
ALBERTA ASSOCIATION OF COLLEGE LIBRARIANS

NEWSLETTER

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Editor - Joyce Van Scheik

Fall 1993 AACL Chair's Report for AACL

It was great to see so many members attend our meeting at Grant MacEwan Community College! There were a total of 42 people in attendance.

On behalf of the association I want to thank Joanne Kemp, Pat Lloyd and the Grant MacEwan Community College LRC staff for hosting the meeting. The tours of the library and the campus were excellent. The lunch was also thoroughly enjoyable, especially since it gave everyone the opportunity to network with their colleagues.

With this encouraging support from our members, I'd like to urge everyone today to mark Friday, May 6, on their calendar for our spring meeting in Olds.

I'm still working on starting a LIST service on Internet for our organization so members can pose questions to their colleagues and everyone on the service can respond. I'll keep you posted on these developments.

Susan Brayford
AACL Chair 1993-95

**MINUTES OF THE ALBERTA
ASSOCIATION OF COLLEGE LIBRARIANS
FALL 1993 MEETING
FRIDAY, OCTOBER 22, 1993
GRANT MacEWAN COMMUNITY COLLEGE
CITY CENTRE CAMPUS**

Forty-two members, representing 21 sites gathered at the new City Centre Campus of Grant MacEwan Community College. Many thanks to GMMC for volunteering their site for this meeting.

Secretary-Treasurer's Report

Carry-over from May 1993	\$1,692.51
Income from sale of fiche	93.08
Duplicating costs	28.44-
1994 Membership income	20.00
Interest on account	2.18
Balance to October 22, 1993	\$1,779.33

A complete report for the 1993 fiscal year will be done in early 1994 and made available at the Spring meeting.

A company named All Province Financial Ltd. has written to us claiming that there is approximately \$2400 of unclaimed money from when we were the Alberta Council of College Librarians. For a fee of 30%, they will claim the money for us if we can provide official proof (Alberta registry document or other government documents) that our association used to be called the Alberta Council of College Librarians. Their records show that the association was registered as the Alberta Association of College Librarians in 1987. Long-time members confirmed that we used to be the Alberta Council of College Librarians. Certainly there is letterhead around to indicate this but letterhead is not official documentation.

It was decided that we should pursue this money as it would certainly add to our financial stability. Fran and Susan will continue to look for the official documents and check out the legitimacy of the company.

Election of Newsletter Coordinator

We would like to see EVERY site contributing to the newsletter in the future. The executive will send out a standard form prompting for input. The deadline for submissions to the Newsletter will be November 5, 1993. Joyce Van Scheik at Canadian Union College will take over the newsletter, which was formerly coordinated by Keith Clouten.

Report from the Union List of Serials Committee

The committee coordinator for the union list is Michelle Classen at Lakeland. Karen Powell (Legislative Library) coordinates the staff for data entry. Other college members of the committee are Tom Skinner (SAIT) and Hilary Eade (RDC).

Three thousand (3,000) changes have been input for the college libraries. This represents 55 hours of work for the technician. The October 15, 1993 production deadline has been delayed. All the college sheets and government sheets have been processed. Because of government department restructuring and the fact that this may be the last union list for awhile, the production deadline has been delayed one month to ensure that all information is as accurate as possible. It will also depend upon the computer services department at the University of Alberta, which is understandably inundated with other jobs. The file

contains about 14,000 records and grows steadily every year. Of those 14,000 records, 11,000 of them have verified ISSNs. The records for the Government Periodicals Storage, approximately 1200 titles, will also be incorporated into the 1993 union list.

The Union List of Serials survey was sent to every institution on the membership list. To date, 13 responses have been received. Please send your input as soon as possible, regardless of whether or not you are a participating institution. So far the responses indicate that there is definitely a demand for the union list product in some form or other.

There is a great deal of interest in the Internet and the union list – accessing the data via Internet, for example. There was also interest expressed in a CD-ROM product. However, paper and fiche products remain in the highest demand in the coming year. People have indicated that they will continue to contribute to the union list but a fair number of people were worried about possible staffing cuts which might affect their ability to participate. Not every site has their serial records in MARC format. The Legislative Library has purchased Dynix and anticipates mounting the union list on it. This means that the data will no longer reside at the University of Alberta. The report resulting from the serials survey will be made available to all member sites in December 1993.

To begin testing the Dynix software with the union list, 5,000 records will be transferred to a separate tape for conversion to MARC format. When the conversion is completed, other holdings can be added, too. It was noted that only one other site (NAIT) uses Dynix so any

future data transfer will require conversion of some sort.

Yearly Statistics Coordinator

The statistics collected by AACL continue to be very important to all sites. If there are any questions, please feel free to contact the executive.

Barb Smith at Olds College will be responsible for the compilation and distribution of the annual survey. It will include the salary survey also. Some sites feel that the reference statistics aren't in enough detail to be useful. Susan will talk to Barb about this problem.

CACUL is developing a standard for reference statistics. Madeleine Lefebvre is involved with CACUL and said that she could get some information about the national standards. Their new standards are anticipated to be in place for 1994.

The statistics survey should be sent out the first week of November. Hopefully everything will be in by December and the results will be sent out in January 1994.

Report from LASAP Committee – see report by Alice McNair included in this newsletter.

Copyright

A draft agreement with AUCC and CANCOPY now exists. The CANCOPY advisory committee meets the last week of October for the first time in over a year. At this meeting the draft of the agreement will be reviewed. The assessment and regulations for payment (how to determine volume etc.) are still under discussion. CANCOPY is still holding out for an incredibly complex system of checking

throughout the year just how much usage there actually is. Tom Skinner will be attending the meeting and hopefully he will include a report in the next edition of the Newsletter. There are more and more examples of people challenging copyright infringement; everyone should tighten up their operations.

CANCOPY is actively seeking copyshop licences across the country. Don't sign anything without consulting a lawyer!

The Draft 2 revisions to the Copyright Law have again been put on the back burner with more immediate economic issues occupying the limelight.

Auditors

Two people must audit the association's books each year. Kathy Lea and Wayne Briscoe will perform the independent audit.

Resource Sharing

It was proposed that since the association supports resource sharing, perhaps an agreement could be reached by all members to do ILLs with no charges. To do this fairly, each institution should look at their Alberta volume of ILLs and perform an analysis of it. At the next meeting, each institution should be prepared to present an analysis of their Alberta ILL activity and the decision regarding reciprocal borrowing will be decided then.

The policies of each library are stated at the beginning of the union list on microfiche.

Internet Access

The Canadian Union College is worried about their lack of Internet access but is hopeful by spring to work out an arrangement for electronic mail access.

GMCC hasn't got Internet access yet because the college may become a full member or there will be a better access point in Edmonton.

Prairie Bible College would need to lease a phone line to Calgary to link up to Internet – they will know soon whether or not this is a go.

At Concordia College, Internet access is part of the general automation plan.

To be a member of ACENET (Alberta College Educational Network) costs about \$1,700 per year.

Is there any site who could mount a Listserv for AACL?

Topics/Issues for Next Meeting

Hazel Fry, President of COPPUL and Chair of LASAP was suggested as a guest speaker for the spring 1994 meeting.

The member vote to hold the Spring 1994 meeting at Olds College was 29 for, 8 against and 2 abstained. Therefore, the next meeting will be held May 6, 1994 at Olds College.

A breakfast meeting for chief librarians was held prior to this meeting. Kathy Lea related the highlights:

- Private and public colleges should meet separately.

- The statistics gathering function of AACL was considered to be REALLY important.
- People should keep aware of what's happening locally and work with groups who have mutual interests.
- Highest concern was financial cuts that are probably coming in the next fiscal year.

Fran Noone

LIBRARIES: ALBERTA STRATEGIC ALLIANCE FOR PLANNING

Last June I replaced Mircea Panciuk as the AACL representative on the libraries ASAP Committee. The committee's mandate is to create a strategic plan to take all libraries in Alberta into the 21st century. The plan will be ready for the Alberta Library Conference in 1995.

We have planned a series of regional meetings to solicit input from librarians and library staff. Other stakeholders, such as our faculty, students and administrators, will not be included in this group, but their input will be requested later. From this input we will create a common "vision" which will be presented and discussed at the Alberta Library Conference in 1994.

Madeleine Lefebvre and Joanne Kemp have volunteered to become facilitators at a few of these meetings. The facilitator training session on November 15 will be presented by Pat Cavill and Don Caplan. I will also participate in the training session and later facilitation.

The Regional Meetings will be held in the

following centres:

Calgary & region	November 19, 1993
Red Deer & region	December 9, 1993
Edmonton & region	December 10, 1993
Lethbridge/Medicine Hat & region	January 17, 1994
Grande Prairie & region	January 22, 1994
Fort McMurray & region	no date confirmed
Vermilion & region	no date confirmed

Some dates have not yet been confirmed. People in these areas will be notified when details are forthcoming.

The committee has to raise funds to gather input from all libraries and later from their communities. It is hoped that every library in the province will contribute by paying a membership fee. Personal memberships are also available and forms will be mailed out to all libraries soon. With your membership, both personal and institutional, you will receive a newsletter to keep you up to date with the committee's activities.

If you have any questions, please call me at 342-3306.

Alice McNair

MERRY-GO-ROUND

GRANDE PRAIRIE REGIONAL COLLEGE

Hello to all!

We are right in the midst of implementing our new DRA library system and are still on track for a January start up.

As possible cuts loom on the horizon, we are undergoing a re-examination of our mission. Comprehensive discussions have

been initiated both within the department and throughout the college. The goal of these discussions is to re-evaluate and refine our services, establishing new goals and objectives that better meet college needs.

We have just been informed that we will be going through the exercise of a projected 20% cut over three years. College wide consultation is under way with brainstorming sessions on how to meet these cuts just being completed. Gary Armstrong came on board in September as the new chair of the department replacing Olga Shklanka who retired last August after many years of service here. Both Hazel and Gary are now sharing and rethinking our collection management activities.

At the present time, GPRC is a member of an associate membership (ACTIC) of Internet with E-mail access. There are ongoing discussions within the college about gaining full access.

*Gary Armstrong
Hazel Kellner*

ALBERTA COLLEGE

There is not much in the way of changes at Alberta College Library to report. I was hoping to have the 3M library security system installed by now but this hope remains a hope. No budget at the moment!

The staffing remains the same. I am the only full-time attendant in the library. Our magazine collection is not large, only about 50 titles and they are educational. We have no recreational magazines. We do not provide ILL's to other libraries as the materials are not enough for our students

to use.

Internet/Envoy is not available at the moment.

Thuc Cong

OLDS COLLEGE

We have no highlights, concerns or issues to report at this time. We are on a holding pattern waiting to see what the future will reveal. Our budget has not been affected to any large degree this year and, therefore, collection building creeps along as usual. Our staff has been fairly static and we are hoping that budget cuts in the near future do not affect us to any large degree.

We are totally willing to take part in any resource sharing between any of the colleges in our association. We do have Internet and can access requests as they come in. Please do not hesitate to contact us with your inquiries.

Garry Grisak

MEDICINE HAT COLLEGE

The LRC's draft report on the *Library of the Future* was presented to administration with positive feedback. It seems a bit ironic to be projecting a new library, more staff and a much larger budget, while at the same time preparing reduced budgets in anticipation of the threatened cutbacks. It is much preferable to be considering a positive future, but, unfortunately, not too realistic.

The college has drawn up plans for a greatly enlarged facility, including a library which would be five times the size of the

present one. It was interesting to work with the architects in design plans; we even got to the stage of laying out where the stacks would go. The plan was to receive government approval for detailed drawings to commence April 1993 so that the library, as first priority, would move in 1995-96. But the request for \$71,000,000 came at exactly the wrong time! So we will continue to "make do" in the existing building. We think we deserve a creativity award for using the space so ingeniously--OPACs under the stairs?!

The automation procedures are going well with at least brief entries for all the books and pamphlets. The audio-visual collection is being entered now with the more popular items (videos, films, compact discs) completed. We have even entered annotations for all of the films and videos. Priority work on automation has created a "temporary" backlog of materials awaiting cataloguing. Perhaps with budget cuts we won't have to worry about adding much to the pile!

This fall we arranged for on-site access to the Dynix system of the Shortgrass Library System. This allows college patrons direct access to the collections of the regional public libraries. This new service adds to our already existing ability to sign onto other libraries, which we do through modems to Calgary and Edmonton and through ACENET to other institutions. Although the Internet is slow, it does improve the interlibrary loan service and reduces our dependence on the National Library. The E-mail functions of the Internet certainly reduce "telephone tag" and long distance charges.

Staff turnover was virtually nil this year, a definite sign of the tough economic times. The LRC staff continue to take an active roll in college life and committee work.

Wishing everyone all the best as we prepare for the promised "tough times ahead."

Keith Walker

GRANT MACEWAN COMMUNITY COLLEGE

It was nice to see such a large turnout of college librarians at our fall meeting at GMCC.

Our major concern is the proposed 15% budget cut. We're having meetings to discuss ways and means of cutting the LRC's budget by 15% in the first year, i.e. \$94,195. We're also in the process of finalizing our recommendations regarding a new automated library system. Ron Rowsell, our Systems Librarian, asked me to inquire whether anyone is currently using an automated media booking system, macro or micro based. If so, please call him at 497-5891.

Major changes came with the building of our new City Centre Campus. The majority of our students and staff are located here now. Most of you were on the tour so I won't bore you with statistics on the size of the new LRC. If you missed the tour and want information on our new facility, please call me.

Our CD-ROM network is working really well and the full-text CD-ROMS are heavily booked. We're in the process of setting up the Teaching Resource Centre collection and facility for college staff use. Our office furniture is expected next week and the remaining library furniture by Christmas, we hope!

GMCC is not an Internet node nor does it have any host machines. We are dialing in

to the U of A online catalogue and can access (search) other library catalogues on Internet that way. We can get limited mail access to Internet via SAIT but we are not using this at this point. The college is currently exploring an associate membership on Internet. If we get this, then the LRC would be interested in using Internet for E-mail/ILL purposes.

Please update our FAX number on your membership lists to 497-5895.

Joanne Kemp

AUGUSTANA UNIVERSITY COLLEGE

Through the past year we have been working on recon (in-house). With five full-time employees (graveyard shift) this summer as well as part-time work last academic year, we can see the light at the end of the tunnel. We have about 5,000 "problems" to solve, such as items not on the shelf, those requiring original cataloguing, etc.). We feel the project, which included barcoding, has gone very well. We are in the process of shopping for a system now with the hopes of implementation next summer.

We have also embarked on a capital campaign for a new library facility. The first phase is an on-campus phase where the faculty, staff, and students are approached. We are pleased to announce that we have met our campus goal of \$400,000 and it continues to grow! The entire campaign goal is \$5,000,000.

Marilyn Murray has been hired as our music cataloguer. She will be taking selected courses at Grant MacEwan starting in January. Marilyn is not a technician but worked as a member of our recon staff.

Only E-mail is available to us. Our institutional plan is to have full Internet access within two years.

Nancy Goebel

ALBERTA VOCATIONAL COLLEGE - LESSER SLAVE LAKE

We completed conversion to an automated system (MultiLIS) during the summer and began introducing students and staff to the OPAC in September. Reaction to the system has been very positive. We are still waiting for hook up to our eighteen community campuses. Utilization of Library Services by students and staff continues to be very strong.

Library Services have been told to expect a reduction in the operating budget for 1993/94 but have not been told to expect staff cuts.

We have mail access only on Internet and will continue to use a modem to reach external catalogues.

Robert Bruce

ALBERTA COLLEGE OF ART

We are in the process of "re-structuring" and, as in most places, this tends to mean that when a position becomes vacant it is not filled. This fall we lost a full-time library clerk position and have had this position replaced with a half-time clerk.

The background of the library losing a full-time position is worth passing on to all of you. My clerk applied for a vacant position in another college department. She was not qualified for this position but believed that

since she was the "senior" person applying for the position, she should get it. The supervisor in the other department found a more qualified person and hired her. The union advised my employee to grieve this. She did and won on the basis of the wording in our past union agreement which read:

The Employer agrees to recognize seniority, qualifications, ability, and performance in considering promotions, demotions, transfers, and lay offs.

This clause was interpreted by lawyers to mean that all four determining factors "seniority, qualifications, ability and performance" must be weighted equally. Our intent, of course, was that they all be taken into consideration. The wording in our newly ratified union contract is:

In filling vacancies, the Employer will select the most suitable candidate, based upon the qualifications, experience, skills and abilities required for the position. In assessing internal candidates, performance will also be considered. Where two (2) or more applicants are judged to be relatively equal as the most suitable candidate, the most senior of them shall be selected.

So... read your union contracts!

Wishing you all a Merry Christmas and a Happy New Year!

Christine Sammon

LAC LA BICHE ALBERTA VOCATIONAL COLLEGE

We began implementing the MultiLIS automation system in January. Since then recon has been steady though slow. We are

understaffed and our only library technician, Marcia, has to carry out other routine library duties as well as recon activities.

As always, September and October are busy academic months as we provide orientations for new students and give in-class bibliographic instruction before midterm papers are due.

The library is in a state of flux as our scheduled library renovations (after initial step) have been put on hold indefinitely due to government cutbacks. While recon continues, we are busy trying to solve the where and when of having OPACs and circulation installed!

Our collection is also in the same indeterminate stage as weeding and additions are going on at the same time. New titles are not entered into the card catalogue but into the OPAC. Until OPAC is installed, patrons have to rely on a temporary list of new titles, the compilation of which is an added time-consuming activity.

Amidst the doom and gloom of further financial restraints, students and instructors are becoming more aware and appreciative of our services, and are actively supportive of maintaining current services.

Our present library services include interlibrary loans, extended evening and weekend hours, online searching, customized bibliographies, and more. We serve not only college staff and students (on campus and distance education), but also the larger community of Lac La Biche, including the public schools.

The library staff consists of one librarian, one library technician, three full-time administrative support staff, and two

hourly paid student pages. Believe us when we say we are running to stay at the same place!

Lucy Chang

LAKELAND COLLEGE

Automation is high on our list of priorities--we are eating, sleeping, and dreaming it at the moment! We have found that vendors are very keen and persistent! We hope to make a decision by mid-December. We incorporated the use of CD-ROM indexes into some of our library instruction assignments, creating a high, but rewarding, demand. We are reviewing new indexes on a regular basis.

The college has struck a Copyright Committee, of which the manager of the LRC is a member. We are currently soliciting other institution's policies and procedures to use as guidelines for drafting our own. Please forward if I haven't already asked you.

We are on Internet and we will be exploring the resources--time permitting!

Liv and I enjoyed the meeting and the setting. Looking forward to the next meeting.

Michelle Classen

FAIRVIEW COLLEGE

We are well into our fall session and yet it seems as if the academic year has barely begun. Each day brings new inquiries and unique requests. Our staff are very busy looking after the normal order of business.

The summer brought a wonderful addition to our collection. Patricia Fishburne of Peace River donated her entire collection of horse books and magazines to the Fairview College Library. This is an extensive collection of quality materials which has proven to be of great interest to horse lovers.

During the summer months we upgraded to a new version of the library computer system. The result is a much improved OPAC. It seems that our customers still prefer to use the book catalogues to the on-line system. We are trying to increase their comfort level, thereby giving them improved access to our collection. The replacement of one of our Classics with a Centris 610 also sped up access to the collection.

We see light at the end of the tunnel. It seems fairly certain that by next May or June we will be able to relocate to new (different) premises. The heating plant is being stripped of its innards and slowly it will be transformed into a library. The general floor plan lends itself well to our needs. However, we need additional shelving to alleviate the overcrowded conditions of our present shelves. We have also initiated an aggressive deselection process. We do not intend to move outdated or useless materials with us to our new quarters. Renovations are to be kept at a bare minimum. It is a reality that in this period of budget cutbacks even small requests are difficult to accommodate.

Our collection of bound turfgrass periodicals is expanding. The students are making extensive use of them and we are able to stop some of the heavy losses we have experienced in the area in the past. This is one subject area that would lend itself well to CD-ROMs. Our library seems

to be falling behind in the move to CD-ROM technology. We don't have the room at present to house even one station. After our move to more spacious quarters, this will be one of our priorities. However, the 20% cutbacks that are facing us may slow the implementation of any new technology during the next few years.

We have found that more of our collection circulates than we thought. We are rebarcoding our collection as it circulates. Contrary to our belief that there would be fewer and fewer items to barcode as time went on, we find that the number of items circulating and needing rebarcoding remains at a fairly constant level. In time, this exercise will point to items that have not been off the shelves in years.

We hope the cuts in the next few years will not have too many adverse effects on the efforts of resource sharing that are being initiated by many university and college libraries. We, as a smaller institution, depend on increased access to the resources of the larger centres to complement our own collection.

Bev Peterson

NORTH AMERICAN BAPTIST COLLEGE

The arrival of the new head librarian has brought several changes to the library, including some physical relocation of reference materials and periodicals. A book sale was held in early fall in an attempt to reduce the backlog of donated books.

Initiatives to choose an automation system for the library are continuing. The budget for 1994 will be a "stand pat" budget. However, approval has been given to increase the half-time library technician position to full time.

The possibilities of resource sharing amongst private colleges in Edmonton have been explored only in general and on a very preliminary basis to date. We do not yet have independent access to Internet.

Aileen Wright

KEYANO COLLEGE

Vickii Williams, Manager of AVC Edmonton's LRC, has taken over as Acting Director of Library and Media Services until March 1, 1994. Former director, Marylea Jarvis, has accepted the position of Acting Dean of Community and Upgrading Education.

Closure of and cutbacks to several other libraries in the community have resulted in new demands for our services from groups and individuals outside the college. We're working on devising a fee structure to handle these requests and would welcome feedback from other colleges who may already have something in place.

The visually impaired workstation supplied to us by the National Library is being set up. We have one student registered for January who will be using the equipment. We just received our first CD-ROM workstation. Judi McKettrick will be mounting Academic Abstracts on it.

We've had a lot of positive feedback on renovations done during the summer. Removing a wall and the art print shelves opened up floor space and access to windows, as well as allowing for more study carrels.

Our semi-annual book sale was the biggest success ever. With the proceeds we were able to restock our paperback rack with the latest bestsellers in time for holiday

reading.

Joyce Constantine, Reference Librarian, will be working with Doug Tomilson, Chairperson of the Instructional Technology Committee, on learning and teaching staff procedures for logging onto other library's catalogues, especially U of A's and U of C's.

Joyce Constantine

RED DEER COLLEGE

We have, and continue to experience change, as we move toward implementation of the "Information Centre/Electronic Library" concept. Our first plateau was reached during the summer when a major reorganization of the collection and the reference area was completed. For the first time our reference materials are housed together as a reference collection. At the same time, our book collection was shifted, and the reference area was redesigned to provide better access to the CD-ROM workstations and to make the reference desk more prominent.

The second stage of the electronic library concept is proceeding. The college has agreed to fund the purchase of an infoserwer which will allow us to network our CD-ROMs and make them available at PCs and at computer catalogue terminals. Selection and implementation details are currently being looked at. Investigations of document delivery options are also taking place. Presently, students enrolled in our collaborative nursing program have access to quick, inexpensive interlibrary loans from the U of A. The turnaround time on these loans is three or four days.

In order to address the issue of cutbacks,

the college has formed a Rightsizing Committee which will make recommendations to administration on the rightsizing process. Library staff are in the process of brainstorming rightsizing ideas. The brainstorming sessions will be followed by an evaluation and ranking of services, and will lead to a proposal for cuts which will be presented to administration. In order to contain costs within our current acquisitions budget, we have cancelled 100 periodical subscriptions. More cancellations are planned for this year. Although we know cutbacks are imminent, we continue to investigate new methods of delivering our services with the hope that student research needs will continue to be addressed effectively.

A series of workshops have been incorporated into our information literacy program. These workshops are geared toward the effective use of textbooks, bibliography preparation using the MLA and APA bibliographic styles, and use of specific CD-ROM indexes. The response to these workshops has been positive.

The college is in the process of updating its campus master plan. Three possible sites for a new library building have been incorporated into the plan. Input is being gathered on what the best location for this future library building would be.

Although the future is uncertain, we feel confident that our evaluation of services, and investigations of new methods for delivering services, will give us a strong voice when cutbacks occur.

Maureen Toews

NORTHERN ALBERTA INSTITUTE OF TECHNOLOGY

The Dynix installation in McNally Library has created a considerable number of changes and enhancements. Now that the first full year of operation has been completed, some interesting facts and information are worth sharing:

- We have utilized the circulation module to keep track of the in-house use of collections. We now have full data on each title's use, which will be invaluable for future collection management projects.

- The automated system resulted in tremendous changes in activity levels. Circulation increased by 42%. Information/reference transactions increased by 39%. The number of items processed by the cataloguing area increased by 219%.

- A total of 6,577 clients were registered on the system. Plans are underway to eliminate the need to keyboard the client's personal information and affix barcode labels to the student I.D. cards. The on demand data transfer capability from the registrar's computer files should be operational by August, 1994.

- In keeping with NAIT's commitment to Continuous Quality Improvement, we have introduced numerous service enhancements that are feasible with an automated system. For example, a client who wishes to obtain an item whose status on the system shows that the item is still in cataloguing or processing, may place a special request. The requested item is made available within 24 hours.

- The library's catalogue is now accessible through the NAIT telecommunications network. At the moment, this type of

access is restricted to staff only. However dedicated library terminals are available on satellite campuses for student use.

- The acquisitions module was implemented at the beginning of the fiscal year. The fund accounting system has allowed for a more refined level of funding designation, so we will be able to produce reports that will be useful in collection management activities. An electronic data transfer procedure from our Dynix system to NAIT's financial system has been developed.

- We are very surprised at the quantity of paper that an automated system can generate!

- We have been extremely pleased with the functionality of the Dynix software and the support provided by Dynix staff. Client feedback has been overwhelmingly positive and we look forward to implementing the serials and media booking modules in 1994.

- The library has undertaken the massive job of updating the position descriptions of all librarians and library technicians. Automation has caused major change in the library's operations, and now we must formalize this impact in the position descriptions.

Although implementing the Dynix system has been the focus of McNally Library staff, some other developments should also be mentioned:

- The Reference staff have performed literature searches for small businesses, in support of NAIT's Applied Research and Product Development unit. We anticipate increasing levels of this type of activity.

- We were successful in obtaining extra

funding for books, audio-visual media and periodicals.

-The circulating audio-visual equipment collection now includes a portable computer that will be available for loan to staff for special project work.

-Harriet Judge, Program Librarian for Reference and Instruction, was married in July and is now Harriet Arnold. Alison Nussbaumer, Program Library for Access Services, has been elected as a director to the Library Association of Alberta's executive. Susan Bolton, Reference Librarian, has been elected to the executive of the Greater Edmonton Library Association.

- NAIT is on the Internet with the library paying a share of the annual fees.

- McNally Library is working with other libraries to develop a contractual agreement for linked members of NEOS (Networking Edmonton's On-Line Systems). This will proceed once the shared members have finalized their contracts/relationships.

- Some measures have been taken to increase security. A new, attractive and visible entrance was constructed during the summer and a security system with motion detectors has just been installed. As well, each service point is now equipped with panic buttons that will sound an alarm in the security office.

- Lighting levels have been upgraded in the study areas of the library.

- The student overdue and loan policy changed in August. Instead of being fined, a student with an overdue item is blocked from further borrowing. This

new policy has worked very well so far, in terms of both prompt return of materials by students and less work required by staff to contact delinquent students. Many thanks are extended to all respondents to our overdue and loan policy survey last spring. We used information from your responses to develop our new policy. Over the next year we plan to evaluate our overdue and loan policy for staff.

Helga Kinnaird

SOUTHERN ALBERTA INSTITUTE OF TECHNOLOGY

The library is planning for potential operating cuts to be instituted for the 1994-1995 year. We are developing a plan that includes sweeping structural changes, such as combining reference and circulation processes, and streamlining the acquisition process.

The CD-ROM network is operational. We are encountering some orientation challenges because not all databases are available at every workstation. We have not purchased the rights to network all of our subscriptions. The single use databases are available on a local CD drive. Describing the set-up to students is like describing Who's on first, What's on second and I Don't Know on third.

The library is very short staffed. We currently have four staffers on long-term disability. Term replacement staff have been hired to replace them during their absence.

The reference staff is currently examining the effectiveness of an interlibrary loans software package called Interlend from

Brandon, Manitoba. ILL revenues for January to June 1993 are \$840 from thirty-eight clients.

The seasonal orientation rush is coming to a close. So far this year, we have delivered eighty-seven classroom presentations and tours to 1,800 students.

Our sale of weeded material has just passed. Revenues are down again. We earned just under \$600.

Our plans for budget reductions will certainly be in place when I report again in the spring. It will be interesting to study the various solutions used by our membership.

Dave Weber

CANADIAN UNION COLLEGE

October 24 marked the official opening of our new system, MultiLIS. In September, the training and implementation phases were completed, and everything, including the label printer, is finally functioning as it should be. We do have several hundred records without attached items which we will be working through in the next few months.

The departure of Keith Clouten to the south, well ahead of the Canada geese, has also brought us new staff positions. Joyce Van Scheik assumed the position of librarian on September 1. Joyce has served as assistant librarian in charge of reference services for the past six years.

Carol Nicks has been appointed the new assistant librarian. She completed her Master of Library Science degree at the University of Alberta in 1990, and her professional background includes several

years of teaching and school librarianship in Alberta and in Pakistan. In addition to her main responsibilities of cataloguing and collection development, Carol is sharing in reference work.

We also welcome Cathie Trenchuk to the full-time position of technical services supervisor. Cathie directs the workflow of student assistants in the processing of library materials, and cares for the other 101 tasks that make things work, including the production of this newsletter.

We plan to have Internet access soon. At present, we are dialing in to the Gate (U of A catalog) and exploring the possibility of becoming a linked member of NEOS. We are hopeful that libraries here in central Alberta can soon work out the details for a similar network.

Joyce Van Scheik

LETHBRIDGE COMMUNITY COLLEGE

Highlights include:

- Stats from all service areas appear to be up by approximately 30% over previous years.
- The University of Lethbridge's holdings are available on our OPAC through a Pick menu. The university is providing electronic access to our catalogue at their site. The Pick menu also has the potential to be a PR tool for the Library as it gives us a screen, too.
- Debit cards are available now for students to use on the photocopiers.
- A new system is in place to alert faculty to new video previews that have arrived, including notification on the OPAC.

- Almost all library staff recently have access and the training to use E-Mail.
- Due to space reorganization, there are more bookable rooms (to get the noise level down) and a more centralized administration cluster. One of the areas freed up has become a faculty area for the Centre for Teaching Excellence.
- Our OPAC is now available at more off-campus sites and will hopefully be searchable from faculty offices in the future. An OPAC remote access plan, covering up to the year 1996 has been submitted for phasing in more access.
- Prior to this year, the delivery service for off-campus locations was geared to faculty. This year it is geared to students. That means a student in Blairmore can request a book be delivered to them on the van (twice a week). Materials are returned by van in the same way.
- A video entitled *How To Use a Video Camera* was developed under contract with a team of three library employees. They wrote the script, shot the video, did the editing and added a sound track and graphics.
- Also through a contract, the *Library Skills Workbook* was developed. We had its readability level analyzed and are "beta" testing it on first year carpentry students. At PNLA we learned how it could eventually be put in a Hypercard environment for CAI.
- Resource sharing initiatives are being demanded by faculty. To this purpose meetings of all Lethbridge libraries and interested AACL chief librarians have been attended.

- Collection development is now in written format for those programs undergoing review. Comments are based on MultiLIS reports, and in some cases by an actual review of items on the shelf. The most important component is the buying plan.

Concerns cluster around the proposed 20% cuts over the next three years. The College held one information forum offered at three different times during which employees were shown various scenarios (through modelling software), given strategies for surviving the upheaval/change, and encouraged to submit suggestions for achieving the cuts to a committee of 99 who will find consensus solutions. Restructuring and doubling up in current spaces are other issues that keep reoccurring.

LCC has had Internet access since May 1993. Addresses are in the directory. Concerns about the resource sharing include: not enough is being done, it is unclear how much money is actually saved, it is a lot of work to administer, and it is uncertain if patrons really benefit. However, the potential savings and benefits make it well worth exploring.

Kathy Lea