

**George F. DeVine Music Library
Annual Report
Fiscal Year 1992-93**

Services

- The level of staffing was adequate this year, an improvement over last because the librarian decided to participate less in library-wide committee work and because the student assistant budget was reinstated. Generally the branch is open 83 hours per week with the following staff coverage:

4 employees	12%	10 hours
3 employees	19%	16 hours
2 employees	59%	49 hours
1 employee	10%	8 hours

Staffing consists of 1 librarian, 2 staff, and 2.2 FTE student assistants.
- Greater success was achieved this year with referral of reference questions to the librarian and full-time staff. All full-time staff have reference desk hours. Student assistants have primary responsibility for staffing the circulation desk and stacks maintenance.
- Music reference service regularly includes the use of electronic sources:
 - 1) OCLC and EPIC are regularly consulted for library users;
 - 2) CD-ROM searching of *The Music Index*, *MUSE (RILM Abstracts and LC Music Catalog)*, and *OCLC: The Music Catalog* (sound recordings) are available to branch users;
 - 3) Network access to CD-ROMs on the InfoServer was made available in June 1993. All full-time staff can search OCLC and give instructions to users about CD-ROM searching. The librarian gave classroom presentations on these electronic sources to three graduate classes and several undergraduate classes.
- Our OLIS Catalog tutorial program, offered in the first month of each semester, was a course requirement for Music 200 for the second year. The tutorials reached at least 85 students.
- The CAI program, *Access to Music Periodicals*, was integrated into four music courses.
- In late spring, work was begun with Systems to download the *UTK Song Index* database for maintenance on a PC. At the same time, Keith Whitaker began data input again (on a Works database) for song anthologies added to the collection since August 1991. He revised procedures for the new process of local computer input.
- Marsha Michie revised procedures and resumed data input in the *Analysis Index* HyperCard database this spring.
- Staff goals for facilitating ILL borrowing by Music Library users and responding to lending requests on a same-day basis were generally met.
- *The David Van Vactor Collection: A Catalog* was published as part of the Library Resources series.

Collection Development and Management

- The Music materials budget was encumbered by the end of March; some endowment funds were then made available. The Musical Heritage Fund was nearly exhausted (balance of \$136) this year. Subscriptions to 3 CD-ROM indexes were renewed for Music.
- An interactive video workstation (Centris 650 computer with CD-ROM drive and a laserdisc player and headphones) were added in June. Nine music products for this medium were made available at that time.
- A collection policy narrative statement for music had been completed in May 1992. Work on the Conspectus was delayed library-wide.
- An initial transfer to Storage was made for three periodical backfiles. Weeding of little-used duplicates was completed during the summer 1992.
- Our goals for timely handling of materials were met in the processing of new library materials and reserves, routing of serials and binding.
- The book collection was vacuumed in summer 1992 and May-June 1993.

Staff

- In meeting our goal of investing in staff training--CBT, job-specific, and staff development--and participating in Libraries' committees, the following activities occurred:

Marsha Michie served on the Staff Development Advisory Committee and the Dean's Staff Advisory Committee, attended training/staff development sessions on Mac Basics, Copyright Law, Patrons with Disabilities, Wellness Workshop, and a visit to UT Botany Greenhouses. She also completed an inhouse unit on music thematic catalogs.

Keith Whitaker completed SOAR training (including Supervisory Practices, Organizing for Results, Teamworks, and Motivating Employees), Adjunct Trainer Development, Advanced E-Mail, Copyright Law, and tours: University of Kentucky, CTV, Botany Greenhouses, Circulation. Keith received one of the Dean's Awards in December and was mentioned in Staff Stuff (June) for outstanding service.

Pauline Bayne served on the Library Management Group, Planning Council, CBT/CAI Advisory Committee, Technical Services Matrix (via e-mail only), and chaired the NEH Preservation Grant Proposal team. She attended the Southeast MLA Chapter meeting in October, the annual Music Library Association meeting in February, a SOLINET preservation workshop in March and had research leave in May. She is currently chair of the MLA Publication Awards Committee, member of the SEMLA board and chair of its Program Committee. She completed a one-year term as Faculty Senator and had two articles relating to computer-based training accepted for publication.

Physical Facilities

- We continue to provide a quiet study area in the Music Reference Room. This is the only quiet area available in the Music Building.
- An entry sign was installed to clarify areas for reference assistance versus circulation/reserve and stacks.
- Additional shelving for audio compact discs (12 units) and 2 cassette cabinets were added to the AV collection.
- New equipment: 3 cassette decks, 6 headsets with audio output control, 2 Macintosh Centris 610 for staff permitted transfer of the Mac SE/30 and Mac Classic to public access workstations, 2 printers for the public workstations, a Macintosh Centris 650 with CD-ROM drive and laserdisc player for a public interactive video workstation, and various computer upgrades.
- Recycled equipment: 4-place computer carrel from AgVetMed Library.

Pauline S. Bayne, Head
George F. DeVine Music Library
July 1, 1993

Circulation and Reference Statistics
George F. DeVine Music Library
FY 1992-1993

CIRCULATION

Month	Charged Use	Use in Library	Turnstile Count	Turnstile Daily Average	ILL Lending
JUL	1097	1507	2171	75	34
AUG	993	998	2983	110	23
SEP	3040	2490	5783	199	23
OCT	3713	3274	5606	181	29
NOV	2957	3049	5060	181	37
DEC	2313	2117	3765	171	41
JAN	1750	1492	3490	140	33
FEB	2921	1970	5479	196	36
MAR	2578	1863	5281	196	38
APR	3431	1364	5798	200	57
MAY	1103	1270	2631	97	24
JUN	856	2484	3089	103	33
TOTAL:	26752	23878	51136	1849	408
MONTHLY AVERAGE:	2238	1990	4261	154 (daily)	34

REFERENCE [Typical week]

	DIRECTIONAL	REFERENCE	n
MON	16	18	6
TUES	13	16	5
WED	13	15	5
THURS	10	14	5
FRI	17	19	3
SAT	6	6	5
SUN	14	15	6
AVERAGE WEEK:	89	103	