InULA Innuendo

Automated Circulation

Automation at IU Southeast

by Gabrielle Carr

IO circulation has been a generally positive experience at the Southeast campus. We have been in production for over three months and the system has crashed only three times. The total down time has not been much more than three hours. Our patrons are delighted with the system.

They are intrigued by the automation. The demise of the McBee card has been a source of great elation. They truly enjoy the ease with which materials are charged out. Even if they must wait for an ID to be barcoded or an unlinked item record to be

Automation at SLIS Library

by Judy Dyer

The School of Library and Information Science Library was the test site for automated circulation for the Bloomington Campus.

Barcoding of books for the project began in the library in May of 1990. In November, circulation equipment, including a computer and a barcode scanner, was installed at the SLIS Library's circulation desk. The Branch Coordinator and I attended a half day Automated Circulation training session. After receiving packets of patron barcodes, we began training our student assistants to

Notes from InULA

by Gabrielle Carr

After a long winter, Spring has arrived and with it a flurry of InULA sponsored activities. First on the agenda will be National Library Week. Preservation is the theme that has been chosen. All the campuses will be participating with displays and other activities. Tom Schneiter is coordinating these events. In addition there are plans to have the annual book sale in Bloomington during National Library Week. If anyone has books to donate or would like to help, please contact Carolyn Tynan, Maggie Harter, Clay Householder, Julie Nilson, Elizabeth Zuelke, Sara McKee, or Lou Malcomb.

The Program and Social Committee has settled on a date for the InULA Auction. It will be held on May 21. This is an important fund raising event for the Association. The monies raised by the auction are used to fund the InULA SLIS scholarship. The Executive Board will be meeting soon to determine this year's recipient. May 21 has also been set as the date for InULA's annual general business meeting.

Looking towards the future, there is one date that I hope everyone will mark down on their calendars, Friday October 11.

On that date the Continuing Education committee has scheduled a one day seminar. The program will look at the effect of networks on libraries on the state, regional, and local levels and the impact networking may have on library education. From just the preliminary plans, it sounds like this will be a fascinating and informative event.

The Board is continuing to look at ways to help the Association function more smoothly. The committees have been given an additional charge of developing handbooks to aid their successors. The Constitution Committee has been charged with the task of looking into the possibility of changing the position of Vice-President to Vice-President/President-Elect. It was the opinion of the Board that the present arrangement may not fully utilize the skills and knowledge attained by the Vice-President during his/her tenure in office and that better continuity may be achieved.

The Executive Board has been busy looking at Research Incentive Grant proposals. Jackie Byrd and Kathy Sorury were awarded funds in December and Betty Hanson was given a grant in March. Applications for the final quarter are available from me. See the details below.

InULA is an active association, but cannot succeed without your participation. If you have any suggestions on how the Association can better serve you, please contact any member of the board or bring ideas to the business meeting in May.

See you soon—Gabrielle

Research Incentive Fund deadline is May 31,1990

Categories of Support

1. Seed support of research and research-related activities used to develop a larger research proposal.
2. Funds for research equipment or materials.
3. Travel to support the research project.
4. Publication subsidies.
5. Other needs not defined above, including copying, secretarial services, preparation of graphics for publications, computing services, ILL costs, postage, telephone, etc.

Deadlines for Applications:
Aug. 3 • Nov. 30 • Feb. 28 • May 31

Application forms are available from Gabrellle Carr, InULA President, IU Southeast Library (e-mail on VAX: CARRG or telephone 941-2489).

Research Grant Helps Fund Exhibition Catalog

by Stephen H. Cape

In the fall of 1990, the Indiana University Librarians Association awarded a research incentive grant to assist in the publication of a catalog to accompany the exhibition Changing Images: Nineteenth-Century British Book Illustration, shown at the Lilly Library January-March 1991. The funds were added to those normally available for such purposes from the Wendell L. Willkie Educational Trust administered by the Indiana University Foundation. The grant made possible a substantially increased number of illustrations in the catalog, which, especially due to the subject of the exhibition, greatly improved the appearance and usefulness of the publication.

The nineteenth century was a period of dramatic change in the art of book illustration. It began when the hand press was the primary method of reproducing texts, and woodcuts, wood engravings, and copper engravings were the principal methods of illustrating those texts. The rise of a literate middle class

demanding reading matter and the ongoing process of technological innovation were two major factors which stimulated a century of exceptional art in book illustration. In the first part of the century artists such as William Blake, J.M.W. Turner, Thomas Bewick and Thomas Rowlandson were still active, and a new group of talented illustrators including Hablot K. Browne and George Cruikshank were becoming famous. During the second quarter of the century the aquatint, steel etching, and steel engraving gained prominence at a time when the number of copies per press run was expanding.

After the midpoint of the nineteenth century came the golden years of Victorian wood engraving, and the rise of the Brothers Dalziel to prominence in that field. A number of significant illustrators came before the public during this period, including Randolph Caldecott, George Du Maurier, Dante Gabriel Rossetti, and John Tenniel. The development of chromolithography greatly expanded the horizons of color illustra-

tion, and in the latter part of the nineteenth century, a number of new methods of reproducing an artist's work became available. Photography had already been applied to wood engraving. By the end of the century it was also applied to making metal plates and lithography, leading to a substantial decrease in the use of wood engraved illustrations. Late nineteenth century illustrators include such diverse artists as Aubrey Beardsley, Sidney Paget, and Hugh Thomson.

Support from InULA made it possible not only to describe the items in the exhibition, but also to include in the catalog reproductions of illustrations from throughout the century. The added illustrations help to communicate to the reader the vast changes which occurred in nineteenth-century British book illustration, as methods of reproduction came into favor and fell into disuse, and as individual artists rose to prominence, produced a body of work, and then yielded the field to the next generation of illustrators.

Automation at IU Southeast,

created, our patrons do not complain because it still takes less time than filling out McBee cards. Perhaps the greatest benefit is that our patrons are informed from the OPAC display whether an item has been charged out.

The library staff and student assistants have realized the benefits of IO circulation. Even the most computer illiterate have quickly grasped the commands and procedures which are required by the system.

Training is vital. The in-depth training of at least one person for each shift is advisable, or temporary rescheduling until everyone learns the rudiments of the system. The greatest obstacle some of our people had to overcome was simply their unfamiliarity with a keyboard. I had to write documentation which condensed and interpreted the NOTIS User Guide for our location. NOTIS documentation is aimed more towards people who have basic computer literacy and have a strong background in libraries, a profile which does not fit most of our student assis-

tants. In addition, at times the Circulation Desk is staffed by non-Circulation personnel. All they need is a quick review of procedures, not the in-depth explanation that the NOTIS documentation contains. In fact, some of the information in the User's Guide is not accurate for the Southeast Library. This is not to say that NOTIS documentation is worthless. A copy of the User's Guide is kept at the

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Circulation Desk at all times for reference and is consulted frequently by the desk supervisors.

Perhaps the greatest impact within the library has been on position responsibilities. As a result of the capabilities and restrictions of the automated circulation system, many procedures have been changed. Most noticeable is the absence of stacks of McBee cards to file. There

had time to train everyone before we went into production (3 staff and 1 librarian went to Bloomington for training), but we proved that on-the-job training can be successful. Delays in delivery of supplies and equipment meant, almost literally, that we began using the system as soon as the equipment was plugged in We started linking patrons, using borrowed equipment, three days before we were sched-

are no buff cards to pull. Systematic checking for overdue items is no longer necessary. Overdue notices are automatically produced and the system calculates the fines. The man-hours saved by just these aspects of automation have been transferred to other areas and services which had been suffering from lack of time.

In the best of all worlds we would have liked to have

uled for training. This was not a problem because it takes only a few minutes to learn the linking procedure. Most of the commands necessary for IO circulation are quite simple and quickly become second nature.

I don't want to paint an unrealistically rosy picture. The question of the ID cards took considerable time and money to resolve. Traditionally, the Southeast campus has not had a permanent ID card. The decision to switch to a permanent ID was made with very little lead time and vendors had to be located. Revisions may still be made in this area. We are using temporary cards for non-IU patrons until we receive permanent replacements.

We continue to have problems with other aspects of the system. Overdue notices are an on-going concern. When overdue and search notices are generated, they are generated daily — the same notices each day. I have become inundated with paper and have had to spend considerable time keeping track of which patrons have been sent

notices and which have not. We hope that this problem has been fixed, but the constraints of the system require us to wait before the results can be known.

Certain circulation functions do not work properly. For example, we have yet to get the HOLD function to work the way it is supposed to. Contingency plans have become a way of life.

Remote production of the daily operations reports led to delays and the information provided is sporadic at best. Detailed information concerning bills and fines needs to be provided in these reports and in a more timely manner. The Automation team in Bloomington is working hard to locate the glitches in the system and fix them but it seems that as soon as one problem is solved, another rears its head.

Flexibility is the one word that everyone should keep in mind with implementing IO circulation. "Patience" should be the watchword for those who have direct responsibility for its implementation.

Being an experimental site was well worth the effort and gave us an advantage over the other campuses. if something went wrong we could always blame it on our experimental status. I wish all the other libraries good luck in their implementation of IO circulation. It is worth all the hard work.

Remember the InULA Book Sale!

Monday April 15 • 9:00 a.m. - 9:00 p.m. • Media Viewing Room (E174) • IUB Main Library

National Library Week is April 14-20

The theme of this year's National Library Week is Preservation. All campuses will have displays and showings of "Murder in the Stacks" and "Slow Fires" will be scheduled throughout the week.

barcode patron IDs. Signs were put up in halls, and on bulletin boards and walls, inviting all to "come and get barcoded". Many of our patrons came in and were excited about the idea of getting barcodes, and anxious to participate in circulation testing. We checked each of their IO patron records for social security number and correct address.

The Bloomington campus decided to barcode student ID cards, rather than use separate library cards. Some IU campuses will do the latter. We found that most students have ID cards, although many faculty do not. Just before we began automated circulation, we asked the SLIS faculty to get ID cards and bring them by the library to receive barcodes. One humorously remarked that she'd been at IU for 20 years, and had never needed an ID card. Those who did not have ID cards were issued temporary paper cards. These cards are also used for Indiana residents who are not affiliated with IU, as well as other categories of people. There was not time to obtain permanent non-IU cards be-

fore circulation began.

In December, the two weeks preceding the official beginning of circulation were spent training our student assistants. They were trained individually rather than as a group because our library is small and we normally have only one student working at a time. I wrote simplified instructions for most functions and placed them on cards next to the circulation computer. We needed something that we could refer to quickly for help, especially when patrons were waiting.

Our patrons were wonderful during our learning period. They were patient as we entered information into the computer and carried out our functions. Many even asked to step behind the circulation desk to watch our screens.

The IOCM (IO Catalog Management) Department asked us to create unlinked item records for books which circulated but had no barcodes. This is a method of barcoding books "on-the-fly" as they are checked out. We decided to also create unlinked item records for all

unbarcoded reserve books because they circulated so frequently, that it was more advantageous for us to create records for those at our convenience.

Books that are loaned through Interlibrary Loan, Regional Campus Loan, and Bloomington Delivery Service, are still being circulated on McBee slips. Until a system is in place where these "borrowers" are assigned barcodes, we will still have some paper files. We also have McBee files for books that were checked out on slips before we began automated circulation. This presents a problem. If a SLIS book is not charged on the automated system, the IO OPAC screen reads "Not charged out. If not on shelf, ask at Service Desk." This, of course, may not be true because some books are still charged out on McBees. Until these books are returned, we will continue to have both paper and computerized records, and the confusion that this brings about.

We thought we might have problems with patrons

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not having ID cards with them. This has rarely happened in SLIS. Apparently, once students know that this is the way to borrow a book, they come prepared.

Placing recalls and holds is probably the most difficult of the functions. We are not yet able to place rush recalls. When a book is needed immediately, such as to place on reserve for a class, we find it more efficient to notify the borrower by placing a note in

generated overdue notices. We became inundated with paper overdue notices each day, and realized that we needed to change our time tables to generate overdue notices on reserves every other day. Otherwise, we received notices for books that had already been returned. At the same time, we changed our time tables to generate overdue notices on regularly circulating books to seven days.

to process overdue notices. The overdue notices are generated at the University Computing Services and mailed to us for distribution. At some point, the decision may be made to have notices sent directly to the borrowers, but it is now beneficial for us to see them first in order to evaluate the process and correct any errors generated by the system. Another advantage is that we no longer have to decipher unreadable signatures.

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their mail slot. Otherwise it will be a day or two before we receive the notice generated by the system, which will then give the borrower at least another week to return the book.

The SLIS Library circulates most reserves for two hours and most other material for one month. We found that reserves that were checked in late, even within minutes after their two hour loan period,

Patrons are pleased that they no longer need to fill out McBee slips when borrowing books. Circulation is easier on the staff also. We don't have to check the slips, stamp the copies or file them. When books are returned it is not necessary to search through files for the duplicate slips, which can be especially time consuming should the slips be misfiled. We no longer have

The Library Automation Office and the Circulation Project Coordinator have worked closely with us and we have found it to be an advantage to be located in the same building. Many times a plea for help on our part brings immediate attention and personal visits within a short amount of time. We try to keep them informed not only about things that need attention, but about things that we discover.

Overall, it has been a fun experience for the SLIS staff, and, we hope, an informative one for those overseeing the Library Automation Project.
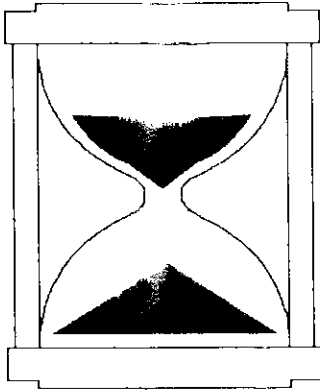
IT'S TIME. . .

TO THINK ABOUT THE

InULA AUCTION!

Tuesday, May 21

It may seem early, but the auction will be here before we know it! It's not too soon to start thinking about your contribution. Please help us make this year's auction the best ever! As always, all proceeds support the InULA Research Incentive Grants.

The auction will be held Tuesday, May 21 from 3 - 5 p.m. in the 3rd floor lounge, and there will also be a mail auction. Watch for more details!

Name_____

Campus Address_____Phone_____

Donation Description_____

_____ Minimum Bid_____

Return this form or send an E-mail message to Julie Tyler, IU School of Medicine, IB 100, IUPUI. GOLD::JUTYLER. Phone: 274-7185.