AGENDA

November 24, 1970

I. Call to Order

II. Roll Call

III. Approval of Minutes

IV. Approval of Disbursements

V. Communications

VI. New Business

A. EDUCATIONAL PRESENTATION
   (Learning Resource Center)

VII. President's Report

IX. Adjournment

Exhibit A
Special Board Meeting of Tuesday, November 24, 1970

Due to lack of a quorum, the special meeting of the Board of Trustees of Junior College District No. 512, scheduled for 8:00 p.m. on November 24, 1970, was canceled.

Board members present--Mr. John Haas, Mr. Richard Johnson and Mr. Joseph Morton--toured the Learning Resource Center facilities and participated in a discussion with Dr. Voegel and his staff on the facilities and equipment.
MEMORANDUM

TO: BOARD OF TRUSTEES OF HARPER COLLEGE
FROM: James J. Hamill, Chairman
SUBJECT: Re-Scheduling of Board Meeting
DATE: November 18, 1970

This will serve as notification that the regularly scheduled Board meeting of the Harper College Trustees on November 26, 1970, will be cancelled and a special meeting will be held on November 24th. The meeting will be held in the Board Room at Harper College and 8:00 p.m.

The agenda for this meeting is attached.
HARPER COLLEGE L.R.C. COMPARISON DATA

References:


The highlights of the L.R.C. data reported in reference A (data base: 1968) and reference B (data base: 1969) regarding Harper's L.R.C. are as follows:

1. In 1968, Harper was 1st in number of volumes added (ref. A-Table 6).

2. Harper is 1st in size of TV studio complex, both present and planned (ref. A-Table 7).

3. Only 6-12 colleges are planning various facets of library automation (ref. A-Table 8). Harper is now in phase I of its automation development.

4. Harper ranks 3rd (of those colleges with AV included in L.R.C.) in % of total institutional budget which was 9.0% (ref. A).

5. In 1968, Harper ranked 9th among 27 public junior colleges in Illinois for volumes held in the library. Of the other 8 colleges, they were all 6-65 years older than Harper, except one (ref. A).

6. The L.R.C. ranked 3rd in number of professional people assigned in L.R.C. in fall 1969 (ref. B-Table 15B).

7. In the fall, 1969, Harper ranked: (ref. B-Table 40; Table 43).
   18th - volumes added
   15th - total volumes held
   5th - microfilm holdings
   6th - serial titles holdings
   6th - periodical holdings
   6th - film holdings
   13th - filmstrip holdings
   11th - audio tapes holdings
### FACULTY CHARACTERISTICS

#### Table C.

9. Preparation of learning resource services staff

<table>
<thead>
<tr>
<th></th>
<th>Number</th>
<th>Percent</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Holding earned Doctor's degree</td>
<td>1</td>
<td>8.3 %</td>
</tr>
<tr>
<td>b. Holding Master's degree plus 30 or more sem. hrs.</td>
<td>1</td>
<td>8.3 %</td>
</tr>
<tr>
<td>c. Holding Master's degree</td>
<td>7</td>
<td>58.4 %</td>
</tr>
<tr>
<td>d. Holding Bachelor's degree</td>
<td>2</td>
<td>16.7 %</td>
</tr>
<tr>
<td>e. Holding Associate's degree (2 yrs. of college or more)</td>
<td>1</td>
<td>8.3 %</td>
</tr>
<tr>
<td>f. Having less than Associate degree (under 2 yrs. of college)</td>
<td></td>
<td>%</td>
</tr>
<tr>
<td>g. Total</td>
<td>12</td>
<td>%</td>
</tr>
</tbody>
</table>

10. Preparation of the student personnel services and aids staff

<table>
<thead>
<tr>
<th></th>
<th>Number</th>
<th>Percent</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Holding earned Doctor's degree</td>
<td>5</td>
<td>25.0 %</td>
</tr>
<tr>
<td>b. Holding Master's degree plus 30 or more sem. hrs.</td>
<td>5</td>
<td>25.0 %</td>
</tr>
<tr>
<td>c. Holding Master's degree</td>
<td>10</td>
<td>50.0 %</td>
</tr>
<tr>
<td>d. Holding Bachelor's degree</td>
<td>0</td>
<td>0.0 %</td>
</tr>
<tr>
<td>e. Holding Associate's degree (2 hrs. of college or more)</td>
<td>0</td>
<td>0.0 %</td>
</tr>
<tr>
<td>f. Having less than Associate's degree (under 2 yrs. of college)</td>
<td>0</td>
<td>0.0 %</td>
</tr>
<tr>
<td>g. Total</td>
<td>20</td>
<td>%</td>
</tr>
</tbody>
</table>

**SOURCE:** 1970-71 Application for Recognition Report
Table I indicates the total growth of the collection which has now reached 40,529 cataloged items. Since 12,077 items were cataloged last year, with 252 work days, this averages about 48 items a day; 8,413 books were cataloged, which averages up to just over a rate of 700 a month.

### TABLE I
**TOTAL GROWTH OF COLLECTION**

<table>
<thead>
<tr>
<th>Type of material</th>
<th>Total last year</th>
<th>Added</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Books</td>
<td>21,587</td>
<td>8,413</td>
<td>30,000</td>
</tr>
<tr>
<td>Films</td>
<td>328</td>
<td>205</td>
<td>533</td>
</tr>
<tr>
<td>Filmstrips</td>
<td>113</td>
<td>250</td>
<td>363</td>
</tr>
<tr>
<td>Microfilm</td>
<td>2,357</td>
<td>1,247</td>
<td>3,604</td>
</tr>
<tr>
<td>Port., Maps, etc.</td>
<td>0</td>
<td>12</td>
<td>12</td>
</tr>
<tr>
<td>Records</td>
<td>544</td>
<td>257</td>
<td>801</td>
</tr>
<tr>
<td>Reprints</td>
<td>0</td>
<td>280</td>
<td>280</td>
</tr>
<tr>
<td>Slides</td>
<td>3,203</td>
<td>1,245</td>
<td>4,448</td>
</tr>
<tr>
<td>Tape recordings</td>
<td>320</td>
<td>157</td>
<td>477</td>
</tr>
<tr>
<td>Video Tapes</td>
<td>0</td>
<td>11</td>
<td>11</td>
</tr>
</tbody>
</table>

Total items 28,452 12,077 40,529

The inventory in August, 1969 showed 242 books missing, a little over 1% of the book collection. There are indications that the loss rate for last year is higher. Another inventory underway now will determine.

### TABLE II
**COMPOSITION OF THE COLLECTION**

<table>
<thead>
<tr>
<th>L.C.Class</th>
<th>1969-70 % of coll.</th>
<th>1969-70 % of additions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Humanities &amp; Gen. Works</td>
<td>A,B,M,N,P,Z</td>
<td>38</td>
</tr>
<tr>
<td>Social Science</td>
<td>C,D,E,F,G,H,J,K,L</td>
<td>30.5</td>
</tr>
<tr>
<td>Physical Science</td>
<td>Q,QE</td>
<td>6</td>
</tr>
<tr>
<td>Biomedical Science</td>
<td>QH,QR,R,S</td>
<td>9</td>
</tr>
<tr>
<td>Technology</td>
<td>T,U,V.</td>
<td>8.5</td>
</tr>
<tr>
<td>Unclassified Mat.</td>
<td>(unc. bound periodicals)</td>
<td></td>
</tr>
</tbody>
</table>

The slide index developed by the Library Staff is unusual, not often found in libraries and is added to constantly. It provides ready access to any of the 4,500 slides in the collection by author, title or subject approach.
L.R.C. - LIBRARY SUMMARY


1. Patron use, Library floor ..........  28,172  29,686
   (Daily Average) ..........  671  742
   (2 less days)

2. Printed materials circulated .. TOTAL  3,290  4,364
   a) 2 week, books
      1. students ...............  2,507  3,189
      2. faculty ...............  248  268
   b) Reserve books ...............  474  862
   c) Magazines ...............  52  43
   d) Reference materials ...........  9  2

3. Microfilm use ..................  65  168

4. Copies of materials reproduced ......  5,586  6,275
## L.R.C. - AV MEDIA SUMMARY


1. **Patron use, Independent Study Center**
   - 1969: 840
   - 1970: 2,200

2. **AV Materials circulated from LRC**
   - **TOTAL**
     - 1969: 1,150
     - 1970: 1,808

   - a) film strips
     - 1969: 18
     - 1970: 67
   - b) listening station materials
     - 1969: 376
     - 1970: 156
   - c) records
     - 1969: 165
     - 1970: 188
   - d) 16mm films
     - 1969: 162
     - 1970: 152
   - e) slides
     - 1969: 218
     - 1970: 203
   - f) tapes (reel)
     - 1969: 211
     - 1970: 116
   - g) tapes (cassette)
     - 1969: (no data)
     - 1970: .62
   - h) other misc.
     - 1969: (new 10/70)
     - 1970: 45
   - i) electronic calculators
     - 1969: 18
     - 1970: 376

3. **Rental Films used**
   - 1969: 376
   - 1970: 156

4. **Graphics Production**
   - (9/69-1/70)
   - **Sept.-Oct.**
     - Only
     - a) 35mm color slides
       - 1969: 925
       - 1970: 2,262
     - b) overhead transparencies
       - 1969: 335
       - 1970: 230
     - c) photography prints (B&W)
       - 1969: 2,080
       - 1970: 827
     - d) 16mm movie film (entire yr.)
       - 1969: 1,800 ft.
       - 1970: 100 ft.
     - e) signs (entire yr.)
       - 1969: 220
       - 1970: 190
     - f) design & graphic art projects
       - 1969: 0
       - 1970: 25
     - g) thermofax quick process overhead trans.
       - 1969: (no data)
       - 1970: 3,000
     - h) work orders
       - 1969: (no data)
       - 1970: 169 of 200 completed

5. **Television Studio Productions**
   - (not operational)
     - 7 completed
     - 31 in process

   a) TV distribution
     - (not operational)
     - 1969: 69
   b) portable videotape recorder use
     - (not operational)
     - 1969: 123

6. **Audio Reproduction & Duplication**
   - (only partially operational)
     - 1969: 1,314
     - 1970: 1,471

7. **AV Equipment Utilization**
   - 1969: 1,402
   - 1970: 1,471
7. AUDIOVISUAL EQUIPMENT USE

Fall Semester
Comparative Figures

<table>
<thead>
<tr>
<th>Equipment</th>
<th>1969</th>
<th>1970</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>SEPT.</td>
<td>OCT.</td>
</tr>
<tr>
<td>Film Strip Proj.</td>
<td>10</td>
<td>38</td>
</tr>
<tr>
<td>Overhead Proj.</td>
<td>87</td>
<td>116</td>
</tr>
<tr>
<td>8mm Loop Proj.</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>8mm Motion Proj.</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>Slide Proj.</td>
<td>21</td>
<td>35</td>
</tr>
<tr>
<td>16mm Proj.</td>
<td>79</td>
<td>101</td>
</tr>
<tr>
<td>Record Player</td>
<td>15</td>
<td>44</td>
</tr>
<tr>
<td>Tape Recorder</td>
<td>42</td>
<td>71</td>
</tr>
<tr>
<td>Tape Cassette Recorder</td>
<td>27</td>
<td>51</td>
</tr>
<tr>
<td>Filmstrip &amp; Record Player</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>Filmstrip Previewer</td>
<td>0</td>
<td>1</td>
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<tr>
<td>Opaque Proj.</td>
<td>23</td>
<td>37</td>
</tr>
<tr>
<td>Programmer</td>
<td>--</td>
<td>--</td>
</tr>
<tr>
<td>Carts</td>
<td>91</td>
<td>261</td>
</tr>
<tr>
<td>Screens</td>
<td>--</td>
<td>--</td>
</tr>
<tr>
<td>Headsets (LS)</td>
<td>91</td>
<td>31</td>
</tr>
<tr>
<td>Elec. Calc.</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Stereo Record Player</td>
<td>15</td>
<td>24</td>
</tr>
<tr>
<td>Reading Accelerators</td>
<td>30</td>
<td>0</td>
</tr>
<tr>
<td>TOTAL</td>
<td>550</td>
<td>852</td>
</tr>
</tbody>
</table>