The Evergreen State College

NON-PRINT DTF

REPORT

SPRING 1991

The Non-Print Media DTF was formed in the fall of 1989 and charged by the Dean of the Library to investigate the status of Non-Print collections in the library and determine how best to organize and make them available to users. (See appendix 1 for the full text of the charge). The following people agreed to serve on the committee: Rich Edwards, Wyatt Cates, Alley Hinkle, Vinaya Tipuranneni, Pat Matheny-White, Meg Hunt, Randy Stilson and Jane Fisher, Chair. Tom Zahn, (a student) joined the committee winter quarter. We met once a week for Fall and Winter quarters and intermittently up to the present.

Our main task in responding to the charge was to locate and identify special collections throughout the library and determine whether they fit the definition of non-print materials. We chose not to address print collections including vertical files, play script files, the Beckman and Revis Education collections, maps, archives, posters in documents, periodical microforms, and rare books. These collections are noted in the report only as to their current locations.

Subcommittees were assigned to each collection considered to prepare information for the final report. Appendix 2 reflects these studies and contains descriptions of each collection area, its current location, how it is currently accessed, and the short term and long term goals recommended by the committee. After concluding studies of all the non-print areas, the committee turned to the general issues brought forth by the charge.

The Committee divided the charge into seven categories for discussion and recommendations:

1. Support for Non-Print Services
2. Changes in the Acquisitions policy
3. Overall access to collections
4. Space
5. Equipment
6. Public relations
7. Long Range goals for the Library's Non-Print Materials

1. Support for Non-Print Services

The primary responsibility of Non-Print Services is to provide access to all types of non-print special collections such as the media archives, the slide library, sheet music, Talking Books, and other collections of non-print material throughout the library. This responsibility dictates the need for allocating more funding to maintain Non-Print Services as an integrated part of the Library. Funding for maintenance of the collections and employment of a non-print cataloger must be made available through the budget process. If this is not possible, then steps should be taken to tap other funding sources through systematic application for outside funding.

Additional funding is also needed to allow Non-Print Services to assess the effects of copyright restrictions on current use patterns of Non-Print materials. Funding will allow staff to analyze the collections and purchase duplicate items that cannot be legally copied for educational use. Some funding should be used to set up and maintain permission and request records as related to the copyright law. Development of this system may prevent loss of funds via copyright infringement violations.

The Committee recommends that Non-Print Services (NP) become a part of the Media Services group. This action increases the level of peer support and provides additional options for short term solutions, such as minor equipment needs, sharing of supplies, and access to alternative budgets for purchases. The Non-Print staff will report to the Coordinator of Interdisciplinary Media Resources.

The staffing of NP should be returned to levels prior to the 1985 cuts: 1 FTE for the slide library, 1 FTE for film booking and 1 FTE for general administrative/grant writing and sound recording duties.

The slide library, currently functioning with only student workers to reshelve slides, has suffered qualitatively by having no professionally selected slides to update the original collection. The committee recommends that a full time person be responsible for the processing and cataloging of slides into the collection as well as analyzing the state of the existing collection and developing the image bank to include multicultural topics. This action will lead to better service for the diverse campus community rather than just a select population within the arts curricula. The cataloging department should provide support for putting slides under general categories within DYNIX to allow access by subject matter and artist or title.

Film booking currently takes up 1-1/2 FTE, a result of the College hiring three film studies faculty, increased use of films by student groups sponsored by Student Activities funds, and the increasing awareness by other campus community members of the value of using non-print materials in teaching. As the academic community becomes more diverse and teaching about multicultural issues expands, requested films become more specialized and consequently more difficult to locate. Acquisition of both rental and purchase copies becomes a matter of reliance on smaller companies and individuals resulting in increased acquisition costs.

The higher costs of film rentals are forcing more academic programs and student groups to share the cost of films which in turn makes for more complicated sharing of budgets on purchase requisitions. The increased difficulty of arranging dates that will work for multiple groups of viewers has caused the number of date changes and cancellations to rise dramatically. This affects not only Non-Print but also other areas on campus that work with the purchasing system of the college.

The sound recording library's user statistics show a dramatic jump in patron and academic requests especially for copies of the language tapes. The labor impact on the area for responding to the requests is significant, increasing the burden on the existing equipment and staff. "Staff" is currently a 10 hour per week workstudy student. Dubbing of new material and repair of tapes is frequently postponed due to the demand for language tapes, thus limiting access to potential users. This area will be further stretched with the addition of the dubbing of the "Talking Books" collection for the blind and reading impaired.

The Committee recommends that all reel to reel language tapes be converted to cassette and that the library purchase new revised common language editions (Spanish, Italian, Japanese, German, Chinese, Russian, and French) with accompanying books for general patron use. It is also recommended that two copies of each language text be purchased, one for the Non-Print area and one for general circulation.

The overall budget of NP needs to be increased to allow for the added costs within the office, including office staff, Catalogers, costs of support equipment such as phones, computers, recording equipment and supplies that are part of the normal processing function of Non-Print. These supplies would include audio tapes, video tapes, storage containers, security materials, label materials, slide binding materials and office supplies.

2. Changes in the Acquisitions Policy.

Recommendation: The Acquisitions policy should be changed to accommodate the changing formats of non-print materials. The budget is currently allocated for each type of non-print materials. That funding should be changed to a single allocation to cover all non-print materials thus adding purchasing flexibility and allowing NP to be more responsive to the campus' changing needs. Materials covered by this funding would include films, videos, sound recordings, video disks, language tapes, and slides. (Items over $200.00 would still require approval from the RSC).

Acquisitions should work closely with NP to simplify the current procedure for ordering non-print materials through the standard book ordering sources. Suggestions include:

* Finding more appropriate sources for ordering specific types of media. (This could mean audio and language tapes could be ordered through the audio companies rather than through the major publishing companies).
* No longer using Baker and Taylor for audio or video sources.
* Purchasing a larger portion of the audio materials locally. (This action can cut down the lag time between purchasing and receiving the items, allowing us to spend the money in a more timely fashion. Local stores also will respond faster to order specific titles as needed which shortens the backorder lag time).

3. Overall access to collections.

Access to the NP collections should be viewed from two perspectives, intellectually through a central database (DYNIX catalog) and physically through better packaging, arrangement, and locations. Since

most NP items are not cataloged, many records will need to be added to provide access. In order for us to add records to the DYNIX system support must be given to cataloging those items deemed important. Those items which are not deemed important enough for full cataloging will still need some form of access through our central catalog. **The Committee recommends that brief records (much like the cards currently being added for vertical file materials) be added to the DYNIX catalog to provide a minimal level of access (subject, artist, title, format, location) for these materials. Adding these brief records will require added support from cataloging.** It is desirable that the catalog be set up to search for items by media type. Currently the catalog has been provided with function keys which limit searches to various media types that have been cataloged. In the long term this should include all student works, media found elsewhere in the building and specialized collections that currently reside in offices or store rooms until cataloged. If materials are not considered worth cataloging, they should be given a locator symbol and assigned appropriate subject headings.

Physical storage requirements should be scrutinized to determine creative ways to package the multi-media unit as a whole. Packages need to be developed to allow for successful circulation. Storage can be done through use of zip lock bags, boxes that hold a cassette as well as a carousel, folders that hold both a book and a computer disk, etc. Funding should be set aside for purchasing unique packaging that allows better access. Games would be one format that will benefit from this action.

A systematic inventory of materials in storage should be initiated to find out what materials are still usable but need cataloging, which need a more useful method of being boxed for circulation, and which are not current or usable for the Library's purposes. Items that are in an unpopular or obsolete format like slide tape productions and 3/4 inch videos could be transferred to VHS and circulated from the film library or from the slide library depending upon the topic.

The DTF committee recommends that Acquisitions funds be diverted for use in making little used materials more accessible by patrons. This should be a "one shot" proposal to clean up the existing NP collection access problems before adding new types of materials and new items to the collection. An example would be the 8x11 black and white photo collection of famous people. This collection would be more useful in slide format and stored in the slide library with the other special photographic collections.

Selected master format materials should be included in the DYNIX system and provided with barcodes to allow NP controlled limited circulation(an exapmple would be the masters in the sound recording library). Budget restraints have rendered it difficult to keep up with repair and replacement of circulating cassettes which are not usable, are checked out, or lost. By circulating the masters when the circulation copies are not available would increase access to the collection for Academic programs without seriously endangering the materials.

The slide collection should be bar coded and entered in the Dynix system by subject headings with the possibility of being checked out by Circulation. Currently, it is available only by browsing, and checkout is by the honor system with no way to monitor who has what slide without a laborious manual search.

4. Space.

The committee reviewed the space currently in use and looked at the long range goals of NP and how it could function more efficiently with different space allocations. The situation will remain the same

for the present, with the collections tied together intellectually through DYNIX. **Short term recommendations include:**

* Moving the language tapes, accompanying books and the tape dubber into the slide library area. (This would effectively consolidate the languages into a single user friendly area.)
* Housing specialized slide collections in the wooden cabinets rather than as part of the "art slide" collections in the grey metal cabinets, but still in the same general area.
* Continued housing and checking out of films and videos by Washington State Film Library.

In the long term it is recommended that NP become a part of the media complex as designed for the existing Academic Deans area. The vision is to have NP share a space with Media Loan, Media Services, and a new Media Archives area. An open area for listening/viewing carrels would tie the four areas together. This use of space will encourage cross-use of personnel and students to cover all the areas and provide extended coverage with more efficiency. The media archives will provide storage for archival NP material that is close to the equipment required for study. The expanded NP will house all the sound recording masters as well as the language lab, odd media like films, video tapes, filmstrips, film loops, flat file materials, CD's for check out, and student produced works.

5. Equipment

Among other conservation considerations, the long term survival of NP materials requires quality equipment in good operational order. A careful study of equipment must take place to insure the reliability of the equipment currently owned by the library and to determine the most economical method of obtaining additional equipment needed to make non-print materials available for users. In the case of photographic images and music, for example, there should be a definitive move toward the use of CD ROM and video interactive disks with computers since more images are provided at equal cost. Both kinds of equipment encourage the actual "hands on" basic research commonly practiced within the rest of the library. (Video disk players provide more flexibility for interactive research use and have far ranging possibilities for use by patrons. Faculty can set up "assignments" for their students on an interactive player and require students to make comparisons and or put together a report on specific fields of study.)

Other suggested long range equipment variations and additions include:

* Expanding the listening center with an additional four to six stations. (All existing stations should have CD players).
* Setting aside a smaller listening area for language use only.
* Installation of an efficient archival storage system for storing records and cassette tapes.
* Additional storage for CDs.
* A separate video viewing station with color monitor and VCR with access to the school's cable system. The viewing station should have a video disk player as well and should have a room of its own for small group study of visual materials.

6. Public Relations.

Teaching about non-print materials should be added to the curriculum of basic coordinated studies programs. The new Coordinator of Interdisciplinary Media Resources should promote awareness of this information in the position's capacity as liaison with campus media users and academic programs. In addition to being part of the standard library tours, special tours promoting non-print materials and their locations that are relative to current issues taught in academic programs should be given at the beginning of each quarter and throughout the first year in basic coordinated studies programs.

Within the Library, better identification of non-print areas should be accomplished using visible signs, a directory/map, and either a pamphlet or a "locator" that shows the different types of materials and where they are located within the building. (For more detailed information see appendix 3.)

7. Long Range Goals for Non-Print Services

Non-Print Services should be made more "user friendly" in order to invite higher resource use. Staff need to work with the different areas on campus to take advantage of the expertise and alternative funding sources that are available through the Grants and Development office, Computer Center and Academics. Reference should become more aware of non-print reference tools especially those on CD ROM and on-line. Access to non-print materials should keep pace with print materials. A working relationship with academics will help us to come up with alternative ways of presenting non-print materials.

The slide library should maintain an inventory of what is in the collection and what needs to be replaced or added to in terms of frequently requested images. These images should be preserved and tagged for circulation. The language tape area needs to be revamped to accommodate the demand for updated versions of the popular languages. The tapes need to be easily accessible to the patron, and available without undue restrictions.

Summary:

Non-Print Services must be an efficient area providing easy access to materials for students, library patrons, staff or faculty and with adequate staffing to maintain, update and upgrade the collections. Documentation of available materials should be accessible through DYNIX and available to patrons in usable, updated formats.

AFTERWORD

Over the past two years that the DTF has met and put together this final report, a number of the recommendations in this report have already been put in place and are working. The major change has been the re-alignment of NP from being a part of the User Services group to being a member of the Media Services group. This has resulted in an increased level of peer support and options that helped to implement a number of short term solutions. The move has made it easier to interweave non-print materials into the on-going media productions put together by students and staff. NP is able

to provide monies to buy materials for the media center and the Media group is able to help out with minor funding needed for small equipment.

The sound recording library has recently retrieved all the language tapes that were scattered throughout the library and consolidated those tapes into a central location. This action has made it easier for patrons to find the language tapes they are interested in. Staff members are still working to develop a way of dubbing tapes in this area to facilitate use of the tapes. Unfortunately, patron and faculty academic requests are putting a serious strain on the staff. Lead time for dubbed cassettes is, at present, approximately 3 weeks. Because the quick dubbers located at the circulation desk are unreliable, we cannot allow students use of the masters in those machines but must request that students leave blank tapes that we dub for them on NP equipment.

Ordering CD's through a local vendor began this year and it has worked quite well. Staff go to the vendor's site and make the desired selections, then make a list for acquisitions. The store holds the selections until payment is received. This has shortened the lag time and eliminated errors and most back-order frustrations as well as saved shipping costs.

The film booking process has been entered into the college's Policy and Procedures manual which states that all films and videos that are purchased or rented must go through NP for sign off before going to Purchasing.

The DYNIX catalog currently shows some of our non print locations, such as Media Production Center, Slide Library, Washington State Film Library, and Non-Print Services, reflecting many media types including films, video tapes, cassettes, CD master copies, and so on. Patrons can also limit their searches by media type (audio or video) by using function keys on the DYNIX terminals. All the newly purchased NP material is being cataloged. Technical Services has also directed more attention recently to retrospectively cataloging the audio collection.

NP has begun to publish a monthly list of what films are being shown on campus through academic and student activities programs. A list of CD's is maintained and posted in the listening center.

A publisher's data base of sound recordings is available through NP and is being updated to make it easier to locate music by title and subject matter. A second data base is being prepared to put the slide library material into a usable form to allow a patron to browse and access slides to determine whether the slides are available for check out. A third project concerns making a film booking program for NP that will keep track of film statistics and a running count of what films are shown at TESC. This data base will generate a report that notifies various programs and offices on campus about the status of the films that are booked for academic classes. This should help eliminate errors in filling out the booking forms and help prevent double booking.

Technical Services has begun to re-con the sound recordings and are adding bar codes to the master recordings to assist with keeping track of those masters when they are checked out for special projects. The master copies of the sound recordings are also being added to DYNIX as a second copy for patron information.

The slide library has had an infusion of new materials in photography and in contemporary Pacific Northwest art which was funded in part by instructional photo and by the program Pacific Northwest Culture. These new images reflect the multiculturalism found in the Northwest.

All these activities are the result of using interns or workstudy students willing to help process materials, faculty donating program money for new materials, or staff members streamlining processes to allow more information to be available to the patron. These activities were accomplished as opportunities were presented that fit in with the overall strategic plan. The plan should be continually modified to allow for more efficient use of resources, and to help NP function more comfortably within the library's framework. These recommendations have already played a large part in solidifying the connections to the rest of the library and the college community at large. Continuing this progress should remain a library priority.