HEALTH SCIENCES LIBRARY
ANNUAL REPORT
1977/1978
This Annual Report is divided into three parts: a general overview of the work of the Library, meant particularly for administrators and non-librarians; a detailed report, meant especially for librarians; and appendices showing the statistics and other illustrative materials for the statements made in the first parts of the Report.

Except for the general overview, the entire Report was written by the staff of the Library itself, and it is, therefore, fitting for me to acknowledge here the extraordinary efforts made by the staff this year, when the physical library, the staffing patterns, and the experimental thrusts were in such a state of flux. As long as such a dynamic and flexible spirit is found, the Library cannot help but become what John Dee in the 17th century called, "a factor into learning."

Cyril C.H. Feng
Director
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PART ONE

OVERVIEW
This past year has been marked by the winds of change. The Health Sciences Library's head librarian, Miss Hilda Moore, retired on September 1, 1976 and Miss Eleanor Mitten was appointed acting librarian until a successor could be found. The Search Committee for the Health Sciences Librarian, under the leadership of Dr. John M. Dennis, Vice Chancellor for Health Affairs and Dean, School of Medicine, had completed its charge by recommending to the Chancellor its final selection for a successor to Miss Moore; and in August of 1977, the new Director assumed his post.

The primary goal of the Health Sciences Library is aimed at attaining excellence in its operations and services in order to provide adequate support to the academic and clinical programs of the five schools on our campus, the University Hospital, and other affiliated institutes and programs. In pursuit of this goal, the library has set forth these objectives during the past year:

1. to serve as an effective health and social service information and resource center in the University of Maryland library system
2. to develop a well-balanced health sciences collection
3. to continue innovations in service methodology
4. to strengthen library personnel and organization
5. to actively participate in interlibrary resource-sharing (cooperation) programs

The following review of the year's activities is based on these objectives.

INTERNAL REORGANIZATION

As I see it, the Library has first and foremost to get its own house in order before any satisfactory progress toward the above objectives can be expected. We need to strengthen ourselves internally in order to do anything more externally.

The Health Sciences Library has a full-time staff of 53.5; of whom 20 are professional librarians and 33.5 are classified staff members. In comparison with comparable libraries, the staff is quite large. While the staff is large, it is not effective due to ineffective administrative structure and too much duplication of effort.
During the evaluation process of the Health Sciences Library, the Librarian Search Committee had identified the fact that personnel problems were the most frequent ones cited; and had concluded that there was (1) too much friction and mistrust between some department heads; (2) lack of a healthy spirit of cooperation between departments; (3) lack of initiative and a common goal; (4) some of the staff reacted strongly to authority.

Our first and most obvious task, therefore, is to tidy up our organization. Preliminary changes included a reorganization of the Library staff to maximize utilization of library personnel, to reduce unnecessary duplication of effort, and to stimulate a greater degree of interaction among the library staff.

A significant amount of administrative time during the year was spent in improving communications with the staff. Regular library-wide staff meetings were held to explain and interpret changes and to minimize gossip and mistrust.

At one point there were nine public services functions in the Library which had to be separately manned. To reduce this duplication of effort, the following changes were made:

- **Elimination of the Documents Department.** The bulk of the work of this department was absorbed by the Acquisitions, Cataloging, Periodicals, and Reference Departments.

- **Merging the Information Desk function and the public services aspects of the Periodicals Department with the Reference Department's centralized reference functions.**

- **Disengagement of the interlibrary loan function from the Reference Department allows reference staff more time for providing better service to users.**

- **Establishing Interlibrary Loan as an independent department makes it possible to interface more effectively with other libraries.** With library purchasing power increasingly declining, librarians throughout the country have begun to rely more and more on resource-sharing cooperatives. Since the Health Sciences Library is a resource library of the National Biomedical Communications Network as well as a member of other local and regional networks, we must become more sophisticated in order to be a worthy partner in these complex relations.
Integration of three monitor positions and three Reserve Room positions into the Circulation Department to allow more flexible use of staff. All Circulation Department staff members are required to perform all circulation functions, including shelving and monitoring the Library entrance.

Creation of the Information Specialists group provides outreach services and improves communications with the professional schools. (See under service)

Renovation of the building to bring related functions together eliminating duplicated efforts and resources making the library more functional and attractive and providing more reading space.

We are deeply indebted to Dr. Albin O. Kuhn and Dr. W. Jackson Stenger, Jr. for their generous support and encouragement without whom all these improvements would not be possible. At this time, part of the construction is already underway.

EXPANDED PUBLIC SERVICES

Our primary public function goal is to offer our users ever-more comprehensive bibliographic services, more personalized current awareness services, and more convenient access to the library collection. To do this, we would need a staff that is better trained.

In accordance with its desire to improve the training of its staff, 13 continuing education courses were taken by 16 associate staff members in regional and national programs sponsored by the Medical Library Association. The Library also offered a number of courses in computer retrieval methodology to its own staff and many from other libraries.

Our accomplishments in the area of services and methods can be identified as:

Information Specialists. We have been most fortunate in being able to recruit a group of well-trained, highly motivated young librarians to fill vacant positions and to form the Information Specialists Group. The Information Specialists duties are to provide outreach services; to provide liaison between the Library and their individually assigned schools; to provide in-depth and personalized reference services; to provide on-line literature search services; to contribute to the development of the library collection; and to conduct orientation and library research technology programs.

The reception by faculty and students of this specialized service has been enthusiastic and most encouraging.
Longer Library hours to accommodate students' needs. Beginning in October 1977, the hours of operation were extended by two hours daily Monday through Friday from 9:00 A.M. to 8:00 A.M. and 9:00 P.M. to 10:00 P.M.

Auditron devices were installed on all public copying machines to improve self-service photocopying. Two additional public copying machines were also added making a total of six public machines which have greatly reduced the waiting time.

Saturday reference service. All professional staff members from the public and technical services divisions of the Library have been trained to provide basic reference service on Saturdays, thus increasing reference service from 40 hours to 48 hours a week. Further extension of reference service hours is expected in the future.

Improved communication with users through effective utilization of campus publications and the setting up of exhibits and displays to bring to the attention of the users the Library's rich resources and services. The successful Volck exhibit is an example.

Computerized bibliographic on-line search services have greatly expanded under the operation of the Information Specialists Group. In March 1978, the number of data bases available to library users was increased from only the National Library of Medicine's MEDLINE services to over 30 data bases, encompassing all scientific disciplines related to campus programs. Charges for on-line search service were instituted in December 1978 to enable the Library partially to recover the cost of this expensive service. The decision to adopt a partial cost recovery philosophy was prompted by the fact that it can help to foster both the development of the more active information service role which the Library seeks, and the institution and financing of a wide variety of advances in information technology, both of which will benefit this campus.

**NEW METHODS AND NEW TECHNOLOGY**

The purpose of adopting new methodology and implementing new technology in library operations is to provide users with expedient and comprehensive access to the library's collections. Most of these changes have taken place in the departments of the Technical Services Division. It should be noted that none of these changes could have materialized in such a brief period of time without the generous support of the Office of the Chancellor.
The two most dramatic technological advances began with our contractual agreements to join the OCLC and PHILSOM computerized networks. OCLC (acronym for Ohio College Library Center) is one of the most widespread and successful cooperative cataloging systems yet developed, with a data base exceeding four million catalog records, and serving public, academic, and special libraries all over the country. This enormous resource is being constantly updated by MARC tapes input from the Library of Congress, along with original cataloging submitted by member libraries for the benefit of all. The value of OCLC membership for the Health Sciences Library will be our ability, at long last, to overcome our chronic cataloging bottleneck. Because the OCLC system also provides us with complete sets of catalog cards within a week to ten days of our "print and send" order, they can be filed in the public catalog much faster than we could do when we had to rely on other systems for obtaining and reproducing catalog cards. Furthermore, because the cards are received with all the added entries and headings automatically printed, an enormous amount of clerical typing and handling is being saved.

Because the OCLC system, including two mini-computer CRT terminals and a printer, was not installed in the Catalog Department until July 12, 1978, the practical results of its daily use must await the next annual report. Many hours were spent during fiscal 1977/1978 on the planning stages for its implementation, however. All procedures and routines of the Catalog Department were examined and most were altered to take maximum advantage of the new cataloging technology.

A further benefit of OCLC will be the vastly expanded service it will provide for interlibrary borrowing. The OCLC on-line union catalog of over ten million locations of library materials has been opened up for our use as a member. Our collection, as it enters the data base, will likewise become known to libraries in the network and will be our contribution to resource sharing through interlibrary loan.

And finally, OCLC will reduce to a minimum the duplicated effort of separate bibliographic checking by both Acquisitions and Cataloging Departments. Successful pre-order searching by the Acquisitions Department, in the form of printouts, is passed on to the Catalog Department with books to be cataloged. In the past, time consuming manual searches in printed bibliographies by both departments were necessary.

While the OCLC system provides for automated cataloging of books, the PHILSOM system will provide for automated control of the periodicals collection. The object of PHILSOM (acronym for Periodicals Held in the Library of the School of Medicine) is to combine greater periodicals collection control for the library staff and more specific self-service information for the library patron. IBM cards are used to update the data base of the Health Sciences Library's 3,000 current subscriptions, and to provide specific volume, issue and year holding information for each title. Other information given will be the location of each title in the Library if other than the stacks, which volumes are bound, the cumulative indexes, and whether the title is indexed in Index Medicus.
Monthly printouts of our complete periodical holdings, both currently received and inactive, and daily cumulating lists of new issues received between printouts will be posted at the Reference and Circulation Desks and in the Reading Room, and copies can be made available at convenient locations on the campus.

To make the PHILSOM system's holdings records as accurate as possible, the entire periodicals collection is being inventoried as we convert our manual records into machine-readable form. This enormous task was begun in mid-February 1978 with phase I, the coding of all currently-received titles. Phase I is scheduled to be completed on December 22 and the entire collection of periodicals, both active and dead, will be re-shelved on the first and ground floor stacks in the exact order that they appear in the monthly PHILSOM printouts. This re-shelving project will eliminate the traditional method of shelving journals by corporate entry in favor of the direct title-page entry which is cited most frequently in the literature. Thus, what was formerly shelved as:

American Medical Association. Journal

will now be found in PHILSOM and on the shelf as:

Journal of the American Medical Association.

FUTURE CHALLENGES

Adjustments to a continued pattern of growth must be made as a new era arrives and each fiscal year approaches. A realistic study should be projected to determine staff and resource increases necessary to carry out the multifaceted research, teaching and health care informational projects of the Library's vast assortment of users.

Such an assessment cannot be made, however, without considering the following important factors:

1. The threat of economic stress which all academic institutions are now experiencing prohibits the acquisition of all potentially useful new periodicals materials without considering the cancellation of many old ones.

2. Previously established standards for libraries, even though they were correct and definitive, must be tempered by a more liberal view of resources off-site and by a willingness to participate in cooperative national and regional acquisition programs. The Library user will need to recognize that he must count, as equally valuable as the collection itself, the readiness, capacity and ability of the staff to access and make available a broader spectrum of resources than those presently on hand in the parent library.
3. And most important of all, an increase in qualified staff will serve to address the (educational mission) of the Library. A multi-million dollar bibliographic resource cannot fulfill its function by passively dispensing the printed word. Instead, it must support, as an active partner, the educational and learning endeavors of its user groups.

We have set forth many goals to accomplish in 1978-1979. Appendix Some of these are already underway but some will be full of obstacles. We will, besides the stated goals, continue to promote the ideas of establishing a 24-hour Hospital Branch Library which will drastically increase library service to all users and reduce the growth rate of uncontrolled Departmental Libraries on the Campus.

We shall vigorously pursue the possibility of a new building and of additional storage for the immediate future.

We shall increase our involvement in community outreach programs such as AHEC and consumer education.

We enter the new fiscal year exhausted, but enthusiastic for the new one; certain that there will be mind-enlarging plans, hopeful that new staff members will catch the enthusiasm and that they will desire to try out new ideas, without which a library becomes a museum of dead artifacts. Of the support of the members of this University, we are firmly convinced.

Respectfully submitted,

Cyril C.H. Feng
Director
ORGANIZATION CHART (After August, 1977)

UNIVERSITY OF MARYLAND
HEALTH SCIENCES LIBRARY
111 South Greene Street
Baltimore, Maryland 21201

CHANCELLOR
UMAB CAMPUS

DIRECTOR
HEALTH SCIENCES LIBRARY

ADMINISTRATIVE OFFICE

PUBLIC SERVICES

REFERENCE DEPARTMENT
INFORMATION SPECIALISTS
INTERLIBRARY LOANS
COLLECTION DEVELOPMENT
CRABS
PROFESSIONAL SCHOOLS

CIRCULATION
RESERVE MONITOR
STACK MAINTENANCE

TECHNICAL SERVICES

HISTORICAL & SPECIAL COLLECTIONS
ACQUISITIONS DEPARTMENT
DEPARTMENTAL PURCHASING

GIFT
PERIODICALS DEPARTMENT
BINDING & MENDING EXCHANGE

CATALOGING DEPARTMENT
ORGANIZATION CHART  (Before August, 1977)

Chancellor
UMAB Campus

Librarian
Health Sciences Library

Associate Librarian & Coordinator for Readers' Services

- Circulation Department
- Reference Department
- Reserve Book Room
  - MEDLINE Service
  - Photocopying Service
  - Photocopying Self-Service

Information Services

- Acquisitions Department
- Cataloging Department
- Documents Department
- Serials Department

Coordinator for Technical Services

- Technical Services Aspects
- Technical Services Aspects

Documents Department
Readers' Services Aspects

Serials Department
Readers' Services Aspects

Special Collections (Historical & Maryland)
Readers' Services Aspects

Audiovisual Services
Readers' Services Aspects

Special Collections (Historical & Maryland)
Technical Services Aspects

Audiovisual Services
Technical Services Aspects

Revised 11/17/75
PART TWO
DEPARTMENTAL REPORTS
There was a major staff change during the month of November, 1977. Leadership of the department was given to a technical assistant, who had previously headed the section from 1968 to 1973. The head of the Reserve Room was named co-chairperson. There have been some changes in policy and procedure. Before the new semester begins, the combined Reserve and Circulation Staff will be located in one general work area.

In the near future, journals will cease to circulate. In anticipation of this event and during the month of April, 1978, issuance of Auditrons became a part of circulation activities.

STAFFING

The newly added title, Library Aide was used to fill voids at the Guard Desk. Unfortunately, the services of the daytime guard have been temporarily lost due to a physical disability. We anticipate the loss of the Overdues Supervisor, who has done a yeoman job. He will be returning to College. This vacancy will come before the end of August. Two persons were relieved of their positions for failing to meet and maintain job requirements.

Staff meetings are being held monthly and continue to provide a forum for the exchanging of ideas, the airing of varying points of view, and the working out of interdepartmental situations. Since the department has the largest block of staff it also has a great share of attendance problems. Those staff members are cognizant of the situation to the point of expres-
sing efforts to curb this particular habit. Credit must go to those staff members with nearly perfect attendance records.

OPERATIONS

All staff members will become fully proficient in handling both reserve and circulation activities. All necessary guidebooks for operational procedures are up to date and there are ample resource persons to help in training.

The Evening Supervisor continues to handle the department's part in inventory control. Packets are received about twice a month.

With the loss of the Information Desk, Circulation again became the focal point for dispensing and guiding our public in Health Sciences Library locations and services. We average 10 questions (via phones and in person) per day. This means the staff must be constantly aware of changes that affect our patrons. There are any number of emergencies some of which the staff find difficult to settle.

Our automated circulation system (Colorado Instruments - Mohwak Service), is showing signs of increasing deterioration. There have been twelve service calls from July, 1977 to June, 1978. The highest number, five occurred in May. Our assigned Programmer left the University and much of the responsibility for overseeing the program has fallen to the chairpersons. We will continue having a bi-yearly printout on the Reserve collection.
OVERDUES

The Campus Financial Office inventoried their records and sent out over two hundred bills before the Library was informed. The two offices conferred and came up with plans to coordinate and eliminate our records. The overdues supervisor has since spent time with financial office personnel to clear up both our files. There are now less than twenty bills that cannot be reconciled.

All library bills are now hand carried between the two offices with no loss of any kind. Business was very brisk for the overdues staff as the following figures indicate.

Bills and Fines radiated:

<table>
<thead>
<tr>
<th>Description</th>
<th>Number</th>
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<tbody>
<tr>
<td>Computerized</td>
<td>1244 - Journals</td>
</tr>
<tr>
<td>Manual</td>
<td>3988 - Books (Computerized)</td>
</tr>
<tr>
<td>Total</td>
<td>5438 - Total</td>
</tr>
</tbody>
</table>

Number of items overdue - Faculty: 1840  Number of F.O. bills: 869 Comp.

STACKS

All books are currently being shifted to provide space for the N.L.M. classification in Medicine. Circulation will continue to be responsible for the maintenance and shelving. Since versatility is a hallmark of this library, the Shack Supervisor is learning circulation desk procedures.

The annual shelf reading was completed before books were shifted necessitating another general run through. This second reading is incomplete. Inventory on the Locked Stack area showed:
FUTURE:

There will be challenges to test our skills. Working in a new setting with new and additional demands will test Circulation's mettle. We will continue to make Health Sciences the place to be when you need the very best.

Respectfully submitted,

Clarice F. Lee
Circulation Department
Head
ANNUAL REPORT
RESERVE BOOK ROOM
JUNE, 1977 - JULY, 1978

PURPOSE: To gather, process, house and make available to students, all required readings for various courses. These include books, journals and reprint articles.

OBJECTIVE: Continued improvement of services rendered to patrons as well as the adoption of new methods which will expedite processing of all Reserve materials.

The Reserve Room was used by 22,117 patrons during the past fiscal year. 24,311 items were processed by the staff. 12,222 of these items circulated. 1,787 items circulated over-night; 10,435 items circulated "in-house".

In order to decrease the work-load for the Reserve Room staff, the Director suggested that the author/title file be discontinued. It was replaced by books of bibliographies. These are xeroxed copies of instructor's lists arranged alphabetically by the instructor's name. Bibliographies for the School of Nursing are arranged by course number. The binders are for student use.

Beginning November 1, 1977, all Reserve materials circulate one hour before the library closes. The number of items a student may borrow overnight increased from two to five.

A coding system was devised for our reprint file. This was accomplished by combining the course number, section number, and an assigned numerical digit, in conjunction with the school name or subject area. (example: SCX-830-s.1-5)

This is a workable method and is well used by the students. This system has been in use since February, 1978.

Permanent staffing has changed during the past year. One staff member expired; one retired, one staff member was added. We currently have three permanent staff members.

We continue to request that faculty members restrict their Reserve lists to required readings only. Compliance with this request has been slow, but some progress in this area has been noted.

Respectfully submitted,

Gloria Ruff
Head, Reserve Room
TO: Mr. Feng
FROM: Information Specialists
RE: Narrative Information for the Annual Report
DATE: August 15, 1978

INTRODUCTION

In December 1977, the Information Specialists Department was created to expand the Library's outreach service. An Information Specialist was assigned to each professional school to be a personal contact from the Library. Assignments to the schools are as follows: Susan Marleski, School of Nursing and the clinical science departments of the School of Medicine; Anna Marie McKee, Dental School and the basic science departments of the School of Medicine; Marjorie Simon, School of Social Work and Community Planning and the clinical departments of the School of Medicine; Wesley Taoka, School of Pharmacy and the basic science departments of the School of Medicine.

As the Library's representative to the professional school, the Information Specialist suggests ways the Library's information services may contribute to the school's curriculum and research activities. This new service department was well received by the faculty. Since February, the Information Specialists have been given the opportunity to explain library services to Faculty Councils, Faculty Executive Boards, departmental meetings, and meetings with individual
department chairmen. The Dental School has a Library and Publications Committee of 8 faculty members and 2 student representatives that meets monthly; Mr. Feng and Mrs. McKee are also members. The School of Pharmacy has a Library Committee on which Mr. Taoka also serves. Such meetings are an excellent way to exchange information about the Library's services and the faculty's needs. The Information Specialists also wrote brochures about the services of their department and contacted many more faculty members through letters.

The Information Specialists also contribute to the collection development of the Library. They select books in the subject areas of their professional schools based on recommendations of faculty and awareness of research and curriculum needs.

**ORIENTATIONS AND BIBLIOGRAPHIC INSTRUCTION**

Orientations on using library research tools and information services were given to various groups since the department was started. Nursing students were given orientations in March 1978 and in June 1978. The School of Social Work and Community Planning had 3 orientations in February 1978. Two orientations in February 1978 and two in June 1978 were given to physical therapy students.

Classroom instruction to students about library services, indexes and abstracts, and research methods were given. Instruction in the School of Pharmacy was coordinated with Ms. Sewell. The first introduced indexes and abstracts to the fourth year class; the second was a series of classes in April 1978 in the use of drug handbooks for the third year class. A class on research methods was taught to a class in the School of Social Work and Community Planning in June 1978.
Many classes and orientations have been planned for the following academic year in all the professional schools.

**COMPUTERIZED REFERENCE AND BIBLIOGRAPHIC SERVICES (CRABS)**

With the centralization of all online duties in December 1977, several procedural changes were implemented. The Information Specialists wrote a policy in an attempt to define and to clarify both the philosophy and the mechanics of computerized literature services. The policy covers availability, appointments, payment, current awareness, orientations, and other procedures for the working of the office.

In December 1977 the MEDLINE office began to charge for the computerized literature searches. This change was instituted primarily in an attempt to recover some of the costs of this expensive service. It was also hoped that the charges would encourage the use of printed indexes and abstracts when they are more appropriate, allowing the computer to be used for the type of literature searching for which the system was designed. The fees set were nominal; $3.00 for students, $5.00 for faculty/staff; $10.00 for for-profit institutions. Accompanying the initiation of charges was the change to allow equal access to appointments for faculty and students.

Publicity is an integral part of the Information Specialists' duties of outreach. In order to promote a better understanding of the online systems, several seminars and demonstrations were sponsored. They were given as follows:

November 8, 1977, Rick Caputo from Lockheed Information Systems gave a demonstration to introduce the data bases available through their system to approximately 20 faculty and staff.
November 9, 1977, Sheryl Rosenthal from Systems Development Corporation demonstrated their system to approximately 20 faculty and staff.

February 2, 1978, Kay Durkin from Bibliographic Retrieval Services gave a seminar to about 25 librarians concerning the advantages of their software system.

March 21, 1978, Dorothy Slawsky from ERIC gave a workshop to a group of 10 librarians.

April 26, 1978, Mrs. McKee and Mr. Taoka gave a demonstration to approximately 30 faculty and students at the Dental School to publicize the availability and the strengths of computerized literature searches.

May 23, 1978, Ms. Marleski and Ms. Simon gave a demonstration at a meeting of the Central Administration Officers.

May 24, 1978, Myra Daniels from the American Psychological Association gave a seminar and demonstration to 25 faculty and librarians from the University of Maryland.

In anticipation of the availability of the additional data bases, the MEDLINE office changed its name to CRABS (Computerized Reference And Bibliographic Services) in February 1978. In March 1978 the contracts with both Lockheed Information Systems' DIALOG and Systems Development Corporation's ORBIT were finalized. This then provided the Library with access to over 30 data bases which would better meet the teaching and research needs of the users.

As in any other specialized function, continuing education and training is necessary for the maintenance of the quality of the service. In-house training was given on MEDLINE and on the DIALOG and ORBIT systems. One week advanced training sessions at the National Library of Medicine were attended by Ms. Simon in October 1977 and by Ms. Marleski in April 1978. Ms. Simon and Ms. Marleski attended a one day basic BIOSIS seminar in December 1977. Mrs. McKee attended an advanced BIOSIS seminar in December 1977, and Mr. Taoka attended a one day Chemical Abstracts session in May 1978.
Summary of Computerized Literature searches

* SDI services -- 22

Total number of searches -- July-November -- 1167
December-June -- 831
1998

Total number of searches for affiliates -- July-November -- 1103
December-June -- 732
1835

Approximate number of searches for students -- July-November -- 380
December-June -- 352
732

Total number of searches performed on DIALOG or SDC data bases
March-June -- 80

By data base: Psychological Abstracts -- 39
ERIC---------------------- 10
Social SciSearch--------- 6

48 of the 155 searches performed in June 1978
were done on DIALOG or SDC data bases

* SDI service or Selective Dissemination of Information provides periodic
bibliographies tailored to an individual's research needs.

LIBRARY STAFF DEVELOPMENT

In an effort to create a better understanding within the Library
concerning some of the duties of the CRABS office, demonstrations and
instruction were given. The entire professional staff viewed the National
Library of Medicine's videotape, "Principles of Indexing" by Thelma
Charen. This was followed by a small group session of a lecture and
demonstration on MEDLINE. After the computer-assisted instruction
terminal was installed in February, 1978, the entire staff was given a demonstration of the types of programs in the system. In addition, Ms. Simon gave CATLINE and AVLINE training to the Cataloging Department and to Mr. Hadlock. Ms. Simon is giving MEDLINE training to Ms. Ellis of the Reference Department and to Ms. McVoy of the Interlibrary Loan Department.

**COMPUTER-ASSISTED INSTRUCTION**

In February 1978 the Library further demonstrated its philosophy of providing easy access to information by installing a terminal for computer-assisted instruction (CAI) and by making the programs available free of charge. In cooperation with the Office of Medical Education, School of Medicine, the Library now has access to self-instructional programs, 25 from the Massachusetts General Hospital and over 80 from the Ohio State University College of Medicine. The programs have been written for all members of the health sciences community, students and practitioners, dentists, nurses, pharmacists, and physicians. With the computer-assisted instruction programs the users can learn everything from medical terminology to hypertension diagnosis, from first aid to cardiac arrhythmias. It is hoped that with the availability of these computer-assisted programs and that with the possible future access of additional programs, the Library will have an even more integral role in the educational process of its users.
This has been an auspicious first year for the Information Specialists. Many changes were made in the Library's computerized literature services and a more active outreach effort was made to the professional schools on campus. Preparations are now being made for the Fall semester; orientation lectures have been coordinated, a new guide to computerized literature services is being planned, and additions to the Information Specialists staff are being considered.
The Interlibrary Loan (ILL) Department has undergone numerous changes during fiscal year 1977/78. The most important of these was its separation from the Reference Department and the appointment of a professional librarian to run the department.

ILL started the year as a part of the Reference Department with two clerical assistants who were under the direction of the head of the department, Mrs. Listfeldt. By the fall, both clericals had left. Only one person had been hired for the clerical position by mid-November.

In November, a professional librarian, Jean McVoy, started work as the ILL Librarian, and ILL was made a separate department. In January, the second clerical person started working in the department. Mrs. Smiley was in charge of the Interlibrary Borrowing (ILB), the processing of our patrons' requests for material not owned or temporarily unavailable at the Health Sciences Library. Mrs. Stewart was in charge of the Interlibrary Loans (ILL), the processing of requests from other libraries for material owned by the Health Sciences Library.

In April, Mrs. Smiley left the department for another position in the library, and another person was hired who started work in May. The ILB portion of the department suffered this year because of the constant need to train new people to perform the work. This prevented the department from achieving the goal of a shorter turn around time on requests for our patrons. The arrival of the OCLC terminal in July 1978 will greatly simplify and speed the procurement of monographs requested by our patrons because it will verify the information supplied by the patron and give the location of libraries from whom we may borrow the material. In the past, locating a library which owned the monograph we wished to borrow has been the area which caused the greatest delay.

In the ILL portion of the work which is handled by Mrs. Stewart, there was also a substantial change. The effects of this change will not be felt until the next fiscal year. In the past the Health Sciences Library has loaned out its journal collection on ILL. The bound and unbound journals were circulated through the U. S. Mail or by the messenger services of local hospitals. This loan policy was stopped as of June 30, 1978 for a number of reasons. The periodicals were gone too long from the library so that our principal users were periodically not able to obtain the material they needed. This had led to several complaints. The journals were borrowed usually for just one article, but a whole issue or volume was gone for a week or more. In the case of the bound periodical volumes, one volume was often the whole year for that title. The risk of loss was considered too large for the need filled.

The Health Sciences Library will continue to fill requests for journal articles for other libraries with photocopies supplied at a fee (15¢ per page; $1.00 minimum per request). This will probably lead to a fair drop in the number of local requests, as a number of hospital libraries can't afford the cost of photocopies. This policy was made known to the hospital libraries in Baltimore in early March in order for them to allow for the new expense in their budgets for the next fiscal year.
The one exception we foresee to the projected drop is from Johns Hopkins Medical Institute, Welch Medical Library. They will continue to send a large number of their journal requests to us, and we will supply photocopies at the reduced rate of 10¢ per page, no minimum.

The last big improvement was the organization of a courier service which operated among the libraries of various institutions within the city of Baltimore. The service was started under the auspices of the Maryland Interlibrary Organization (MILO) located at Enoch Pratt Free Library Central Branch. The cost of the Baltimore City Courier Network (BCCN) will be absorbed by MILO for the first year. The pick-ups and deliveries started in mid-June. BCCN stops at the University of Maryland Health Sciences Library and Law Library, Eisenhower Library, Welch Medical Library, and others each day. Requests are picked up one day from the borrowing library and delivered the next to the lending library. The third day, the photocopies or books are picked up at the lending library and delivered to the requesting library on the fourth day. After each tour of the participating library, the delivery car returns to Enoch Pratt and sorts the material to be delivered the next day. This greatly speeds the delivery of requests and material and eliminates the need for the time and expense of using the TWX machine and the U. S. Mail.

With the advent of the OCLC terminal, the BCCN, and the hoped for achievement of stability in the clerical staff of the department, the ILL Department can improve the quality and speed of its service both to our patrons and to the other libraries.

Respectfully submitted,

Jean McVoy
Head, Interlibrary Loan
ANNUAL STATISTICS FOR FISCAL YEAR 1977-78:

Number of persons using the reference room facilities .............. 24,549
Materials requested for use in the reference room ..................... 1126
(from behind reference desk & in ref. office)
Reference questions answered:
   General questions (directory type, bibliographic data, holdings, etc.) 10,362
   Search questions (source materials on specific topics, etc.) ........ 945
Telephone calls answered .................................................. 5312

NARRATIVE SUMMARY

During the past year, the Reference Department has "won a few, lost a few"...
Disengagement of the interlibrary loan function from reference procedures was
accomplished in November, 1977. This has freed the reference staff for its primary
function of direct service to the library's clientele, and has made for a more leisurely,
less harried relationship with the faculty, staff and students in providing more time
to spend with them on their library needs.

With the transfer of the Periodicals Department to the technical services division,
Reference has become completely responsible for the periodical reference service,
previously staffed by the Periodicals Department.

There has been a large increase in the number of general and also of search
reference questions. General reference questions answered rose from 3798 in 1977 to
10,352 in 1978 (+6564); search reference questions, from 216 in 1977 to 945 in 1978
(+729). This is, perhaps, a result of both the transfer of ILL from Reference and
the assumption by Reference of the periodical reference function.

The badly-outdated college catalog collection has been weeded, up-dated, and ex-
panded to include accredited programs of para-medical professions, new schools of public
health & hygiene, etc. to keep up with the expansion of the university's academic programs.

NLM literature searches were transferred from the defunct Documents Dept. to
Reference to provide "instant bib." for patrons. Other important documents reference
materials are expected as soon as space for them becomes available.
July, 1978, saw the retirement of Ms. Ruth Hanna, veteran HSL librarian and reference associate. This last is one of the "lost a few", and will conclude this summary.

25 July, 1978

Respectfully,

Mary S. Listfeldt,
Head, Reference Dept.
Fiscal 1977-1978 can be characterized as a year of succession of fundamental changes for the Technical Services Division, and indeed for all segments of the Health Sciences Library. Many of these changes, outlined in more detail on the following pages, were discussed by the new Director at his first meeting with departments heads on 17 August 1977. They included the elimination of the Documents and Audiovisuals Departments, reorganization of Acquisitions and Periodicals Departments, and the introduction of automation with PHILSON in Periodicals and the planning for OCLC in the Catalog Department. Some office moves occurred, but the goal of having all technical services departments located on one floor has yet to be realized. A major shift of the periodicals collection (pre-1930 volumes to the basement, in PHILSON order) was accomplished, as well as a large quantity of weeding, both of duplicate runs of titles and titles outside the scope of the library.

During the course of the fiscal year I was assigned the responsibility of implementing the PHILSON system and in January the control of the materials budget was delegated to me. I was given direct supervision of Miss Dorfler for the PHILSON project, the bookkeeper Mrs. Pfeiffer, and temporary shelvers Mr. Dustin, Ms. Cunha-Cheeseman and Ms. Marson. I wrote procedure manuals and did the processing of UMBB theses and dissertations before delegating some of this task to the Historical Librarian.

The annual reports of department heads followed by statistical tables conclude the Technical Services Division report. Where necessary, I am submitting additional information to supplement their reports as follows:

ACQUISITIONS DEPARTMENT: Departmental Acquisitions

Mr. Feng's letter of 17 February 1978 to the Chancellor expressed his alarm about the proliferation and expansion of the many departmental libraries on campus, at the expense of the Health Sciences Library. These libraries duplicate material held in other departmental collections as well as in the HSL. He presented statistics proving that departmental libraries are growing at a far greater rate than the Health Sciences Library, and urged that the problem be discussed in future meetings.

In January, the Acquisitions Department began filing copies of their order slips in the public catalog to inform the library patrons and staff that the item is on order. These temporary slips are pulled when the catalog cards are filed, after the item has been received and cataloged.

I have nothing further to add to Miss Blair's report other than the fact that her performance has been of very high professional caliber. I am fortunate to have such a competent librarian in charge of this important department.
After the resignation of Karen Preslock, the last full-time Audiovisuals Librarian, the position has never been filled and the department ceases to exist as an entity. For eight months, until a determination of the future of AV materials in our library was made, I spent a portion of each day in the Audiovisuals Department cataloging the remaining unprocessed videotapes and other materials and maintaining the circulation. Audiovisual circulation is now maintained by the staff in Periodicals Department, but the collection will be moved soon to the Circulation desk. No growth of the AV collection has occurred other than the few audiocassette and microfilm subscriptions we maintain.

CATALOG DEPARTMENT

The primary goal of the administration has been to discover ways to reduce the cataloging backlog and to speed up the flow of work through the department. The monthly average of items cataloged by the department was 373 volumes, or 18 per working day. Although at this rate the Catalog Department is exceeding slightly the average monthly accessions rate of 339.6 volumes or 16.3 per working day (assuming 249 working days per year), "the production should have been much larger..." considering the size of the cataloging staff.

Procedural changes included the decision to discontinue the use of location designations other than the historical collections. Location designations (e.g., Acq. Office; Tech. Services Office) will be removed from call numbers and catalog cards and the office collection books will be returned to the regular stacks. Any of this material may be checked out to the department on indefinite loan through the Circulation Department, however, if still needed.

Books located in the Reference Department and the Reserve Book Room will be identified by plastic sleeves covering the catalog cards. The sleeves are printed with the location, and will be removed when the book is eventually returned to the stacks. This procedure eliminates the need to type, and later to erase, the location typed above the call number.

With the help of the OCLC system and more streamlined procedures, the Catalog Department looks forward to greatly improved work flow and production in the new fiscal year.

HISTORICAL AND SPECIAL COLLECTIONS

After nine nonproductive years on the staff, Miss Katherine Richards resigned abruptly on 1 December 1977. In March, Mrs. DeMange was transferred to become the new head of the department. Many months of patient work will be needed for her to match unprocessed materials with files, work slips and scattered cards in various stages of incomple- tion. However, a good beginning has been made and some order is emerging from a chaotic situation.
The results of her first systematic inventory, that of the Pharmacy Collection, are not reassuring. If further checking confirms that 49 out of 551 volumes are unaccounted for, a very alarming 9 percent of the Pharmacy Historical Collection has vanished, in spite of the "security" of locked rooms and screen-locked shelves. I can only hope that the pattern of unaccountably missing books will improve when the Crawford, Cordell, Uhlenhuth, Grieves, and Nursing collections are inventoried.

An agreement was made with the Office of University Relations in September to receive and store its collection of newspaper clippings relating to activities at UMB, and to maintain future annual collections of clippings. This agreement permitted us to discontinue our own very time-consuming clipping activities.

In October 1977, the responsibility for processing and monitoring UMB theses and dissertations was delegated to the Historical Librarian. Since January, UMB theses and dissertations ceased to be classified and are being shelved in the Special Collections area by author.

Much urgent work remains to be done to gain proper bibliographic control over the historical and special collections, in addition to completing the inventory. Complete author, title and publication date catalogs must be provided for the Historical Room, and an author-title catalog is needed for the Maryland Room. The large cataloging backlog must be eliminated, the UMB periodical publications need to be inventoried and entered into PHILSON, and a systematic preservation program should be developed and maintained.

PERIODICALS DEPARTMENT

The event which is having the most profound effect upon the daily routines of the Periodicals Department occurred on February 15, 1978 when we began coding our currently received periodicals into the PHILSON system. PHILSON (acronym for Periodicals held in the Library of the School of Medicine) is an automated serials control network with headquarters at the Medical Library Center in New York. Under my supervision, nearly all of the current titles have been inventoried and coded on special input forms by members of the department and Miss Dorfler.

Until 100% of the current titles are coded and input, it will be necessary to continue recording all issue receipts in the Kardex as well as submitting punched cards into the PHILSON system and performing necessary maintenance chores. When this dual system ceases, the office Kardex will be closed and the monthly PHILSON printouts will be made available for public and staff use.

Other changes occurred in Periodicals during the year besides PHILSON. In September 1977 a decision was made to bind only one copy of periodicals for which we continue to maintain more than one subscription, with the exception of 32 heavily-used journals mainly in the field of nursing. These second sets are bound in cheaper Craftstyle Adhesive binding and are to be retained no longer than 20 years.
Other binding changes included the decision to eliminate head and tail lines from spines to save money, and the title color was changed to white for all journals to improve legibility.

The following month, the periodicals accessions book was closed after many years of detailed manual record keeping. Now, bound volumes are being accessioned mechanically along with the charge card and pocket.

In November 1977 the office was moved and the name of the department was changed from "Serials" to "Periodicals" to reflect more accurately the nature of the materials being handled. (Monographic serials are being withdrawn from the periodicals collection and cataloged as books.) With this move, the public service function of the department members (two professionals and 3 classified employees) ceased except for the circulation of audiovisual materials which were retained in the new office.

The basement storage area was relieved somewhat of its extremely overpacked condition by the sale, to Kraus-Thomson Organization Ltd., of 6,860 bound volumes of duplicate journals and over 6,000 loose issues in November 1977. Mr. Sterling has been discarding thousands of duplicate issues of newer journals to provide needed shelf space.

Early this year, the property stamping of bound journals was simplified to help speed up the binding check-in procedure. Also, all monograph repair and binding preparation has been transferred from Catalog Department responsibility to the Binding and Mending Unit of Periodicals Department.

DOCUMENTS DEPARTMENT (no annual report submitted)

With great expenditure of effort on the part of Miss Dorfler assisted by numerous other individuals, the Documents Department was dissolved on February 28, 1978. Miss Dorfler was then transferred to the PHILSON project. The bulk of the collections in the department was removed, many hundreds of items being sent to be accessioned and cataloged, hundreds of others were discarded, and at least 50 cartons of material were sent to the reading room of the School of Social Work and Community Planning. Still other items were returned to the Reference Department and to the regular stacks. The documents index card catalog and 86 shelves of material still remain in the area to be relocated.

The former Documents Department area is the new office, workspace, and additional shelving for the Historical and Special Collections.

Aside from the many visible changes, I believe that one of the major accomplishments has been the infusion of an exciting new spirit of progress and modernization which is directed toward the improvement of service to the library user. I know that I share this spirit with the majority of the employees of the Health Sciences Library.

Respectfully submitted,

Robert L. Hadlock
Head, Technical Services
In fiscal year 1977/1978 several problems confronted the Acquisitions Department. Among them were a change in the Head of the department, three nearly simultaneous staff vacancies, and a budgetary problem.

The first problem to arise was the deduction of $19,406.43 from our Fund & Budget CC-UAAT. This report will summarize the memo of December 12, 1977 to Mr. Feng from the Head of Acquisitions. (For further details please see memo.) During Fiscal Year 1975/1976 HSL was assigned a restricted fund 3V-UAAF for the purchase of books and other library materials. In fiscal year 1976/1977 HSL was assured that this fund could still be used. However, in August of 1976, the 3V-UAAF fund and budget was discontinued with a negative balance and HSL was told to use CC-UAAT for payment of future bills. Acquisitions began using that fund & budget on September 14, 1976. Acquisitions made frequent calls to the business office to find out if the negative balance would be deducted from the new fund & budget but received no information. In June of 1977, Acquisitions received the budget for fiscal year 1977/1978. No deductions were noted on the budget sheets. Again the business office was called in an attempt to find out if the negative balance would be deducted from 1977/1978 funds. Again there was no response. It was not until the middle of September, when the August 30 budget sheet was received, that the deduction of $19,406.43 was made on the budget sheets. This deduction, coming as it did near the end of the first quarter of the year, reduced the library's buying power considerably and played havoc with the acquisitions plan.
In November and December of 1977, three staff members of the Acquisitions Department resigned. Ms. Fechtig resigned in November after working in Acquisitions for just over a year. Ms. Carolyn Walker & Mrs. Lolita Cockey Heimbach resigned after six and four years respectively; Ms. Walker and Mrs. Heimbach were sorely missed, as their work was of very high quality. The Acquisitions Department wished them success in their new jobs. After several months of interviews, all three positions were satisfactorily filled. At this point, the Head of the Acquisitions Department would like to thank Mrs. Brookman and Mrs. Jamison for their excellent work in keeping the department functioning. They both performed far beyond the call of duty.

Effective March 1, 1978, Mrs. De Mange moved into the position of Historical and Special Collections Librarian after serving as Head of Acquisitions for nine years. She was replaced in March by Ms. Blair who had been her assistant for five-and-a-half years. Acquisitions also wishes Mrs. De Mange success in her new job and thanks her for all her help in the change.

In spite of staff and money shortages, projects were completed during this year. All of the Acquisitions files were re-alphabetized and re-filed in TITLE order. Another project was (and is) the entering of information into the PHILSON system. The Acquisitions Department is responsible for entering all fiscal data on the PHILSON code sheets. Acquisitions is also responsible for entering future payments and other fiscal data into the PHILSON system. Acquisitions has been able to keep up with the output of the Periodicals Department.

The statistics which follow are separated into two categories: library statistics and departmental statistics. Two of the members of the
Acquisitions Department staff act as buying agents for approximately 200 departments of UMAB. They order and process books, bindery and journals bought by the departments on their state funds.

Mrs. Brookman and Mrs. Morris (who replaced Ms. Fechtig) processed 1,894 requisitions, 1,215 of which were for books and bindery. These requisitions generated 1,147 orders and 1,201 packages were received in response to the orders. 1,372 individual subscriptions were processed and 3,096 volumes of books and bindery were accessioned. The funds spent by the various schools were as follows:

<table>
<thead>
<tr>
<th>School</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dentistry</td>
<td>$9,237.43</td>
</tr>
<tr>
<td>Medicine</td>
<td>88,539.55</td>
</tr>
<tr>
<td>Nursing</td>
<td>1,918.32</td>
</tr>
<tr>
<td>Pharmacy</td>
<td>12,487.64</td>
</tr>
<tr>
<td>Social Work</td>
<td>4,793.83</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$116,976.57</strong></td>
</tr>
</tbody>
</table>

The library's funds were distributed in the following fashion:

<table>
<thead>
<tr>
<th>Source of Funds</th>
<th>Books</th>
<th>Periodicals</th>
<th>Binding</th>
<th>A.V.</th>
<th>Totals</th>
</tr>
</thead>
<tbody>
<tr>
<td>State (CC-UAAM)</td>
<td>22,718.00</td>
<td>171,797.00</td>
<td>17,556.00</td>
<td>1,114.30</td>
<td>213,185.92</td>
</tr>
<tr>
<td>&quot;Student Fees&quot;</td>
<td>22,902.24</td>
<td>4,927.47</td>
<td>--------</td>
<td>------</td>
<td>27,829.71</td>
</tr>
<tr>
<td>(CC-UAAT)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Endowments/Gifts</td>
<td>35.00</td>
<td></td>
<td></td>
<td></td>
<td>35.00</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>45,655.24</td>
<td>176,725.09</td>
<td>17,556.00</td>
<td>1,114.30</td>
<td>241,050.63</td>
</tr>
<tr>
<td>CC-UAAT</td>
<td>2,947.91</td>
<td>5,868.52</td>
<td>1,800.45</td>
<td>------</td>
<td>10,616.88</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>48,603.15</td>
<td>182,593.61</td>
<td>19,356.45</td>
<td>1,114.30</td>
<td>251,667.51</td>
</tr>
</tbody>
</table>

The original allocation for CC-UAAT was $188,095.00. The $19,406.43 was taken from this fund and budget.

The amounts of money spent on books include $17,493.20 spent on Reference items and $3,121.17 spent on items for the Reserve Room.
Accessioning statistics take the following pattern:

<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>BOO ks</td>
<td>Purchases</td>
<td>1,865</td>
</tr>
<tr>
<td></td>
<td>Gifts</td>
<td>863</td>
</tr>
<tr>
<td></td>
<td>Total</td>
<td>2,728</td>
</tr>
</tbody>
</table>

Respectfully submitted,

Margaret Blair
Head, Acquisitions Department
1977-78 was a year of experimentation, planning, self-study, and anticipation for the Cataloging Department. Staffed by three professional librarians and four assistants the department engaged in many interesting and varied activities.

One of the first changes was the use of catalog cards from the Maryland Library Center for Automated Processing, better known as MALCAP. Although not without some disadvantages, this service greatly reduced the typing load and helped to expedite the receipt of catalog cards. We discontinued the use of Library of Congress cards and duplicated in-house cards for original cataloging and any others not available from MALCAP.

The Micrographic Cataloging Retrieval Service (MCRS) remained our chief source for obtaining LC copy for the newer materials. We had not yet advanced to on-line cataloging, and although somewhat outmoded, it still proved to be much more advantageous than poring through the National Union Catalogs for copy.

Midway through the fiscal year the department engaged in an intensive and thorough self-study of its function, present and future goals, job assignments and overall operational methods. This analysis resulted in a number of changes: new jobs assignments including precataloging by the library assistants and final revision of cards and books by the library assistants; provision for patron use of uncataloged materials; and the freeing of the librarians for attention to the more professional tasks.
Other changes in our modus operandi were the new method of labelling reserve and reference books, the identification of reference and reserve books by the use of plastic sleeves on the catalog cards; the shifting of the binding to a different department; and the weeding of out-of-date and irrelevant materials.

Perhaps the big excitement of the entire year was the planning and preparation for on-line cataloging. With OCLC as the selected system, we spent many exciting hours drawing up the profile, rearranging the work area, and planning for the most efficient use of the system. Thanks must be given to the Cataloging Department staff of the Welch Medical Library for their most generous help in this endeavor.

Considerable thought and study were given to the use of the National Library of Medicine's Medical Subject Headings (MESH) and Classification Scheme for cataloging the Library's medical materials. Plans are now in progress for this conversion in the early part of next year.

Two librarians from the Department also worked in the Reference Department at periodic intervals.

The professional staff was also represented at the Mid-Atlantic Regional Group meeting held in Richmond, Va.; the Technical Services Division meeting of the Maryland Library Association held in Chestertown, Md.; and the annual meeting of the Medical Library Association, held in Chicago, Ill.

In summary, this fiscal year has been one of great challenge, reward, and growth. Although much work and improvement lie ahead, we look eagerly to the future. None of the above could have occurred without the diligence, cooperation, and dedication of the staff members of the Cataloging
Department, and perhaps most of all without the generous support and insight of our Division Head and Library Director.

Respectfully submitted,

Margaret M. Jones,
Head Cataloging Department
During the first four months since assuming the position of Special Collections and Historical Librarian the following has been accomplished:

Moving into the area:
Reorganizing the area formerly occupied by the Documents Department required setting up spaces for handling the flow of materials into the Special Collections section. Included were items formerly housed in the "locked stacks", a large accumulation of books and other material which had been stored in a hall closet and elsewhere, and a great number of uncatalogued historical items that were a part of the backlog of the Cataloging Department. The Special Collections now include theses and dissertations and stores certain aged periodicals.

Meetings and vacation:
I attended the annual conventions of the American Association for the History of Medicine in Kansas City in May and the Medical Library Association in Chicago in June. Additionally I took a one-week vacation following the Kansas City meeting.

Exhibit:
From April 20-May 18 the Historical Room was used as a display area for the art works of the 19th century Baltimore artist and dentist Aldelbert Volck. The exhibition was coordinated by Anna McKee and sponsored by the School of Dentistry.

Inventory:
The initial survey of Historical Room holdings began with the Pharmacy collection. By checking each item against the files and the Cataloging department shelf-list I ascertained that this section apparently has 341 titles (including various editions) of which 59 items have not been cataloged. Additionally, the survey disclosed cards for 49 items not located. The volume count is 551. A number of the items in this collection I consider to be manuscript material suitable for the Maryland Room.

Information:
Seven requests for information came via telephone; there were eighteen personal visits made to use materials housed in the Maryland Room, the Historical Room and the Special Collections area. Areas of interest ranged from a need to consult year-books, primary material for writers doing research, the use of Social Work Projects, Historical Room holdings, old school catalogs, bibliographic files and medical book-plates. A total of twenty-five requests is an average of six per month to date.

Incidental activities:
I have made a volume by volume survey and evaluation of the Green Room holdings prior to their dispersal within the collection because of building alteration and re-design. Pursuant to Mr. Feng's suggestion I shall transfer suitable titles to the Special Collections area to accompany the books from the Librarian's office. I have verified that the Health Sciences Library held at publication date (1961) of the Austin Early American Medical Imprints, 1668-1820, 170 of the titles listed.

Respectfully submitted,

Kathryn K. DeMange
Head, Historical and Special Collections
The year 1977/78 was a decisive year for the department. In November 1977 the office location was moved from the public area on the first floor to the ground floor. With this move, eighteen years of public service performed by the department came to an end. The periodicals department became completely technical services in nature. In February 1978 the staff of the department was trained for the Philsom program in a comprehensive two day session in preparation for entering the library's holdings into Philsom. For this purpose the collection was completely inventoried. Hand in hand with the inventory the coding began. To-day, 98% of all titles have been entered into the Philsom system. The first returns in form of reports, printouts, cards are being received by the department. During these months of coding all other necessary services and tasks outside of the philson system were performed by the department staff at the same time.

May 1978 the periodicals department received a considerable number of titles from the documents department which at this point had ceased to function as a separate unit. This department has absorbed those titles which were considered to be of value to our library users, has processed these titles and incorporated them into their own holdings.

The overall performance of the department has been an extraordinary varied and busy one in 1977/78.

Hans Listfeldt
(Head, Periodicals Department)
PART THREE

APPENDIXES
## Budget Expenditures

### 1977-1978

<table>
<thead>
<tr>
<th>Category</th>
<th>Sub-Total</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Salaries</strong></td>
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</tr>
<tr>
<td>Associate Staff</td>
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<tr>
<td>Classified Staff</td>
<td>$283,644.04</td>
</tr>
<tr>
<td>Temporary Staff</td>
<td>$4,145.68</td>
</tr>
<tr>
<td><strong>Sub-Total</strong></td>
<td>$581,422.48</td>
</tr>
<tr>
<td><strong>Library Materials</strong></td>
<td></td>
</tr>
<tr>
<td>AV</td>
<td>$1,114.30</td>
</tr>
<tr>
<td>Binding</td>
<td>$19,356.45</td>
</tr>
<tr>
<td>Books</td>
<td>$48,603.15</td>
</tr>
<tr>
<td>Periodicals</td>
<td>$182,593.61</td>
</tr>
<tr>
<td><strong>Sub-Total</strong></td>
<td>$251,667.51</td>
</tr>
<tr>
<td><strong>Maintenance and Operations</strong></td>
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</tr>
<tr>
<td>Communication</td>
<td>$4,719.34</td>
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<td>Contractual Services</td>
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</tr>
<tr>
<td>Computer Services</td>
<td>$18,232.62</td>
</tr>
<tr>
<td>Equipment Rental</td>
<td>$17,613.85</td>
</tr>
<tr>
<td>Equipment Maintenance</td>
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</tr>
<tr>
<td>General</td>
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<tr>
<td>Supplies</td>
<td>$5,960.08</td>
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<tr>
<td>Travel</td>
<td>$2,914.18</td>
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<td><strong>Sub-Total</strong></td>
<td>$57,209.23</td>
</tr>
<tr>
<td><strong>Grand Total</strong></td>
<td>$890,299.22</td>
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</tbody>
</table>
HOLDINGS as of 30 June 1978

<table>
<thead>
<tr>
<th>Category</th>
<th>As of 30 June 1977</th>
<th>Added J1 77 - Je 78</th>
<th>Withdrawn</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Books, volumes</strong></td>
<td>91,892</td>
<td>4,478</td>
<td>-323</td>
<td>96,047</td>
</tr>
<tr>
<td><strong>Periodical volumes</strong></td>
<td>99,770</td>
<td>3,888</td>
<td>-107</td>
<td>103,551</td>
</tr>
<tr>
<td><strong>Audiovisual materials</strong></td>
<td>929</td>
<td>265</td>
<td></td>
<td>1,194</td>
</tr>
<tr>
<td><strong>Microforms</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Microfiche units</td>
<td>12,943</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Microfilm</td>
<td>2,457</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Added 1977/1978</td>
<td></td>
<td></td>
<td>10</td>
<td></td>
</tr>
<tr>
<td><strong>Total microforms</strong></td>
<td></td>
<td></td>
<td></td>
<td>15,410</td>
</tr>
</tbody>
</table>

TOTAL HOLDINGS AS OF 30 JUNE 1978 216,202
## DEPARTMENTAL ACQUISITIONS

**Fiscal Year** 1977/1978

<table>
<thead>
<tr>
<th>SCHOOL</th>
<th>BOOKS</th>
<th>SUBSCRIPTIONS</th>
<th>BINDERY</th>
<th>NUMBER OF ITEMS</th>
<th>TOTAL FOR SCHOOL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dentistry</td>
<td>$3,846.85</td>
<td>$5,110.98</td>
<td>$279.60</td>
<td>395</td>
<td>$9,237.43</td>
</tr>
<tr>
<td>Medicine</td>
<td>$30,292.31</td>
<td>$53,319.86</td>
<td>$4,927.18</td>
<td>3,217</td>
<td>$88,539.35</td>
</tr>
<tr>
<td>Nursing</td>
<td>$546.93</td>
<td>$1,371.39</td>
<td>-</td>
<td>110</td>
<td>$1,918.32</td>
</tr>
<tr>
<td>Pharmacy</td>
<td>$3,797.73</td>
<td>$8,413.01</td>
<td>$276.90</td>
<td>406</td>
<td>$12,487.64</td>
</tr>
<tr>
<td>Social Work &amp; CP</td>
<td>$2,138.60</td>
<td>$2,695.23</td>
<td>-</td>
<td>340</td>
<td>$4,793.83</td>
</tr>
<tr>
<td><strong>Total All Schools</strong></td>
<td><strong>$40,622.42</strong></td>
<td><strong>$70,870.47</strong></td>
<td><strong>$5,483.68</strong></td>
<td><strong>4,468</strong></td>
<td><strong>$116,976.57</strong></td>
</tr>
</tbody>
</table>
### DEPARTMENTAL ACQUISITIONS STATISTICS

**FISCAL YEAR**  
*1977/1978*

**BOOKS AND BINDERY**

<table>
<thead>
<tr>
<th>MONTH</th>
<th>REQUISITIONS</th>
<th>ORDERS</th>
<th>PACKAGES</th>
<th>RECEIPTS (BROWN ENVELOPES)</th>
</tr>
</thead>
<tbody>
<tr>
<td>JULY, 1977</td>
<td>158</td>
<td>110</td>
<td>.73</td>
<td>74</td>
</tr>
<tr>
<td>AUGUST, 1977</td>
<td>149</td>
<td>183</td>
<td>99</td>
<td>42</td>
</tr>
<tr>
<td>SEPTEMBER, 1977</td>
<td>97</td>
<td>75</td>
<td>119</td>
<td>175</td>
</tr>
<tr>
<td>OCTOBER, 1977</td>
<td>109</td>
<td>76</td>
<td>135</td>
<td>131</td>
</tr>
<tr>
<td>NOVEMBER, 1977</td>
<td>126</td>
<td>140</td>
<td>108</td>
<td>126</td>
</tr>
<tr>
<td>DECEMBER, 1977</td>
<td>127</td>
<td>147</td>
<td>118</td>
<td>112</td>
</tr>
<tr>
<td>JANUARY, 1978</td>
<td>91</td>
<td>35</td>
<td>118</td>
<td>130</td>
</tr>
<tr>
<td>FEBRUARY, 1978</td>
<td>87</td>
<td>81</td>
<td>45</td>
<td>158</td>
</tr>
<tr>
<td>MARCH, 1978</td>
<td>56</td>
<td>102</td>
<td>80</td>
<td>112</td>
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<tr>
<td>APRIL, 1978</td>
<td>91</td>
<td>132</td>
<td>97</td>
<td>103</td>
</tr>
<tr>
<td>MAY, 1978</td>
<td>75</td>
<td>65</td>
<td>70</td>
<td>130</td>
</tr>
<tr>
<td>JUNE, 1978</td>
<td>49</td>
<td>1</td>
<td>139</td>
<td>79</td>
</tr>
<tr>
<td><strong>TOTALS FOR YEAR</strong></td>
<td><strong>1,215</strong></td>
<td><strong>1,147</strong></td>
<td><strong>1,201</strong></td>
<td><strong>1,372</strong></td>
</tr>
</tbody>
</table>

*Totals for Packages and Brown Envelopes do not include standing orders.*
DOCUMENTS  
Gifts  1,238  
Purchases  105  
Total  1,343  

AV MATERIAL  
Videocassettes  2  
Audiocassette  2  

GRAND TOTAL  4,075  

Requests for books originated from:  
School of Dentistry  5  
School of Medicine  62  
School of Nursing  97  
School of Pharmacy  7  
SSW & CP  265  
Inst. of Psychiatry  2  
Allied Health Prof.  0  
Reference  315  
Historical Collection  22  
Other  2  

Material processed in the fields of:  
Dentistry  86  
Medicine  1486  
Nursing  339  
Pharmacy  215  
Social Work  1335  
Other  362  
Reference  319  

Gifts received and recorded in Acquisitions:  
Books  823  
Journal Issues  4,189  
Bound vols of Journals  137  
Other  
Pamphlets  29  
Audiocassettes  9  
Videocassettes  1  

5,193
<table>
<thead>
<tr>
<th></th>
<th>titles</th>
<th>volumes</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Original cataloging</td>
<td>349</td>
</tr>
<tr>
<td>2.</td>
<td>LC cataloging</td>
<td>2,772</td>
</tr>
<tr>
<td></td>
<td>total</td>
<td>3,121</td>
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<tr>
<td>3.</td>
<td>Withdrawn</td>
<td>319</td>
</tr>
<tr>
<td></td>
<td>net total</td>
<td>2,802</td>
</tr>
<tr>
<td>4.</td>
<td>Recataloging</td>
<td>468</td>
</tr>
<tr>
<td>5.</td>
<td>Transferred from stacks to Historical/Special Collections</td>
<td>186</td>
</tr>
<tr>
<td>MONTH</td>
<td>9 A.M.-5 P.M.</td>
<td>5 P.M.-CLOSING</td>
</tr>
<tr>
<td>-------</td>
<td>---------------</td>
<td>----------------</td>
</tr>
<tr>
<td>JULY</td>
<td>4,464</td>
<td>293</td>
</tr>
<tr>
<td>AUG.</td>
<td>4,732</td>
<td>262</td>
</tr>
<tr>
<td>SEPT.</td>
<td>12,605</td>
<td>1,321</td>
</tr>
<tr>
<td>OCT.</td>
<td>11,161</td>
<td>1,544</td>
</tr>
<tr>
<td>NOV.</td>
<td>9,175</td>
<td>1,170</td>
</tr>
<tr>
<td>DEC.</td>
<td>6,410</td>
<td>660</td>
</tr>
<tr>
<td>JAN.</td>
<td>5,692</td>
<td>573</td>
</tr>
<tr>
<td>FEB.</td>
<td>8,729</td>
<td>1,075</td>
</tr>
<tr>
<td>MAR.</td>
<td>10,288</td>
<td>1,525</td>
</tr>
<tr>
<td>APR.</td>
<td>10,556</td>
<td>1,515</td>
</tr>
<tr>
<td>MAY</td>
<td>8,556</td>
<td>1,316</td>
</tr>
<tr>
<td>JUNE</td>
<td>4,712</td>
<td>470</td>
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<tr>
<td>TOTALS</td>
<td>96,580</td>
<td>11,724</td>
</tr>
<tr>
<td>MONTH</td>
<td>Books Borrowed</td>
<td>Photo copies received</td>
</tr>
<tr>
<td>----------</td>
<td>----------------</td>
<td>-----------------------</td>
</tr>
<tr>
<td>July</td>
<td>33</td>
<td>83</td>
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<td>August</td>
<td>23</td>
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<td>October</td>
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<tr>
<td>December</td>
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<td>January</td>
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<td>37</td>
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<td>February</td>
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<td>53</td>
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<td>March</td>
<td>37</td>
<td>131</td>
</tr>
<tr>
<td>April</td>
<td>44</td>
<td>103</td>
</tr>
<tr>
<td>May</td>
<td>47</td>
<td>105</td>
</tr>
<tr>
<td>June</td>
<td>28</td>
<td>64</td>
</tr>
<tr>
<td>TOTAL</td>
<td>352</td>
<td>852</td>
</tr>
</tbody>
</table>
# Monthly Statistical Report

**Contact ID Code(s):**

**Report Month:** July 1977 - June 1978

## A. Searches on NLM Data Bases

<table>
<thead>
<tr>
<th>Search Type</th>
<th>Affiliated</th>
<th>Unaffiliated</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. MEDLINE</td>
<td>1723</td>
<td>142</td>
<td>1865</td>
</tr>
<tr>
<td>2. TOXLINE, CHEMLINE, RTECS</td>
<td>25</td>
<td>10</td>
<td>35</td>
</tr>
<tr>
<td>3. Cancer Data Bases</td>
<td>14</td>
<td>1</td>
<td>15</td>
</tr>
<tr>
<td>4. AVLINE</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>5. Other NLM Data Bases</td>
<td>3</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td><strong>6. Total</strong></td>
<td><strong>1765</strong></td>
<td><strong>153</strong></td>
<td><strong>1918</strong></td>
</tr>
</tbody>
</table>

## B. Searches on Other Data Bases (Optional)

<table>
<thead>
<tr>
<th>Search Type</th>
<th>Affiliated</th>
<th>Unaffiliated</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. MEDLINE (other suppliers)</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>2. BIOSIS</td>
<td>3</td>
<td>1</td>
<td>4</td>
</tr>
<tr>
<td>3. CHEMCON &amp; CASIA</td>
<td>2</td>
<td>0</td>
<td>2</td>
</tr>
<tr>
<td>4. PSYCH ABSTRACTS</td>
<td>34</td>
<td>5</td>
<td>39</td>
</tr>
<tr>
<td>5. ERIC</td>
<td>8</td>
<td>2</td>
<td>10</td>
</tr>
<tr>
<td>6. Other (specify)</td>
<td>23</td>
<td>2</td>
<td>25</td>
</tr>
<tr>
<td><strong>7. Total</strong></td>
<td><strong>70</strong></td>
<td><strong>10</strong></td>
<td><strong>80</strong></td>
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</tbody>
</table>

## C. Searches by Type of User

<table>
<thead>
<tr>
<th>User Type</th>
<th>Affiliated</th>
<th>Unaffiliated</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Patient Care Physicians, Dentists, Nurses</td>
<td>244</td>
<td>8</td>
<td>252</td>
</tr>
<tr>
<td>2. Health Sciences Faculty &amp; Students</td>
<td>1189</td>
<td>81</td>
<td>1270</td>
</tr>
<tr>
<td>3. Scientific Researchers</td>
<td>54</td>
<td>14</td>
<td>68</td>
</tr>
<tr>
<td>4. Other Health-Related Personnel</td>
<td>176</td>
<td>3</td>
<td>179</td>
</tr>
<tr>
<td>5. Other</td>
<td>172</td>
<td>57</td>
<td>229</td>
</tr>
<tr>
<td><strong>6. Total (C6 = A6 + B7)</strong></td>
<td><strong>1835</strong></td>
<td><strong>163</strong></td>
<td><strong>1998</strong></td>
</tr>
</tbody>
</table>

## D. Current Awareness/SDI Services

<table>
<thead>
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</thead>
<tbody>
<tr>
<td>1. SDILINE</td>
<td>22</td>
<td>0</td>
<td>22</td>
</tr>
<tr>
<td>2. Other Data Bases</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*All reports due 10 days after close of reporting month*

*Rev. 1/78*
Volumes added to collection by

- binding: 3,280
- purchase: 591
- gift: 14
- exchange: 3

Total volumes: 3,888

Volumes withdrawn: 107
Net volumes added: 3,781

Titles cancelled: 73

New subscriptions acquired by

- purchase: 102
- gift: 62
- exchange: 9

Total subscriptions: 173

Audiovisual material checked in:

- Audiocassettes: 252
- Microfilm: 10
- Items: 262

Periodical titles received as of 30 June 1978: 3,032
Duplicated titles received (2d, 3d, etc. copies): 57
Total received: 3,089
Adalbert J. Volck Sesquicentennial Exhibit

From April 20 to May 18, 1978, the Health Sciences Library together with the Dental School sponsored a major exhibit on the artworks of Adalbert J. Volck, an illustrious alumnus of the Baltimore College of Dental Surgery. This was the first sizeable exhibit on the works of Volck since the 1930's. The items were displayed in the Historical Room of the Library. Mrs. McKee, Dental Information Specialist, planned and coordinated the Exhibit.

On display, were 87 of Volck's artworks including oil paintings, the Civil War Etchings, pen and ink sketches, painted porcelain, and repousse metal work in silver, bronze and copper. These items were lent by the Maryland Historical Society, the Peale Museum, the Walters Art Gallery, the Peabody Library, the Washington County Museum of Fine Arts, the Charcoal Club, the Johns Hopkins University Eisenhower Library, the Confederate Museum in Richmond, the Baltimore College of Dental Surgery, Dental School, University of Maryland, and several private individuals.

Through the promotion of this exhibit, the Health Sciences Library and the Dental School received much favorable publicity. Mrs. McKee with Suzanne Grefushe wrote an article for the Journal of the Maryland State Dental Association, April 1978; Mrs. McKee wrote an article for Happenings, April 17, 1978; Hal Williams published an article in the Baltimore Sunday Sun, May 14, 1978. Announcements and photographs of the exhibit appeared in Baltimore Sun, April 23, 1978; in Forecast, May 1978; in News American, April 16, 1978.

Mrs. McKee wrote the Exhibit catalog; she consulted with University Relations on the design and printing of the catalog, announcements of the Exhibit, and invitations to the Exhibit Opening. Over 50 dental faculty and museum officials attended the Opening sponsored by the Dental School.

The Exhibit was a success. Many visitors commented about what they had learned from it. More than 140 signed the registry and another 50 visited anonymously.

This exhibit was the first of its kind sponsored by the Health Sciences Library. This project is another example of the expanded information dissemination services to the University Community, that the Library aims to provide. It is hoped that more professional schools will sponsor such exhibits in the future.
## STAFF CHANGES

### GAINS July, 1977 - June, 1978

<table>
<thead>
<tr>
<th>NAME</th>
<th>TITLE</th>
<th>DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>V. L. Burston</td>
<td>Library Aide III</td>
<td>1/30/78</td>
</tr>
<tr>
<td>P. A. Colleton</td>
<td>Office Assistant II</td>
<td>1/3/78</td>
</tr>
<tr>
<td>M. M. Featherstone</td>
<td>Office Assistant III</td>
<td>9/18/77</td>
</tr>
<tr>
<td>Cyril C.H. Feng</td>
<td>Director</td>
<td>8/1/77</td>
</tr>
<tr>
<td>D. A. Holland</td>
<td>Office Clerk I</td>
<td>6/5/78</td>
</tr>
<tr>
<td>A. M. McKee</td>
<td>Associate Librarian II</td>
<td>10/5/77</td>
</tr>
<tr>
<td>J. M. McVoy</td>
<td>Associate Librarian I</td>
<td>11/21/77</td>
</tr>
<tr>
<td>J. L. Morris</td>
<td>Office Clerk I</td>
<td>2/6/78</td>
</tr>
<tr>
<td>S. L. Nozarinko</td>
<td>Library Aide III</td>
<td>5/1/78</td>
</tr>
<tr>
<td>M. B. Simon</td>
<td>Associate Librarian I</td>
<td>8/29/77</td>
</tr>
<tr>
<td>J. S. Sixbey</td>
<td>Library Aide III</td>
<td>10/26/77</td>
</tr>
<tr>
<td>V. A. Stewart</td>
<td>Library Aide III</td>
<td>10/10/77</td>
</tr>
<tr>
<td>W. M. Taoka</td>
<td>Associate Librarian II</td>
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</tr>
<tr>
<td>J. E. Vickers</td>
<td>Office Assistant III</td>
<td>5/15/78</td>
</tr>
<tr>
<td>L. Young</td>
<td>Office Clerk I</td>
<td>4/10/78</td>
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### LOSSES July 1977 - June 30, 1978

<table>
<thead>
<tr>
<th>NAME</th>
<th>TITLE</th>
<th>DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lance V. Ambrose</td>
<td>Library Aide III</td>
<td>9/13/77</td>
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<tr>
<td>S. M. Baum</td>
<td>Library Aide III</td>
<td>8/31/78</td>
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<tr>
<td>A. G. Bennett</td>
<td>Library Aide III</td>
<td>5/5/78</td>
</tr>
<tr>
<td>R. D. Branch</td>
<td>Typist Clerk III</td>
<td>6/5/78</td>
</tr>
<tr>
<td>L. A. Cockey</td>
<td>Office Clerk I</td>
<td>1/1/78</td>
</tr>
<tr>
<td>A. K. Fechtig</td>
<td>Office Clerk I</td>
<td>12/14/77</td>
</tr>
<tr>
<td>R. E. Hanna</td>
<td>Associate Librarian II</td>
<td>6/30/78</td>
</tr>
<tr>
<td>NAME</td>
<td>TITLE</td>
<td>DATE</td>
</tr>
<tr>
<td>---------------------</td>
<td>------------------------------</td>
<td>-------</td>
</tr>
<tr>
<td>E. H. Hobgood</td>
<td>Office Assistant III</td>
<td>3/8/78</td>
</tr>
<tr>
<td>J. N. Johnson</td>
<td>Watchman I</td>
<td>9/19/77</td>
</tr>
<tr>
<td>A. F. Joseph</td>
<td>Library Assistant III</td>
<td>8/19/77</td>
</tr>
<tr>
<td>P. McCullough</td>
<td>Library Assistant III</td>
<td>9/2/77</td>
</tr>
<tr>
<td>R. E. Madry</td>
<td>Library Assistant III</td>
<td>1/23/78</td>
</tr>
<tr>
<td>S. L. Nozarinko</td>
<td>Library Aide III</td>
<td>6/28/78</td>
</tr>
<tr>
<td>K. M. Richards</td>
<td>Associate Librarian II</td>
<td>12/1/77</td>
</tr>
<tr>
<td>E. P. Sunderland, Jr.</td>
<td>Associate Librarian I</td>
<td>8/13/77</td>
</tr>
<tr>
<td>C. P. Walker</td>
<td>Office Clerk I</td>
<td>1/1/78</td>
</tr>
</tbody>
</table>
Jasch Masters, Ph.D.
Program Director and Associate Professor
Anatomy and Physiology, Program in Medical Technology, Room 110 AMDB
ext. 7729, 7663, 7337

Ernest F. Moreland, Ed.D.
Associate Dean for Academic Affairs
Director, Educational and Instructional Resources, SD, Room G B-02 HMM
ext. 7483

Jack L. Mason, Ph.D.
Associate Director, Office of Medical Education
Room 257, Howard Hall
CHAIRMAN
ext. 6613

Elizabeth R. Lenz, Ph.D.
Associate Professor of Nursing
Room 502
School of Nursing
ext. 7666

Larry L. Augeburger, Ph.D.
Associate Professor, Pharmacy
Room 100, Dunning Hall
ext. 7615, 7590

Lawrence L. Keifer, J.D.
Law Librarian and Professor of Law
Law Library, SL, Room 311 LH
ext. 7270

Renee Y. Shouten, M.L.S.
Director of Instructional Resources
SSMCP, Room 169, TAN
ext. 5104
Cyril C. H. Feng, M.S.L.S.
Director
Health Sciences Library, NSL
ext. 7545

Ms. Carol A. Spiegel
Graduate Student
Microbiology
SD, Room 4-B-02D HH
ext. 7538

Albin O. Kuhn, Ph.D.
Chancellor
University of Maryland at Baltimore
Room 100 SSWSAB
ext. 7002
PROFESSIONAL MEMBERSHIPS

MEDICAL LIBRARY ASSOCIATION

Blair, M. K.
DeMange, K. K.
Dorfler, M. E.
Ellis, C. E.
Feng, C. C.H.
Hadlock, R. L.
Jones, M. M.
Lay, S. S.P.

McKee, A. M.
McVoy, J. M.
Marleski, S.
Mitten, E. M.
Simon, M.
Taoka, W. M.
Williamson, L. S.

SPECIAL LIBRARIES ASSOCIATION

Feng, C. C.H.
Hadlock, R. L.
McVoy, J. M.

Mitten, E. M.
Taoka, W. M.
McKee, A. M.

MARYLAND ASSOCIATION OF HEALTH SCIENCES LIBRARIANS

Blair, M. K.
Feng, C. C.H.
Hadlock, R. L.
Listfeldt, M. S.
McKee, A. M.

McVoy, J. M.
Marleski, S.
Mitten, E. M.
Simon, M.

AMERICAN ASSOCIATION FOR THE HISTORY OF MEDICINE

DeMange, K. K.

CONTINUING LIBRARY EDUCATION NETWORK & EXCHANGE

Listfeldt, H. G.
Listfeldt, M. S.

BALTIMORE AREA REFERENCE LIBRARIANS EXCHANGE

Listfeldt, M. S.

AMERICAN LIBRARIES ASSOCIATION

McKee, A. M.
PROFESSIONAL MEMBERSHIPS (cont'd)

AMERICAN SOCIETY FOR INFORMATION SCIENCE

McKee, A. M.
Taoka, W. M.

ASSOCIATION OF ACADEMIC HEALTH SCIENCES LIBRARY DIRECTORS

Feng, C. C.H.

MEETINGS ATTENDED

MARYLAND ASSOCIATION OF HEALTH SCIENCES LIBRARIANS (Local)

Blair, M. K.
Ellis, C.
Hadlock, R. L.
Feng, C. C.H.
Listfeldt, M. S.
McVoy, J.
Mitten, E. M.

AMERICAN ASSOCIATION FOR THE HISTORY OF MEDICINE
Kansas City, 5/10-12/78

DeMange, K. K.

SPECIAL LIBRARIES ASSOCIATION
Kansas City, Mo. 6/10-15/78

McKee, A. M.

SPECIAL LIBRARIES ASSOCIATION, BALTIMORE CHAPTER (Local)

Ellis, C. B.
Feng, C. C.H.
Hadlock, R. L.
McKee, A. M.
Mitten, E. M.

MARYLAND LIBRARY ASSOCIATION, TECHNICAL SERVICES DIVISION
Chestertown, MD 3/19/78

Feng, M.S.
Jones, M.M.

NORTH ATLANTIC HEALTH SCIENCES LIBRARIES, MONTREAL
Canada, 10/77

Taoka, W. M.
MEETINGS ATTENDED (cont'd)

CROSS AND STAR, CHURCH & SYNAGOG LIBRARIANS, BALTIMORE AREA
Phoenix, MD. 4/15/78

Dorfler, M. E.

CONTINUING EDUCATION COURSES TAKEN

MEDICAL LIBRARY ASSOCIATION

CE 8. A Review of the Literature of Dentistry
       McKee, A. M.

CE 10. Drug and Pharmaceutical Information Resources
       Simon, M.

CE 16. Management of Media in Libraries
       Lay, S. S.P.

CE 17. Preservation of Library Materials
       DeMange, K. K.

CE 23. Problems in Cataloging and Classification
       Williamson, L. S.

CE 28. Management of Reference Services
       Dorfler, M. E.
       McVoy, J. M.
       Marleski, S.
       Simon, M.

CE 31. Basic Media Management. Software
       Dorfler, M. E.
       Ellis, C. B.
       Feng, M. S.
       Hadlock, R. L.

CE 35. OCLC Utilization in Health Sciences Libraries
       Blair, M. K.

CE 36. Patient Education
       Marleski, S.
CONTINUING EDUCATION COURSES TAKEN (cont'd)

MEDICAL LIBRARY ASSOCIATION (cont'd)

CE 38. Acquisition of Medical Materials

Blair, M. K.
Richards, K. M.

CE 44. Library Management/Planning

Mitten, E. M.

CE 45. Library Management/Marketing

McVoy, J. M.

CE 46. Library Management/Budgeting

Feng, C. C.H.
McKee, A. M.

UNIVERSITY OF MARYLAND SCHOOL OF LIBRARY AND INFORMATION SERVICES
College Park, MD

LBSC 620  Medical Literature and Librarianship (3 hrs. cr.)

Marleski, S.
Williamson, L.

NATIONAL LIBRARY OF MEDICINE

Advanced-on-Line Training (MEDLINE)

Marleski, S.
Simon, M.

UNIVERSITY COLLEGE

Chemistry 103

Simon, M.
McVoy, J. M.

UNIVERSITY OF MARYLAND BALTIMORE COUNTRY CAMPUS

Crisis Intervention

Marleski, S.
CONTINUING EDUCATION COURSES TAKEN (cont'd)

LOESSER, OF SINAI HOSPITAL

Medical Terminology
Simon, M.

LOCKHEED AT MLA, CHICAGO

Excerpta Medica Workshop
Simon, M.

HARVARD SCHOOL OF PUBLIC HEALTH

Biostatistics
Taoka, W. M.

WASHINGTON, D.C. 5/78

Chemical Abstracts Seminar
Taoka, W. M.

OFFICES AND COMMITTEES

Dorfler, M. E.
Church Library Committee

Feng, C. C.H.
Resource Sharing Committee MAHSL

Congress of Maryland Academic Library Directors

Ad Hoc Committee on Planning for Mid-Atlantic Regional Medical Library Program

Regional Advisory Council MARMLP

Network Planning Committee of the Maryland State Library Network

Maryland Governor's Conference on Libraries and Information Services.
Baltimore City Planning Committee

Administrative Council, UMAB

University of Maryland Library Directors
OFFICES AND COMMITTEES (cont'd)

Feng, C. C.H. (cont'd)
Committee on Libraries and Multi-Media Facilities, UMAB
Library and Publications Committee, School of Dentistry

Hadlock, R. L.
Treasurer. Baltimore Chapter, Special Libraries Association
Board of Directors, Maryland Library Center for Automated Processing
Resource Sharing Committee MAHSL

McKee, A. M.
Biosis User Cooperative Committee
UMAB Athletic Committee

McVoy, J. M.
Resource Sharing Committee MAHSL

Mitten, E. M.
Regional Medical Library (Region IV) Executive Committee. Maryland Delegate July - September, 1977
Nominating Committee. Baltimore Chapter SIA
Congress of Maryland Academic Library Directors

PUBLICATIONS

Hadlock, R. L.

McKee, A. M.

McKee, A.M. Adalbert J. Volck, D.D.S. Sesquicentennial (Catalog for Art Exhibit 4/29 - 5/18/78)

1978-79 SHORT TERM (1 YEAR) PLAN

1. To publish a monthly (or bi-monthly) acquisitions list to be distributed to UMAB faculty, informing them of the latest publications received in the HSL.

2. To complete the Campus Learning Resources Manual which will include detailed information of each of the Library and media centers on the UMAB Campus.

3. To complete the approved building renovation plan so that all library operations can be centralized to enhance internal communication and reduce duplication of efforts.

4. To continue implementation of automation in the Library's technical services functions in order to make new material available to users as promptly as possible. These automation processes will include the affiliation with the Ohio College Library Center (OCLC) which provides an on-line cataloging system, and the affiliation with the PHILSOM network which provides an automated control of periodical publications.

5. To change the current Library of Congress Classification of books to the National Library of Medicine Classification scheme which is used by the majority of health sciences libraries in the country.

6. To install a sensitized theft-detection system to reduce the continuing loss of library materials.

7. To stop circulating all periodical publications after the installation of the theft-detection system in order to make these highly used research materials available to users at all times.

8. To begin collecting overdue fines from the faculty. This major complaint of faculty immunity from fines was revealed in a library survey conducted at the time of the recent middle states accreditation process.

9. To publish a new and revised Library Guide which will provide our users with complete information about the library's services and collections.

10. To continue the expansion of public services and to increase our involvement in community outreach activities.

11. To participate in AHEC activities whenever library services are needed.
INTERMEDIARY 3-YEAR PLAN

1. To acquire an on-line circulation system with capability of interface with other University of Maryland Libraries. Such a system could perform the following services which our current antiquated system does not provide:
   a. Determine the current status of library materials and library borrowers
   b. Indicate current borrowers who have overdue books, owe overdue fines, or have been charged for lost materials
   c. Indicate whether there is a hold or recall on an item being charged out
   d. Potential service as an on-line catalog

2. To acquire temporary storage space to alleviate the current crowded shelving situation before a new library is built.

3. To begin planning for a new library. Besides the crowded situation of the present space, the HSL is not in an ideal location because the health related schools have grown to the northwest, leaving the HSL on the extreme southeast corner of the campus.

4. To reclassify all books published after 1975 according to the National Library of Medicine classification system.

5. To coordinate all audiovisual collection development on campus. The Library is willing to assume cataloging responsibilities for all AV collections in each of the health professional schools so that a union catalog of AV material can be maintained in the Library for users of all schools.

LONG RANGE 10-YEAR PLAN

A new library facility must be built by 1985.

The Library building shall have facilities which meet the present and anticipated future requirements of the campus and its programs. It shall be so located that the campus community will have convenient access to it.

The Library building should be attractive, inviting, and carefully designed to promote the maximum operational efficiency and effectiveness of use, both for the users and the Library staff.
MEMORANDUM

May 15, 1978

TO: Deans Reese, Dennis, Murphy, Kinnard, Young and Mr. McFadden

FROM: Cyril C.H. Feng, Director

In my letter of February 17 to Dr. Kuhn with copies to the Deans, I expressed my concern about the accelerated growth of departmental libraries on the campus and contrasted it with the concurrent decrease in expenditures for the Health Sciences Library. The wasteful practice of multiple purchases of the same reference books and texts, and the proliferation of expensive periodical subscriptions and binding for departmental libraries were implicit in the figures which were attached.

At this time, I would like to present for your consideration a proposal which I believe will not only save the University a very substantial amount of money each year, but will also be an improvement over the services now available from the various departmental libraries. The core of the proposal is the establishment of a branch of the Health Sciences Library to be located preferably in the University Hospital, to be called the Hospital Branch Library. This collection would have the following distinguishing features:

1. The library would be accessible 24 hours daily, seven days a week, and would serve all departments on the campus equally, as well as the hospital.

2. The library would be under the supervision of a senior professional librarian from 9 to 5 weekdays, and high level experienced library support staff during the most part of the remaining hours of service.

3. The library would contain current subscriptions and complete back files for the last five years of the 150 - 200 most frequently used periodical titles in all health related sciences. It would contain all the latest reference books and textbooks, and standing orders for all new editions would ensure that the collection remains current at all times.

4. The objective of the Branch Library is to provide a collection to support basic reference and current awareness needs. It is not intended for serious study and research which is the responsibility of the Health Sciences Library.

5. Because it would be a reference collection only, nothing in the collection would circulate.

6. Services would include MEDLINE, computer aided instruction, and at-cost (5¢ per page or less) photocopying.

7. The existing media collection in the hospital would be merged with the Hospital Branch Library to form a complete information and reference resource center.
8. The Hospital Branch Library would be funded by contributions from the Departments of from 50 to 75 per cent of the total which each Department spent for library departmental orders in fiscal year 1977/78. The increment of annual departmental contributions would be 15 per cent per year. (Departments now spend 20 per cent increments each year to cover increased book and subscription costs.)

9. The estimated space requirement for the Hospital Branch Library would be a minimum of 2,500 square feet.

I believe that the establishment of a Health Sciences Library branch in the Hospital as described above will benefit the University as a whole because of

- the money which will be saved by the University in housing departmental acquisitions in one location, thereby eliminating costly duplication of titles, staff, supplies, and space;
- the reduced cost to the departments over their escalating annual expenditures under the current system;
- the provision of a professional librarian to coordinate and direct the branch library;
- the ready availability of the collection to all qualified users around the clock;
- and the equal accessability of all users to all material because of the non-circulation rule
- and the central and convenient location accessible to all health care providers for reference and current awareness.

I believe that the establishment of a firm policy to regulate the growth rate of departmental collections is necessary in order to prevent the proliferation of extensive departmental libraries.

CCHF: mjf
CC: Dr. Kuhn
Dr. Albin O. Kuhn  
Chancellor  
University of Maryland  
Baltimore City Campus  

Dear Dr. Kuhn:

I wish to bring to your attention my concern about the many departmental libraries on this campus. These vary all the way from a few books on a shelf in a faculty member's office to libraries of more than 2,000 volumes. They continue to proliferate and expand year by year, and much of the material purchased duplicates material not only in other departments but material that is available in the Health Sciences Library. It is our belief that this is a wasteful practice and that this trend is a threat to the existence of the Health Sciences Library.

Perhaps the enclosed statistics on departmental materials purchased through Departmental Acquisitions, Health Sciences Library will help to put the situation in its proper perspective:

The total amount spent for departmental purchases through the Health Sciences Library in 1975/76 was $83,550 and in 1976/77 was $105,845. This is an increase of 26.7% in just one year.

The total amount spent for departmental journal subscriptions increased from $50,774 in 1975/76 to $63,362 in 1976/77, while the number of subscriptions increased from 1,208 in 1975/76 to 1,378 in 1976/77. This represents an increase in funding of 24.8% for an increase of 14% in number of journal subscriptions. Forty-four of the biomedical libraries in Maryland, other than the three large resource libraries (Welch, Med-Chi, and HSL), subscribe to a total of only 1,150 titles.

Just one of the larger departmental libraries spent $10,758 in 1975/76 and $13,187 in 1976/77 on subscriptions, books and bindery. This is an increase of 22.6% in just one year.

The above figures do not give the total picture of funds spent on departmental library materials since those purchased with grant funds are, for the most part, purchased directly, and, therefore, not included in our records.

In contrast, the total amount spent for Health Sciences Library materials was $276,952 in 1975/76 and $262,969 in 1976/77, a decrease of 5%. At the same time, the amount spent on periodical subscriptions increased from $175,888 in 1975/76 to $182,724 in 1976/77, in spite of the fact that the number of titles subscribed decreased from 3,177 in 1975/76 to 3,153 in 1976/77. This is an increase in funds of 4.5% for 0.8% fewer titles.
Departmental spending on Audiovisual software and hardware which can amount to several times more than that of printed materials is, of course, not included in the above discussion. Some of the schools have such extensive A/V facilities that it is absolutely impractical for the Library to enter into the race even if funds were available.

A case may be made for maintaining a small and very specialized collection of books frequently used in carrying out the daily work and research of the department. It would seem, however, that money spent for more than this might better be spent in improving the collection of the Health Sciences Library in scope and by adding more copies of heavily used materials, and by improving its services through the speedier implementation of technological advances.

The most unfortunate fact is that departmental libraries and school media centers do not have long extended hours of service and that they are not widely accessible to the entire campus and the community as is the Library.

One cannot help but admit some of the Library's shortcomings that have led to the rapid development of these departmental libraries. Quality of service may have some bearing on the question. While we have always tried to improve our services over the years, we have not, perhaps, been as progressive as the rapid developments in technology and the size of the Library and its user population would warrant. The fact that many users seem to be unaware of the scope of the library collection would seem to indicate that we need to do a better job of communications. External factors such as the location and funding are, of course, beyond control of the Library.

Since 1950, the Library has been directed by the University to purchase and process books and periodicals for departmental collections. Based on the principle that all purchases charged against University funds (including grants) become University property and must, therefore, be identified as such, it was believed that property identification marks placed in books by the Library would prevent individuals from removing them from the University. In practice, this assumption has been proven a failure. The mere fact that many departmental collections must be kept in locked cases and that the Library is buying for departments at 50 copies of Dorland's and Stedman's Medical Dictionaries and Webster's New Collegiate Dictionaries each year illustrates the problem well. New editions of these dictionaries are published no more often than every five years.

Lately I have received renewed inquiries as to whether departments are allowed to purchase books directly or through the Campus bookstore; and I also have strong reservations about the practice of ordering through the Library (see enclosed letter to Dr. Stenger). It is very costly to the Library in terms of space, personnel, and operating funds; and it creates unnecessary ill feeling between the Library and departments.
I believe that the problems of departmental collections and departmental purchasing are of great importance and warrant the early attention of the Administrative Council. May I suggest that we devote some time to these problems in our future meetings.

Sincerely,

Cyril C.H. Feng
Director
## PURCHASES PROCESSED THROUGH
DEPARTMENTAL ACQUISITIONS, HEALTH SCIENCES LIBRARY
FOR
UNIVERSITY OF MARYLAND, PROFESSIONAL SCHOOLS
FISCAL YEAR, 1975/1976

<table>
<thead>
<tr>
<th>SCHOOL</th>
<th>SUBSCRIPTIONS</th>
<th>BOOKS &amp; BINDERY</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>MEDICINE</td>
<td>$37,257.62</td>
<td>$26,382.52</td>
<td>$63,640.14</td>
</tr>
<tr>
<td>Medical Technology</td>
<td>-</td>
<td>19.95</td>
<td>19.95</td>
</tr>
<tr>
<td>DENTISTRY</td>
<td>6,136.95</td>
<td>2,809.48</td>
<td>8,946.43</td>
</tr>
<tr>
<td>NURSING</td>
<td>697.51</td>
<td>145.73</td>
<td>843.24</td>
</tr>
<tr>
<td>PHARMACY</td>
<td>5,303.87</td>
<td>2,554.78</td>
<td>7,858.65</td>
</tr>
<tr>
<td>SOCIAL WORK &amp; CP</td>
<td>1,377.55</td>
<td>863.77</td>
<td>2,241.32</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>$50,773.50</strong></td>
<td><strong>$32,776.23</strong></td>
<td><strong>$83,549.73</strong></td>
</tr>
</tbody>
</table>

TOTAL SUBSCRIPTIONS: 1,208
Purchases Processed Through
Departmental Acquisitions, Health Sciences Library
For
University of Maryland, Professional Schools
Fiscal Year, 1976/1977

<table>
<thead>
<tr>
<th>SCHOOL</th>
<th>Subscriptions</th>
<th>Books &amp; Bindery</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Medicine</td>
<td>$48,728.84</td>
<td>$32,089.21</td>
<td>$80,818.05</td>
</tr>
<tr>
<td>Medical Technology</td>
<td>46.60</td>
<td>194.58</td>
<td>241.18</td>
</tr>
<tr>
<td>Dentistry</td>
<td>5,319.30</td>
<td>3,549.32</td>
<td>8,868.67</td>
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<tr>
<td>Nursing</td>
<td>784.57</td>
<td>1,532.86</td>
<td>2,317.43</td>
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<tr>
<td>Pharmacy</td>
<td>6,031.09</td>
<td>4,041.27</td>
<td>10,072.36</td>
</tr>
<tr>
<td>Social Work &amp; CP</td>
<td>2,451.66</td>
<td>1,076.07</td>
<td>3,527.73</td>
</tr>
<tr>
<td></td>
<td><strong>$63,362.06</strong></td>
<td><strong>$42,483.36</strong></td>
<td><strong>$105,845.42</strong></td>
</tr>
</tbody>
</table>

Total Subscriptions 1,378
Purchases Processed Through
Departmental Acquisitions, Health Sciences Library
For
Department of Pathology
School of Medicine

<table>
<thead>
<tr>
<th></th>
<th></th>
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</tr>
</thead>
<tbody>
<tr>
<td>Subscriptions</td>
<td>$6,291.26</td>
<td>$7,718.04</td>
</tr>
<tr>
<td>Books &amp; Bindery</td>
<td>$4,466.89</td>
<td>$5,468.60</td>
</tr>
<tr>
<td>Total</td>
<td>$10,758.15</td>
<td>$13,186.64</td>
</tr>
</tbody>
</table>
HEALTH SCIENCES LIBRARY

EXPENDITURES FOR 1975/76*

<table>
<thead>
<tr>
<th>Books</th>
<th>Periodicals</th>
<th>Binding</th>
<th>Totals</th>
</tr>
</thead>
<tbody>
<tr>
<td>75,402</td>
<td>175,889</td>
<td>25,661</td>
<td>£ 276,952</td>
</tr>
</tbody>
</table>

* Expenditures for Audiovisual material included in books and periodicals

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EXPENDITURES FOR 1976/77

<table>
<thead>
<tr>
<th>Books</th>
<th>Periodicals</th>
<th>Binding</th>
<th>A.V.</th>
<th>Totals</th>
</tr>
</thead>
<tbody>
<tr>
<td>56,395</td>
<td>182,724</td>
<td>19,427</td>
<td>4,423</td>
<td>£ 262,969</td>
</tr>
</tbody>
</table>
January 17, 1978

Dr. W. Jackson Steger
Assistant to the Chancellor
University of Maryland
Baltimore City Campus

Dear Jack,

In the process of reviewing supply orders, I came across the attached Purchase Order form which is used mainly for the purchasing of Departmental books. The Library has been paying for the printing of the forms which amounted to about $150 in the last year alone.

There are other costs such as this that accompany the service of Departmental purchasing. Photocopying of invoices, postage/insurance for mail and packages, long distance calls to the vendors, and other supplies and equipment are costing the Library at least $3,000 yearly. All these are hidden cost factors of the Library operation not fully appreciated by others, not to mention the scarce and valuable space it takes to provide the service.

The arrangement of having the Library purchase Departmental books has many drawbacks. Possible alternatives should be actively explored. In the meantime, please let me know if we can expect to have either the Purchasing Department or departments that order books through the Library pay for the cost of printing the attached form. The supply for this form is quite low.

Thank you for your attention to this matter.

With regards,

Cyril C.H. Feng
Director

CC: Dr. Kul

Enclosure
This union list represents a compilation of the journal holdings of 44 biomedical libraries throughout Maryland and includes approximately 1150 titles. Inclusion in this list was dependent upon two factors: our ability, as a committee, to identify a library as having a biomedical emphasis and willingness on the part of that library to participate in the project. The tremendous scope of this task coupled with the additional publication delays indicated by computerization, persuaded us to initially compile the union list manually and to limit its emphasis to those libraries not already included in the SEIRLINE Titles Held by Baltimore Resource Libraries. It is hoped and anticipated that in the future computerization will be feasible, thereby allowing for the union of these two compilations and enabling the inclusion of beginning volumes as well as dates.

The enthusiasm, dedication and support provided by the Maryland biomedical library community was instrumental in encouraging the committee to forge ahead with this project. Indeed, this overwhelming positive response convinced us that this union list is desired and needed to enable libraries in this area to share resources. By providing ready accessibility of journals, it is hoped that the burden of interlibrary loans will be more evenly distributed. Addresses and phone numbers have been included to facilitate the interlibrary loan process. However, as each library has its own regulations regarding the lending of materials, it would be advisable to call ahead of time to determine special procedures.

Since this is the first attempt at compiling a union list, it is anticipated that some mistakes will be discovered. We apologize beforehand for any inconvenience this may cause and would appreciate being notified of these errors. Likewise, any suggestions regarding the union list or changes in your library's holdings should be forwarded to the adhoc committee for future implementation.

If this experimental project, which proposes to improve and simplify the access to biomedical journals in Maryland, proves to be useful, it is hoped that an annual update will be forthcoming and that libraries that were inadvertently overlooked this time, will be able to participate in the updated union list.

Sincerely,

The Adhoc Committee

Darcy Van Vuren
V.A. Baltimore
(tel) 467-9932 x5464

Beverly Greeshover
Greater Baltimore Medical Center
(tel) 828-2530

Elaine Westwood
Welch Medical Library
(tel) 955-3413