

YORK COLLEGE LIBRARY

ANNUAL REPORT

2001 - 2002

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In the 2001 - 2002 academic year, the York College Library continued to maintain services to the public while attempting to cope with continuing budgetary and staffing challenges. As in the past several years, the academic year began with a budget that was substantially committed to cover the costs of necessities such as subscriptions. During the year, the Library received several administrative attempts to somewhat alleviate these shortages: the York College Auxiliary Enterprises Corporation extended a grant of \$50,000 to aid in the collection of Library books. Though this was not enough to completely reverse a recent trend of non-acquisition of books, it has helped to turn the tide. In terms of staffing: the Library has been able to hire an adjunct to provide reference services to Library users after the regular closing of 8:30 (the hours were extended to 10:45 on weeknights other than Friday). In addition, to better manage the Library, one of the CUNY Office Assistants' lines at the Circulation Desk was converted to an Assistant to Higher Education Officer line.

Still, with a minimum of professionals during the regular Library hours supported by a minimum of support staff, the Library continued to stress service to the public. In an effort to provide Library materials to the Library user, the Library continued to offer expanded interlibrary loan service to all Library users, something that is not done at most CUNY schools.

It is hoped that the increased Library hours will be supported in the current academic year. It is also hoped that the base budget for the Library can be increased so that current Library materials can be purchased to support the academic mission of the Library. Additional Auxiliary Enterprises funds would certainly be appreciated and well used to benefit the users of the York College Library.

It should be noted that in the past, the Library received a large sum of money at the end of the budget year. This money was often spent on subscriptions for the next year, allowing the Library's allocated budget to be spent on other Library materials. In the past few years, this end of the year allocation has not been made.

Professional Library Personnel

In the academic year 2001 - 2002, 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 shows the number of professional Librarians at York College since the 1989 - 1990 budget year. Notably, the professional staffing of the Library has decreased significantly over the past 16 years. In addition, this Table reveals that the ratio of Librarians to students at York has generally been high. 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.

In the next budget year, the college will be hosting a High School. Though small, this will add additional responsibilities on the taxed Library faculty who will need to provide public services to these students on a different level than that provided to the college community. At the present time, none of the Librarians is certified as a Library Media Specialist nor is trained to work with this population.

Academic Year	Headcount per 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		
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
01/02	751	7	5256

Table 1

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

For the first time, the York College Library has been authorized to hire an adjunct Librarian to better serve the Library community. This adjunct was hired to serve during extended Library hours, and as such does not ease the burden of the professional staff of the Library.

Budget

The Library materials budget (OTPS) can be viewed in several different ways. One way is to analyse the percent of the budget spent on different types of Library materials, including books and journals (including microforms and World Wide Web resources). These primary parts are closely related because if the total Library budget remains the same or decreases, as the cost of one increases the amount to be spent on the other must decrease. As always, the price of periodical subscriptions has increased by a percent greater than that of inflation. This has caused the Library to cancel some subscriptions and acquire few much needed books with the remaining dollars.

Subscriptions are cancelled based on use of journals and faculty recommendations. In addition, certain journals are available in full text on the World Wide Web on databases paid for by the York College Library or CUNY, and as more full text journals become available, the Library will consider further cancellations of print subscriptions.

This academic year included the acquisition of a larger number of books than in the recent past, as the York College Auxiliary Enterprises Corporation granted the Library a \$50,000 allocation to enhance the Library's collection. This grant is being used to develop the collection and faculty input was sought and considered in the ordering of materials. At the present time, orders are being received and the materials are being processed for use by the Library community. In addition, the remaining portion of the grant is being used to further develop the collection. It is hoped that future grants will be made to enhance the Library for the use of the entire Library community.

A breakdown of the OTPS budget can be seen in Chart 2 and Chart 3 Table 4 details the breakdown of the OTPS budget by books versus journals.

Library Budget Expenditures By Category

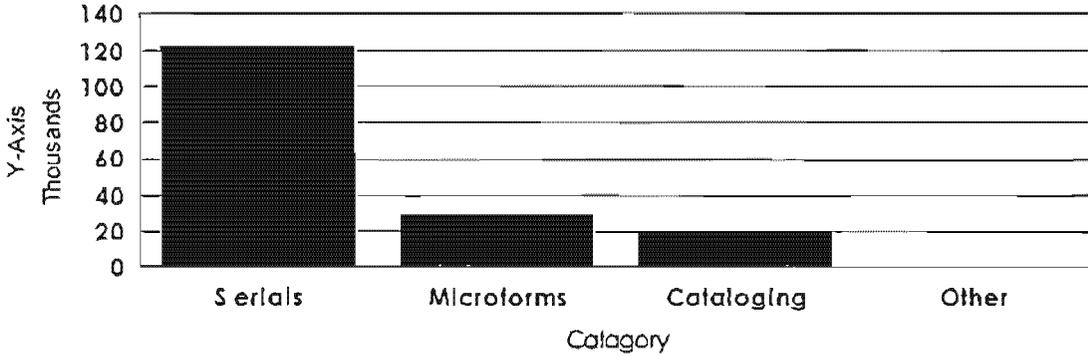


Chart 2

Library Budget Expenditures By Major Vendors

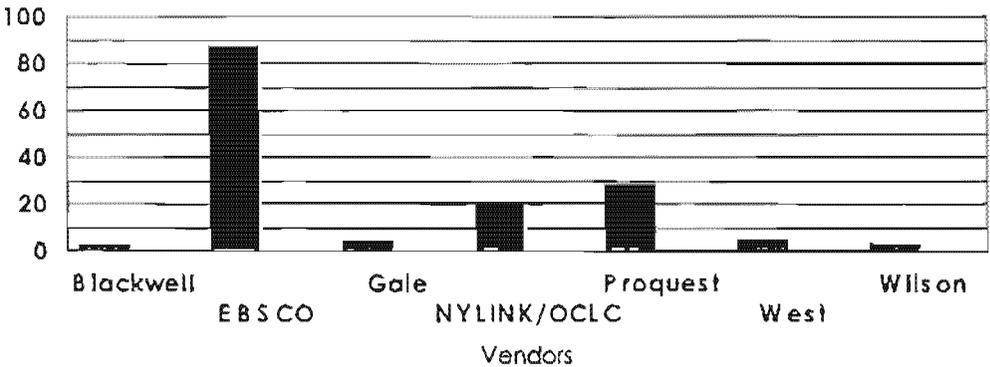


Chart 3

Percent of Library 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	78

Table 4

Use of the Library

The Library has many resources that are used by the Library community. These include books, journals, requests for aid at reference desks, circulation of books, in-house Library use of journals, interlibrary loan requests and library instruction. Each of these will be examined separately.

Books

The acquisition of books has been severely limited by the base budget of the Library. For the past several years, the majority of the allocated budget has been expended on subscriptions to journals, in print, microform, and more currently on the World Wide Web. Chart 5 details the book acquisition of the Library: It should be noted that the majority of the books acquired in this budget year were because of a grant of \$50,000 from the York College Auxiliary Enterprises Corporation. Other grants for the acquisition of Library materials were obtained in addition to this grant.

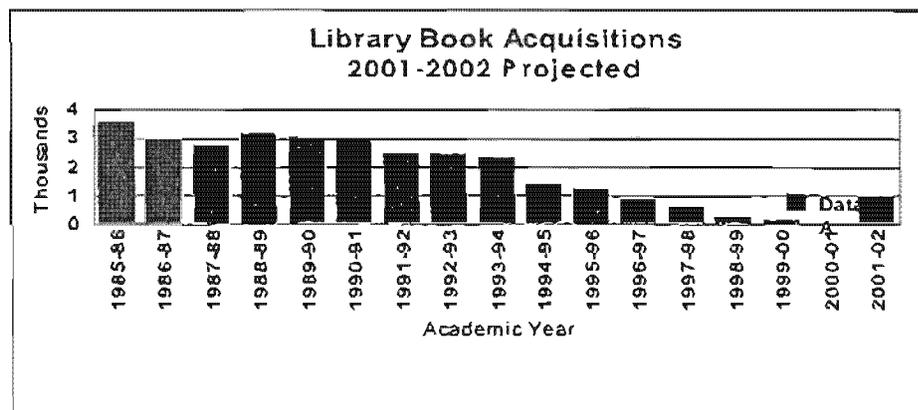


Chart 5

It must be noted that additional materials were added to the collection of the York College Library. Many of these were largely acquired by the Library faculty. Others were donations. In total, 296 Reference books and 1338 circulating books were added, for a total of 1634 books.

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 under 180,000 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 well-trained 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 has substantially declined in the past few years, though this decline has been somewhat eased by an increase in the number of full text journals that are available to the York College (and CUNY) students, staff and faculty on the World Wide Web. Journal subscriptions have been cancelled based on use by the York College community. An on-going study of the use of periodicals is

continuing and further cancellations are possible. Journals that are available in full text on the World Wide Web are also being considered for cancellation.

A number of full text electronic sources are available to York College Library users. These include Lexis-Nexis, EbscoHost, HRAF, Dialog at Carl, the Health Reference Senter, and the journals of the American Chemical Society.

Reference

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

Reference Desk Time/Librarian	Hours / Week
85/86	13.8
86/87	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
01/02	15.7

Table 6

Reference service at York can be analyzed in several different ways. The total number of reference interactions at the two reference desks at the York College Library was 20,609 (as compared to 26,019 in the academic year 2000 - 2001). In terms of types of reference questions answered, the Library records three types: professional, computer/World Wide Web, and non-professional. In the budget year 2001 - 2002, 11,104 professional reference questions were asked, 6460 computer / World Wide Web related questions were asked, and a mere 3045 non- professional questions asked. Clearly, Library users had questions that required professional, trained Library personnel's assistance.

Reference queries can also be examined by semester. Summer usage was slight: 418. In the Fall semester, 10,275 queries were answered. In the Spring semester, 9919 were answered. Clearly, the Fall semester was closely followed by the Spring semester in the number of reference questions answered. When examining the type of question asked in relationship to the semester, it is clear that professional and computer / World Wide Web questions were most frequently asked and answered in each of the semesters.

In addition, the service at the reference desks can be examined in relation to the day and time of day. Most heavily used are Monday through Thursday, followed by Saturday and then Friday. Reference questions are asked most during the hours from 10 A.M. to 8:30 P.M. Reference questions are rarely asked between the hours from 8:30 and 10:45 P.M. (the number of questions from 9:30 P.M. till 10:45 P.M. is approximately 10% of those asked between 8:30 P.M. and 9:30 P.M.).

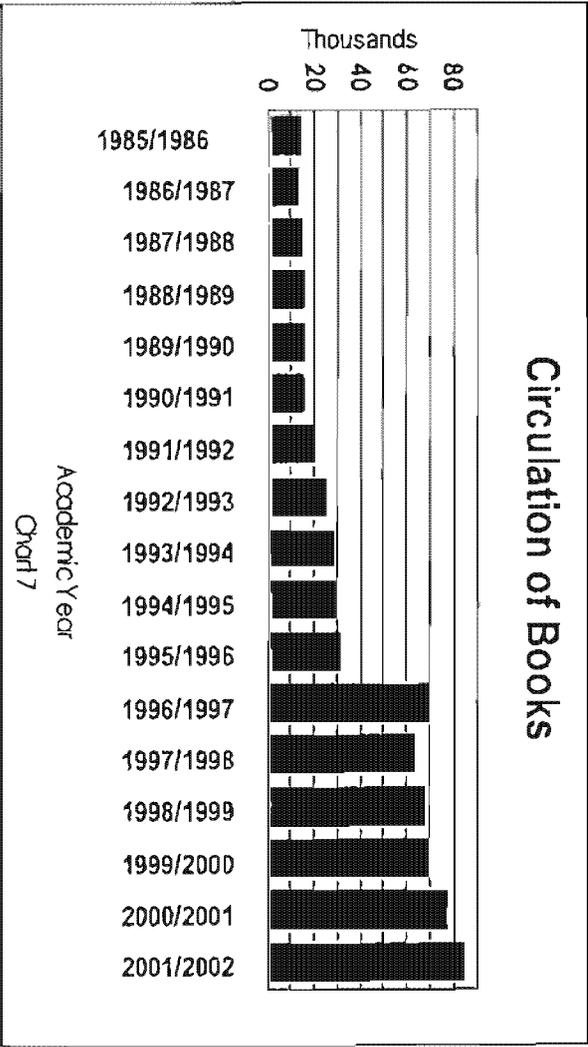
Circulation of Books

The use of the Library can be examined in terms of the circulation of Library materials including reserve materials. Table 7 details the circulation of Library materials at the York College Library.

Circulation	
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
2001/2002	84780

Table 7

As can be clearly seen, the circulation of Library materials has increased substantially over the years. The most recent figures include a combination of circulating books and reserve materials, as the CUNYPLUS system does not separate these. Though the number of full time equivalent students as well as the headcount has declined in the past number of years, the circulation of Library materials has remained strong and has grown substantially. This can be seen on Chart 7.



Use of Periodicals

The use of print and microformed periodicals has declined in recent years as the use of journals on the World Wide Web has increased. Among the reasons for this are:

- a. many more titles are available in full text on pages of the World Wide Web paid for by the York College Library and CUNY
- b. the Human Relations Area File (HRAF) is partially available on the World Wide Web
- c. the subscription to the Business Collection has been cancelled due to a declining use by the York College community

The use of the periodicals collection at York College can be seen in Table 8:

Use of Current Periodicals/Microforms

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
2001/2002	7110

Table 8

Note: does not include the use of periodicals on the World Wide Web.

In addition, the number of subscriptions of the York College Library has declined. During the academic year 2001 - 2002, the Library subscribed to 732 journals in all formats. In print, the Library subscribed to 549 journals. Subscriptions have been cancelled based on the usage of journals and faculty recommendations as well as on the cost of subscriptions, which continue to rise as the Library's budget remained constant.

Interlibrary Loans

Some Library services are more heavily used by the faculty and staff of the College. One of these services is interlibrary loan. Though it is available to all Library users, the average amount of time to obtain interlibrary loan materials is often too long for many students to wait. Table 9 shows the interlibraryloan activities during the 2001 - 2002 academic year.

Interlibrary Loan Activities

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
01/02	1958	1903	55

Table 9

As the table reveals, the interlibrary loan activities have remained strong over the past few years. The majority of the activity involved requests made by York to cooperating Libraries for materials not owned by York College. This could certainly be expected given the purchasing power of the York College Library.

Interlibrary loan is a very labor-intensive procedure as well as being quite time-consuming in terms of staff time. If the Library's budget were increased so that more Library materials could be obtained, our dependence on interlibrary loan would be decreased and services to the Library community could be increased.

Library Instruction

Due to a shortage of Library faculty, during the academic year 2001 -2002 Librarians did not conduct a formal Information Literacy program. Instead, Library faculty instructed classroom faculty on the uses of the World Wide Web to obtain information. During the academic year, four sessions were held. In addition, 62 Library class visits were conducted, for a total of approximately 1158 students.

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. It is hoped that the Library's base budget will be increased so that the Library's collection can be expanded to better meet the needs of the York College Library community. In addition, an increased professional Library staff would permit the Library to better serve the Library community.