

ALBERTA ASSOCIATION OF COLLEGE LIBRARIANS

★ NEWSLETTER ★

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Keith Clouten
editor

CHANGE OF FREQUENCY

By about this time, we have totally confused most of our Newsletter subscribers--especially those individuals in library serials departments who try assiduously to keep their records complete. If you are one of those individuals, keep reading.

The Newsletter appeared twice yearly (Spring and Fall) until the Fall of 1987. That issue (Fall 1987) should have been numbered Vol.10, no.1, but somehow we hit the wrong key and it came out as "Volume 10, no.3." Then, in the Spring of 1988, just as we were poised to publish the second number of Volume 10, AACL in its collective wisdom decided on a change of frequency to once annually, in the winter. So only one issue in Volume 10 was ever produced.

In January 1989 we produced Volume 11, no.1 as our annual issue for the 1988/89 year.

And now AACL has decided to revert to a twice-yearly Newsletter, published in May and November, following the Spring and Fall Meetings respectively. The Newsletter will now contain the minutes of the meetings, in addition to notes and news submitted by the member libraries.

This issue makes a fresh start as Volume 12, no.1, and contains the minutes and a report of the annual meeting held on April 7 in Medicine Hat. Also included is a report of a disaster at the Buchanan Resource Centre of Lethbridge Community College, which everyone must read before going on their summer vacations.

FROM THE CHAIRMAN

The snow which came to welcome everyone to the meeting in Medicine Hat has gone, another storm has passed through, and now we're looking forward to the relative calm of the spring semester - and renovations. I laugh when people ask what we do in the library all summer and I try to laugh when administration suggests that the LRC close for the summer.

The usual response from a new official is to thank everyone who voted for him, but it's a bit strange to do that after being "elected" by acclamation! I do wish, however, to thank you for your support and I will endeavour to do all I can to continue AACL as a viable association. I fully support the aims of our group and I hope to work on promoting the association within CTCL, the province, and within the member libraries. I would like to ensure that all librarians in the colleges are aware that they are important members of AACL.

As I look forward to working with the new executive--Marylea Jarvis and Dave Weber--I wish to acknowledge and thank our previous group: Mircea Panciuk, Peggy White, and Marylea Jarvis. Although Mircea referred to them as "interim" (meaning "in by acclamation!"), I appreciate all the work that they did through their two-year term.

I also wish to thank the people who volunteered to work for the association during the next term: Vickii Nicholson as coordinator of the Union List; Keith Clouten as newsletter editor; Madeleine Bailey, Margaret Rodermond and Susan Brayford on the workshop committee. Thanks also to Mary Lou Armstrong who acted as nomination chairman and on the workshop committee; Helga Kinnaird who was an auditor; and Bob Wilson who always does a great job with the stats and who helped on the workshop committee. I would also like to thank Linda Robinson and Tom Skinner for their help on the Union List committee.

I look forward to seeing everyone again at the Fall Meeting in Calgary at Mount Royal College. I hope you have a relaxing summer ("what do librarians do in the summer?").

Keith Walker
Chairman, AACL

NEW AACL EXECUTIVE AND OFFICERS

Chairman : Keith Walker (Medicine Hat College)
Secretary/Treasurer : Marylea Jarvis (Keyano College)
Director-at-Large : Dave Weber (SAIT)

Union List Coordinator : Vickii Nicholson
(AVC, Edmonton)
Workshop Committee : Madeleine Bailey (Mount Royal College)
Susan Brayford (Medicine Hat)
Margaret Rodermond (Lethbridge)
Newsletter Editor : Keith Clouten (Canadian Union College)
Statistics Coordinator : Bob Wilson (SAIT)

Notes.

1. All Union List coding sheets should now be sent to Vickii Nicholson at AVC, Edmonton.
2. Two auditors will be elected/selected at the Fall Meeting.

AACL TREASURER'S REPORT APRIL 7, 1989

Total Credit, Sep 3, 1987 to March 7, 1989	\$ 3,621.10
Balance forwarded from former AACL account	\$ 2,376.50
Revenue earned, Sep 3, 1987 to March 7, 1989	\$ 1,244.60
Expenses, Sep 3, 1987 to March 7, 1989	\$ 772.58
Net Profit, Sep 3, 1987 to March 7, 1989	\$ 472.02
Bank Balance, March 7, 1989	\$ 2,848.52

Report submitted by Peggy White, Secretary/Treasurer, April 7, 1989

CD-ROM WORKSHOP REPORT

At the spring meeting in Medicine Hat the workshop committee organized a session on the use of CD-ROMs in college libraries. The presentation was given by Laura Neame from the Okanagan College LRC in Kelowna. Her presentation was very well received with favourable comments from everyone in attendance.

Laura outlined the four major uses of CD-ROM: reference products, indexes, processing tools, and union catalogues. The trend for college librarians is to use CD ROM for processing. Laura emphasized that the greatest advantage is tin processing but some college are also using CDs for reference products and indexes. The future use of CD will be union catalogues plus enhancements to the present products.

The most familiar reference products are full-text encyclopedias on CD; the use of this format is not really an advantage over the paper copies but there is a movement to more useful products (such as *Granger's Index*, with the poems themselves on the disk.) Many of the indexes also just duplicate the paper issues, but there are some that include full text. An advantage is the limiting function which allows the citations to match the individual library's holdings.

For reference librarians, indexes on CD result in a change from providing reference to providing more reference instruction. Debit cards (like the photocopy cards) can also be used on CD-ROMs (eg. \$.10 per minute). To date the largest use of CD is in processing tools: *Bibliofile*, *Laser Quest*, and *UTLAS*, as CD is less expensive than online charges. *BIP Plus* is a new bibliographic search service which can be used effectively for liaison purposes (can limit BIP citations by date, price, etc.). In-house and union catalogues can save libraries money and give access to areas which are presently inaccessible. Examples include "Intelligent Catalog" from The Library Corporation, "Autographics" and MARC I PAC. A possible future use is an interlibrary loans package.

The future for CD-ROMs includes OPAC's, union catalogues (depending upon copyright considerations), and expansion in the index services. Local Area Networks will allow simultaneous access to one CD from multiple stations.

Laura is the chairperson of the CD-ROM Interest Group within CLA. There will be a meeting of the Group and a workshop at the CLA Convention at Edmonton on Friday, June 23.

Keith Walker

ALBERTA ASSOCIATION OF COLLEGE LIBRARIANS

Minutes of Annual Meeting held at Medicine Hat College, April 7, 1989

The meeting was called to order by Mircea Panciuk. He asked for an amendment to the agenda to allow for re-scheduling of the CD ROM workshop due to the possible late arrival of the speaker. In the event of the speaker not arriving at all, it was decided that attendees would report on the uses of CD ROM stations in their own libraries.

(Fortunately, the fog at Calgary airport lifted in time for Laura and Madeleine to make Medicine Hat in time for the presentation!)

Issues Arising from the Previous Minutes.

Lobbying for Better Base Funding : Marylea Jarvis indicated that she was not ready to report as yet. Inconsistencies in the way statistics are reported has made it difficult to make valid comparisons between the member libraries. She hopes to have a report ready for the Fall Meeting.

Minutes.

Minutes from the Fall 1988 Meeting were read and accepted.

Treasurer's Report.

The Treasurer's report was read and accepted. (Appended)

Union List of Serials Project.

2500 coding sheets are already in, and all were done very well. One library has not updated its list within the required time and will be asked to drop out. Keith Walker provided some statistics generated by the government libraries. (Appended) A new Union List Coordinator is now required. The report was moved and accepted.

Publicizing AACL.

Madeleine Bailey reported that a brief had been written but not yet presented to the LAA caucus. She feels that there is a much stronger academic slant to LAA and that we will receive better support because of it.

Keith Walker passed out a sample bookmark that would be available at CLA for distribution. Members were asked to comment. The Bookmark was accepted with revisions. Keith will see to the revisions and 2,000 will be printed in time for CLA in June.

Newsletter.

At an AACL meeting a year ago it had been decided to issue the newsletter once a year. It had been felt that much of the information in the Newsletter was repeated in the meetings. Members were asked to comment on how they felt about the once-a-year frequency. It was pointed out that many members were unable to attend all AACL meetings and that if you miss a meeting and receive only one Newsletter a year, there is a long gap between communications.

It was decided to resume printing the Newsletter twice yearly, and that minutes of the meetings would be included in the Newsletter. The next issue will be in May and will include the minutes of the Spring Meeting. Moved and accepted.

Union List of Serials Coordinator.

The new Union List of Serials Coordinator will be Vickii Nicholson. Effective May 1, 1989, all coding sheets should be sent to Vickii.

Nominations for New Executive.

Forty ballots were received back out of 55. Results are as follows :

Keith Walker	Chairman (by acclamation)
Marylea Jarvis	Secretary/Treasurer
Dave Weber	Director at Large

Moved and accepted.

Chairman's Report.

Mircea Panciuk thanked all members for their contribution and support during his term of office. He spoke about his term being one of mostly caretaking duties. He welcomed Keith Walker to the chair, stating that he knows Keith is interested in raising the profile of the Association.

New Business.

1. LAA. The Association would like to raise its profile within LAA. One suggestion is that perhaps the Director at Large could resume attendance at LAA meetings or play a more active role in promoting communication between the two groups. Another suggestion is that we could send some kind of regular submission to LAA to keep them informed of our actions. No final resolution was decided upon.

2. Workshops. It was decided to continue with the workshops. New workshop committee members will be Margaret Rodermond and Susan Brayford. Madeleine Bailey will be asked if she wishes to stay on the committee.

Suggested topics for future workshops include :

- Literacy
- Bibliographic instruction
- Damage, preservation and disaster planning
- Renovations

Fall Meeting.

The next meeting will be held in Calgary. Mount Royal will be the host. Date and time will be decided later.

Peggy White
Secretary/Treasurer

ATTENDANCE AT AACL MEETING SPRING 1989

Mary Lou Armstrong	Red Deer College
Julie Backer	Camrose Lutheran College
Susan Brayford	Medicine Hat College
Madeleine Bailey	Mount Royal College
Bob Batchelder	Shortgrass Lib. System
Keith Clouten	Canadian Union College
Marina Englesakis	AVC Lac La Biche
Laurie Jasman	Olds College
Marylca Jarvis	Keyano College
Kathy Lea	Lethbridge Comm. College
Alice McNair	Red Deer College
Maureen Myers	Red Deer College
Vickii Nicholson	AVC Edmonton
Laura Neame	Okanagan College
Mircea Panciuk	Concordia Coll.
Margaret Rodermond	Lethbridge C.C.
Shauna Shaw	Lethbridge C.C.
Barbara Smith	Olds College
Sabine Sintenis	AVC Edmonton
Peggy White	NAIT
Bob Wilson	SAIT
Dave Weber	SAIT
Keith Walker	Medicine Hat C.

ALBERTA COLLEGE LIBRARIES
UNION LIST OF SERIALS ACTIVITY 1988

Library Symbol	Records (Dec. 87) (Mar. 89)	New Titles 1988	New Locations 1988	Changes/ Corrections 1988	Deletes (Holdings) 1988	Deletes (Records) 1988	Total Activity 1988	Percent Change from 1987
ACAL	437 450	6	19	35	6	4	70	16%
ACHCU	426 426	—	—	—	—	—	—	0%
ACMR	1257 1290	22	88	111	47	29	297	24%
ACSA	1280 1331	28	35	124	5	6	198	15%
ACVC	135 135	—	—	—	—	—	—	0%
AEC	274 299	6	46	117	18	9	196	72%
AEGMCR	56 65	5	6	2	1	—	14	25%
AEGMJP	318 329	7	9	16	3	1	36	11%
AEGMMW	413 442	20	19	50	8	5	102	25%
AEGMSS	343 378	12	23	26	2	—	63	18%
AEKC	426 452	10	14	27	—	—	51	12%
AENA	798 749	—	—	2	44	11	57	7%

Library Symbol	Records (Dec. 87) (Mar. 89)	New Titles 1988	New Locations 1988	Changes/ Corrections 1988	Deletes (Holdings) 1988	Deletes (Records) 1988	Total Activity 1988	Percent Change from 1987
AENABC	386 387	—	—	—	—	—	—	0%
AFMK	507 513	2	9	61	5	—	77	15%
AGPC	1084 1091	8	14	159	14	3	198	18%
ALC	600 624	1	41	70	15	4	131	22%
AMM	681 679	6	41	70	39	12	168	25%
AOAC	665 673	3	12	19	5	2	41	6%
ARDC	1246 1265	17	24	86	22	4	153	12%
AVC	569 560	10	38	163	61	22	294	52%
TOTALS	11,901 12,138	163	438	1138	295	112	2146	

Averages Percent Change : 19%

Summary : 20 location codes

3 libraries did not submit changes

Dealing With The Unexpected at the LCC Library

On Saturday February 4, 1989, Southern Alberta's changeable weather brought disaster to the Buchanan Learning Resources Centre at the Lethbridge Community College. A sprinkler head, which had frozen during the previous week of cold weather suddenly thawed when the outside temperature rose. At 4:30 p.m. the sprinkler head burst, releasing water and a black sooty substance onto books in the main circulating collection. The library staff members together with some students, hurriedly removed books from the dirty shelves, in order to minimize the damage done. The library was closed for the remainder of that weekend.

On Sunday evening, Georgina Lewis, Collection Preservation Librarian from the University of Alberta was contacted. Her concrete suggestions on "what to do first" were extremely helpful in beginning the process of recovering from the disaster. The initial steps of the recovery plan were formulated, while the rest of the library staff was informed of the disaster.

The library remained closed until noon on Monday. On Monday morning the library staff were briefed on the details of the disaster and then the hard work began! Various items needed for the cleanup were solicited from people within the College, and also from the Lethbridge community. Help was requested from many different departments in the college. The response from everyone was quick and extremely helpful, especially throughout this first crucial week. The room temperature of the main circulating collection was lowered and stabilized, in order to prevent further damage to the book collection. Freezer space was obtained from the college's Trades and Technology Division. Plastic crates and bread trays were needed to pack the damaged books and were obtained from local businesses. Also needed were: butcher paper (to separate badly soiled books), boxes (for those books too heavily damaged to be saved), tape and the list went on and on. Time was of the essence, if any of the damaged books were to be saved. Within 48 hours, mould would begin to form, if the damaged books were left unfrozen. By putting the books in the freezer as soon as possible, the condition of the books would be stabilized, until decisions could be made on how to actually restore them.

By Monday noon, the library was reopened on a restricted basis, with access only to the Reserve Collection and the Test Centre. Once the insurance adjuster had surveyed the damaged area, estimating the cost at \$250,000, the process of packing the books in crates began. Library staff worked long hours on Monday & Tuesday, trying to get as many of the damaged books into the freezer as soon as possible. By Tuesday afternoon, all of the damaged books had been dealt with in some way. The heavily soiled books were quickly deprocessed, boxed, and taken to a remote storage area, for future disposal by the Insurance Company. The lesser damaged books were put in cold storage (-20° F) awaiting possible recovery at a future date.

The rest of that first week was spent doing various things. Because approximately one third of the books in the area had already gone through the retroconversion process and the bibliographic information had been entered on floppy disks, these disks were subsequently power-uploaded into the MultiLIS system. A master inventory list of the books in the affected areas was then generated from the system. A supplemental list of those books not yet barcoded and retroconverted, was typed up from shelf list cards. A list was also made of the books which were clean and "saved" from the affected areas.

With much help from the Maintenance Department, the area where the damage had occurred was cleaned up and readied for public access again. Students and staff were able to use most of the library on Tuesday, with the exception of the books in the main circulating collection. Wednesday morning the circulating collection was operated as closed stacks, with library staff retrieving needed books. By Wednesday afternoon, regular access was able to be provided to the entire library (with the exception of the damaged books themselves).

Over 5,000 books from our circulating collection were damaged by water and the black soot. Our worst problem was the black, sooty substance, since the fine carbon was accompanied with water, grease, and oil. Four damaged books were sent to the University of Alberta to see if any of the people in Collections could offer some suggestions on how to clean the soiled books. Georgina Lewis and Carolyn Poon, Conservation technician, were unable to find anything which would take off this sooty substance, without destroying the books in the process. A number of different things were also tried on the damaged books by our own staff. Because of the unfortunate combination of substances which emitted from the sprinkler system, we have been forced to discard almost 3,000 books already. Approximately half of the remaining 2,000 books will probably end up having to be discarded, because they are too heavily damaged. After extensive testing, there seems to be only 2 ways to clean the soiled books. The covers of the books can be wiped off using an all-purpose cleaner called "Spray Clean" - but only if the cover was plasticized, laminated, or has a somewhat shiny cover. The top and side edges of a book's pages can only be cleaned by using sandpaper to rub off light, small spots of the soot. If the damage ran down the inside covers of a book, or down any of the pages, that book had to be discarded, because no method of cleaning them was found.

We have begun replacing discarded books, and cleaning the books which can be cleaned. Unfortunately, this process is much more time-consuming than the initial cleanup. Approximately one third of the books which were already barcoded and inputted into our computer database were damaged. Therefore, this disaster has also pushed our automation project at least 6 months behind. Two new people were hired to temporarily help with the processing of new books in Technical Services. Also, a number of our regular staff have had their hours extended past the usual end of term, in order to help with the recovery. By September, it is hoped that the shelves will again be full of the books which are needed by the students and staff of the college.

A number of donated books, both large and small have been made to the College Library by individuals and other libraries. These donations have somewhat softened the serious lack of information we have in certain areas. The libraries in the Lethbridge area also assisted some of our students by providing them with the resources and information which we no longer had. We are still in desperate need of resources in the following areas:

all history/geography (World, European, African, Oceania - Australia,
etc., and early North American history)
anthropology
manners & customs
folklore
superstition
transportation & communication
accounting & bookkeeping
genealogy/names
finance
commerce and banking
free trade
human ecology/anthropogeography
politics, theory
religion
recreation/leisure
local government (U.S. and Canada)
constitutional history and administration
criminology/penology

If you have any books in these areas which you do not need, and that can be donated to us, please contact either Kathy Lea, Head, Learning Resources Centre, or Margaret Rodermond, Librarian.

Some Final Thoughts

As a result of what we have learned from having a disaster occur at our Library, here are some things you may want to consider:

- 1) If you have sprinklers in your library, do have them periodically checked and maintained. Unfortunately the water which came out of our sprinkler system was not supposed to be there until after an initial 15 minutes of air blowing through the system.
- 2) Be prepared for any type of disaster. Have some type of recovery plan available which can be immediately implemented. Appoint someone to coordinate the production of a recovery plan and to be prepared to implement it.
- 3) Make sure that you and your staff know who to call in the case of a disaster.

- 4) The library administrator(s) should know what kind of insurance coverage is in place for the library. The name of the insurance company and/or its agent should also be known. Because we were at first unable to immediately contact the insurance company and then had to wait until a local agent was appointed, we lost valuable time which could have been used to limit the extent of damage to the books.
- 5) In the event of a disaster, the most important first things to do is:
 1. stabilize the environment, preferably by cooling
 2. limit any further damage to resources, ie. taking them off the wet shelves
 3. avoid unnecessary handling
 4. put materials in a freezer as soon as possible
- 6) Know where you can find additional information, ie. books, people, etc. Georgina Lewis and the people at Library Collections at the University of Alberta were very helpful in our situation. You may want to obtain a copy of the "Recovery Plan for the University of Alberta Library System" by writing to Georgina Lewis.
- 7) Contact libraries that have had experience in dealing with a disaster, ie.
Lethbridge Community College
Vancouver Public Library
...Because experience is a great teacher.

And finally, it is better to be prepared and never have to use it, than to be caught unaware.

Margaret Rodermond
Librarian
May 1989

OOOPS! The following was meant to be included in the AACL Newsletter.

Christine Sammon at the Alberta College of Art library in Calgary needs some information from you which will help her in discussing budget policies with her administration.

Does your library have a CAPITAL budget for book purchases? If so, please share that information with Christine, and say whether you think this brings advantages and/or drawbacks.

Christine can be reached by phone at 284-7630 or you can write to her at Alberta College of Art Library, 1407 - 14th Avenue, N.W., Calgary, T2N 1M4.