Darwin’s Second Observation (8 October 2013, Tuesday, 3;00pm to 5:00pm)

Library Study

1. Library is currently staffed by 1 full time librarian (plantilla item from the main library). Aside from her, library work’s also done by 2 SOLAIR staff (1 maintenance staff assigned to the library, and 1 office staff assigned to the Dean’s Office doing half-day library work daily). Currently, there is also another staff from the main library assigned to the SOLAIR library for a temporary period; he mans the Control Desk and occasionally assists in delivering Readers Services.
2. Per the current librarian, the ideal headcount is 5:
   * 1 librarian
   * 2 admin/support staff
   * 1 maintenance/housekeeping staff
   * 1 student assistant (to supplement the staff for 100 hours/month)
3. Tasks in the library (we didn’t observe):
   * Book acquisition (form processing, assignment of call numbers, preparation of borrower’s slips and book card holders, book markings, cataloguing, shelving) – 32 minutes per book, last month SOLAIR acquired ~45 books.
   * Cataloguing of periodicals (database update, cataloguing and article indexing) – 4 hours per periodical, new librarian has not yet estimated SOLAIR’s total existing subscriptions. *\*Periodicals take longer to process because all articles in the periodicals are indexed.*
   * Daily newspaper monitoring – 1 minute every morning for all newspaper subscriptions
   * Currently, the librarian’s also updating the shelving of the entire library collection. She devotes 4 hours a day for this; we have ~12,267 books/materials in the library and she estimates to have this done in 12 months.
   * Manning of control desk (counting of library statistics, depositing of bags, inspection of books prior to leaving the library) – 2 minutes per visitor
   * Computation of library statistics – 2 minutes daily
4. Library statistics (books borrowed/visitors):

* 31 August (Saturday) – 17 books/38 visitors
* 1 October (Tuesday) – 14 books/16 visitors
* 5 October (Saturday) – 41 books/148 visitors