

University of Arizona
Library

Annual Report
1943/44

Tucson, Arizona
July 1944

July 1, 1944

To President Alfred Atkinson:

The 31st annual written report, 1943/44, on the activities of the University Library is presented in brief form for this year which brought no major changes in organization, personnel, or techniques, but which did bring continued development in the stock and availability of materials---with a consequent intensification of the problem of shelf space.

During the year, in addition to the routine activities, we completed an inventory; compiled a supplement to the original faculty bibliography of 1938; continued to issue lists of acquisitions; checked our serial holdings for the projected supplement to the Union List of Serials; and shifted little-used materials from the overcrowded stacks to the basement---a shift which filled all available basement space formerly used for duplicate documents and items stored for exchange purposes.

BUDGET & EXPENDITURES

	1942/43		1943/44	
	Budget	Expend.	Budget	Expend.
Wages (Student)	\$3,200.00	\$3,408.77	\$4,544.79*	\$4,215.54
Supplies	1,000.00	994.78	1,100.00	828.31
Freight, Postage, Express	350.00	331.47	362.75*	325.00
Binding, General library	2,600.00	1,955.37	2,600.00	2,807.10
Binding, Law library	100.00	124.56	150.00	144.67
Capital				
Books & Periodicals				
General library	10,820.00	11,272.46	10,760.50*	10,590.97
Law library	2,000.00	1,999.42	2,000.00	2,000.60
Equipment	75.00	81.97	75.00	677.15
Total	<u>20,145.00</u>	<u>20,168.80</u>	<u>21,593.04</u>	<u>21,589.54</u>
Salaries	17,846.84	17,822.50	18,343.52*	18,343.52
GRAND TOTAL	<u>37,991.84*</u>	<u>37,991.30</u>	<u>39,936.56*</u>	<u>39,932.86</u>

*Final budget figures, incorporating changes made during the year.

ACQUISITIONS

	1942/43	1943/44
Purchased, accessioned volumes, General library	1934	1902
Catalogued gifts and exchanges	2995	3008
Volumes added through binding	813	948
Added to Law library	1307	3950*
Significant, uncatalogued documents (U.S. Govt.)	988	855**
Volumes reinstated	11	16
Total additions	<u>8048</u>	<u>10679</u>
Withdrawn	136	258
NET INCREASE	<u>7912</u>	<u>10421</u>
Total volumes at beginning of year	156,618	164,530
TOTAL VOLUMES AT END OF YEAR.....	164,530	174,951

*This figure includes 3,027 added copies placed in the Law library in 1941/42 but not previously included in our general statistics. The actual 1943/44 growth of the law collection is 923 volumes. Therefore, a comparable NET INCREASE for 1943/44 is 7424 volumes.

**In addition to the government documents counted above, we received, classified, and shelved 5,533 other documents including Experiment Station bulletins during 1943/44.

The Library made a number of significant purchases during the year. A sampling of these shows such titles as:

- Abderhaldon: Handbuch der Biologischen Arbeitsmethoden, 3 vols.
- American journal of mathematics, 12 vols.
- Astronomical society of the Pacific, Publications, 29 vols.
- Bulletins of American palaeontology, 27 vols.
- Historical manuscript commission, reports, 78 vols.
- Linguistic atlas of New England, 3 vols.
- London Times index, 1940-1943.
- Union list of serials, 2d ed.
- Virginia quarterly review, 19 vols.

Many books were chosen for the library by W.A. Bork, on leave from the faculty, in Mexico City. A number of periodical sets in entomology were obtained or filled in through purchase of part of the E.D. Ball library.

In addition to numerous magazines, pamphlets, etc., gift volumes totalled 4,990 including 550 volumes given to the Law library. Among the approximate 200 donors, the principal donors were T.E. Hanley, who sent a record 2,802 vols. to the Hanley collection; Mrs. Thomas Armstrong; C.L. Pfeiffer; Justin Turner; and Mrs. Thomas Wood Stevens.

A few remarks are pertinent regarding the origin and growth of the Thomas Wood Stevens Memorial Theater Collection. This collection, honoring the former head of the Drama Department, was started in the spring of 1942 largely through the activities of Mr. Colin Clements who has been a consistent donor. Seventy authors, publishers, libraries, playwrights, professors, and persons interested in the theater contributed, in addition to a small amount of money, about 400 volumes, often their own autographed writings. Mr. H.L. Gage designed and presented the bookplate which entails the original design of Mr. Stevens' personal bookplate.

The family of Mr. Stevens added approximately 1100 volumes bringing the collection to a present total of 1500 volumes plus numerous pictures, clippings, programs, manuscripts, letters, and miscellaneous material. The collection is limited to items dealing with the stage and its allied arts, and the library continues to accept gifts to the collection. Mrs. Stevens, who has a keen interest in the collection, is still in the process of assembling materials which will make the library strong in the field of pageantry, a special interest of Mr. Stevens.

Exchanges:

	1942/43	1943/44
Number of pieces received	1578	1735
Number of pieces sent	5888	4668

Among the fifty institutions to whom we sent duplicate materials is the Biblioteca Benjamin Franklin in Mexico City, now under the direction of R.H. Gjolsness, former librarian at the University of Arizona.

CATALOGUING

	1942/43	1943/44
Main entries made (General library)	4425	4568
Total cards added to University catalogues	34803	35503

	1942/43		1943/44	
	Titles	Volumes	Titles	Volumes
Class numbers assigned	3599	4288	3599	4351
Additions (Continuations, etc.)	2121	4091	2253	7683
Temporary cataloguing	490	664	546	697
Recataloguing	427	533	286	449
Law library (new titles)	398	813	219	366

During the year, 1991 volumes were catalogued in the T.E. Hanley collection, a larger number than in any previous year, making the total now catalogued in the collection 8564. At the end of the year there were 811 volumes in process which is somewhat higher than usual. A total of 82,798 Library of Congress depository catalogue cards were also received and filed as against 66,000 last year.

REFERENCE

A number of valuable reference items were added to the library this year including encyclopedias, dictionaries, and specific reference books. Since this is the first complete year that we have had a full-time reference librarian, this librarian noted the general types of questions asked and the types of service rendered. From a sampling of 500 questions, fifty percent came within a general information group and required little time to secure answers. The other fifty percent took time and research, twenty of them necessitating the compilation of bibliographies. Twenty-five percent of the questions were asked by telephone; seven percent by mail. Thirteen percent of the inquiries could not satisfactorily be answered from our resources.

The fact that we have adequate reference service seven hours a day makes the lack of such service more evident during the rest of the time the library is open. At least another half-time librarian should be added to this department.

	1942/43	1943/44
Interlibrary loans		
Books borrowed	100	73
Books loaned	74	113
Extension loans		
Books loaned	491	505
Requests received	211	172

CIRCULATION

	1942/43	1943/44
Volumes lent for <u>home-use</u>		
To faculty (Main desk)	6,194	4,880
To students (Main desk)	21,208	18,099
From Reserve (Overnight use)	10,879	20,759
War Information center	1,080	1,410
Home-use total	39,361	45,148

	1942/43	1943/44
Volumes charged out for <u>reading room use</u>		
From main desk	39,351	26,081
From reserve	50,414	61,878
Reading room use total	<u>89,765</u>	<u>87,959</u>
<u>GRAND TOTAL CIRCULATION</u>	129,126	133,107

The increase in circulation probably indicates that we have passed the low point of the war years and that the use of the library will increase until it reaches the envisioned high peak of the post-war period.

Services to armed forces, war industries, and miscellaneous groups during the year have included:

Fulfilling whatever demands the army and navy groups on the campus have made on the library; such demands consisted largely of individual services to instructors, or of "recreational" services to the personnel during the evenings.

Library aid given to men stationed at Davis-Monthan, Marana, Douglas, Fort Huachuca, Luke field in Phoenix, and the Santa Ana air base in California. A variety of help has also been given to the personnel of Consolidated Vultee Aircraft Corporation, Ryan field, the Office of Cable Censorship, the War Production Board, and the Veterans' Administration in Tucson.

Maintenance of the War Information Center under the volunteer direction of Mrs. Oswald Wedol and her staff.

Issuing approximately 250 special privilege cards to persons not connected with the University, particularly to government workers, authors, teachers, visiting professors, clergymen, alumni, engineers, and visiting students from other universities.

Respectfully submitted,

Frederick Cromwell
Librarian

August 14, 1944

To President Alfred Atkinson:

In reply to your memorandum of July 28 concerning a possible addition to my annual report which would summarize the growth of the Thomas Wood Stevens collection, you might add the following paragraphs if they seem timely and proper:

The Thomas Wood Stevens Memorial Theater Collection, honoring the former head of the Drama Department, was started in the spring of 1942 largely through the activities of Mr. Colin Clements who has been a consistent donor to the collection. Seventy authors, publishers, libraries, playwrights, professors, and persons interested in the theater contributed, in addition to a small amount of money, about 400 volumes, often their own autographed writings. Mr. H.L. Gage designed and presented the bookplate which entails the original design of Mr. Stevens' personal bookplate.

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Frederick Crowell
Librarian

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