

YORK COLLEGE LIBRARY

ANNUAL REPORT

2000-2001

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Chief Librarian

In the 2000 - 2001 budget year, the York College Library continued to maintain services to the public while coping with continuing budgetary and staffing challenges. As in the past few years, the academic year began with an unfavorable budget in terms of non-committed dollars though it was better than in the past few years. At the beginning of the budget year, both professional and non-professional staffing were limited. This limitation increased substantially when a faculty member resigned in the Fall semester and a long-time faculty member retired at the end of the Spring semester.

With a minimum of professionals supported by a minimum of support staff, the Library has continued to be confronted with an insufficient materials budget. As compared to the budget of some past years, the budget decreased in terms of adjusted dollars due to the increase in the cost of Library materials and inflation. Because of this, the Library's faculty has continued to make decisions on which important Library materials to discontinue acquiring, including subscriptions to periodicals and annual publications. Due to the budget situation, book titles in various subject fields have not been ordered, thus forcing the Library community to rely more heavily on other Libraries, document delivery, and interlibrary loan services.

In addition to professional staff challenges, the Library was confronted with a support staff challenge. As the new academic year begins, at the Circulation / Reserve Desk both full-time support staff members need to be replaced. One of these positions was being filled by an individual who was attempting to transfer from another CUNY College; unfortunately, she did not satisfactorily complete her provisional status. The other position was being filled by a provisional employee; though the provisional status

was extended twice, this individual also did not satisfactorily complete her provisional status.

It is hoped that both the budget and staffing situations will be addressed in the 2001 - 2002 budget year. This will permit the Library to better fulfill its mission to serve the needs of the York College Library user community.

Professional Library Personnel

In the budget year 2000 - 2001, the professional Library staffing remained the same. In the recent past, the professional Library staff decreased by 3 and only one faculty member was hired.

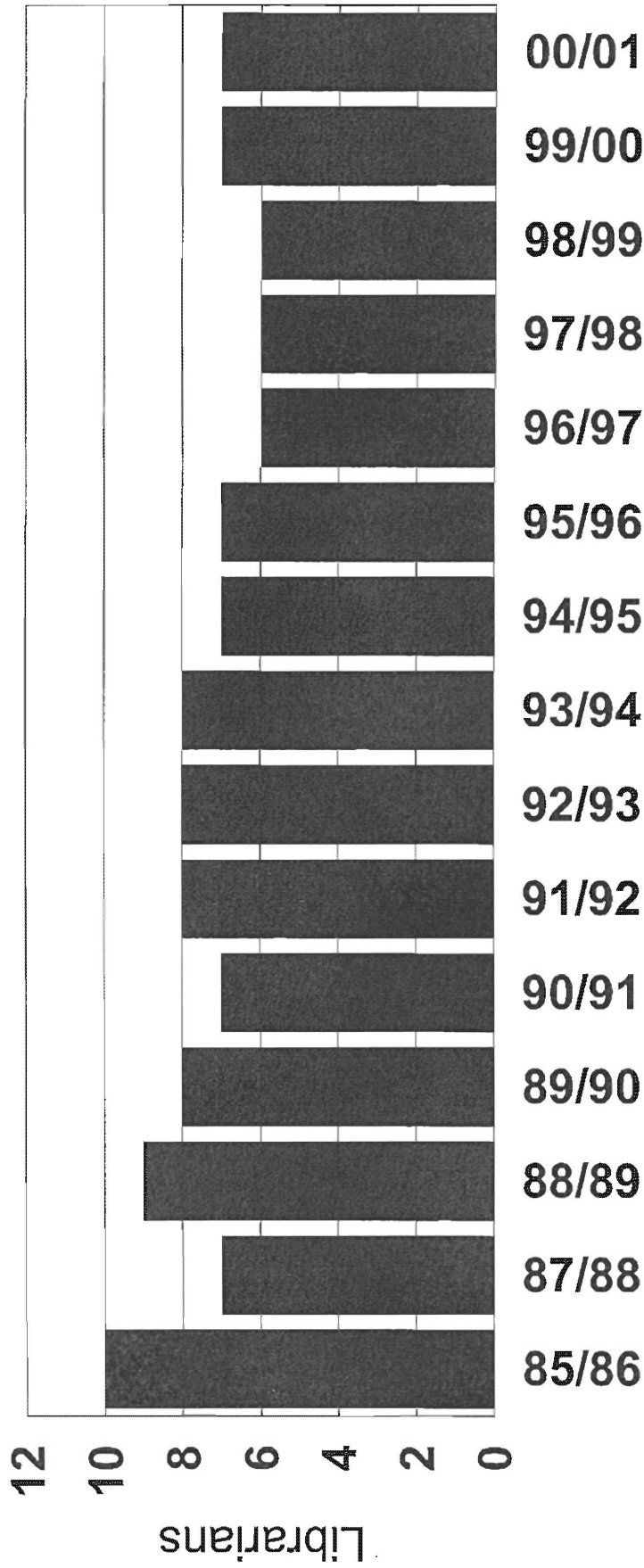
Table 1 and Chart 1 show the number of professional Librarians at York College since the 1985 - 1986 budget year. Notably, the professional staffing of the Library has decreased significantly over the past 15 years. At the same time, the ratio of students (using the headcount of students) to Library faculty has generally increased, as can be seen in Table 2 and Chart 2. The use of the headcount of students is particularly significant in the Library at York because a Librarian must be prepared to perform individual and small group Library instruction with each student who uses the Library.

Librarians at York

85/86	10
87/88	7
88/89	9
89/90	8
90/91	7
91/92	8
92/93	8
93/94	8
94/95	7
95/96	7
96/97	6
97/98	6
98/99	6
99/00	7
00/01	7

Table 1

Librarians at York



Academic Year
Chart 1

Headcount per Librarian

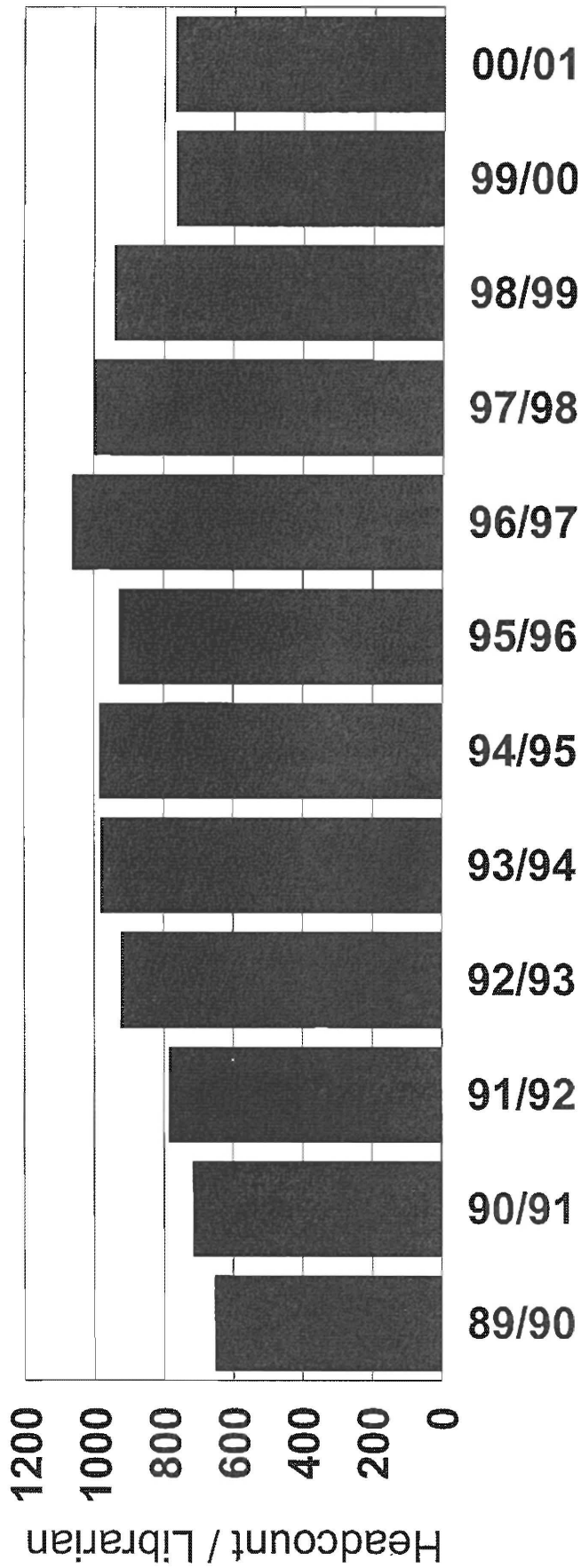
Academic Year	Headcount / Librarian	Librarians	Headcount
89/90	654	8	5229
90/91	716	8	5729
91/92	786	7	5505
92/93	926	7	6480
93/94	981	7	6869
94/95	984	7	6748
95/96	927	7	6490
96/97	1061	6	6366
97/98	1006	6	6034
98/99	942	6	5649
99/00	766	7	5362
00/01	770	7	5389

Table 2

The Association of College and Research Libraries has detailed standards that academic Libraries should attempt to meet. According to the standards, by the size of the student body, faculty, and collection, York College's Library should have approximately double the number of full time faculty members as it presently has. The formula is used to calculate the optimum number of professionals to deliver quality service to the Library user community

Unlike other academic departments at York as well as Libraries of other branches of the City University of New York, the York College Library is unable to hire adjuncts to permit its professional staff to concentrate some of their efforts on professional duties other than public services.

Headcount per Librarian



Academic Year
Chart 2

Budget

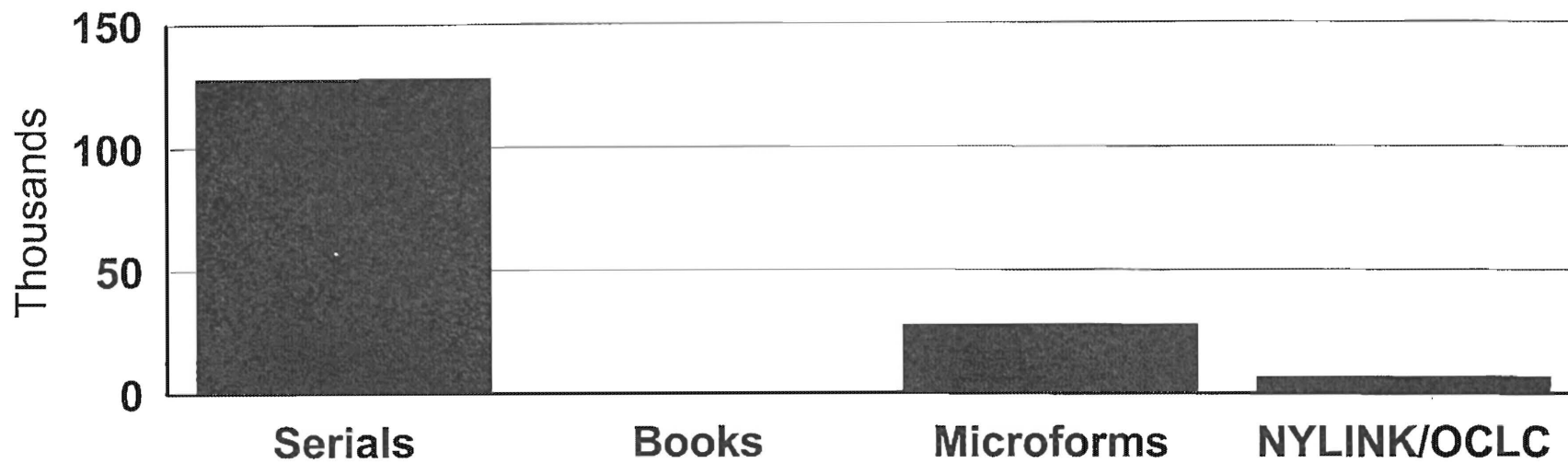
The Library materials budget (OTPS) can be viewed in many different ways. One way to look at it is the percent of the budget spent on books and journals (including microforms). These two primary parts are related because if the total Library budget remains the same or decreases, as the cost of one increases there is less money left to purchase the other. Recently, as the cost of periodicals has increased by approximately ten percent per year, the Library has been forced to cancel selected periodical subscriptions and acquire fewer much-needed books with the remaining dollars. As in recent years, in the budget year that has just started, the Library faculty is making decisions on which indexing and abstracting tools, as well as journal subscriptions and annual publications will have to be cancelled. Several indexing tools have become available on the World Wide Web, and York is taking advantage of those that it can, including Lexis-Nexis and EbscoHost (which is replacing SearchBank).

The breakdown of the OTPS Library budget can be seen in Tables 3 and 4 and Graph s 3 and 4:

Serials	\$128,282.00
Books	\$553.00
Microforms	\$28,026.00
NYLINK/OCLC	\$6,739.00
Total	\$163,600.00

Table 3

Library OTPS Budget 2000-2001



Category
Chart 3

Percentage of Library OTPS Budget

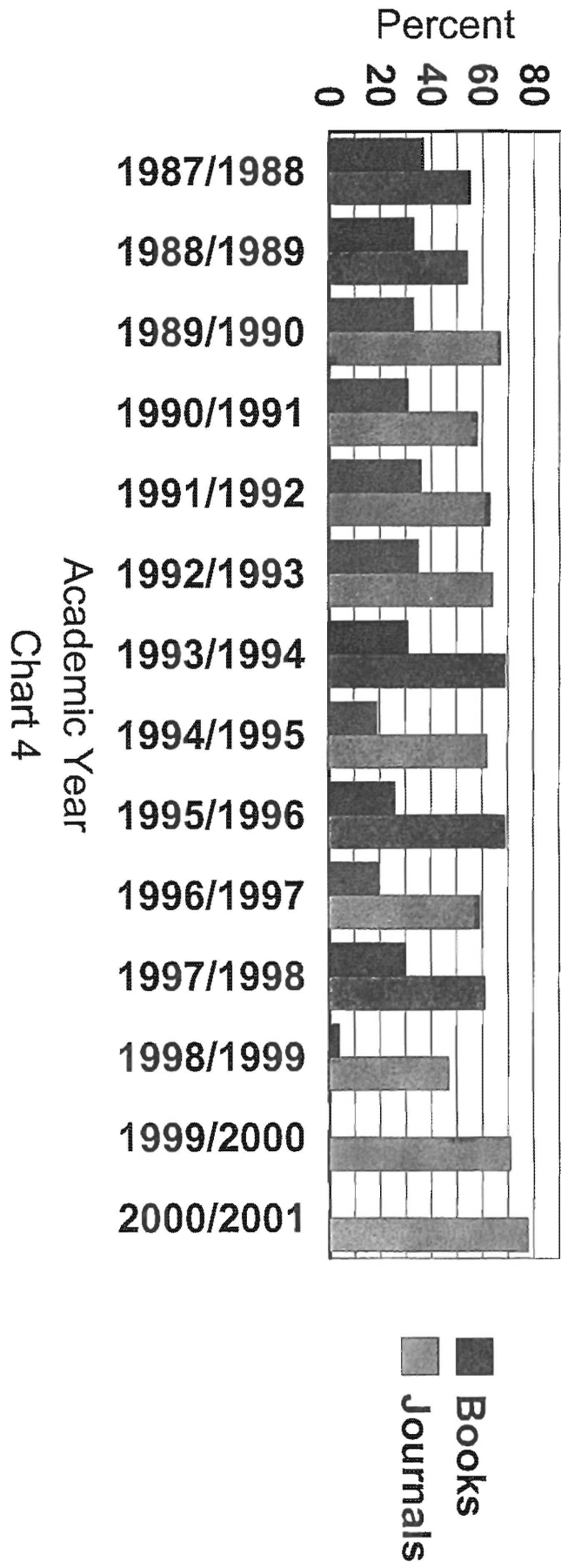
Academic Year	Books	Journals
1987/1988	37	55
1988/1989	33	54
1989/1990	33	67
1990/1991	31	58
1991/1992	36	63
1992/1993	35	64
1993/1994	31	69
1994/1995	19	62
1995/1996	26	69
1996/1997	20	59
1997/1998	30	61
1998/1999	4	47
1999-2000	0	71
2000-2001	0	93

Table 4

The Library purchased a limited number of books during the academic year, most notably due to two grants from the college's Auxiliary Enterprises to support the Education and Mortgage Banking programs. The Library's collection was also increased by the acquisition of largesse from other colleges and from donations and its own backlog.

As can be clearly seen, the Library has been unable to purchase books to adequately support the needs of the York College Library users for several years.

Library Budget Percent Spent on Books and Journals



Academic Year
Chart 4

Use of the Library

Books

Table 5 and Chart 5 illustrate that the book buying ability of the Library has shown a general trend downward during the recent past. This can be accounted for by a number of factors, including:

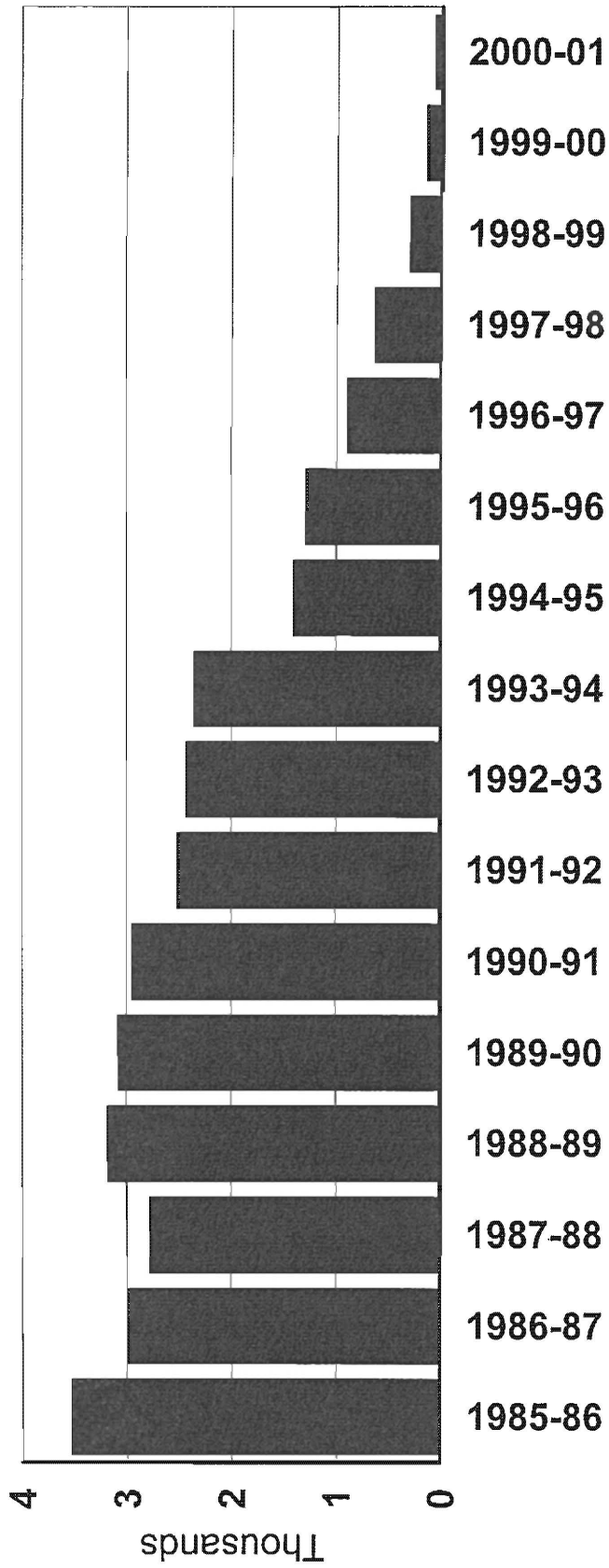
- A relatively constant or declining budget eroded in recent years by the necessity of paying for equipment and supplies from the budget formerly reserved exclusively for books and serials;
- The rising cost of journal subscriptions;
- The inflation of book prices in general;
- The necessity to support new, expensive technology. These technologies include the World Wide Web and electronic data sources.

Library Book Acquisitions

Academic Year	Book Acquisition
1985-86	3544
1986-87	3004
1987-88	2785
1988-89	3189
1989-90	3085
1990-91	2951
1991-92	2519
1992-93	2437
1993-94	2356
1994-95	1420
1995-96	1301
1996-97	902
1997-98	642
1998-99	304
1999-00	152
2000-01	74

Table 5

Library Book Acquisitions



Academic Year

Chart 5

It should be noted that the Library has added a total of 1148 volumes during the academic year, most of which were acquired through largesse from other institutions. Of these 1148 items, 124 were reference volumes and 1024 were added to the circulating collection.

According to the standards of the Association of College and Research Libraries, the York College Library should have a total of over 200,000 volumes, based on the number of faculty and students at the College as well as the number of majors. At the present time, the Library has a collection estimated to be at approximately 176,000 volumes, though this estimate is an extremely high one, as it is based on a guess made approximately twenty years ago. According to the records of CUNYPLUS, the York College Library collection can be more realistically estimated at little more than 100,000 volumes.

In addition, an inventory of the collection has never been performed, and this would help to indicate the true size and nature of the collection. An inventory would require a large number of temporary workers, something that is not likely to be permitted given the College's and the Library's on going budget shortages.

Journals

The number of periodical subscriptions in the York College Library has remained approximately the same in the past four years, though the number of subscriptions has declined noticeably since the 1987 - 1988 academic year. Though many subscriptions have been cancelled, the number of journals that are available to the York College community has remained virtually the same as many are available in an electronic format.

It must be noted that subscriptions were cancelled based on use by the York College community. At the present time, a major study of the use of journals is continuing and journals that are available in full text on the World Wide Web are being discussed for possible cancellation. In addition, subscriptions for journals that have not been regularly used in any format (print, microfilm, or microfiche) by the Library community have been discussed for possible cancellation.

A number of full text electronic sources are available to the users of York College's Library. These include EbscoHost (which replaces SearchBank), Occupational Therapy Search and Lexis-Nexis.

Reference

The Library faculty at York continues to emphasize public service at the expense of other professional activities, even though the professional Library faculty is limited. Thus, each professional Librarian spent a great deal of his or her time staffing one of the two reference desks in addition to serving on College-wide committees and engaging in scholarly activities. The average amount of time each Librarian spent at one of the reference desks can be seen in Table 6, and graphically on Chart 6.

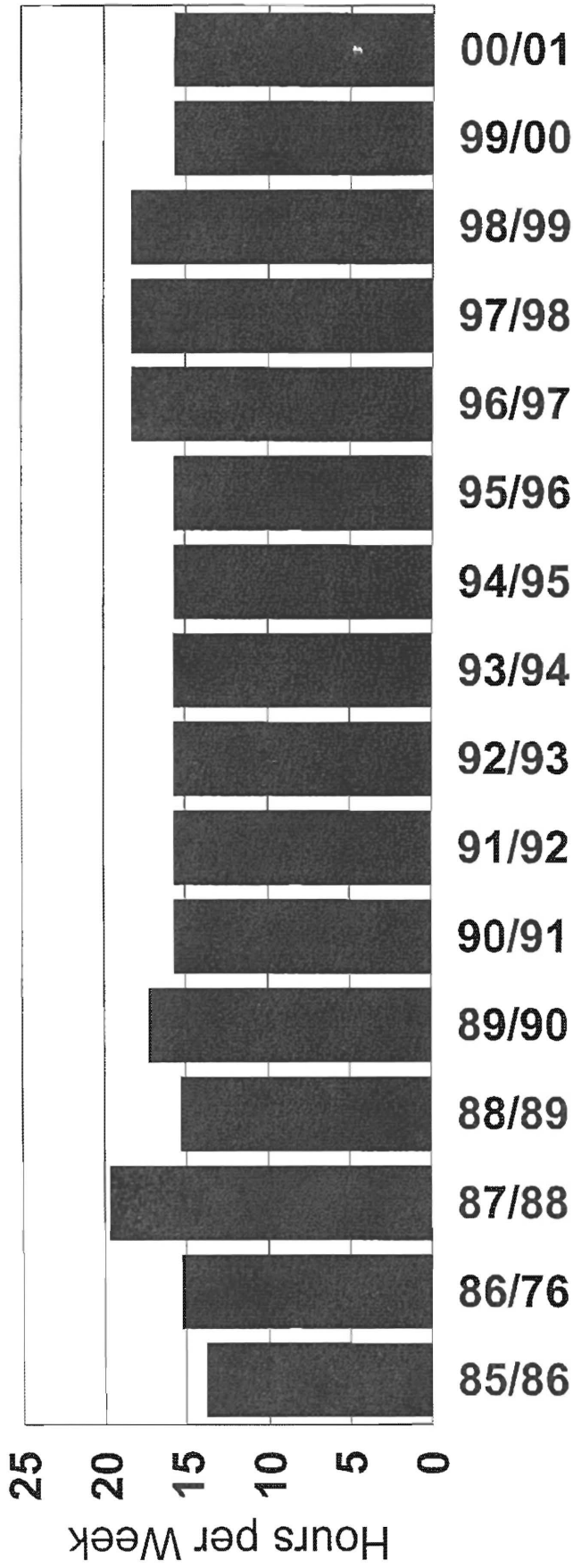
Reference Desk Time Per Week Per Librarian

Academic Year	Hours Per Week
86/76	15.3
87/88	19.7
88/89	15.3
89/90	17.3
90/91	15.7
91/92	15.7
92/93	15.7
93/94	15.7
94/95	15.7
95/96	15.7
96/97	18.3
97/98	18.3
98/99	18.3
99/00	15.7
00/01	15.7

Table 6

Reference services at York can be analyzed in several different ways. Each chart will detail the activity at each of the two reference desks. First, reference activity can be analyzed by the type of question asked.

Weekly Reference Desk Time Per Librarian



Academic Year
Chart 6

Reference Questions by Type

	G Wing	H Wing
Professional	4828	5109
Computer/WWW	1475	2754
Non-Professional	1378	1423
Total	7681	9286

Table 7

The activity can also be viewed by semester:

	G Wing	H Wing
Summer	227	230
Fall	3717	4681
Spring	3737	4375
Total	7681	9286

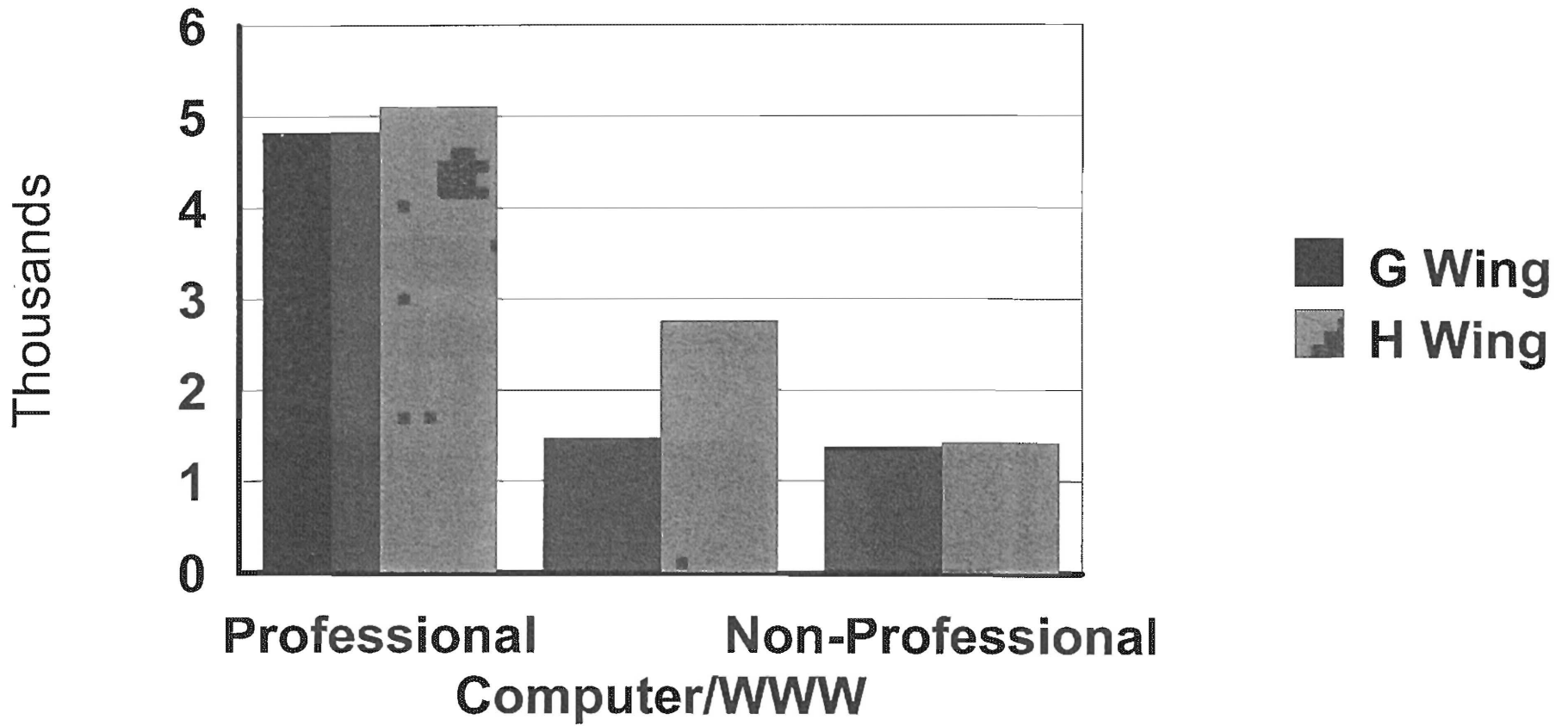
Table 8

The activity can be studied by semester and by question type:

Summer	G Wing	H Wing
Professional	184	136
Computer/WWW	18	60
Non-Professional	25	34
Total	227	230
Fall	G Wing	H Wing
Professional	2384	2763
Computer/WWW	621	1167
Non-Professional	712	751
Total	3717	4681
Spring	G Wing	H Wing
Professional	2260	2210
Computer/WWW	836	1527
Non-Professional	641	638
Total	3737	4375

Table 9

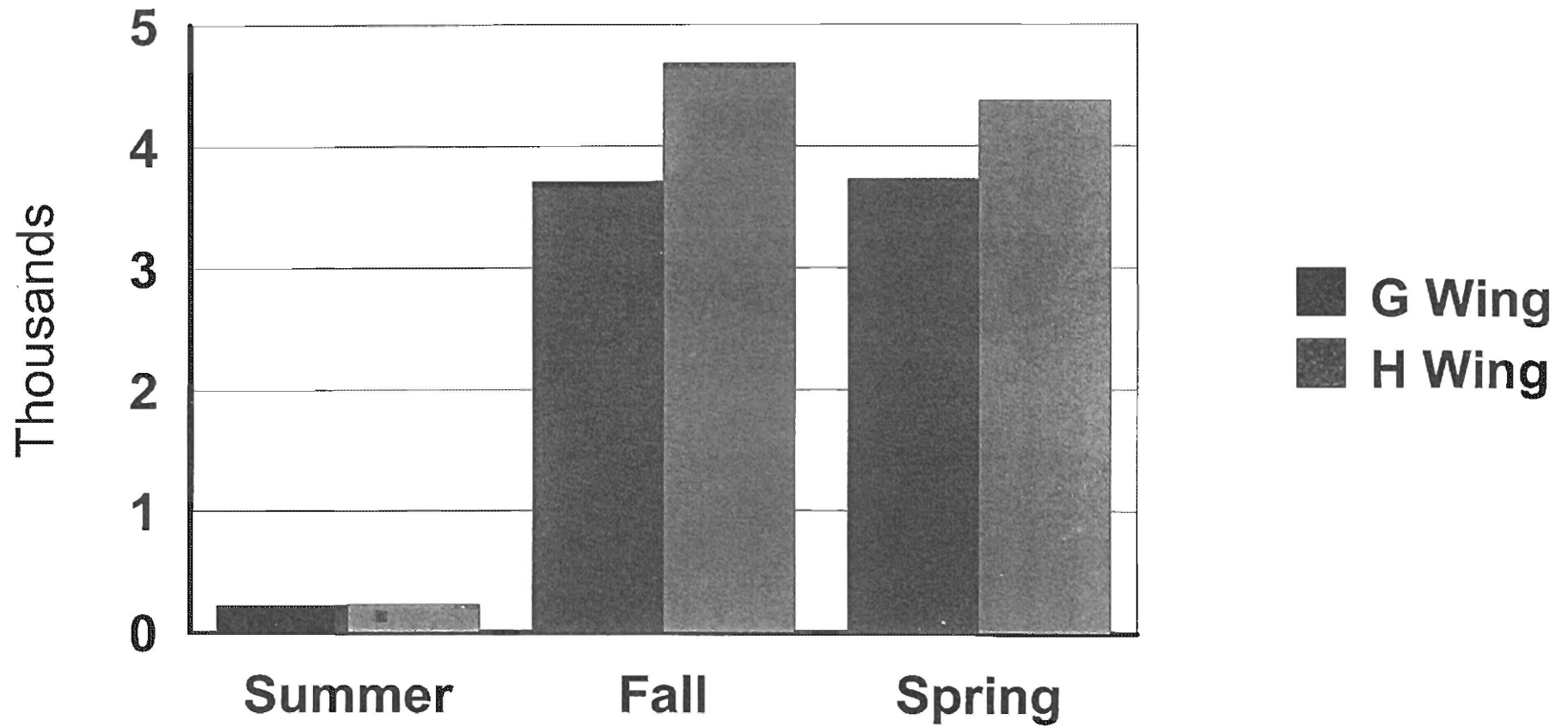
Reference Questions by Type



Computer/WWW
Question Type

Chart 7

Reference By Semester



Semester
Chart 8

Reference activity by day:

	G Wing	H Wing
Monday	1472	1904
Tuesday	1577	1952
Wednesday	1577	2110
Thursday	1457	1905
Friday	641	771
Saturday	957	644
Total	7681	9286

Table 10

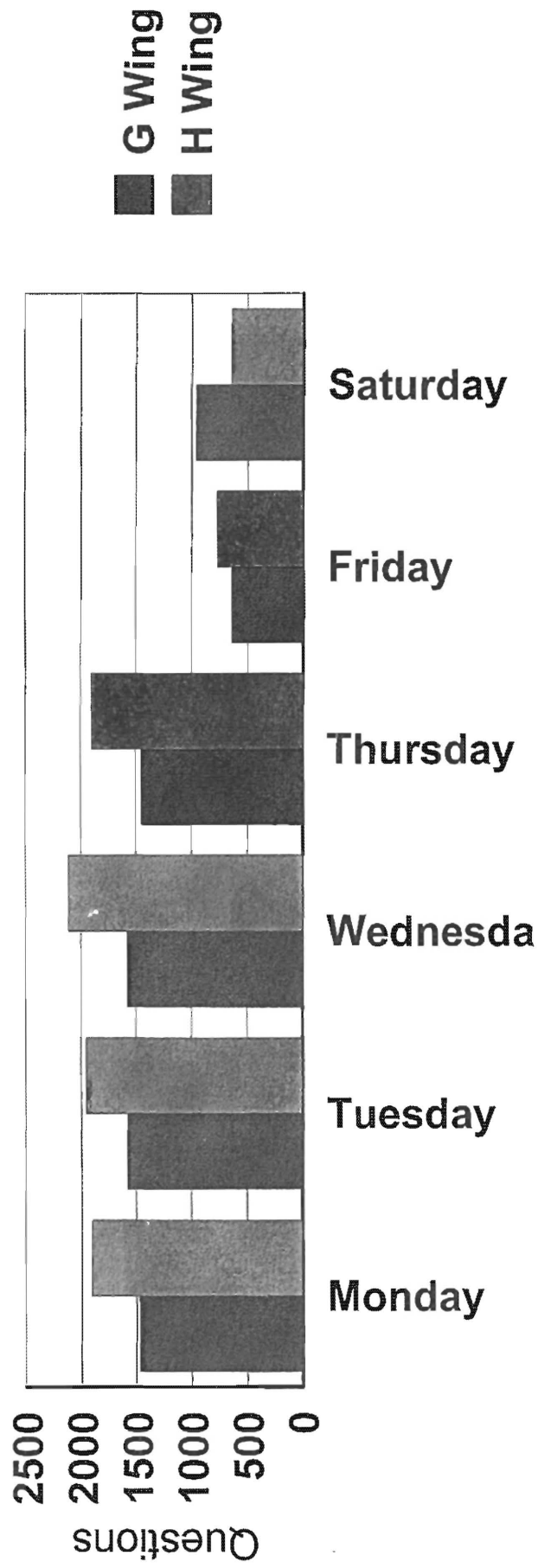
Reference activity by time of day:

	G Wing	H Wing
10-12	2041	2201
12-2	1643	2235
2-4:30	1499	2586
4:30-6:30	1550	1504
6:30-8:30	948	760
Total	7681	9286

Table 11

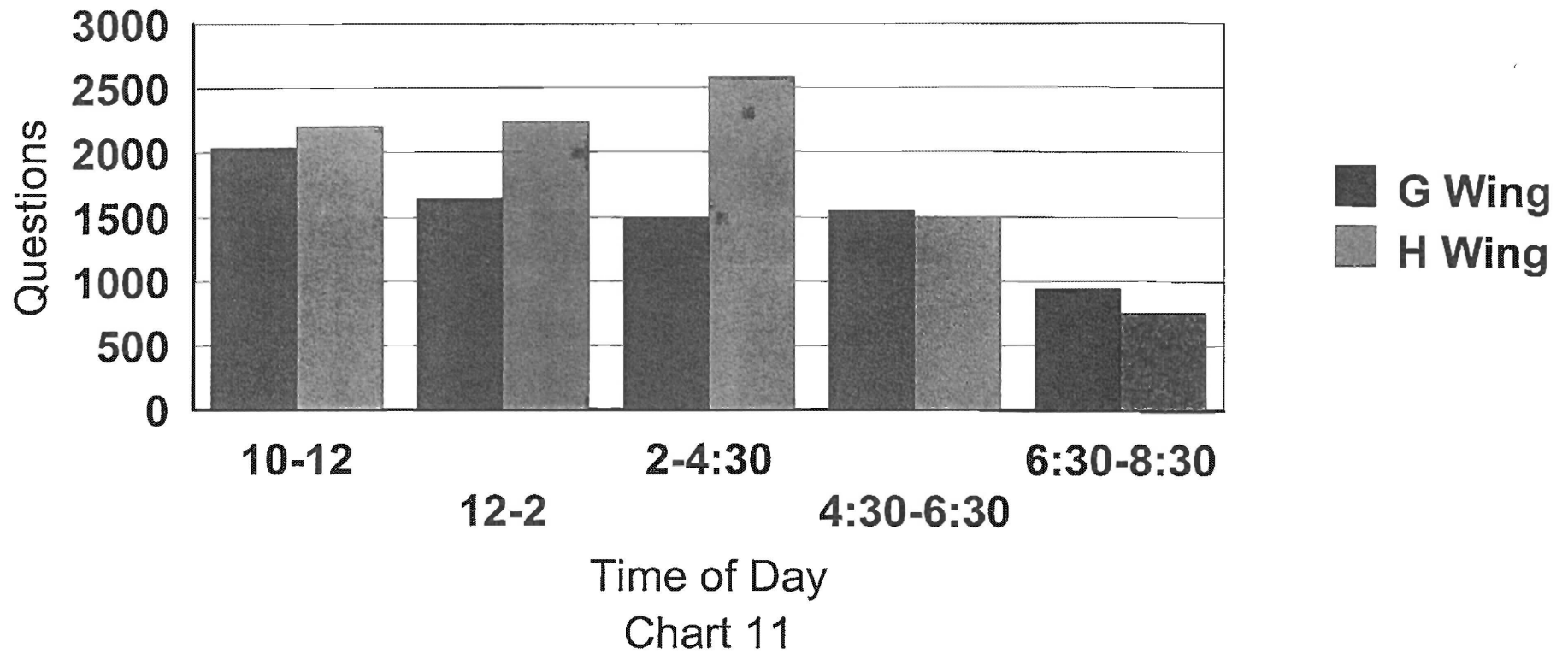
As can clearly be seen, the two reference desks at York College were heavily used by the Library users. The reference desks are least heavily in demand in the evenings, on Fridays and Saturdays, and in the Summer. Though these services are least heavily in demand at these times, the services are still quite necessary.

Reference By Day of Week



Day of Week
Chart 10

Reference By Time of Day



Books

The use of the Library can be examined in terms of the circulation of Library materials, including the use of reserve materials in the Library. Table 12 and Chart 12 detail the use of the Library materials of the York College Library.

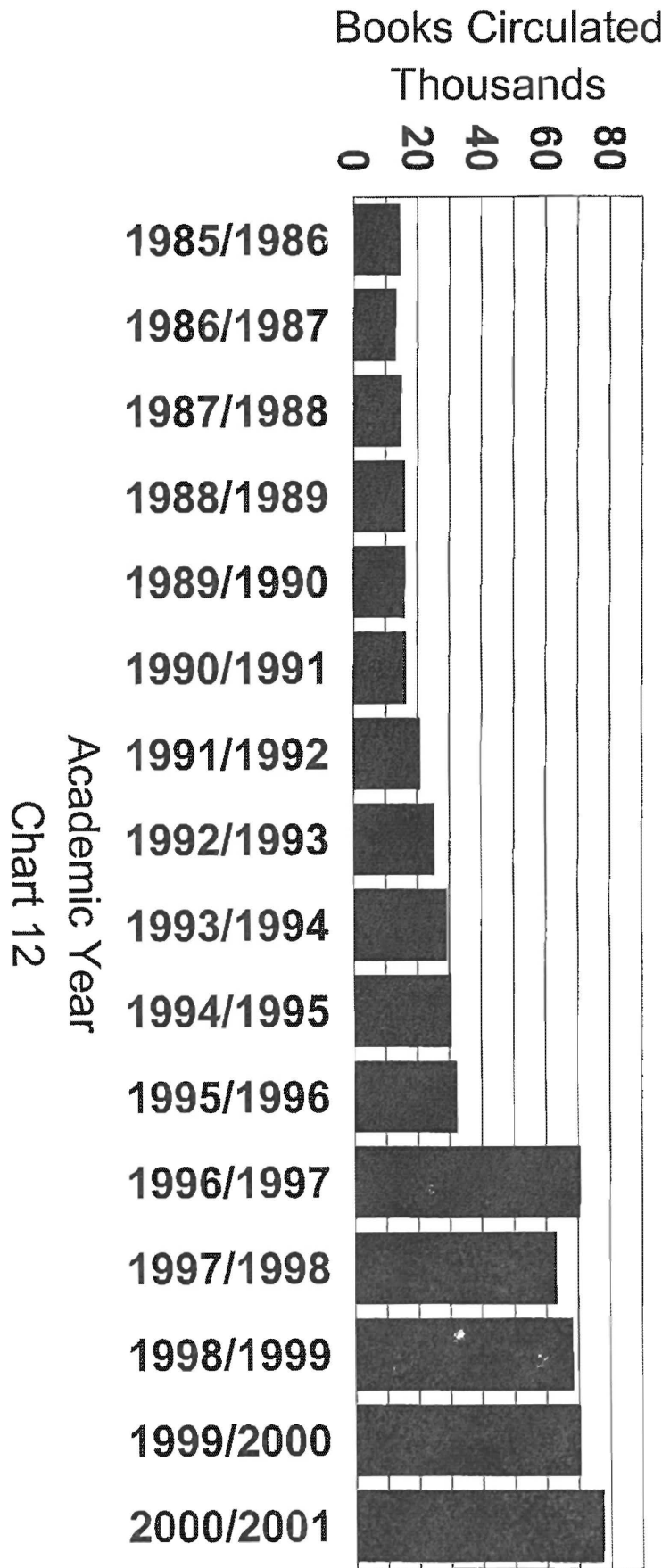
Circulation of Books

Academic Year	Circulated Items
1985/1986	14480
1986/1987	13116
1987/1988	14897
1988/1989	15965
1989/1990	16048
1990/1991	16397
1991/1992	20873
1992/1993	25300
1993/1994	29127
1994/1995	30483
1995/1996	32094
1996/1997	70491
1997/1998	63118
1998/1999	68178
1999/2000	70437
2000/2001	77582

Table 12

Since the 1996 - 1997 academic year, the figures for circulation and reserve have been combined because at the present time the CUNYPLUS system is not able to separate the two. This makes comparison with the earlier figures difficult. Though the F. T. E. and

Circulation of Books



headcount of students at York has declined in the past few years, the number of circulation and reserve transactions has been maintained.

Use of Periodicals

The use of print and microfilmed journals has declined in recent years for several reasons:

- a. many titles are available on the World Wide Web
- b. the Human Resources Area File is partially available on the World Wide Web
- c. a large portion of the Business Collection, which has recently been cancelled, is available in full text on the World Wide Web

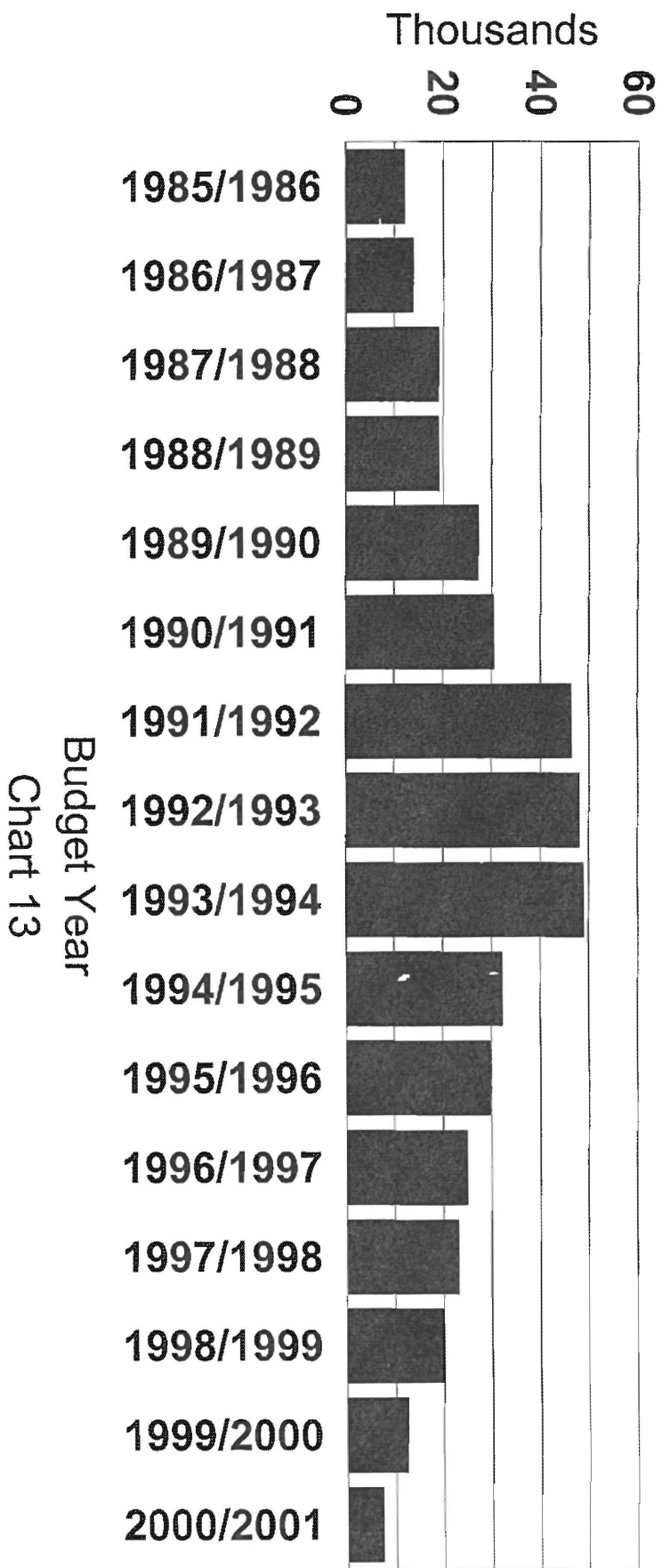
The use of the periodical collection of the Library can be seen on Table 13 and Chart 13.

Use of Periodicals

Academic Year	Periodical Use
1985/1986	12123
1986/1987	13876
1987/1988	19142
1988/1989	19248
1989/1990	27280
1990/1991	30506
1991/1992	46420
1992/1993	48161
1993/1994	48970
1994/1995	32195
1995/1996	29661
1996/1997	24903
1997/1998	23134
1998/1999	20033
1999/2000	12456
2000/2001	7271

Table 13

Use of Current Periodicals and Microforms



Interlibrary Loan

Some Library services are available primarily to the faculty and staff of the College. One of these services is Interlibrary Loan. Though technically it is available to all Library users, the average amount of time to obtain interlibrary loan materials is too long for most students to wait. Table 14 and Chart 14 detail the Interlibrary Loan activity for the 2000 - 2001 academic year.

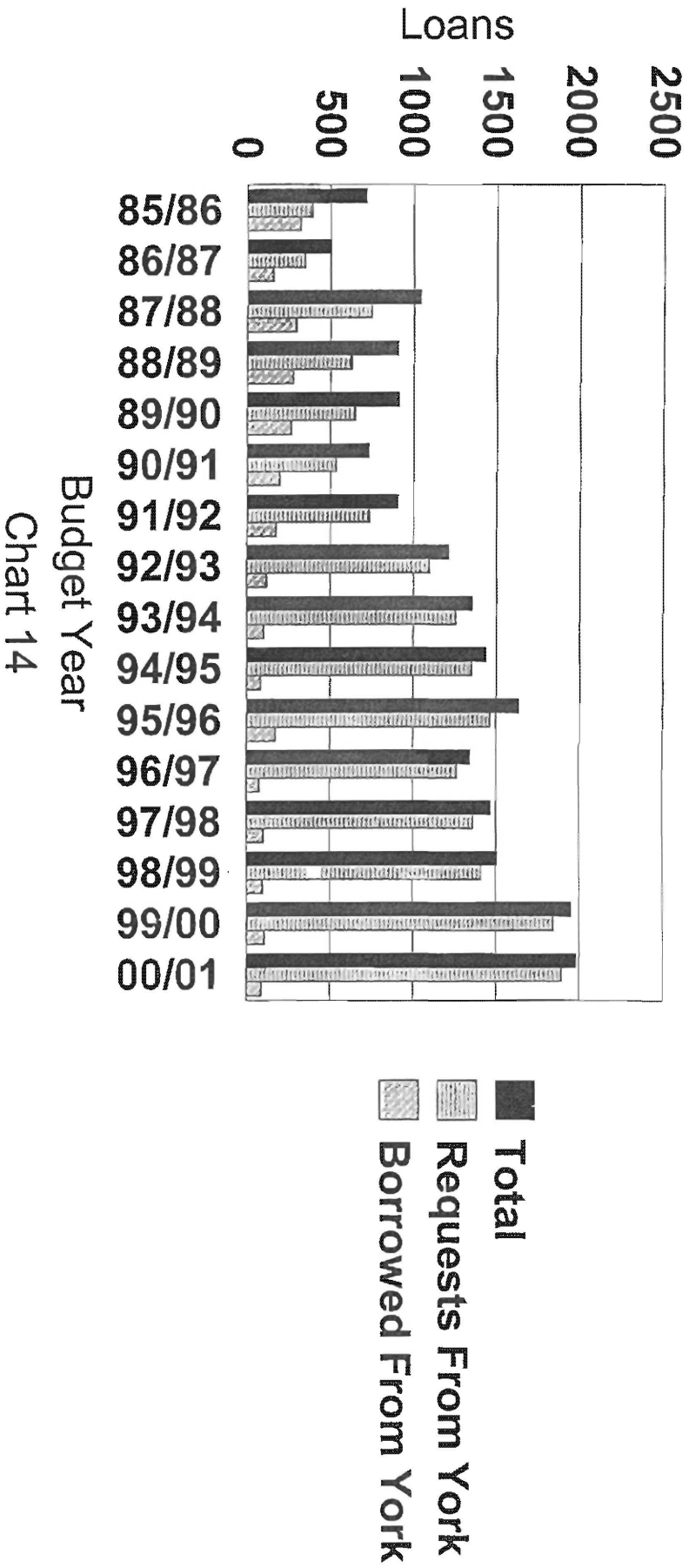
Interlibrary Loans

Academic Year	Total	Requests From York	Borrowed From York
85/86	714	392	322
86/87	506	348	158
87/88	1043	745	298
88/89	907	630	277
89/90	915	649	266
90/91	730	534	196
91/92	907	733	174
92/93	1215	1098	117
93/94	1358	1257	101
94/95	1437	1354	83
95/96	1635	1464	171
96/97	1346	1269	77
97/98	1467	1364	103
98/99	1507	1411	96
99/00	1951	1846	105
00/01	1981	1894	87

Table 14

As the Table reveals, the total activity of the Interlibrary Loan division has increased substantially over the past few years, with the majority of the activity being requests made by the York College Library user community for materials not owned by

InterLibrary Loan



Budget Year
Chart 14

the York College Library. This could certainly be expected given the purchasing power of the Library.

Conclusion

Though the Library continues to suffer from shortages in both personnel and dollars, the use of the Library has continued to remain strong. The Library faculty continues to be concerned about the cumulative impact of budget shortages on the quality of the services offered to the York College Community as well as on the collection. Though the college recently passed Accreditation, the Library's staffing level and collection have significantly slipped below the level of the Association for College and Research Libraries' minimum standards for a college of this size in terms of faculty, students, and courses offered.