I. Implementation of Last Year's Priorities

A. The top priorities and prime aims of the Chemistry Library presented the library as a friendly helper facilitating the finding of information for all its patrons and in the general improvement of the functioning of the library along with a visual improvement of space.

B. The training of new staff members became a high priority as the three daytime personnel moved out of the Chemistry Library.

C. Several priorities arose in connection with budgetary problems of the entire Library. This included work on the Chemistry budget, identifying journal subscriptions to cancel, and cleaning up the monographic and serial account statements.

D. The previous annual report's priorities were relegated to a future time.

II. Most Important ACCOMPLISHMENTS of Last Year

A. Hired and trained entirely new daytime staff members
   They are patron oriented
   They are anxious to continue learning new skills
   They do their jobs excellently

B. Straightened out the Monograph and Journal Account Statements (a monumental task in itself). Removed well over $7,000 in junk from the journal list

C. Provided the Collection Development Committee with a detailed budget account of the Chemistry Finances and accurately predicted that the journal account needed $198,000
D. Finished the move of the entire collection. Changed from an integrated Dewey Decimal collection to a Dewey Decimal monographic-continuation and alphabetical journal collection.

This involved extensive planning, hiring and training of student workers, devising schemes to help patrons find the item they needed as the collection was being moved—including many many signs and several maps, returning borrowed trucks, relabeling journal spines and adding "nocir" to annuals in the monographic section, pulling transfers out of boxes—marking properly and changing status on LCS

See attached for statistics on the move

E. Shifted the entire journal collection (when the new shelving arrived) and placed the remaining boxed items and several items shelved in odd places in their correct places

F. Cancelled 38 unique journal titles ($3,930.68)

G. Cancelled 6 duplicate journal titles ($1,780.23)

H. Transfered cancelled journal titles to the stacks

I. Started a newsletter to keep patrons informed

J. Rearranged furniture to make library more usable and pleasant

K. Started putting up permanent signs and changed wording of some older signs

L. Started a new book shelf service similar to Physics

M. Worked out the bugs in the SCS Photocopying Service

N. Reworked the SCS Photocopy Service manual

O. Provided a computer printed journal list of the titles held in chemistry with many references to enable patrons to find material easier

P. Provided this computer printed journal list for parts of The Library (departmental libraries and general services) which could benefit from it

Q. Updated the computer printed journal list several times
R. Cleaned up many items leftover from the very long period of time that the library was shorthanded (in 85-86 due to resignation—Stevens and then to illness—Holbrook)

S. Contended with the SCS added computers to the photocopy machines designed to help the SCS Business Office with the finances of photocopying done on research accounts. This involved:
- learning how to input account numbers
- restart when it failed to operate
- changing the default time mechanism
- calming upset users
- a multitude of other functions

T. Updated, referenced and expanded the cardex continuation file

U. Consulted with the SCS Faculty on which journals to cancel

V. Met individually with several faculty members to gain their input into their library related concerns

W. Presented proposal for free online searching in CA Online for patrons

X. Removed $6,279.13 from the Continuation fund

Y. It was decided to place the Stodola Collection in the Rare Book Room until the Chemistry Library would have an appropriate place and space to house it safe from harm, i.e., a new library setting.

Z. Bibliographic Instruction was given on a one to one basis and also:
   1. Several tours of library instruction on orientation day for T.A.’s in Chemistry
   2. Spring semester library instruction for two units of Chem 110 focusing on Chemical Abstracts.

III. Priorities of the Coming Year

A. Decision about Chemical Abstracts
   1. continue hard copy
   2. purchase microfilm copy instead
   3. discontinue purchase entirely and replace with online capability

B. Balance budget by making decisions about the retention or nonretention of journal and continuation titles

C. Get the CA Academic Program account for patrons

D. Get the new patron FBR/LCS terminal
E. get SANDRA software for Beilstein

F. get the Chemistry Department to actively support software for the Chemistry Library

G. provide more systematic bibliographic instruction in use of the library for patrons

H. provide systematic instruction in the use of Beilstein (hard copy and software), Gmelin, Chemical Abstracts (hard copy and online)

I. straighten out the continuation fund account statement

J. obtain better lighting over Science Citation Abstracts

K. paint entire library

L. obtain the new chairs wanted around the coffee table

M. obtain new microform cabinet

N. provide photocopying services which do not require so much Chemistry Library Staff time

O. convince The Library or the SCS Library Committee to have the windows washed
II. Other Information

A. Seating capacity

1. Seats at tables  | 41  | (Down 10 from last year--19.6% loss of seats at tables)
2. Carrel seats   | 33  |
3. Lounge chairs  | 7   |

B. Physical facilities

1. Total square feet in library  | 62,605
2. Linear feet of shelving      | 10,464 (added 2,544')

C. Number of hours open weekly

1. Fall  | 106 |
2. Spring| 106 |
3. Summer| 106 |

D. Personnel (exclude those not hired by the Library)

1. Number F.T.E. Professionals  | 2 in July/August, 1 September---
2. Number F.T.E. Graduate Assistants | 0
3. Number F.T.E. Nonacademics    | 3.5

4. Average weekly hours of student help
   a. Fall  | 80-90
   b. Spring| 80-90 (5 were College Workstudy Students)
   c. Summer| 80-90 (3 then 2 were College Workstudy Students)

5. Names of employees (note inclusive dates of employment)
   a. Academic
      Susan Welch, LTA, FT, August 20, 1984-October 3, 1986
      , LTA, .5FTE, December 16, 1985-July 6, 1987
      (Acting Chemistry Librarian September 2, 1986-July 3, 1987)
      , FT, July 18, 1985-September 15, 1986
      , LTA II, FT, November 10, 1986-
   b. Nonacademic
      Susan Welch, LTA, FT, August 20, 1984-October 3, 1986
      , LTA, .5FTE, September 10, 1984-July 17, 1985
      LCII, FT, September 22, 1986-
      LCII, FT, September 22, 1986-
      LCII, FT, October 8, 1986-
## III. CATALOGING STATISTICS -- REPORT FOR THE PERIOD
July 1, 1986 - June 30, 1987

<table>
<thead>
<tr>
<th>Material Type</th>
<th>Titles cataloged</th>
<th>Analytical titles cataloged</th>
<th>Titles recataloged</th>
<th>Items cataloged</th>
<th>Items withdrawn</th>
<th>Source of Cataloging</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td>Original cataloging</td>
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<td></td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td>non-MARC LC cataloging</td>
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<td></td>
<td></td>
<td>OCLC cataloging</td>
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<td></td>
<td></td>
<td></td>
<td>NUC cataloging</td>
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<tr>
<td>Printed materials</td>
<td>43*</td>
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<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Microforms</td>
<td>24**</td>
<td></td>
<td></td>
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<tr>
<td>Music scores</td>
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<tr>
<td>Sound recordings</td>
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<td>Motion pictures</td>
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<td><strong>TOTALS</strong></td>
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</tr>
</tbody>
</table>

1. Includes books, brochures, pamphlets, serials, sheets.
2. Includes art originals, charts, filmstrips, flash cards, pictures, slides, technical drawings, transparencies.
3. Includes dioramas, games, microscope slides, models, realia.
4. Includes items containing two or more categories of material, no one of which is identifiable as the predominant constituent of the item.

*24 Ph.D. Theses, 3 M.S. Theses
**24 Ph.D. Theses
I. GROWTH OF THE COLLECTION

<table>
<thead>
<tr>
<th>TYPE of MATERIAL</th>
<th>LAST YEAR'S TOTAL</th>
<th>ADD</th>
<th>SUBTRACT</th>
<th>NET INCREASE OR DECREASE</th>
<th>TOTAL AS OF JUNE 30</th>
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</thead>
<tbody>
<tr>
<td>CATALOGED VOLUMES</td>
<td>47,191</td>
<td>699</td>
<td>1,558</td>
<td>3,765</td>
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<tr>
<td>UNCATEROGED VOLUMES</td>
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<tr>
<td>PAMPHLETS</td>
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<td></td>
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<tr>
<td>MICROFILM</td>
<td>121</td>
<td>9</td>
<td></td>
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</tr>
<tr>
<td>MICROCARDS</td>
<td></td>
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<td>MICROPRINT</td>
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<tr>
<td>MICROFICHS</td>
<td>2,573</td>
<td>459</td>
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| PERIODICAL TITLES | 666 | | | | | | | 622 |
| CONTINUATION TITLES | 369 | | | | | + 2 | | 371 |
| TOTAL SERIAL TITLES | 1,035 | | | | | | | 993 |

1. Nature of items included as uncataloged volumes. Online searching tools, cataloging tools, and volumes waiting to be cataloged.
2. Vertical file items.
3. Report the number of reels.
4. Report the number of individual cards.
5. Vacant spaces are for slides, filmstrips, maps, disks, etc.
6. Refers to titles currently checked in, including duplicates.
<table>
<thead>
<tr>
<th>Month</th>
<th>Days/ Month</th>
<th>Days</th>
<th>Total Days</th>
<th>Total Requests</th>
<th>Average Requests/day</th>
<th>Average Pages/day</th>
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<tbody>
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<td>June</td>
<td>11</td>
<td>43</td>
<td>3.9</td>
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<tr>
<td>July</td>
<td>22 (16)</td>
<td>102</td>
<td>819</td>
<td>4.6</td>
<td>51.2</td>
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<tr>
<td>August</td>
<td>21</td>
<td>200</td>
<td>2666</td>
<td>9.5</td>
<td>127</td>
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<tr>
<td>September</td>
<td>22</td>
<td>6</td>
<td>77</td>
<td>1061</td>
<td>13.78</td>
<td>48.2</td>
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<tr>
<td>October</td>
<td>14</td>
<td>3</td>
<td>82</td>
<td>419</td>
<td>5.11</td>
<td>29.9</td>
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<tr>
<td>November</td>
<td>17</td>
<td>1</td>
<td>159</td>
<td>1382</td>
<td>9.35</td>
<td>81.29</td>
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<tr>
<td>December</td>
<td>16</td>
<td>2</td>
<td>139</td>
<td>1252</td>
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<td>78.25</td>
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<tr>
<td>January</td>
<td>16</td>
<td>2</td>
<td>76</td>
<td>1494</td>
<td>4.75</td>
<td>93.38</td>
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<td>February</td>
<td>19</td>
<td>124</td>
<td>2220</td>
<td>6.53</td>
<td>116.84</td>
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<td>March</td>
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<td>4</td>
<td>159</td>
<td>1335</td>
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<td>83.44</td>
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<tr>
<td>May</td>
<td>12</td>
<td>9</td>
<td>146</td>
<td>1135</td>
<td>6.95</td>
<td>54.05</td>
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<tr>
<td>June</td>
<td>16</td>
<td>6</td>
<td>122</td>
<td>988</td>
<td>5.55</td>
<td>44.91</td>
</tr>
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</table>

Total 207 36 1,470 16,042 90 887.9

Average requests/day for 207 days = 7.1
Average pages/day for 207 days = 77.5

Average request/day for 171 days = 8.6
Average pages/day for 171 days = 94

(207 days - 36 days with no requests = 171 days)