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Library Profile/ University of California, San Diego

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Library Profile

The University of California, San Diego

Central University Library Acquisitions Department

by **Karen Cargille** (Head, Acquisitions Department)

Column Editor, **Barbara Dean** (Fairfax County Public Library)

The UCSD campus is one of the newest campuses of the nine campus University of California system. Established in 1960, the campus admitted its first students in 1964, and has experienced an extraordinary rate of growth in the twenty-eight years since then. The University is comprised of the Schools of Medicine, Engineering, International Relations and Pacific Studies, Architecture, the Scripps Institution of Oceanography, and the General Campus. Current enrollment is approximately 18,500.

The library has also shown an extraordinary rate of growth. Beginning with an opening day collection of 35,000 volumes in 1964, it grew to 977,573 by 1972 and joined the Association of Research Libraries in that year. The collection currently contains more than two million volumes, six million manuscripts, five million archives, and two million microforms, and has approximately 25,000 current serial subscriptions. Among its several collection strengths are marine sciences, magnetic recording, new poetry, Pacific voyages, and Melanesia.

The collections are housed in the Central University Library and in five specialized branch libraries, the Undergraduate Library, Biomedical Library, Science and Engineering Library, Scripps Institution of Oceanography Library, and the International Relations and Pacific Studies Library.

Acquisitions responsibilities are presently dispersed among the Central University Library Acquisitions Department which handles acquisitions for the Central Library, Undergraduate Library, IR/PS Library, and monographs for the Science and Engineering Library, and the branch libraries. Two branch libraries (Biomedical and Scripps) contain full technical services units, one (Science and Engineering) has a partial technical services unit

which handles serials acquisitions and check-in only. One of the challenges facing us as we contemplate managing with less is whether we can continue to support multiple technical services units, or whether it is time to revisit centralization of acquisitions and cataloging functions.

The Acquisitions Department of the Central University Library is composed of two large sections, monographic order and receiving, and serials/documents. Each section is headed by an assistant department head with sub-units for order, receiving, serials check-in, standing orders, subscriptions, and government documents. Recently, the documents unit has been redefined as the U.S. documents unit with responsibilities for assuring UCSD's compliance with the federal depository requirements. All other documents, international, California, San Diego are handled by the regular units within the department and are treated as regular monographs or serials. Serving both sections and all branch libraries on campus as well, is the book fund accounting unit which processes all invoices for funds charged to the library materials budget. Finally, the library's bindery, labeling, repair and preservation unit is administratively part of the Acquisitions Department.

Domestic monographs are acquired largely through approval plans and standing orders. Specialized approval plans are in place for the three science branches and for the Undergraduate Library. In the past five years, we have also noticed a rise in our acquisition of gift materials. These large gifts are often to support specific specialized collections such as Japanese literature, and our new Architecture school. With the decrease in purchasing power experienced in the late 80's and early 90's, we are glad to see that our acquisition rate is staying level due to this increasing number of gift items.

Current career staffing in the Acquisitions Department is 29 FTE, however, the library is in a downsizing mode, where each departure necessitates reassignment of duties and reorganization of functions to continue to get the work done. As a result, we have begun some initiatives that we hope will make the best use of our automated system and of our remaining staff.

UCSD is an INNOPAC library. We are currently running INNOPAC as an integrated system on a MIPS RC30-330. We are also an OCLC member library. Using this combination of systems, we are trying to move closer to cataloging on receipt. Over the summer workflows were adjusted in the order unit to download the full MARC record and to attach an order and item record at the point of order. This allows the receiving staff to compare the book with the record at the time of approving the invoice and to forward all exact matches, currently 35% of our receipts directly to the export verification unit of the Catalog department for the final check. Release 8 of INNOPAC promises to have an expanded "new headings list" function which could allow us to expand the kinds of materials that we can process in this way and do the authority work post-cataloging.

Down the road we hope to provide technical services workstations, which use a 486 personal computer as the platform, for all staff in Acquisitions and Cataloging. We have developed a prototype workstation that allows us to move back and forth between our various systems, INNOPAC, OCLC, Melvyl, as well as the administrative systems, e-mail and WordPerfect. The prototype is currently in use at two workstations in the Catalog Department, and is a wonderful upgrade from our ubiquitous Wyse 30 terminals. We believe that such assistance from technology will allow us to make better use of our most valuable resource, our staff. ☛