

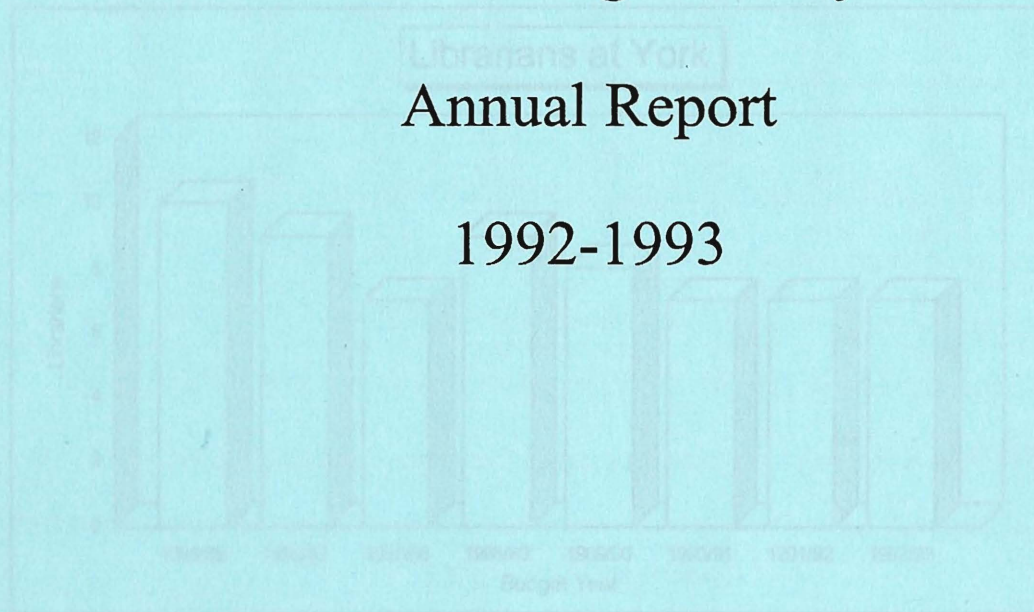
## 1. Library Professional Personnel

An examination of the professional staffing patterns of the York College Library reveals that though the professional staff level has been stabilized over the past few years, the number has decreased over the past eight years. This decrease has serious implications not only for the professionals involved, but also for the entire college community.

# York College Library

## Annual Report

1992-1993

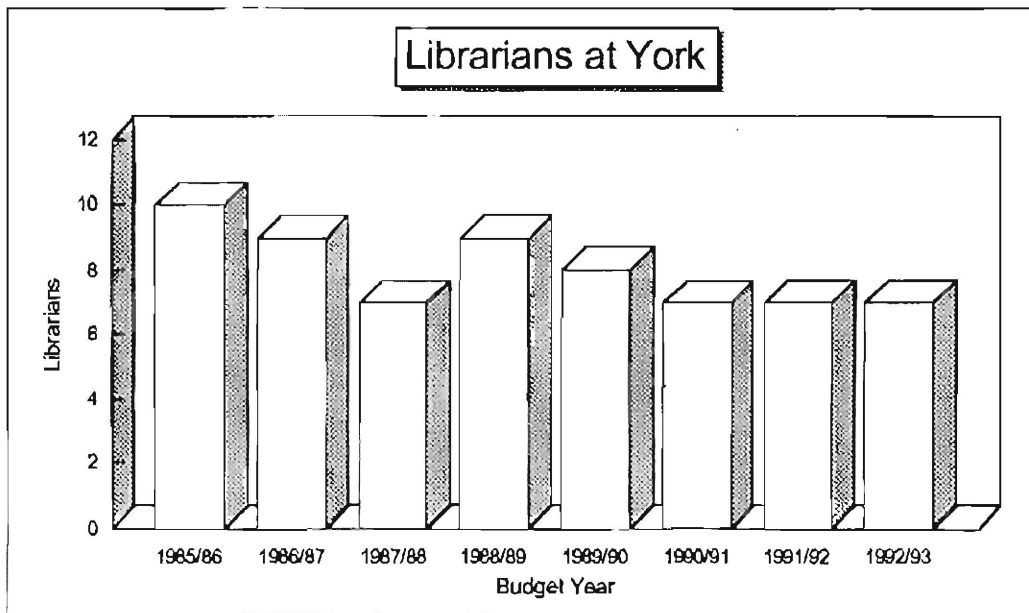


The above graph illustrates that the professional staff of the Library has decreased over the past eight years. At the same time, the ratio of Library faculty to full time equivalent students has increased, as shown in the following chart.

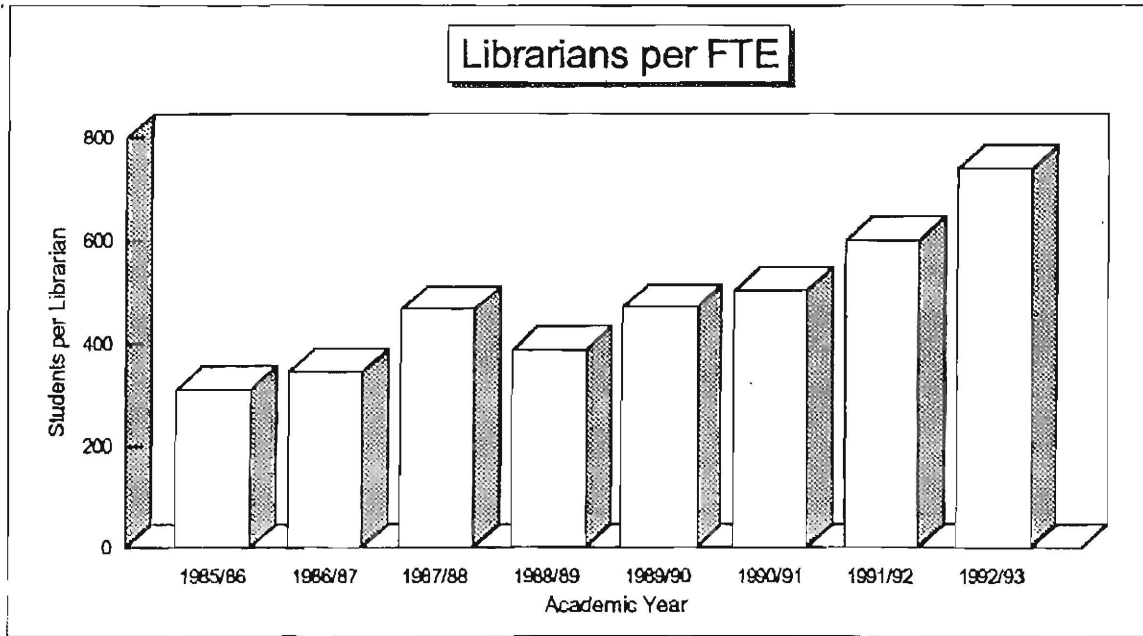
Robert Machalow  
Chief Librarian

## I. Library Professional Personnel

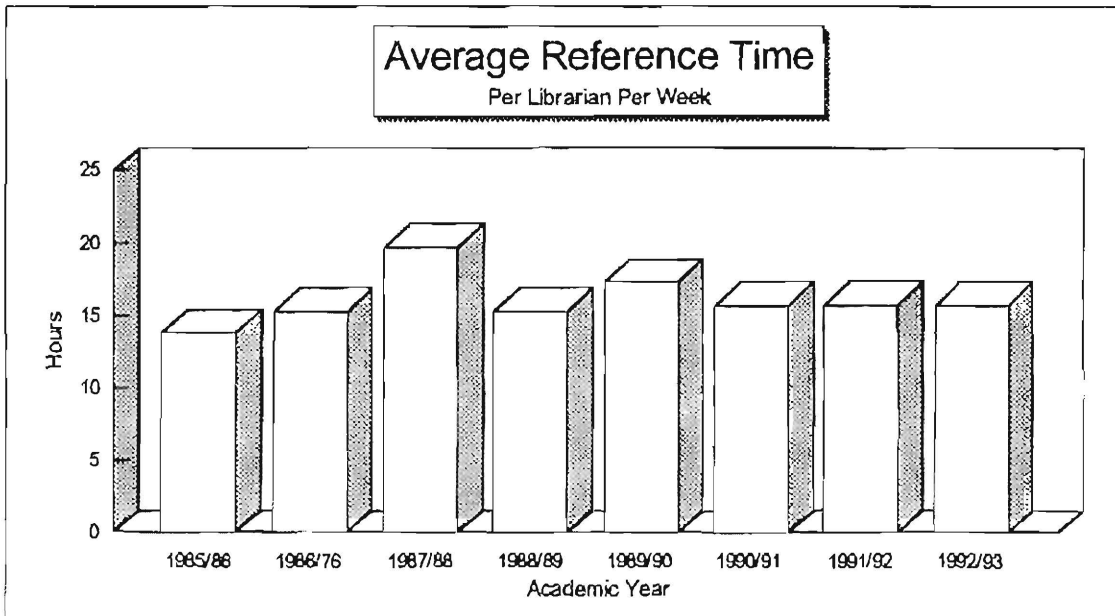
An examination of the professional staffing patterns of the York College library reveals that though the professional staff level has been stabilized over the past few years, the number has decreased over the past eight years. This decrease has serious implications not only for the professionals involved, but also for the entire college community.



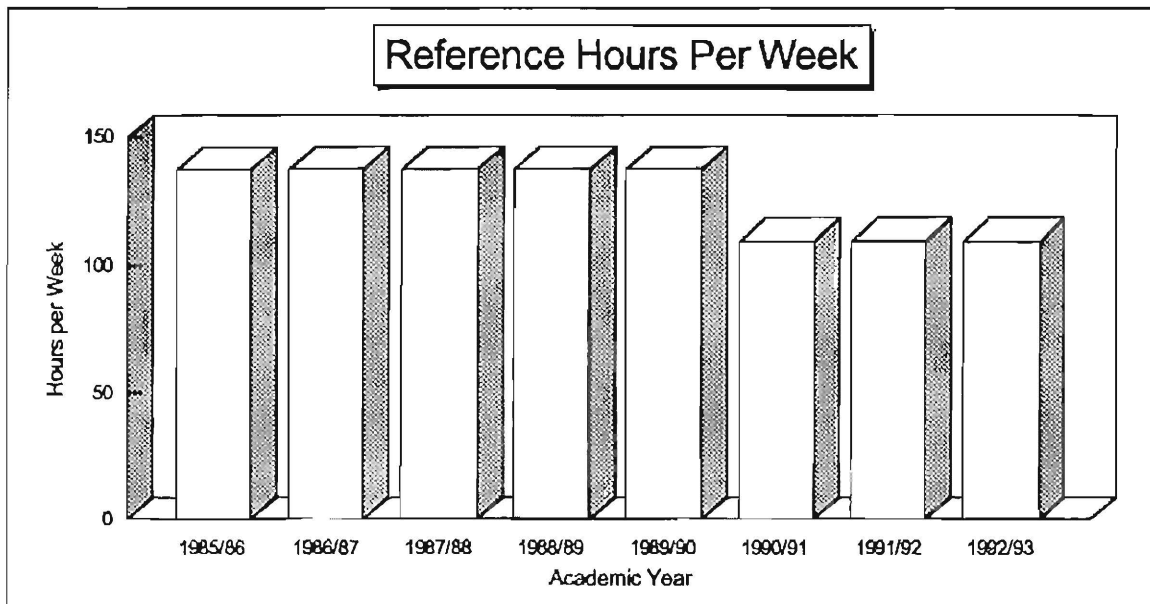
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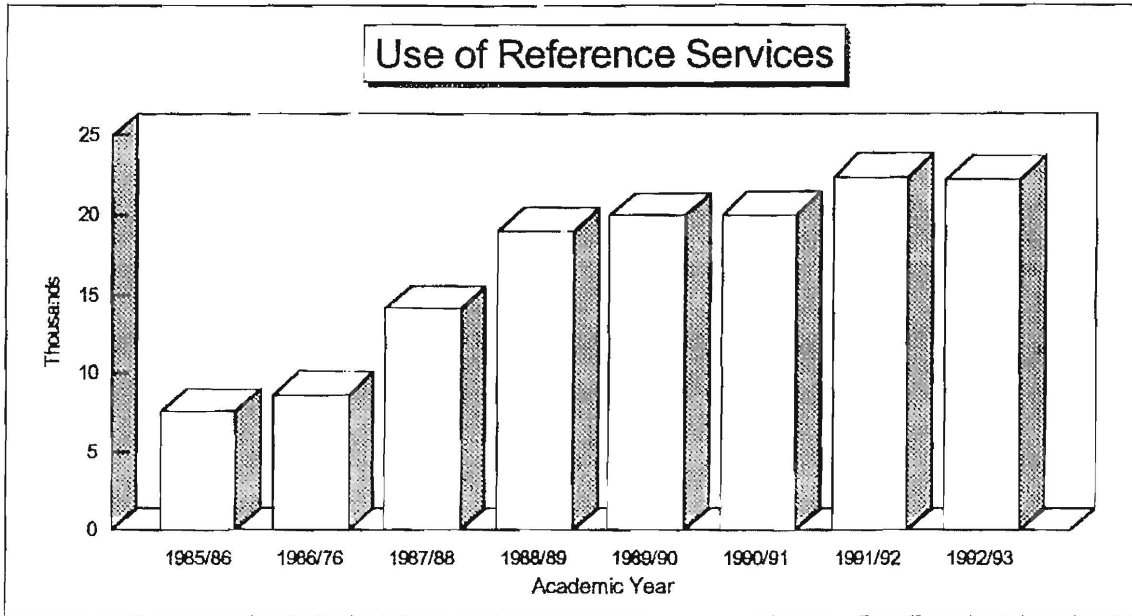
The Library continues to emphasize public service. Thus, each professional Librarian spends a great deal of his or her time at one of the two Reference desks. Other professional responsibilities, such as collection development and budgeting, are accomplished as much as possible when the individuals are not scheduled to be at a Reference desk.



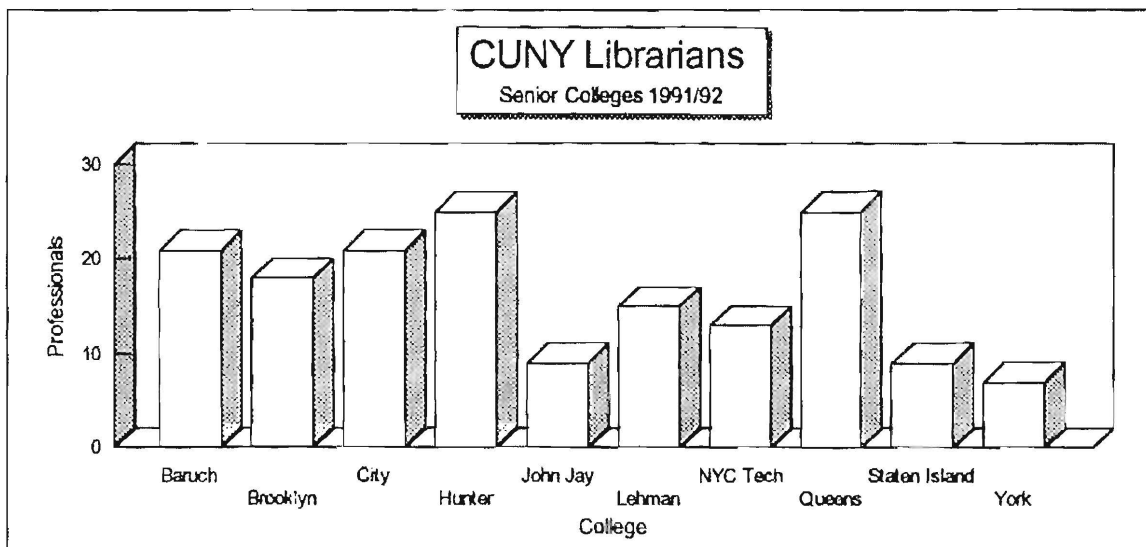
Though the Reference desk hours have been maintained over the past three years because of the Library's emphasis on public service, the hours the Reference desks have been staffed have been decreased over time due to a lack of staff.



This shortened Reference schedule has not, though, impacted on the use of Reference service. In fact, the use of Reference services has continued, as can be seen from the following chart.



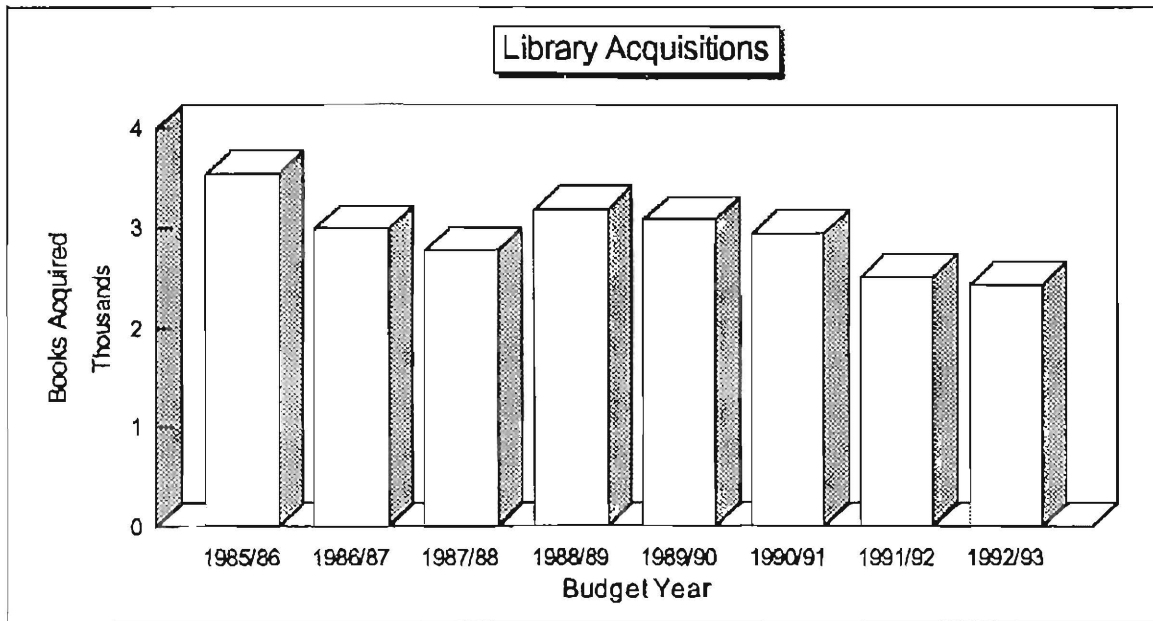
In comparison with the other CUNY senior colleges, York's Library is understaffed. As the following chart reveals, every other senior college of CUNY has more full time professional Librarians than York College. The numbers are for the 1991-92 academic year, which is the most recent information available.



## II. Library Budget

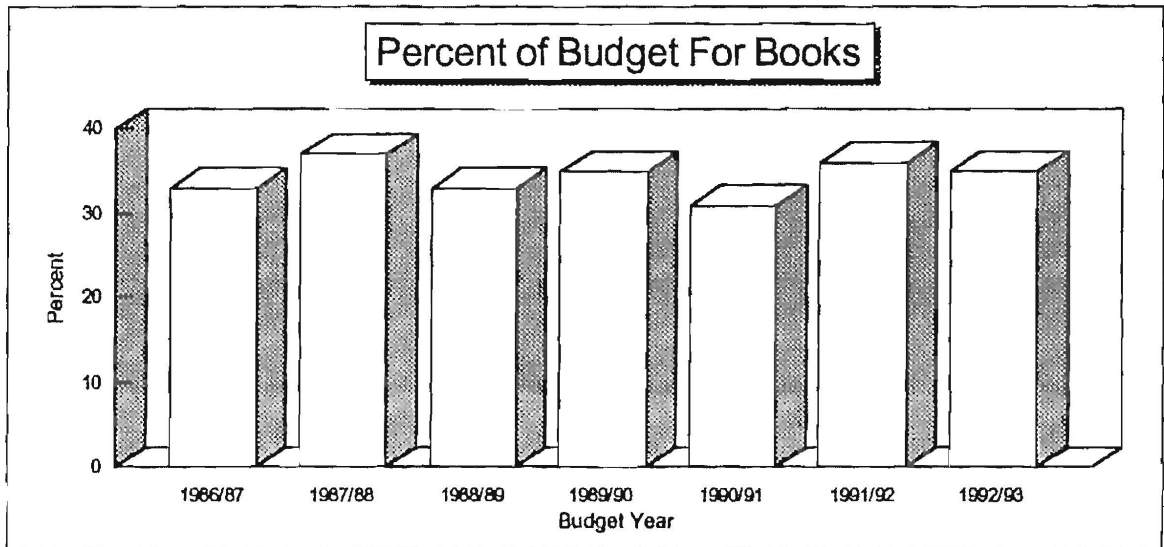
The Library other than personnel budget can be examined from two related points of view: books and journals.

### A. Books



As the above chart illustrates, the books buying ability of the Library has shown a general trend downward over the past eight years. This can be accounted for by a number of factors, including:

- a relatively constant budget in terms of total dollars, eroded in recent years by the necessity of paying for equipment, supplies, and to some extent personnel services from the budget formerly reserved for books and serials;
- the rising cost of journal subscriptions;
- the inflation in book prices in general.

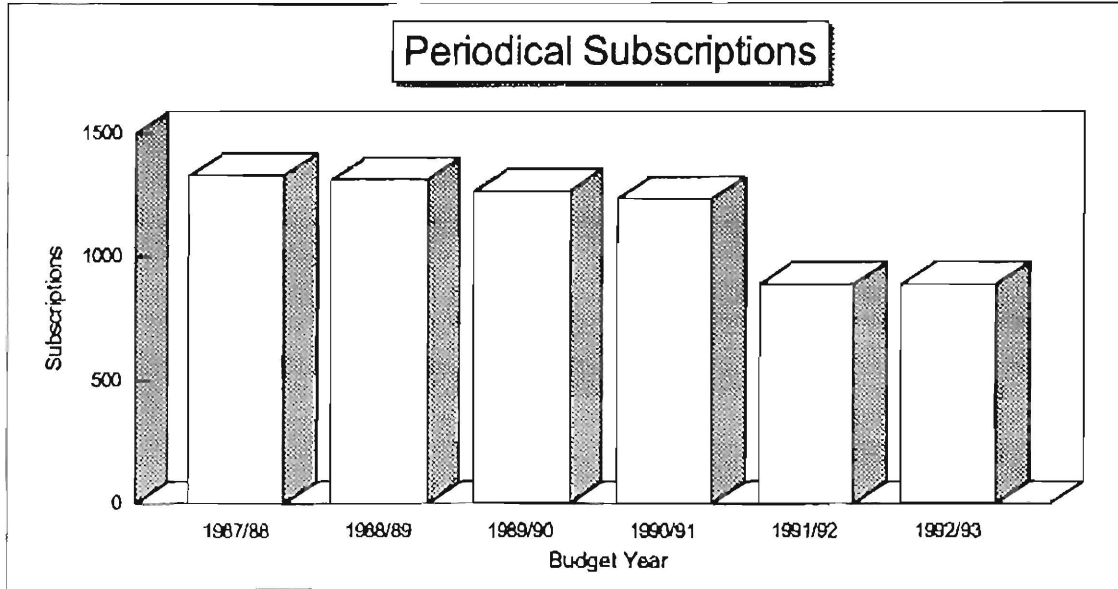


As the above chart illustrates, the percentage of the Library budget allocated to the purchase of books has remained at approximately the same level. Due to inflation, the actual number of volumes acquired each year has declined.

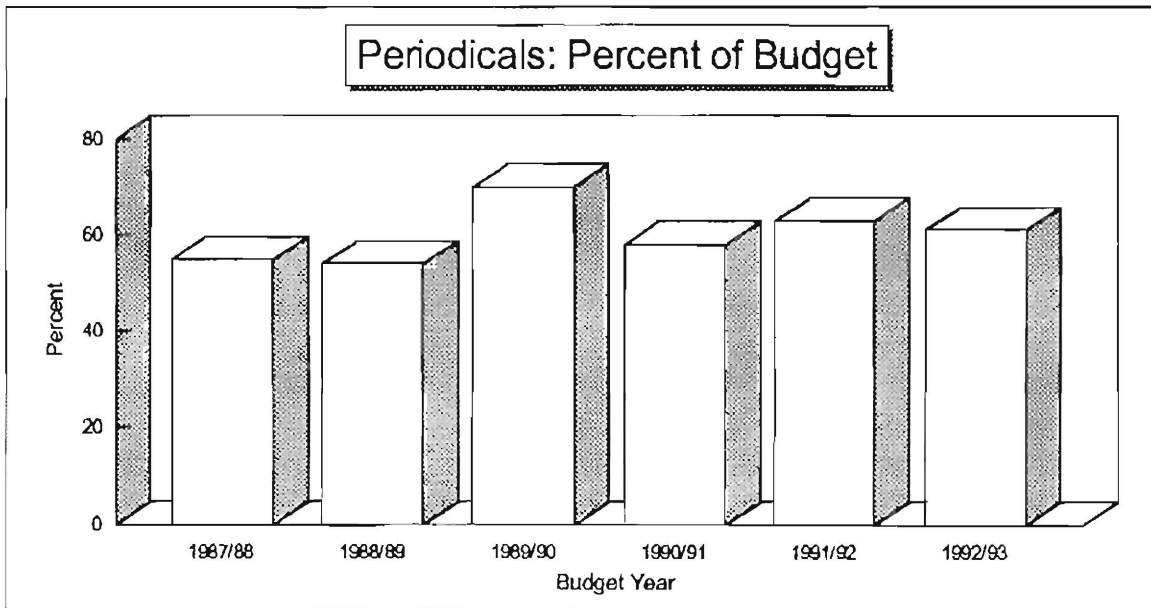
#### Summary of Acquisitions Statistics

Year	Percent of Budget	Books Acquired
1986/87	33%	3994
1987/88	37%	2785
1988/89	33%	3189
1989/90	35%	3085
1990/91	31%	2951
1991/92	36%	2519
1992/93	35%	2437

**B. Journals**



Due to the rising cost of journal subscriptions, the number of journals at York has decreased over the past six years, though in the past year this number has been stabilized.





The percentage of the budget spent for the ever-decreasing number of journals has increased over the past six years, though the increase has been eliminated in the past year. The increase can generally be accounted for by the increase in the cost of journals as well as some changes in departmental journal selections.

#### Summary of Statistics

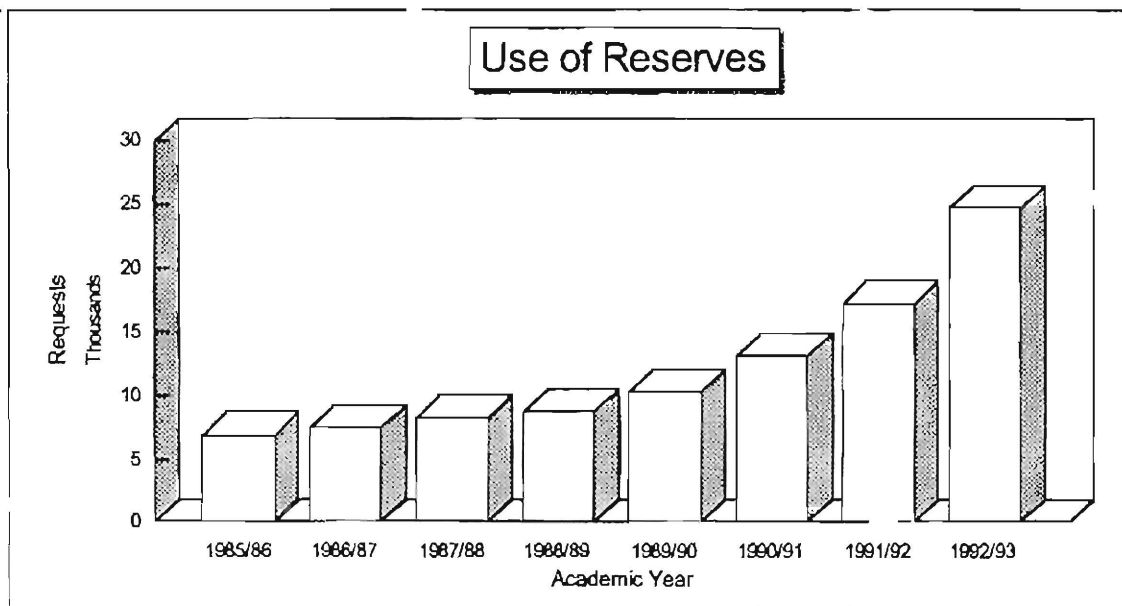
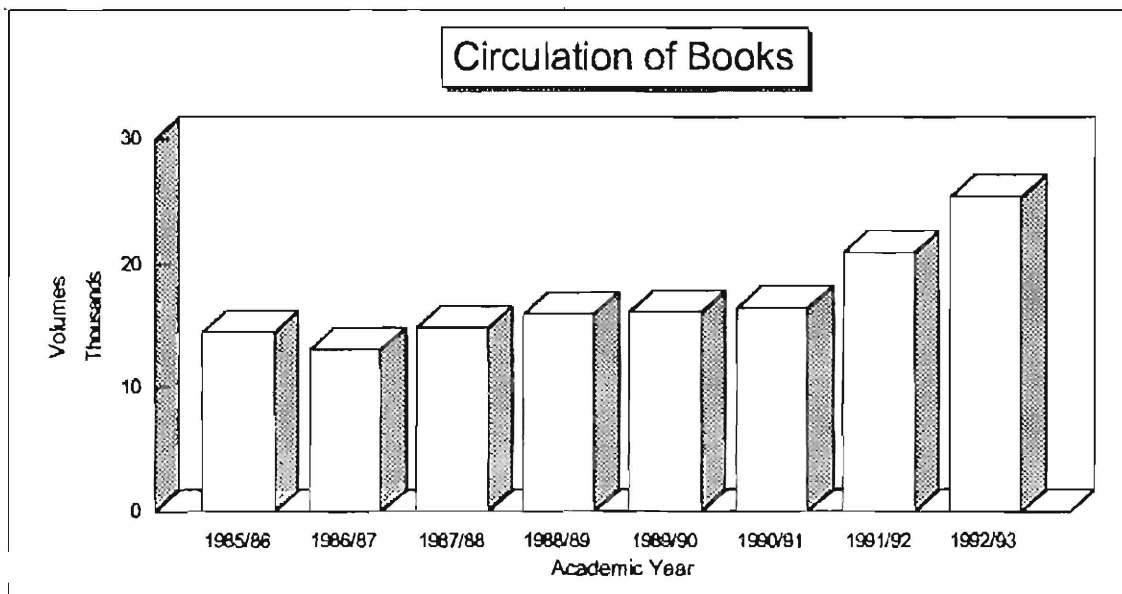
Year	Periodicals	Percent
1987/88	1327	55%
1988/89	1316	54%
1989/90	1264	70%
1990/91	1234	58%
1991/92	889	63%
1992/93	889	61%

The number of periodicals do not include the journals included in the Business Collection or Ethnic NewsWatch.

### III. Use of the Library

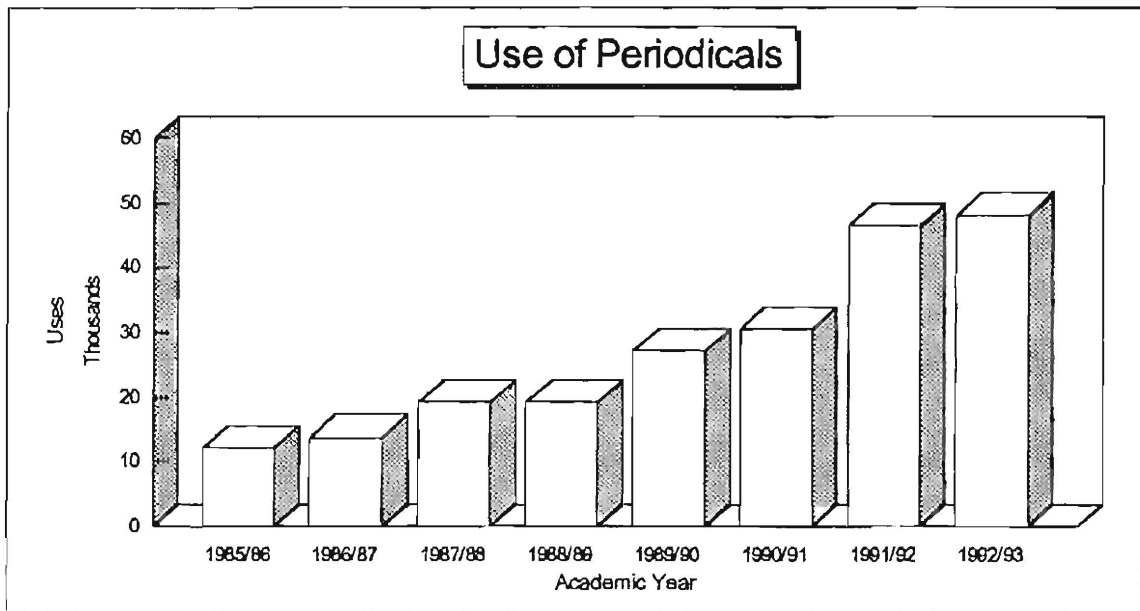
#### A. Books

The use of books acquired has grown substantially in terms of both circulation and reserve, as seen in the following charts.



## **B. Periodicals**

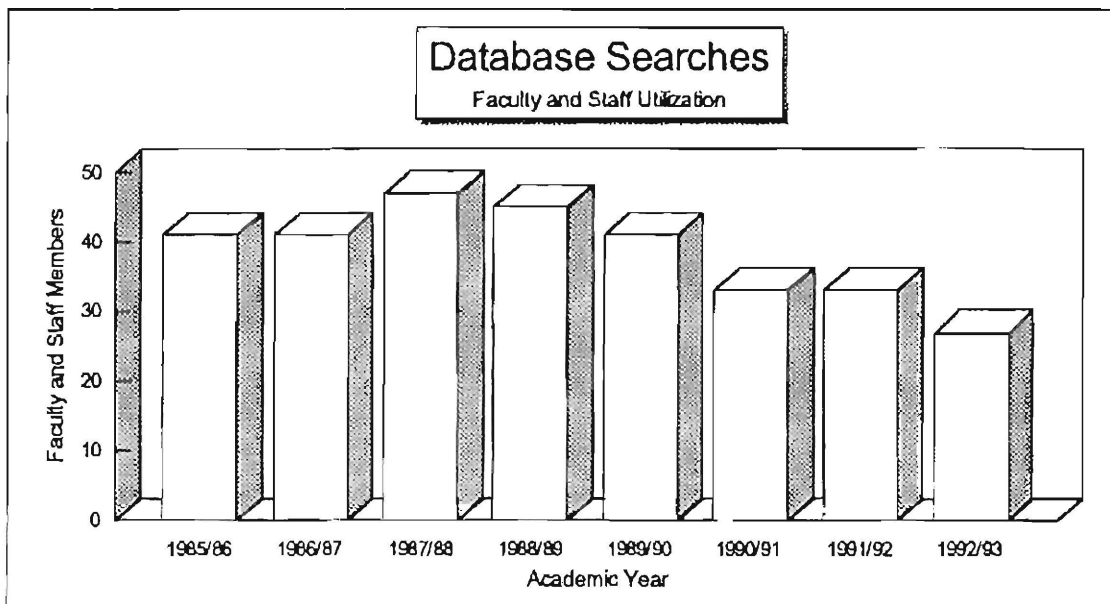
While the number of journal subscriptions has decreased until the past year, the use of the collection of both current and microfilm journals has increased substantially, as seen in the following chart.



### C. Other Library Services

Some Library services are available primarily for faculty and staff of the college. These services include interlibrary loans and database searches. It should be noted that interlibrary loan services are currently being offered to students as well as faculty and staff. Comparative information for interlibrary loans for the past years is not available; in the most recent year, 55 faculty and staff used this service of the Library.

Database searches were used by many faculty and staff at the college, as can be seen in the following chart.

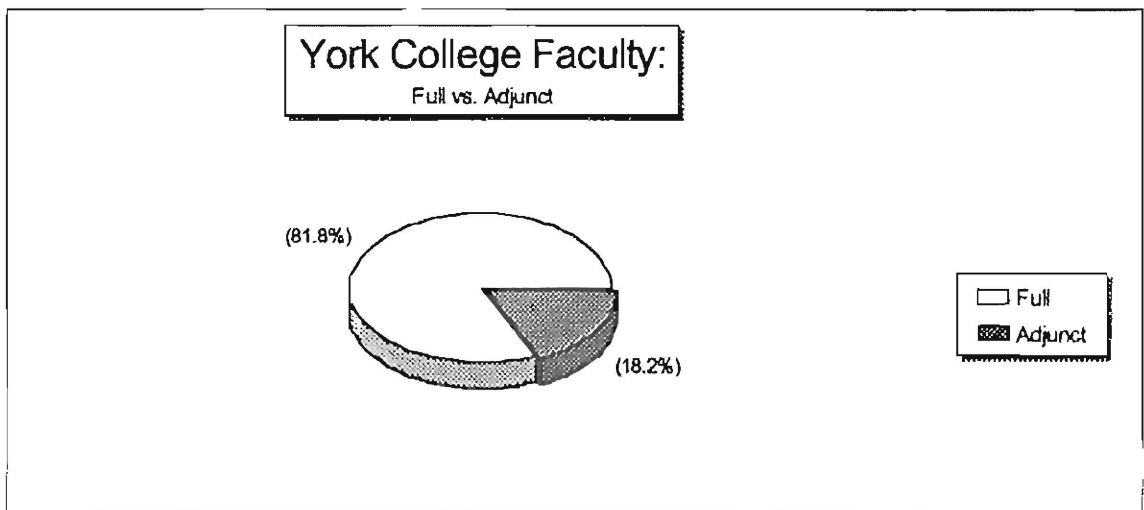


#### **IV. Faculty Survey**

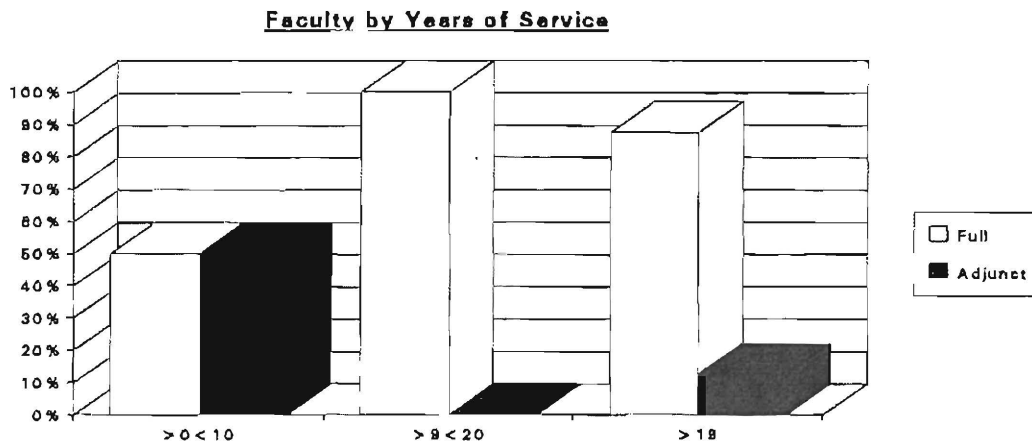
In the Spring 1993 semester, a supplement to the Library newsletter, INFO.\*, contained a survey to determine the faculty's interactions with the Library. This survey (copy appended) contained questions relating to the faculty member's status as full time or adjunct, the length of time the faculty member has served at York, how often the Library is used by the faculty member, what materials and services are used, and concludes with questions relating to additional services that the faculty member desires of the Library as well as additional comments.

#### **Background of Respondents**

The survey was completed by a total of 11 faculty members, 9 (82%) full timers, and 2 adjuncts (18%). This represents 3% of all faculty teaching at York in the Spring 1993 semester: 6% of the full time faculty (143 total) and 1% of the adjuncts (214 total).



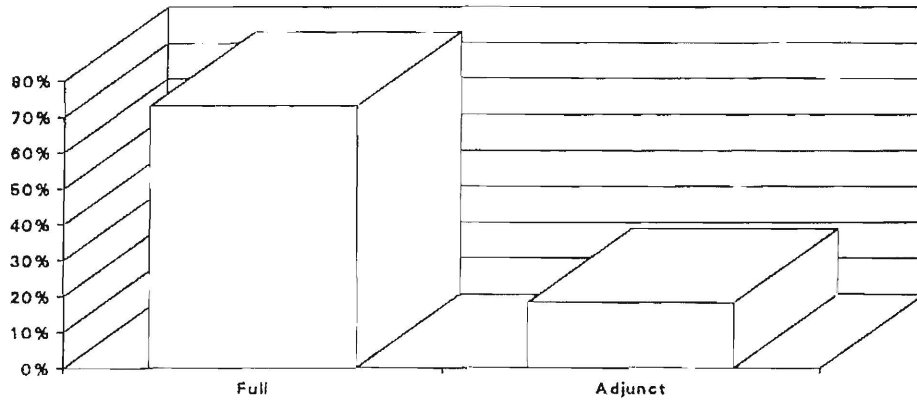
The faculty who responded have generally been at the College for a substantial amount of time. Seventy-three percent of those answering the survey have been at the College for at least 20 years. Among these, seventy-eight percent of the full time faculty have been here for at least 20 years; 50% of the adjunct have been here for that period of time.



**Uses of the Library**

The faculty who answered the survey have generally used the Library at least once a week or once every other week (91%). Of the full time faculty, 80% use the Library at least once every other week; of the adjuncts, 100% use the Library at least once every other week. Of the faculty surveyed, none admitted that they never use the Library.

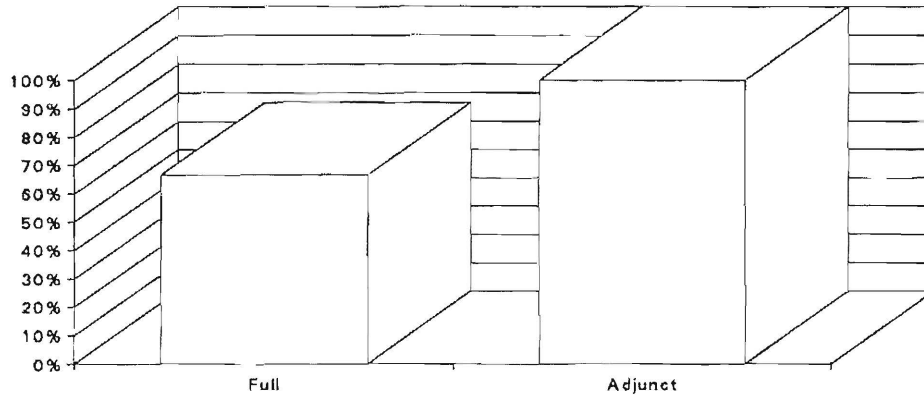
**Using Library At Least Every Other Week**



### **Research**

Of all the faculty who answered the survey, 73% stated that they use the Library for research. Of the full time faculty, 67% stated that they use the Library for research. Of the adjuncts, 100% stated that they use the Library for research.

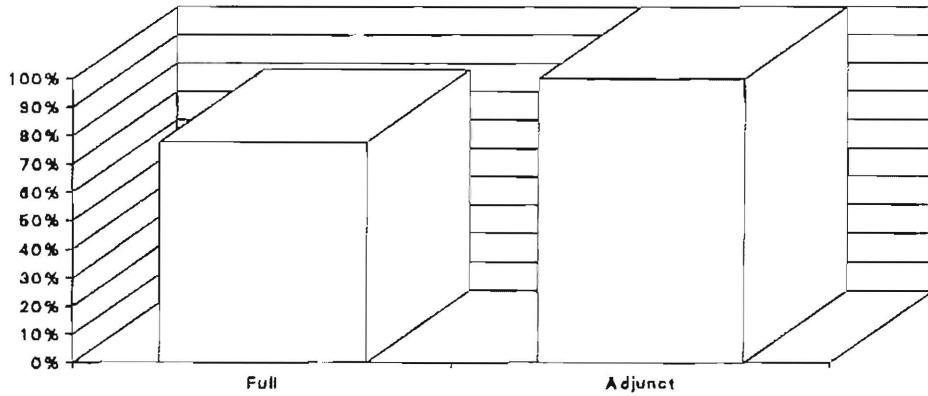
**Library Used for Research**



### **Class Related Activities**

Class related activities other than research were conducted by 82% of those surveyed. Of the full time faculty, 78% stated that they conducted class related activities other than research in the Library. Of the adjuncts, 100% stated that they used the Library for this purpose.

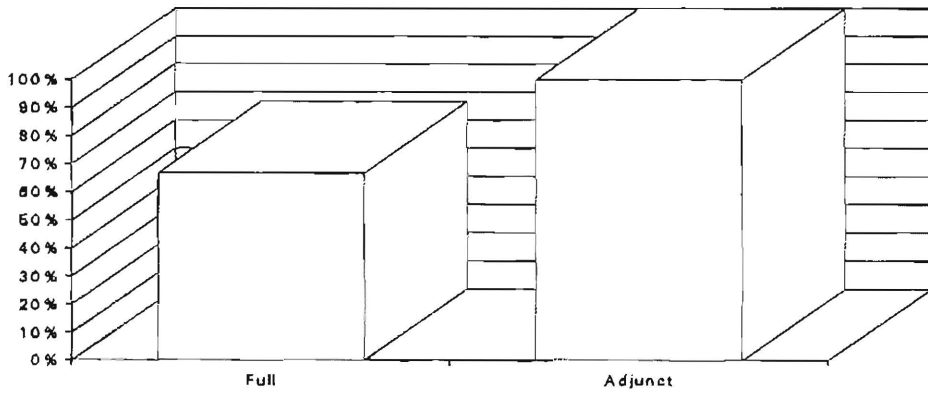
**Library Used for Class Related Activities**



**Personal**

Personal work other than research was conducted in the Library by 73% of those faculty who responded to the survey. Sixty-seven percent of the full time faculty conducted personal work other than research in the Library; 100% of the adjunct used the Library for this purpose.

**Library Used for Personal Purposes**

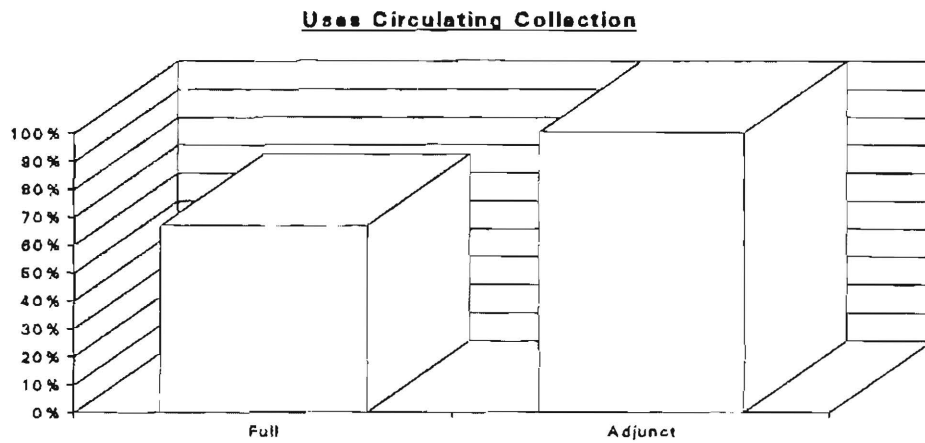




Areas/Collections Used

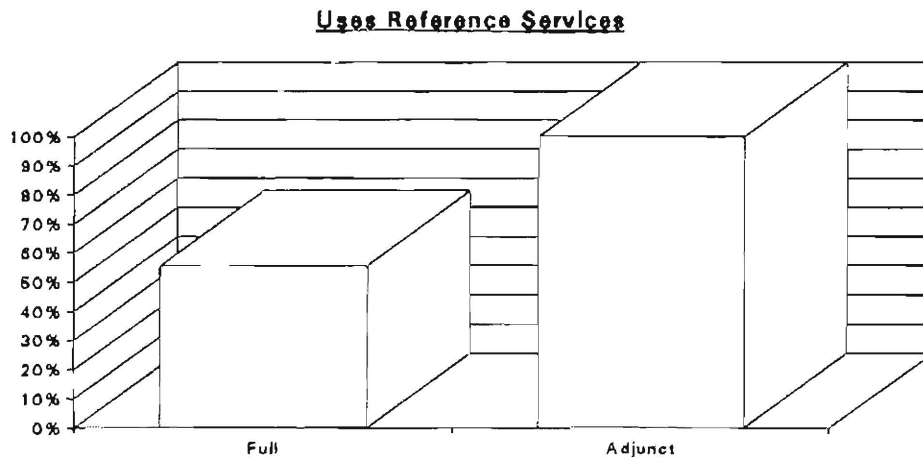
**Circulating Books**

Of all the faculty who responded to this survey, 73% use the circulating collection of books. Sixty-seven percent of the full time faculty use the circulating collection of books. One hundred percent of the adjuncts use the circulating collection of books.



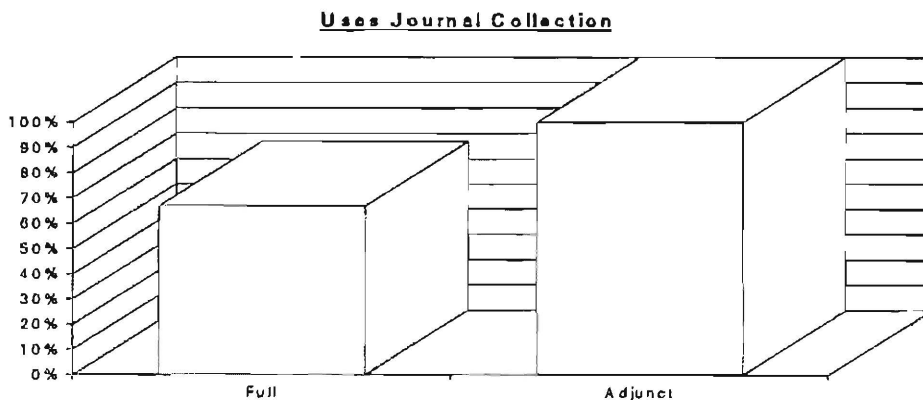
## Reference

Sixty-four percent of the faculty who answered the survey use the reference collection of books. Of the full time faculty, fifty-six percent use the reference collection of books. One hundred percent of the adjuncts use this collection.



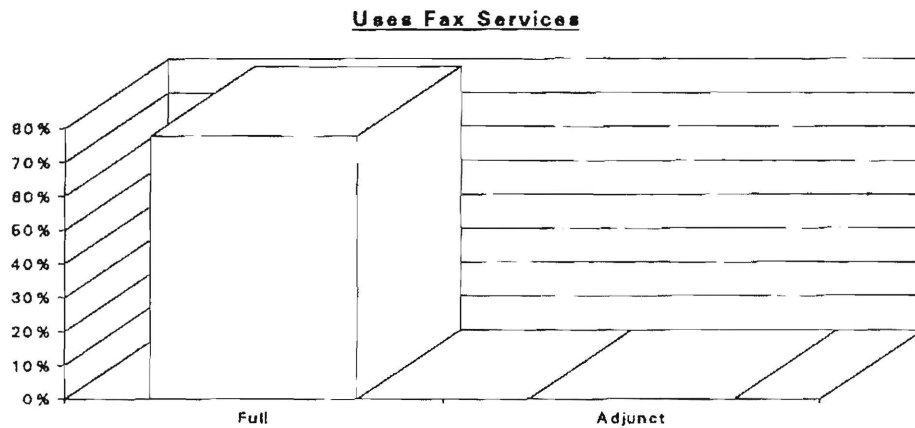
## Journals

Seventy-three percent of the faculty use the collection of journals housed in the Library. Of the full time faculty, 67% use these journals. Of the adjuncts, 100% use the journals.



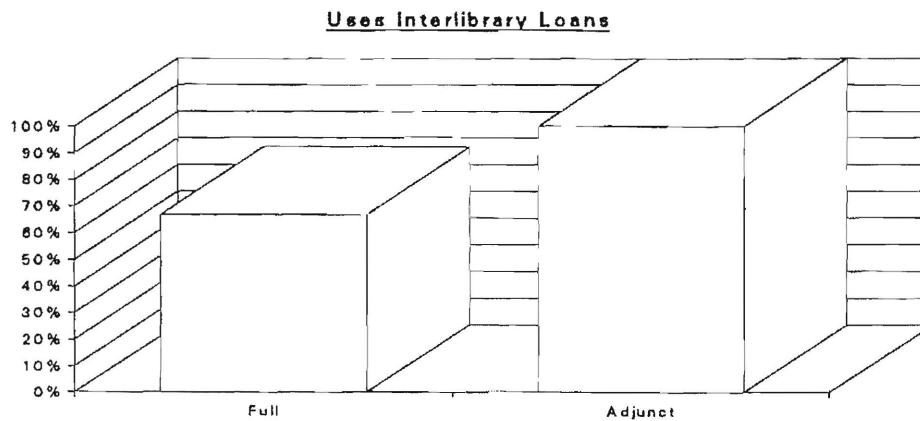
## FAX Services

Sixty-four percent of the faculty who responded to the survey use the FAX services available in the Library. Of the full time faculty, 78% use these FAX machines. Of the adjuncts, none use the FAX services offered in the Library.



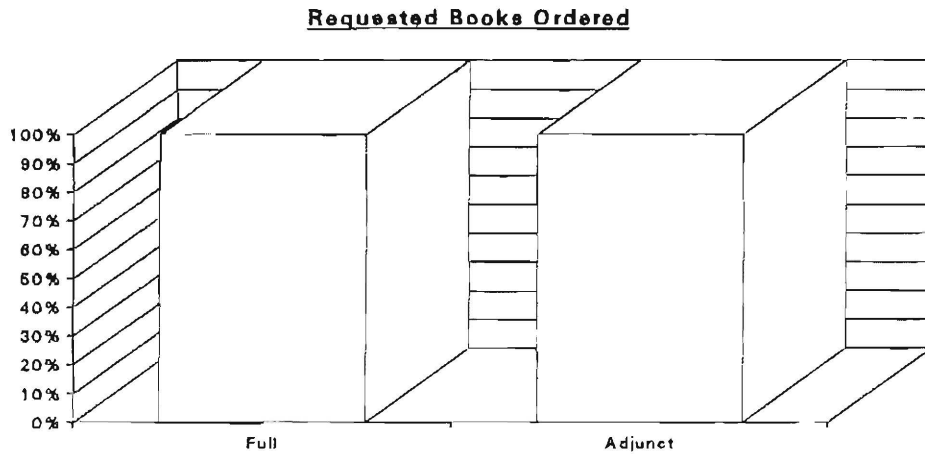
## Interlibrary Loans

When asked of the Library services used, 73% of those who responded use the interlibrary loan services provided by the Library. Of the full time faculty, 67% use this service. Of the adjuncts, 100% use interlibrary loans.



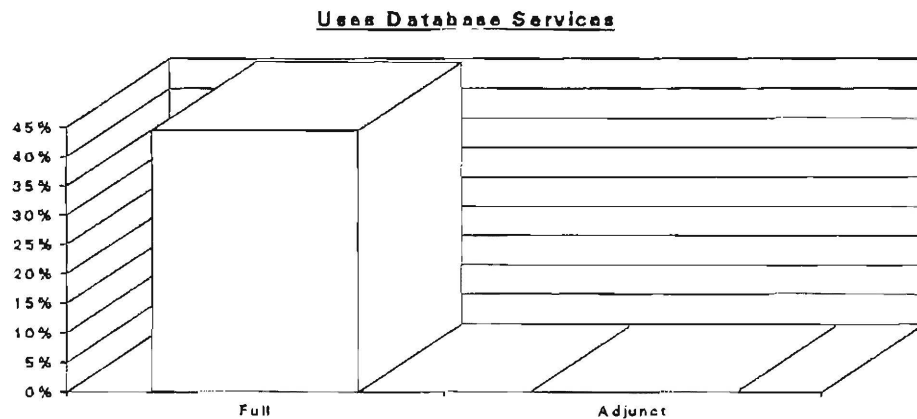
## Book Acquisition

All the faculty who responded, including both full time and adjuncts, request that specific books be purchased by the Library.



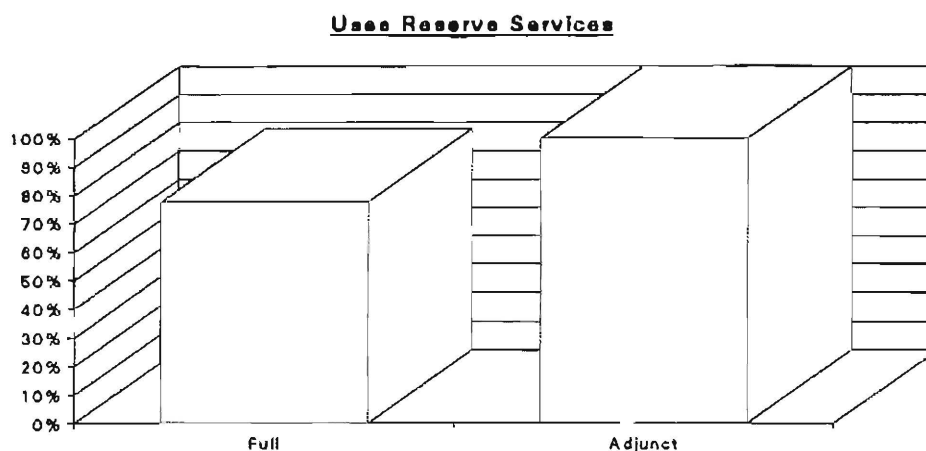
## Database Searches

Thirty-six percent of the faculty who responded to the survey have requested database searches. Of the full time faculty, 44% have requested these services. Of the adjunct faculty, no one has requested database searches.



## **Reserves**

Eighty-two percent of the faculty have requested items to be placed on reserve in the Library. Of the full time faculty, 78% have utilized this service. Of the adjuncts, 100% have utilized it.



## **Additional Comments**

The survey then requested comments and suggestions. Among the suggestions were:

- Better coordination and follow-up on purchases
- Access to journals in open stacks
- On-line bibliographic searches (Medline)

There were also some comments thanking the Library and its staff for its work, and encouragement on a fine job.

## **Conclusions**

From the survey, it could be concluded that the Library is doing an acceptable job from the faculty's perspective. That the survey was completed by only 3% of the total

faculty can be seen as either a lack of concern or interest of the faculty for the Library, or as a compliment that the Library is working satisfactorily.

The suggestion that the Library have better follow-up on purchases is being addressed by the newly begun Library Acquisitions list, which will tentatively be produced once a month during the Fall and Spring semesters. In addition, the newly created Library newsletter, INFO.\* includes a list of selected acquisitions.

The suggestion that the Library begin offering on-line database searches points out the need for better communication between the Library and the teaching faculty. On-line database searching has been offered by the Library to the faculty for nearly ten years, has been mentioned in the faculty insert to the Library newsletter, and has been discussed at the Academic Administrative Council, but further efforts are needed to publicize the availability of this service.

There is an apparent need for better communication between the Library and the faculty, both full time and adjunct, senior and junior. The Library Acquisitions list and newsletter should help to address this; further activities are under discussion to help answer this need.

Naturally, the compliments were gratefully received.

## **V. Annual Achievements**

In the 1992-93 academic year, York College's Library has achieved many innovations which help the Library meet its mission

- formulating a Library mission statement
- making CUNY+ available to the York College community
- distributing the Library Newsletter, INFO.\*
- distributing the Library Acquisitions List, published periodically
- conducting a study of the use of specific journals, and consulting with the chairs of each department about the possible cancellation of subscriptions to journals not used by the Library community
- arranging to have all Library fines collected in the Bursar's office
- collaborating with local social service agencies to obtain volunteers in the Library to further the mission of the department
- conducting the faculty survey, summarized in this report

In addition to these achievements related directly to the Library, in this budget year several Librarians have aided in course registration for incoming freshman.

Please fill out this brief questionnaire and return it to R. Machalow in the Library. The results of this survey will help the Library set policies in the future.

Faculty Questionnaire

1. Department: \_\_\_\_\_
2. Full time \_\_\_\_\_ Adjunct \_\_\_\_\_
3. How long have you been teaching at York: \_\_\_\_\_ years
4. How often during the semester do you use the York College Library?
  - a. more than once a week
  - b. once a week or every other week
  - c. once a month or every other month
  - d. 1-4 times per semester
  - e. never
5. How do you use the York College Library?
  - a. research
  - b. class related activities other than research
  - c. personal other than research
6. What areas/collections do you use:
  - a. the circulating collection of books
  - b. the reference collection of books
  - c. the journals
  - d. the FAX machines



7. What services do you request:

- a. interlibrary loans
- b. books to be purchased
- c. database services
- d. items to be placed on reserve

8. What other services would you want the Library to offer?

9. Suggestions: