaret Porter

The Research Libraries Information Network (RLIN) was established in 1974 as a means for large research libraries to share resources for cataloging and interlibrary loan functions. These are still the primary functions of RLIN, especially for the members of the Research Libraries Group (RLG), the consortium that started RLIN. However, many libraries, such as the University Libraries of Notre Dame, which do not use RLIN for cataloging and interlibrary loan, pay for the ability to access and search the main bibliographic database, as well as the special databases available through RLIN.

The largest part of the RLIN system is the bibliographic files. These consist of records for books, serials, scores, recordings, archival collections and computer files. Included are the holdings of major research institutions such as Harvard, Yale and the University of Chicago, as well as archives, museums, historical societies, the Library of Congress and the British Library. There are bibliographic records for over 48 million books, 1.3 million sound recordings, and over 1 million music scores. Included in the record is a list of symbols for the libraries which own the particular item. For example, if one is trying to locate archival material relating to both Henry James and Edith Wharton, a search in the bibliographic file containing manuscripts and archival material locates three collections: *The Papers of George Pierce Baker* located in the Harvard Theatre Collection in the Harvard College Library, *The Theodora Bosanquet Papers* located in the Houghton Library at Harvard and *The Elizabeth Gaskell Norton and Sara Norton Papers*, also located in the Houghton Library at Harvard.

The bibliographic file containing sound recordings was recently enhanced with 900,000 citations of the *Rigler and Deutsch Record Index*. Included in each citation are titles, composers, performers, record company names; the scope of the index is wide-ranging, covering recordings of popular and classical music, speeches, sound effects and bird calls. Covered are almost all the pre-LP discs produced in the United States between 1890 and 1950, as well as a good part of the discs produced world-wide. In the music scores file searches can be created to locate scores by a variety of search parameters such as composer, title of composition and subject classifications including popular music within time periods and geographic designations.

The addition of 75,000 citations for art catalogs from the University of California at Santa Barbara Arts Library is another recent enhancement to RLIN's book

file. Covered in the UCSB collection are catalogs from all over the world, encompassing all types of art and periods; included are catalogs from museums, galleries, institutions, foundations and private collections.

Another type of art catalog can be located in one of RLIN's special databases, SCIPPIO, which contains references to art sale catalogs. SCIPPIO (Sales Catalog Index Project Input Online) was begun in 1980 and indexes the sales catalogs owned by such institutions as the Chicago Art Institute, the Metropolitan Museum of Art and the National Gallery of Art. Records can be retrieved through combinations of title words, auction house name, subject, collector and/or seller name, place and/or date of sale.

On RLIN the scholar can make the short move from art to architecture by searching another special file, AVERY. It is the electronic version of the *Avery Index to Architectural Periodicals*, which started as a card file of journal articles from the collection at the Avery Architectural Library at Columbia University. AVERY contains approximately 125,000 citations to articles in over 1,000 journals going back to 1977 with partial coverage of earlier material. Part of a group of RLIN files called CitaDel, which are various periodicals indexes available online through RLIN, AVERY is updated daily with approximately 1,200 records added each month. It can be accessed by personal name, subject, journal name and article title. Subject coverage includes architecture, architectural design, city planning, historic preservation, history of architecture, interior design and landscape architecture.

The Eighteenth-Century Short Title Catalog (ESTC) with its 353,000 plus records is a tool used by humanities scholars in a variety of disciplines. The ESTC contains the records of English language publications printed world-wide from 1701 through 1800 and publications in any language printed in the British Isles during the same time period; included in the record are the locations in the British Isles and the United States of original copies, as well as microfilm copies of the work. It is an ongoing project, which was started in 1976 by the British Library, but which is now a joint project of the British Library, the American Antiquarian Society and the University of California, Riverside. All records contributed by these organizations are added to the database which is maintained by RLG. Libraries and archives all over the world are encouraged to canvass their holdings for volumes to be included in the database. Currently there are over 350,000 records in the database. In addition to its availability as a special database on RLIN, ESTC is available for purchase on CD-ROM.

Another unique database available through RLIN is the Research-in-Progress Database (RIPD). It is a relatively small database with approximately 4,500 records. Its focus is currently on literature, linguistics and women's studies, but it will broaden as the database grows. It contains prepublication information from a number of journals in the humanities indexed in the *MLA Bibliography*; prepublication information and work-in-progress notes from the Centers and

Caucuses of the National Council for Research on Women; grant information from the National Endowment for the Humanities; and information about sponsored research from the Center for Advanced Study in the Visual Arts at the National Gallery of Art. RIPD can be accessed several ways, including keyword(s). Many of the records in this database also come with informative abstracts.

Unfortunately access to the resources on RLIN is not free, and some searches may have to be paid for by the individual or department requesting the search. In order to find out more about access to the databases and files available on RLIN please contact your department's liaison, bibliographer or any of the librarians in the Reference Department in Hesburgh.

From the Director: Research Libraries in Poland

by Robert C. Miller

Overstaffed, underbudgeted, poorly managed and lacking any real sense of vision." This harsh generalization might be applied to Polish research libraries, as indeed it could to much of Polish society. While it does contain some elements of truth, it does not take account of the grim realities of the Polish library scene, or the exciting achievements of individual librarians working against great impediments. Recently I spent five months at Warsaw University where I held an exchange position, teaching library administration and automation. My personal observations follow.

Several factors need to be understood to appreciate where Polish research libraries are today. The first is the almost unbelievable destruction wrought by the Second World War. Over 60 percent of library bookstock was destroyed, much of it systematically, in a campaign to wipe out Polish culture. The library profession, like the rest of the intelligentsia, was decimated as part of this same campaign. In most areas library buildings were heavily damaged or destroyed. The second critical factor was the manner of the rapid rebuilding of libraries in the post-war years, an impressive achievement but one done for ideological reasons, and under rigorous political control. Planning was done, appointments made and bookstock selected centrally, while local and individual initiative were positively discouraged. This has affected the library profession in terms of the kinds of people it tended to attract, the skills they had or were able to develop and the status of the profession in society. The effects of this situation will continue to be felt in the profession for many years. The third factor to be understood is the transition from communism -- to exactly

what is far from clearly or commonly understood. This transition (upheaval might be a better term) is bringing with it major changes in funding patterns for public institutions such as libraries and universities, the decline or loss of state subsidies for many academic enterprises and chaotic conditions in publishing, all of which have major repercussions for research libraries.

In 1991 there were 218 libraries in Poland which were categorized as research and academic. The largest and central research library is the Biblioteka Narodowa, the National Library, although its primary collecting interests are Polonica (Polish works published abroad) and the social sciences and humanities, particularly bibliography and the book arts and sciences. It has additional responsibilities for serving as a national bibliographic center and for research in library and information science. There are also 11 university and 18 polytechnic university libraries, along with 63 other centers of higher education. These institutions service over 350,000 undergraduates, 50,000 graduate students and 60,000 academic staff. In addition, specialized research libraries are attached to various government agencies and to PAN (Polish Academy of Sciences) and a number of its subsidiary units. It should be noted that the future of PAN is not clear; there is a good chance that most of its activities will be restructured, which could have significant library implications.

Library budgets, especially for acquisitions and capital items, are extremely limited. Acquisitions funds for Warsaw University were estimated at approximately \$400,000. A similar figure was likely for Warsaw Polytechnic which had modestly projected its need for the year at \$800,000. The allocation for books (excluding serials) for the Polytechnic was \$75,000. By way of comparison, the typical acquisitions expenditure in Polish universities amounts to between \$20 and \$30 per student, whereas in 1992, Notre Dame's comparable figure was \$310. The psychological impact of this magnitude of underfunding can be devastating over the long haul. The only compensating factor is that user expectations are correspondingly low, particularly in the main library. One of the challenges being taken on by the newly appointed library director at Warsaw University is getting greater faculty interest in the main library. Being able to respond positively to expanded interest will be an even greater challenge.

Automation and networking are of major interest to a significant and influential part of the library profession, although there is also major resistance. Because of the funding problems accomplishments tend to be the result of individual initiative and creativity, combined with external fund raising for larger projects. In some libraries there are interesting and useful applications of PC technology and networking. Outstanding examples personally encountered include work being done at the Main Medical Library under the leadership of Dr. Dariusz Kuźmiński -- including online access to MEDLINE since 1987 -- and at the Library of the Archdiocesan Seminary where Rev. Krsytoff Gonet is,

among other things, developing a network of Polish theological libraries. A UNESCO developed and supported PC database program, ISIS, is being widely used, as is the related MAC program distributed by the Biblioteka Narodowa. CD-ROM technology is of great interest and is used in a number of libraries, although access tends to be staff mediated rather than direct by the end user.

On a larger scale, the U.S.-based Mellon Foundation is providing major financial support for the acquisition of integrated library systems for a number of university libraries including Warsaw and the Jagiellonian Library at Krakow. The agreement of the libraries on a single system (VTLS) is fortuitous as it will permit a greater claim to vendor support and a sharing of systems expertise among the participating libraries.

Of potentially great significance to the library community has been the establishment of PLEARN, the Warsaw University based node on the Bitnet/Internet international network. Most appropriately, as the driving force behind this initiative, Andrzej Smereczyński received international acclaim from networking circles for his efforts.

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Warsaw University Library



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Of all the elements essential to the success of any organization none is more important than the people who give it purpose and work to translate vision into reality. The human factor in Polish libraries is very uncertain. There is no strong tradition of required specialized education for librarianship. As a result there tends not to be a common concept of what libraries are about, and the user/service orientation so common in American librarianship seems frequently lacking. One has the sense that the knowledge and interest are there, but not the sense of profession. Library education is available, but with notable exceptions it tends to be either book or technology oriented, lacking either a people or organizational orientation. Especially noteworthy is the absence of managerial concerns in the curriculum of the library education programs. Fortunately, these lacunae are recognized. Efforts are being made to rectify the situation through planning for both courses and workshops.

Librarianship also suffers from the lack of a meaningful professional organizational base. The Polish Librarians' Association has been relatively moribund, having suffered from its past ideological involvement with the politics of the communist regime, and is currently lacking in both leadership and financial resources. One has the sense, both locally and nationally, of there being a number of eager, committed individuals without a locus for broader involvement.

Several other elements in the personnel area are worth noting. Compensation seems to be woefully inadequate, and not only in comparison with that in the U.S. or other countries. Librarians -- and other academics -- earn less than workers in Poland generally. Based on personal experience, it seems difficult to understand how reasonable survival is possible, especially given the attraction of much higher paid private sector employment -- a significant problem for much of the education sector generally.

As was suggested earlier, under the previous regime librarians were not expected to exercise independent judgement, much less initiative. It is not surprising, therefore, that these qualities are frequently lacking in the older members of the profession. Also noteworthy are the "overstaffing" and gross inefficiencies in libraries, as I observed in so much of the Polish public sector. It has been alleged that there are significantly more filled positions in Poland than there are working people. In any event double employment (individuals with two full-time jobs) is not uncommon, and each employer tends to suffer in such a situation. Much of this may be related to the difficulties ordinary people have in surviving economically in a chaotic situation. Finally there is the problem of political appointees in critical positions within the profession. Time will change this, but in the interim, ways must be found around the problem, without raising the "politically correct" syndrome (no former communist should hold any position of power or influence) which some in Poland would like to make an issue generally.

Polish research libraries face many challenges in the years ahead. Money for both salaries and resources is clearly very important. More important are management skills and vision. The very significant progress that has been made in some areas in the past few years is a real testament to the quality of the people dedicated to libraries and their users.

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The new NOTIS acquisitions system gives us more up-to-date information on amounts expended from particular funds; we will no longer have to rely on monthly reports from the University's Accounting Department. The online fund record also makes clear the amount and reason for budget adjustments, as when money is transferred from a book fund to a serials fund to cover the cost of new journals, or a balance is carried over from an endowment fund. A particularly attractive feature is the option under each fund of designating class codes for items ordered which indicate how the fund was spent. For instance, we can determine the portion of the music fund spent for scores, for books, for audio items; the amount of the humanities fund spent for each of the various disciplines; and the amount of the engineering fund spent for reference materials. During this first year of the acquisitions system's operation, bibliographers and liaison officers will be experimenting with this feature in order to determine its most effective use.

Installing any new system requires a substantial investment of time in mastering its features, designing applications, training staff and actually working with the system to be sure it performs as intended. Installing the NOTIS acquisitions system was particularly demanding because it required an interface with the University's accounting system. Lorenzo Zeugner, Acquisitions Department head, Laura Sill, assistant head, and Philip Andrezejewski, analyst/programmer, and the staff of the Acquisitions Department deserve much credit for their work in making the system operational. However, implementation did delay the start of the Libraries' ordering year, and we still must proceed cautiously in placing orders, so that necessary adjustments can be made. In the long run, you will appreciate a streamlined, perhaps even a paperless, ordering system which will assist us in using available funds to best advantage, but we ask for your understanding of a slower ordering pace initially.

What's next? Planning for online serials check-in has begun. Within the next two years, expect to be able to determine what current issues of journals have been received by consulting UNLOC. We will continue to keep you informed as our system develops.

Rethinking the Library

by Robert C. Miller

The University Libraries exist to collaborate in the teaching, learning and research of the University by expediting the information seeking activities of both students and faculty. In recent years, this quest has been made more difficult by a number of challenges, including a rapid inflation in the costs of print material and the explosive expansion of materials being made available in electronic form in a growing range of alternative delivery mechanisms. In addition, use of library resources and services by both faculty and students has continued to climb. Users appropriately want more of everything -- books, journals, electronic media, hours of service, etc.

While the library budget has grown modestly in these years, the growth has not kept pace with the increases in costs, demands and workload. It is hoped that there will be significant increases in the Libraries' financial resources in the coming years, especially in light of the prominence of the Libraries in various Colloquy 2000 discussions. No matter how large those increases are, it is unlikely that Notre Dame's library -- or any other university research library -- can reasonably look forward to business as usual.

Clearly, we must begin to carefully examine what the library does and how it does it. In the coming year this "Rethinking the Library" will be addressed in a variety of ways that will ultimately involve all our various user communities. Until the structures of this inquiry become clear, I would urge readers of *Access* to write or call me with any special problems or concerns, or with any thoughts on where the Libraries should be going. We exist for you, our users, and we need to know your needs and your views.

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