

Physics-Math-Astronomy Library
ANNUAL REPORT, 1973/74

Major accomplishments

1. Cleared up math reclassification problems, pulling card sets for books missing prior to reclassification, to be withdrawn.
2. Checked public catalog for filing accuracy--only author-title section was completed before end of fiscal year.
3. Jacketed all added entry cards for reference books.
4. Inventoried monographs.
5. Made additional added entry cards for public catalog for books not previously identified as astronomy catalogs of stars, mathematical problems, etc., which are an aid to library users.
6. Re-labeled spines of journals transferred to PMA (and some moved as long ago as summer 1972) so as to facilitate locating proper shelving sequence.
7. In cooperation with American Institute of Physics, signed up additional users for the SPIN service, for a 32 percent increase in participants. for current awareness.
8. Expanded the collection of computer science books and serials through *gift of Computer Science Department of about 500 books plus reports.

Major problems

1. Serials continue to be one of the major problems, and continue much in the same manner as outlined in last year's annual report, with delays in claiming, missing issues and receipt of new subscriptions and classification and cataloging difficulties heading the list.
2. Theft of unbound journals and monographs continues to plague library users and staff alike, though perhaps forty percent of items reported missing are located by the staff within six months after the initial report of disappearance (for unbound journals the figure is much lower; in fact, unbound journals rarely reappear).
3. AEC microfiche is expanding at such a rapid rate that space will soon be outgrown, unless more selective purchasing is instituted.

*To further aid in building the computer science collection, the PMA Library received a \$7,400 special project grant from the General Libraries, with which to purchase needed journal backfiles, duplicate some of the holdings in the Computation Center Reading Room, and add new essential books and technical reports to PMA, the official library for computer science materials.

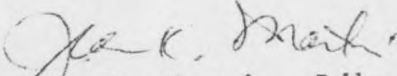
Plans for Special Projects during 1974/75

Though it seems inappropriate for a departing librarian to make plans for a successor to carry out, the following are offered as considerations:

1. Update the computerized PMA Journal file, which has served users and staff so well during the last two years. The time and cost are negligible in view of the benefits derived.
2. Withdraw from public catalog and shelf list in Main the astronomy reprint series, which were given to the Astronomy Department Peridier Collection in summer 1972.
3. Discard extraneous shelf list cards remaining from Math reclassification so that the trays which remain will merely represent books which are in CDL.
4. Reorganize computer science technical reports to facilitate locating them on the shelves by the PMA staff. Determine whether method of checking them is the most feasible for that type of material.
5. Check "subjects section" of public catalog for filing accuracy.

Equipment and non-expendable supplies needed

1. Two counter-height stools (or stools which will adjust to counter height)--one for use upstairs at microfiche cabinets and one downstairs.
2. Two to three microfiche file cabinets for 4x6 fiche, same specifications as those ordered during 1973/74.
3. Typewriter (any brand except Hermes) to replace old Remington model currently used by staff.


Jean K. Martin, Librarian
August 15, 1974

MEMORANDUM
THE GENERAL LIBRARIES



DATE September 12, 1974
TO Gary Menges
FROM Virginia Burton *VB*
SUBJECT PMA Annual Report Statistics

<u>AEC Microfiche</u>	31,980		
<u>AEC Hardcopy</u>	104	-1 withdrawal	103 net
<u>New Serials</u>	37	-6 cancelled or ceased	31 net
<u>Bound Journals</u>	910	+20 v. microfilm journal backfiles	
<u>New Books</u>	1450	Although there were 500-700 volumes to be withdrawn from our collection as of August 31, I have not had time to withdraw them officially.	