YORK COLLEGE LIBRARY

ANNUAL REPORT

1999 - 2000

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Chief Librarian

In the 1999 - 2000 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. This was due to accumulated invoices from the previous academic year that had to be paid with this year's allocated budget, leaving a very slight amount of money to be spent to support the academic interests of the College. At the beginning of the budget year, both professional and non-professional staffing were limited.

With a minimum of professionals supported by a minimum of support staff, the Library has continued to be confronted with a declining materials budget. As compared to past years, the budget decreased in terms of adjusted dollars due to the increase in the cost of Library materials and inflation; also the total budget has decreased by more than one-third. 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.

The budget year ended on a bright note: at the end of the academic year, $50,000 was made available for the Library to pay certain invoices that would otherwise have to be paid in the next budget year. This will, hopefully, make it possible for the Library to purchase some much-needed Library materials in the next academic year.

It is hoped that both the budget and staffing situations will be addressed in the 2000 -2001 budget year. This will permit the Library to better fulfill its mission to serve the needs of the York College Library user community.

I.   Professional Library Personnel

In the budget year 1999 - 2000, the professional Library staffing increased by one evening-weekend Librarian. In the recent past, the professional Library staff decreased by 3 and not one faculty member was hired. The recent hire allowed the Library to better serve the evening-weekend user population, though the professional coverage in the daytime is still very limited.

Table 1 and Chart 1 show the number of professional Librarians at York College since the 1985 - 1986 budget year.

Librarians at York

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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
```

Table 1

Notably, the professional staffing of the Library has decreased significantly over the past 14 years. At the same time, the ratio of full time equivalent students to Library faculty has generally increased, as can be seen in Table 2 and Chart 2.

F. T. E. 's per Librarian

	FTE per Librarian	FTE	Librarians
85/86	310	3100	10
86/87	345		7
87/88	363	3267	9
88/89	387	3481	9
89/90	471	3766	8
90/91	505	4041	8
91/92	563	3938	7
92/93	685	4795	7
93/94	739	5173	7
94/95	737	5159	7
95/96	737	5160	7
96/97	785	4710.2	6
97/98	737	4424.8	6
98/99	679	4074.2	6
99/00	567	3972	7

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

At York it is significant to examine not only the ratio of full time equivalent students to Librarians, but also the ratio of potential Library users to Librarians using the headcount of students. This is particularly significant at 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. To accomplish this, the headcount at York can be used, as seen in Table 3, and graphically in Chart 3.

Headcount per Librarian

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	7	6888
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

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Table 3

As can be seen, because the headcount has declined and the number of Librarians has increased, the ratio has improved in this academic year.

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 4, and graphically on Chart 4.

Reference: Desk Time Per Week

Academic Year	Hours
85/86	13.8
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

Table 4

Because of the increase in professional staffing, the average amount of time that each Librarian spent staffing a reference desk has decreased slightly. Unlike other academic departments at York, the Library is unable to hire adjuncts to permit its professional staff to concentrate some of their efforts on professional duties other than public services.

During this academic year, the professional Library faculty discussed the possibility of combining the two reference desks into one, thus permitting the faculty to staff only one reference desk. It was decided that as the non-professional staffing is so slight, it was important to keep a professional on each side of the Library whenever the Library was open. This staffing is to promote security as well as to aid Library users.

Due to a different method in counting reference queries, direct comparison with years past is impossible. Instead, a study of the activity at the reference desks by the type of question can be seen on the following chart:

Reference Questions By Type

	Fall 1999		Spring 2000		
	G WING	H WING	G WING	H WING	TOTALS
Professional	2841	2679	2413	2988	10921
Computer & WWW	481	635	381	1103	2600
Non-Professional	716	757	518	783	2774
Total	4038	4071	3312	4874	16295

Table 5

In addition, the traffic at the reference desks can be seen on the following chart:

Reference Questions By Time

	Fall 1999		Spring 2000		
	G WING	H WING	G WING	H WING	Totals
10-12	984	1090	832	1236	4142
12-2	738	982	595	1113	3428
2:30-4:30	846	1027	656	1386	3915
4:30-6:30	808	643	658	734	2843
6:30-8:30	660	343	492	405	1900
Total	4036	4085	3233	4874	16228

Table 6

II. 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.

The breakdown of books and journals (including microforms) can be seen on Table 7 and Chart 7.

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

Table 7

As can be seen on the chart, the Library was unable to purchase any books in the

budget year. The Library's collection was increased, however, by the acquisition of

largesse from other colleges and from donations and its own backlog.

A more detailed view of the Library OTPS budget for the academic year 1999 -

2000 can be seen in Table 8 and Chart 8.

1999-2000 Library Budget

Periodicals	64%
Books	0%
Microforms	7%
Serials	15%
OCLC	3%
Other	10%

Table 8

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. Taken together, the expenditures for journals, microforms, and serials require approximately 90% the entire OTPS Library budget.

Another way of looking at the Library budget is to compute that amount of money spent per full time equivalent student at the College. In the 1998 - 1999 academic year, with 4074.2 F. T. E. 's, the Library spent $27.42 per F. T. E. In the 1999 - 2000 academic year, with 3972.1 F. T. E. 's, the Library spent $49.52 per F. T. E. The increase can be accounted for by a decrease in F. T. E. 's as well as a last minute budget increase to the Library for that academic year.

Further complicating the equation is that as the College redefines its curriculum, the Library must redefine its acquisitions. In most cases, the newer fields that have been added or discussed have been ones with more costly materials than those that have been discontinued or discussed for discontinuation. For example, materials to support a Physician's Assistants, Communications Technology program or graduate degree Occupational Therapy program will be significantly more costly than those to support Italian.

In addition, Library supplies and contracts are currently taken from the Library other than personnel services (OTPS) portion of the budget, which further reduces the amount of money to purchase books and journals. In the past, this was not the practice at York College. Now, not only supplies, contracts and materials come from the Library materials budget, so do computer equipment and software.

A. Books

Table 9 and Chart 9 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 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

(Note: this includes annuals, etc)

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

Table 9

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 170,000 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.

It should be noted that although the Library purchased nearly no books during the academic year, the Library catalogued 1368 items. These items include a backlog in cataloging that has accumulated for several years, many gifts, and largesse acquired from other Libraries.

B. Journals

Table 10 and Chart 10 show the number of periodicals subscribed to by the York
College Library. The number of subscriptions has remained approximately the same in
the past three years, though the number of subscriptions has declined noticeably since the
1987 - 1988 academic year. The subscriptions do not include those information sources
available electronically.

Periodical Subscriptions

Year	Periodicals
1987/1988	1327
1988/1989	1316
1989/1990	1264
1990/1991	1234
1991/1992	889
1992/1993	889
1993/1994	893
1994/1995	964
1995/1996	925
1996/1997	963
1997/1998	726
1998/1999	731
1999/2000	731

Table 10

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.
Subscriptions for journals that have not been used in any format (print, microfilm, or
microfiche) by the Library communities have been discussed for possible cancellation. In
addition, journals, which are available electronically, have also been discussed for
possible subscription cancellation.

In spite of the fact that several hundred journal subscriptions have been cancelled, the use of journals in the Library is relatively high. Some of the journals that used to be used in print or on microfilm are now used on the World Wide Web. In addition, the use of a microform collection (the Human Relations Area File) is no longer as necessary as it was in the past, as it is also partially available on the World Wide Web. The use of journals and microforms can be seen in Table 11 and Chart 11.

Use of Periodicals

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

Table 11

II.   Use of the Library

A. 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

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

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

headcount of students at York has declined in the past few years, the number of

circulation and reserve transactions have been maintained.

B. Periodicals

The use of periodicals, for this section of the annual report including current

periodicals, backfiles, storage, the business collection, and microforms, has declined, as

can be seen in Table 11 (repeated here for convenience) and Chart 11.

Use of Periodicals

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

Table 11

The decline reflects the fact that many of the information sources that were accessed in

the Library in the past are now available on the World Wide Web. This includes an ever-

increasing number of current periodicals, newspapers, backfiles, and the Human

Relations Area File (HRAF). The Library maintains on-line subscriptions to permit the

Library community to gain access to these information sources on the World Wide Web.

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C. 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 13 and Chart 13 detail the Interlibrary Loan activity for the 1999 - 2000 academic year.

Interlibrary Loans

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

Table 13

As the Table reveals, the total activity of the Interlibrary Loan division has increased

substantially, with the majority of the activity being requests made by the York College

Library user community for materials not owned by the York College Library
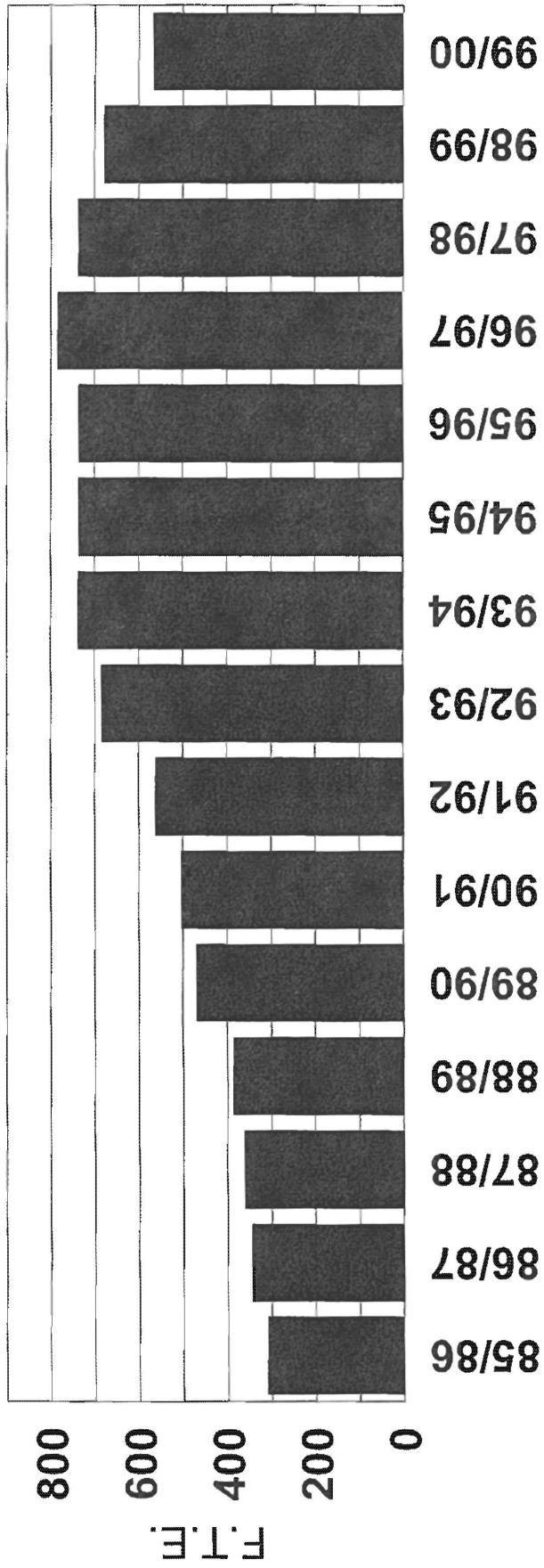
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Conclusion

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 cuts on the quality of the services offered to the York College Community as well as on the collection. At the present time, 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.

Librarians At York
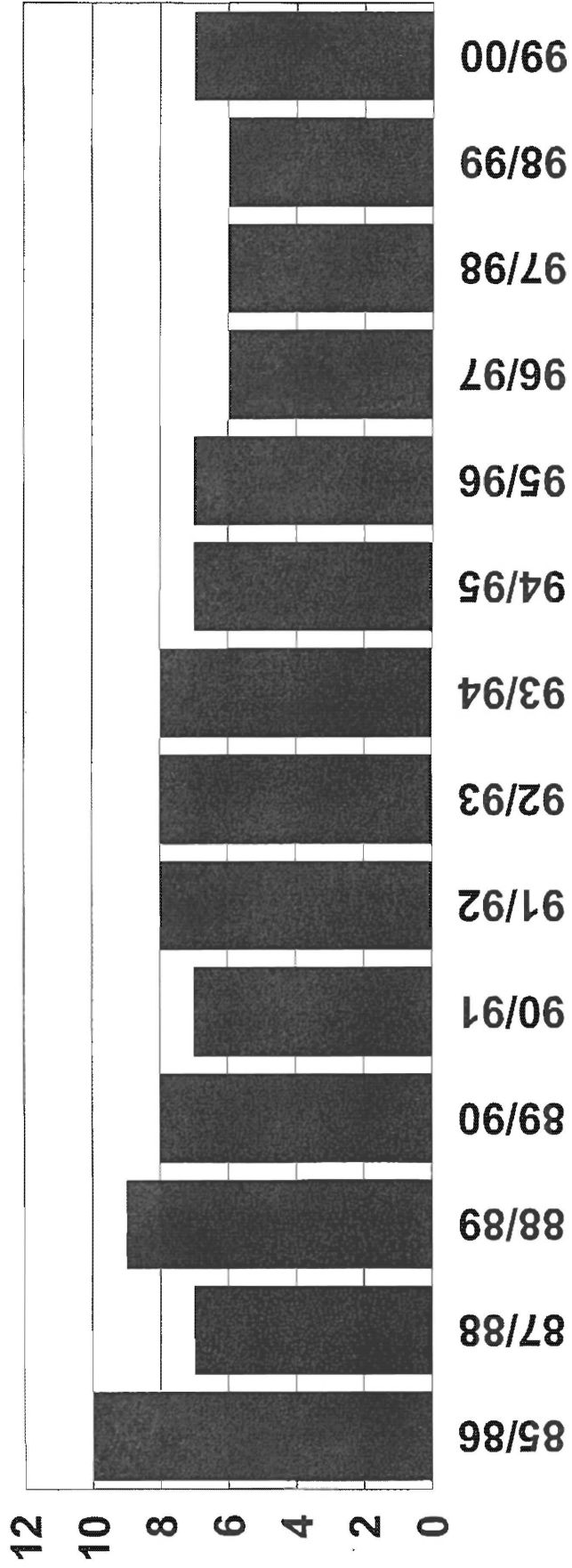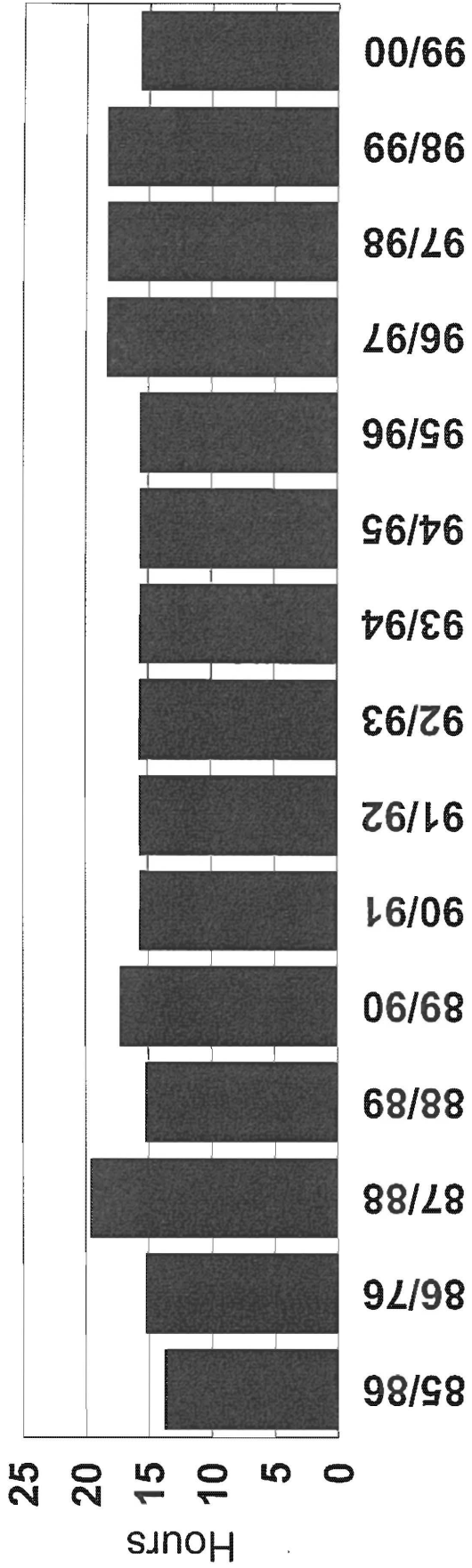

Academic Year

Chart 1

F.T.E.'s Per Librarian

Academic Year

Chart 2

F.T.E.

Year	
85/86	
86/87	
87/88	
88/89	
89/90	
90/91	
91/92	
92/93	
93/94	
94/95	
95/96	
96/97	
97/98	
98/99	
99/00	

Students Per Librarian
Based on Headcount
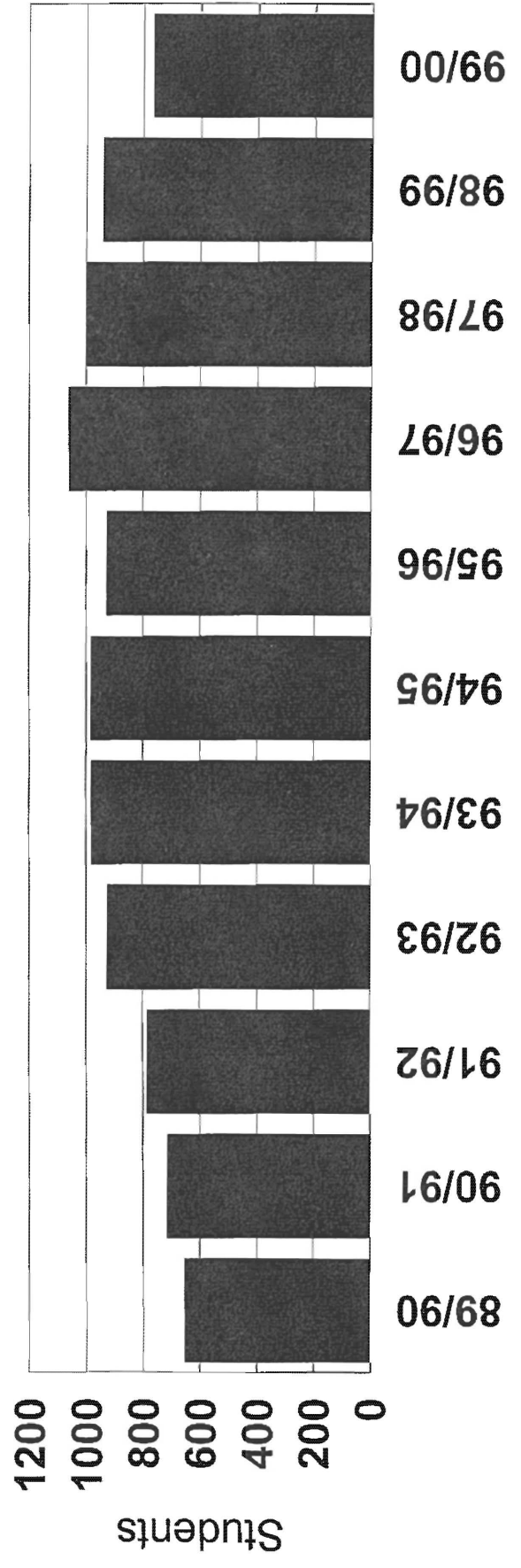
Academic Year

Chart 3

Average Reference Desk Time
Per Librarian Per WEek

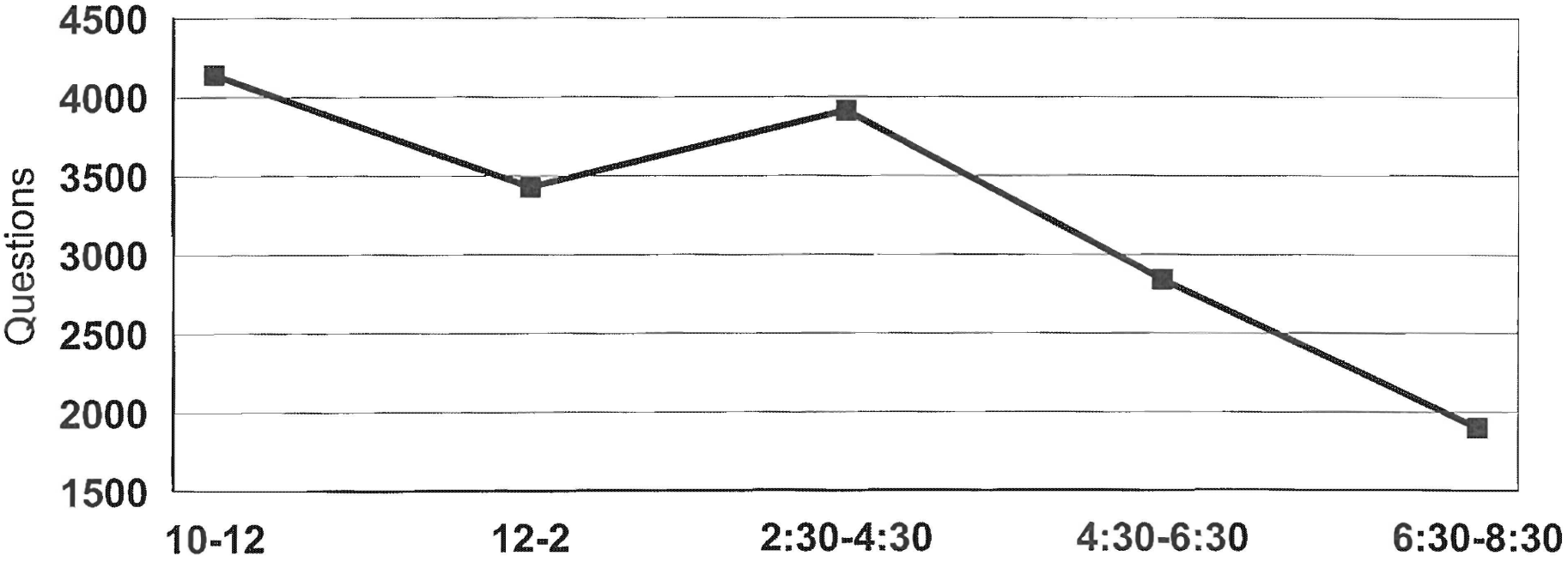
Academic Year
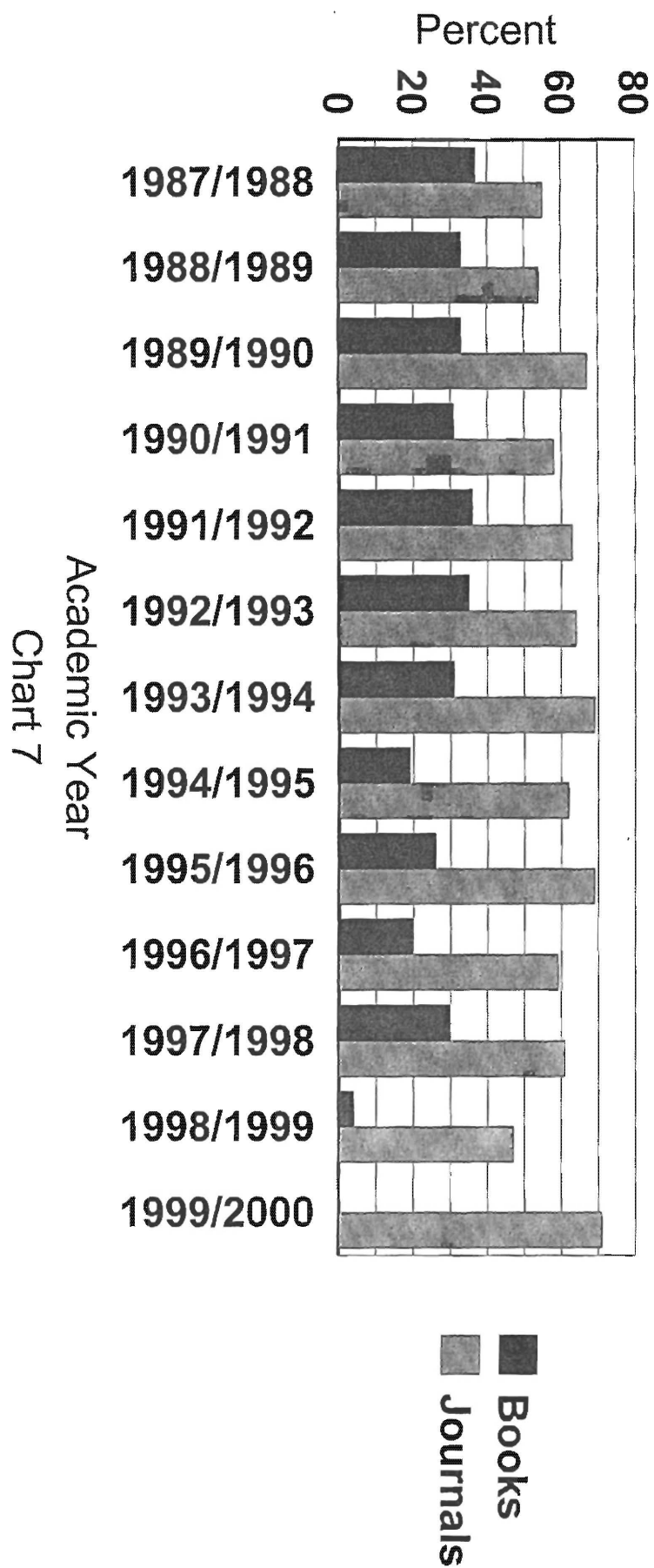
Chart 4

Reference Questions by Type of Question

Non-Prof
17.0%

Comp/WWW
16.0%

Prof
67.0%
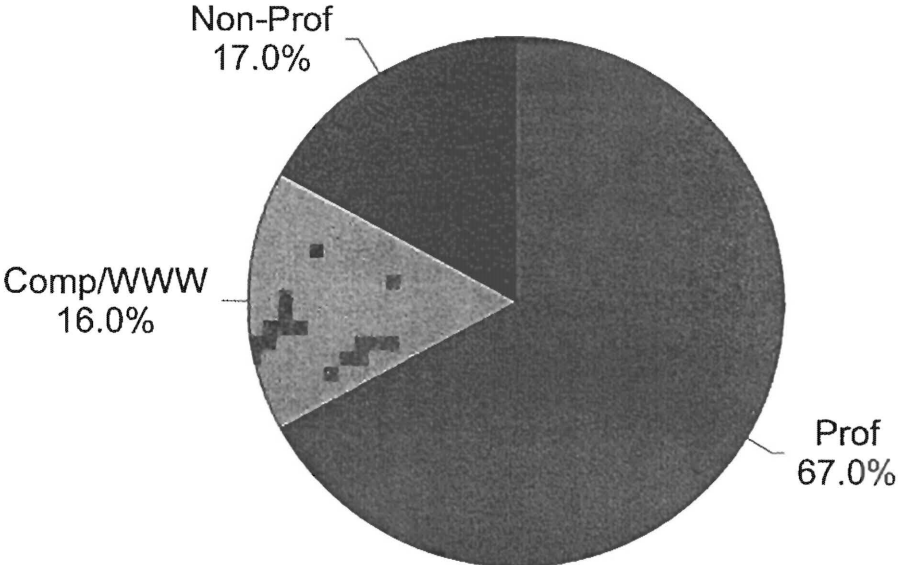
Chart 5

Reference Services by Time of Day

Chart 6

Library Budget

Chart 7

Percent

Legend:
- ■ Books
- ▨ Journals

Academic Year (x-axis categories):
1987/1988, 1988/1989, 1989/1990, 1990/1991, 1991/1992, 1992/1993, 1993/1994, 1994/1995, 1995/1996, 1996/1997, 1997/1998, 1998/1999, 1999/2000

Percent scale: 0, 20, 40, 60, 80
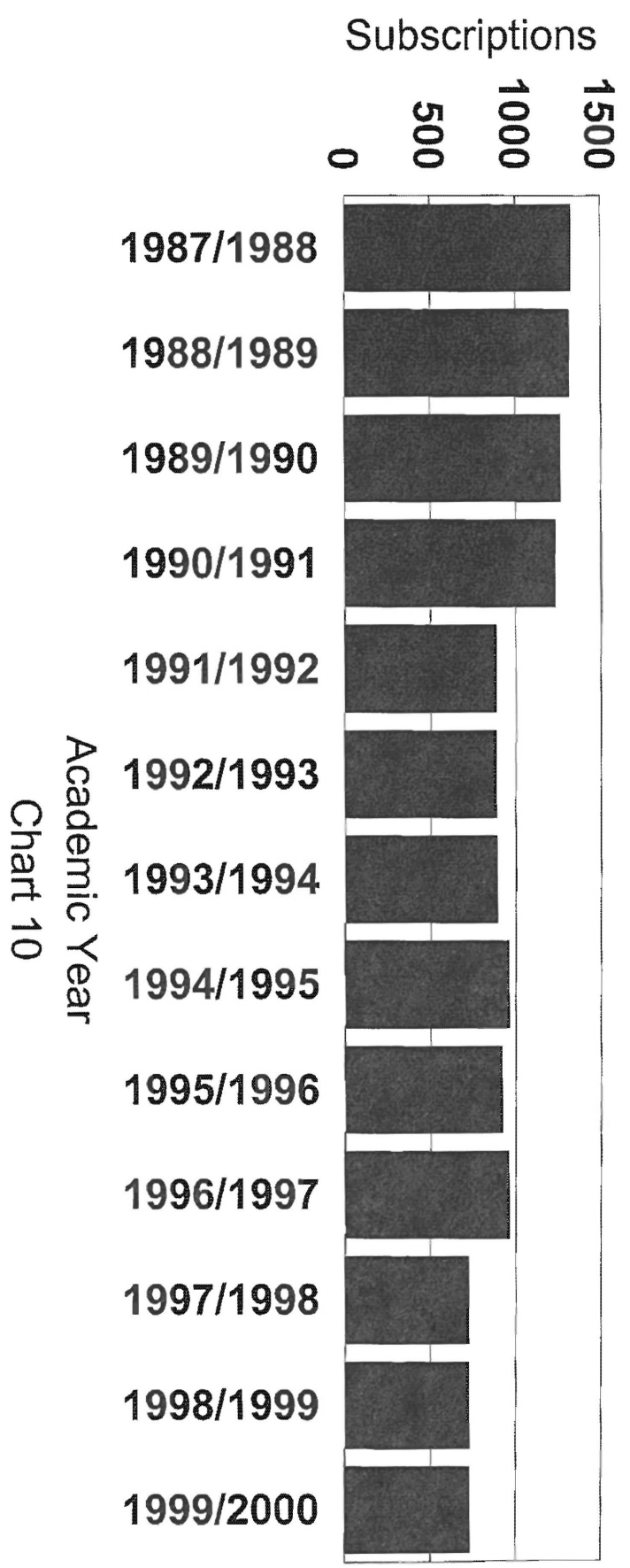
Library Materials Budget
1999 - 2000

Materials Type

Chart 8

Library Acquisitions
1985-2000

Items Acquired
Thousands

| | | | | |
|0|1|2|3|4|

Academic Year	
1985-86	
1986-87	
1987-88	
1988-89	
1989-90	
1990-91	
1991-92	
1992-93	
1993-94	
1994-95	
1995-96	
1996-97	
1997-98	
1998-99	
1999-00	
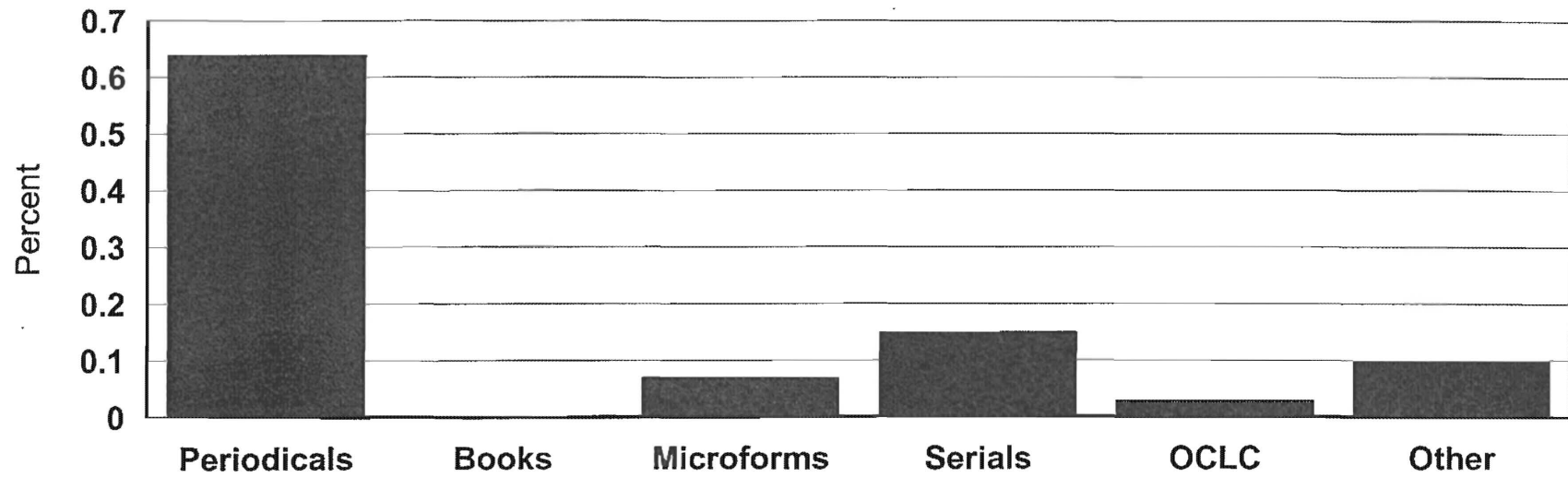
Academic Year
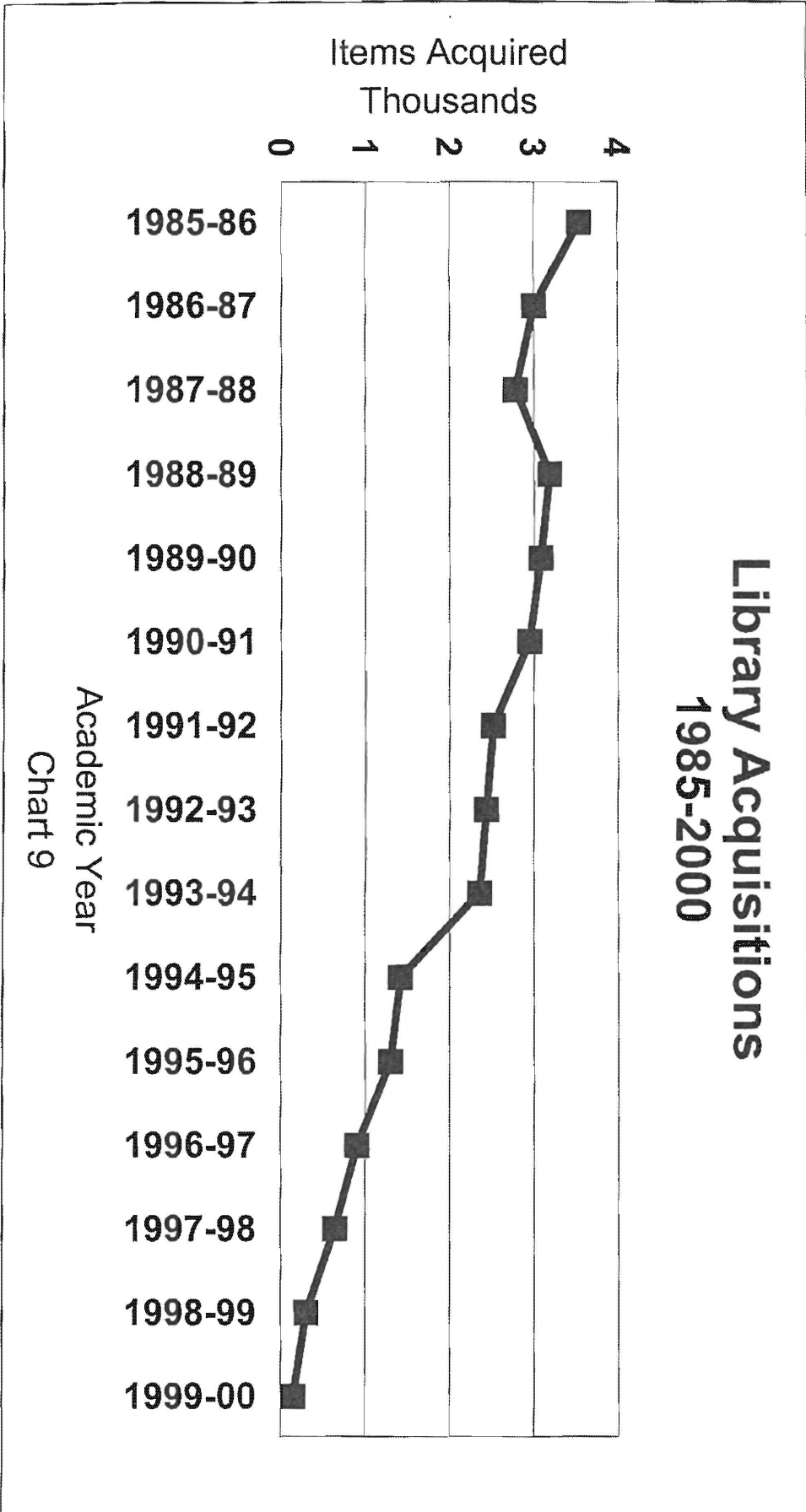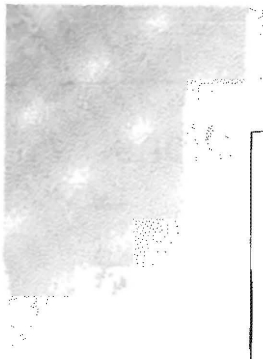
Chart 9

Periodical Subscriptions
Does Not Include Business Collection

Subscriptions

Academic Year

Chart 10

Academic Year	
1987/1988	
1988/1989	
1989/1990	
1990/1991	
1991/1992	
1992/1993	
1993/1994	
1994/1995	
1995/1996	
1996/1997	
1997/1998	
1998/1999	
1999/2000	

Use of Periodicals

Includes Current Periodicals and Microfilm

Thousands

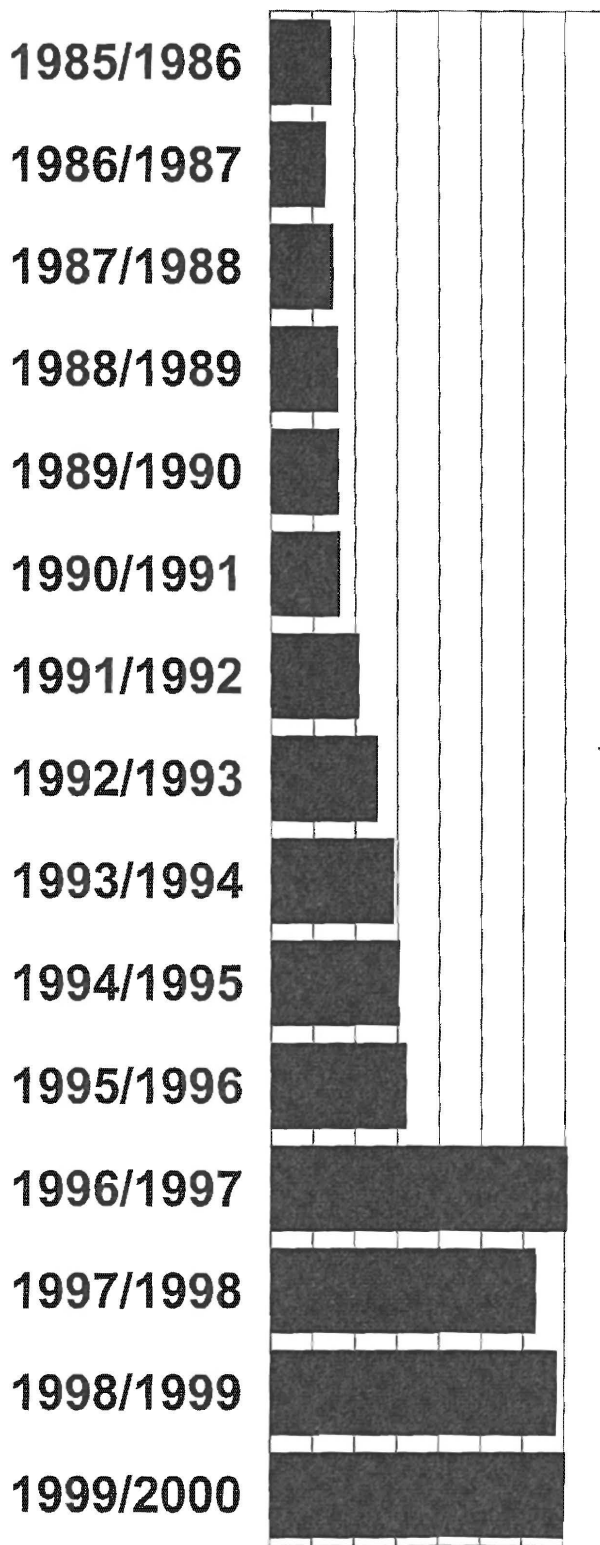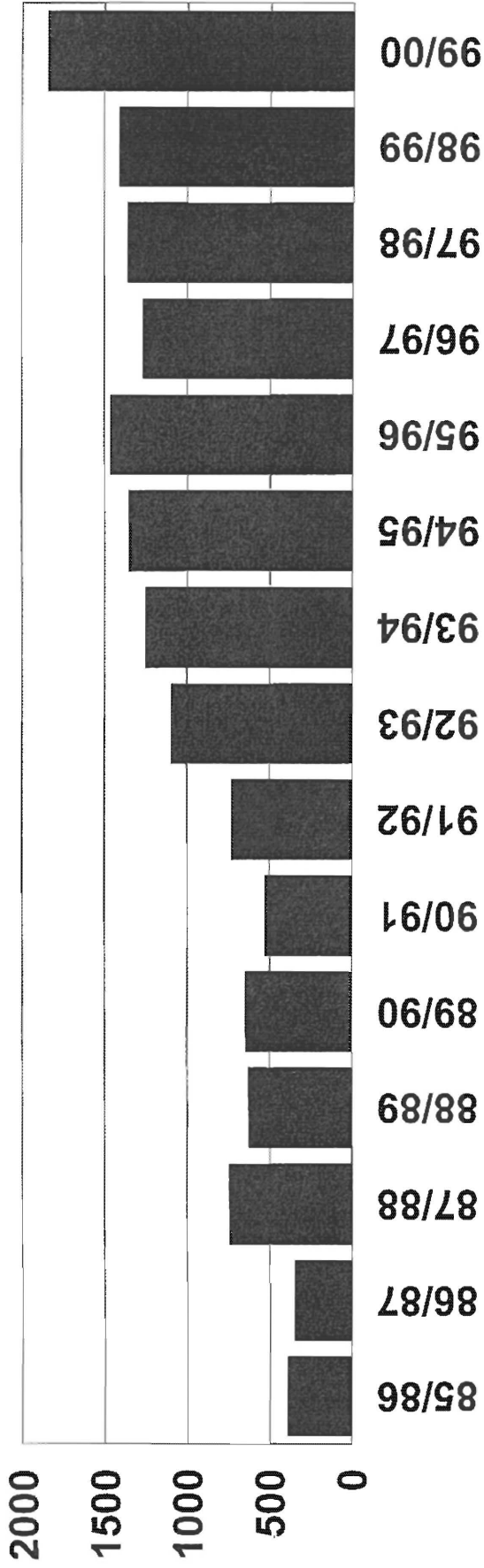| Academic Year	
1985/1986	
1986/1987	
1987/1988	
1988/1989	
1989/1990	
1990/1991	
1991/1992	
1992/1993	
1993/1994	
1994/1995	
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1996/1997	
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1998/1999	
1999/2000	
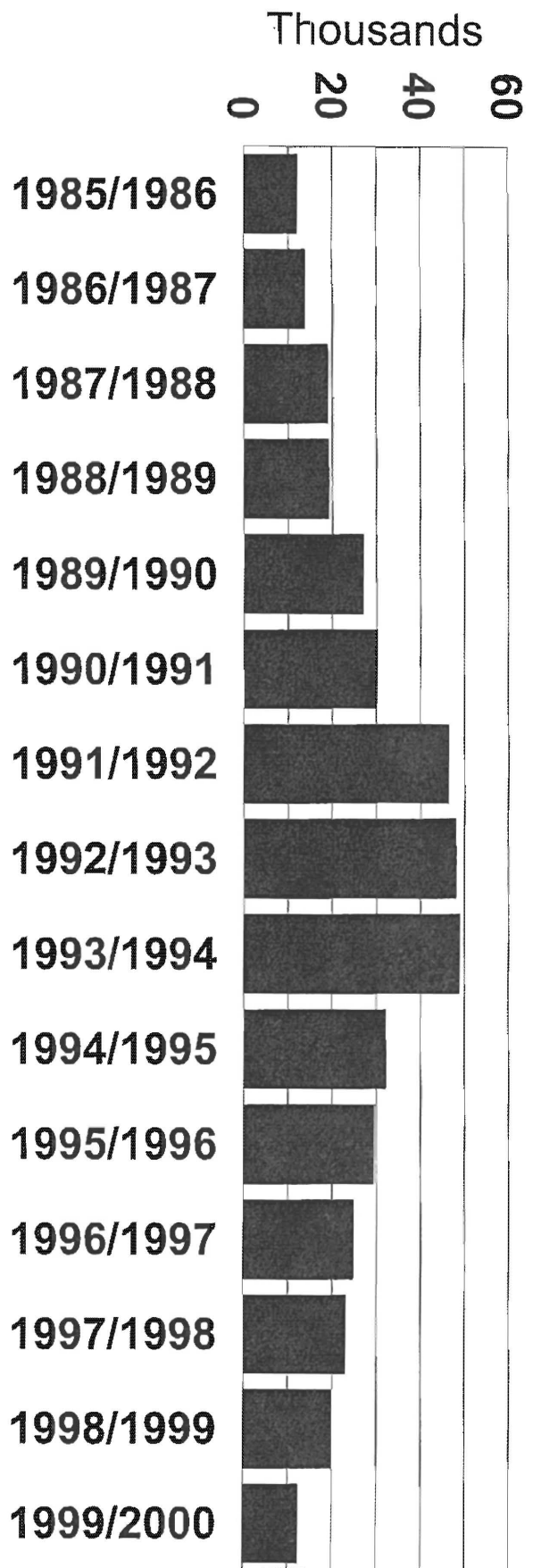
Academic Year

Chart 11

Circulation of Books

Books Circulated
Thousands

Academic Year

Chart 12

Interlibrary Loans: Requests By York

Chart 13