

UNIVERSITY OF ARIZONA

Library

Annual Report

1945/46

Tucson, Arizona  
July 1946

University of Arizona

Library

TUCSON



July 1, 1946

To President Alfred Atkinson:

I am pleased to present the 33rd annual written report on the administration of the University Library for the fiscal year 1945/46.

I. BUDGET and EXPENDITURES

	Original Budget	Final Budget	Expenditures
Wages	\$4,200.00	\$4,200.00	\$4,366.92
Supplies	1,100.00	1,100.00	1,900.58
Freight, Postage, Express	350.00	350.00	413.65
Binding (General Library)	2,650.00	3,007.71 <sup>1</sup>	3,746.70
Binding (Law Library)	250.00	250.00	248.30
Capital:			
Books and Periodicals			
(General Library)	10,700.00	12,610.00 <sup>2</sup>	12,872.86
(Law Library)	2,000.00	3,600.00 <sup>3</sup>	3,562.35
Equipment	300.00	14,940.02 <sup>4</sup>	968.08
	<u>\$21,550.00</u>	<u>\$40,057.73</u>	<u>\$28,079.44</u>
Salaries	21,930.00	22,492.60 <sup>5</sup>	22,186.20
	<u>\$43,480.00</u>	<u>\$62,550.33</u>	<u>\$50,265.64</u>
TOTAL			
		<u>50,265.64</u>	
Expenditures			
Unspent		\$12,284.69	
Carried forward		<u>12,020.78<sup>6</sup></u>	
Unexpended balance		\$263.91 <sup>7</sup>	

1. Original budget increased by \$357.71, carried forward from 1944/45.

2. Original budget increased by \$735.00, carried forward from 1944/45  
 1,175.00, for purchase of books  
\$1,910.00

3. Original budget increased by \$1,600.00 for purchase of books.

4. Original budget increased by \$740.02, carried forward from 1944/45  
 70.00, for purchase of filing case  
13,830.00, for purchase of stacks  
\$14,640.02

5. Original budget increased by \$562.60 to cover salary adjustments.

6. To cover purchase of stacks not delivered in 1945/46.

7. Chiefly salaries.

II. ACQUISITIONS

	1944/45	1945/46
Number of volumes, beginning of year	174,981	182,042
Purchased volumes accessioned		
General Library	1,683	1,706
Law Library	1,203	478
Cataloged Gifts and Exchanges	3,490	4,118
Binding	844	1,167
	<hr/>	<hr/>
Total added	7,220	7,469
Reinstated	7	10
Net total	7,227	7,479
Withdrawn	166	274
GRAND TOTAL	7,061	7,205
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Total volumes at end of year	182,042	189,247

1. Purchases

Among the significant purchases made during the year were:

- Bacon, Francis. Opera quae extant omnia. Amsterdam, 1684. 6 vols.  
 Bayle, Pierre. Dictionnaire historique et critique. 1730. 4 vols.  
 Boswell, James. Private Papers from Malahide Castle. 1928-34. 18 vols.  
 Burden, W. A. M. Struggle for Airways in Latin America.  
 Christensen, C. F. A. Index Filicum Sive Enumeratio Omnium Generum Specierumpque Filicum et Hydropteridum, with 3 suppl.  
 Cobbet's Parliamentary History of England from the Earliest Period to the year 1803. 36 vols.  
 Curtis, E. S. North American Indians. 20 vols.  
 Hansard's Parliamentary Debates from the year 1803 to the present time. 315 vols.  
 Hawkins, R. R. Scientific, medical, and technical books published in the U. S., 1930-1944.  
 Jahrbuch über die Fortschritte der Mathematik. v. 1-23.  
 Lanier, Sidney. Works and Letters. Centennial ed., 10 vols.  
 Loeb classical library, 135 vols.  
 Man, a monthly record of anthropological science. v. 1-39.  
 Michigan. University. Bureau of government. Michigan governmental studies, nos. 1-16.  
 Mockford, Julian (ed.). Overseas reference book of the Union of South Africa. 1945.  
 Poggendorff, J. C. Biographisch-literarisches Handwörterbuch für Mathematik, Astronomie, Physik ... 10 vols. (Alien Property Custodian reprint)  
 Poole, M. E. Compilation of Document Office Classification Numbers.  
 Rousseau, J. J. Correspondence Generale. v. 1-10.  
 Technologisches Wörterbuch, 3 vols.  
 Thorpe, J. F. Dictionary of Applied Chemistry. 4th ed. 7 vols.  
 United Nations Conference on International Organization. Documentation. 15 vols.

The Acquisitions Department was in charge of Miss Phyllis Ball from January through June (the period during which 75% of the library's buying is done) while the permanent Acquisitions Librarian was Acting Librarian. Miss Ball brought professional energy and dispatch to the work, with the result that the library completed one of its most successful buying programs of recent years.

## 2. Gifts

The total number of volumes received as gifts during the year, exclusive of hundreds of issues of individual periodicals, was 4,744, including 3,243 volumes added to the T. E. Hanley Collection, 182 volumes to the Thomas Wood Stevens Memorial Theatre Collection (as well as several cartons of letters, manuscripts, etc., and \$10.00 in cash), 7 volumes to the Cleveland H. Dodge Foundation collection of religious books, 1 volume to the Bill Bishop Aeronautical Library, and 1,311 miscellaneous volumes from the following Friends of the Library: Alfred Atkinson, Major-General Frank L. Culin, jr., Consuelo and Gloria Howatt, Mrs. Helen McCrossen, William R. Mathews, C. Leonard Pfeiffer, Fred E. Riley, Mrs. H. C. Sharp, Mrs. T. K. Shoenhair, Dr. John P. Taylor, Colonel F. E. Thomas, Dr. Clara S. Webster, and Mr. and Mrs. John Wetherill. Probably the most important single volume acquired by gift during the year was "The Cliff Dwellers of Mesa Verde", by Nordenskiold, the gift through the Arizona State Museum of the estate of John and Louisa Wetherill. Mrs. Annie C. Neely gave the library \$50.00 to be used for the purchase of books to be selected by the Library, a type of gift especially welcome. The first four of many gift shipments of maps arrived during the spring but will be stored until cases can be provided to house the total of 50,000 which will come to us as the gift of the Army Map Service.

## 3. Exchanges

The year saw the resumption of exchange relationships with some of our European friends, in addition to the following new arrangements:

Instituto Oswaldo Cruz, Rio de Janeiro  
Carnegie Museum, Pittsburgh  
Los Angeles County Museum  
Howard University, Washington, D. C.  
Indiana Historical Bureau  
Peabody Museum, Salem, Mass.

A move which will undoubtedly result in added materials coming to the library was the decision to send packages of selected University of Arizona publications to a number of public and institutional libraries in the United States not already on the Library's exchange list. Over 200 of these libraries, in acknowledging receipt of the bulletins, asked to be placed on the permanent mailing list. In addition to placing the University's publications before a wide audience, this distribution will place the library in a favorable position to solicit an increasing amount of similar materials on exchange.

Incoming piece-for-piece exchanges rose slightly from 515 in 1944/45 to 542 for the current year. This cautious acquisition of materials from such sources again reflects the need of the library, in view of our desperate plight for shelving space, to confine its incoming exchanges to items that fill specific gaps in important periodical sets. A total of 137 lists were checked during the year, and the 542 pieces received came from 34 libraries.

Outgoing piece-for-piece exchanges declined from the 952 sent out in 1944/45 to 539 sent to 29 libraries during the past year. Most of these items were selected from the mimeographed list of duplicate books sent out from our library last fall. It is hoped that the great bulk of duplicate materials still stored may be listed and moved out during the coming year.

#### 4. Binding

The expenditure of \$3,746.70 for binding, exclusive of law binding, for the year just closed represents the highest figure for this classification in the library's history. The figure is slightly distorted by the fact that \$357.71 was carried forward from the previous year to cover payment on materials not received in that fiscal year. The main increase, however, is due to the incorporation of the Steward Observatory Library into the General Library, with its attendant costs in binding several hundred volumes of periodicals and scientific monographs.

The total number of periodical volumes bound during the year was 1,192; books, 466; pamphlets, 160; theses, 50; newspapers, 10. Normal binding costs were increased by extra costs assessed for special handling required by the war format of many magazines, and to a greater degree by the expiration of our original contract with the binder which provided for a 10% discount. His mounting labor costs were reflected in rising costs to us, with the result that although we spent more than ever before, the volume of binding was less in proportion to expenditures.

### III. CATALOGING

The output of this Department suffered through the resignation on February 15th of the Catalogue Librarian, Miss Flora Eckert, who, after nearly nine years in that position, returned to the University of Texas as Chief of the Serials Division of the Catalogue Department. During her tenure here the standards of operation in cataloging were raised to a high professional level, the volume of work achieved increased, and an effort made to see that the cataloging department reflected the growth and maturity of the library in general.

We were fortunate in securing the services of Mrs. Richard Harvill as Acting Catalogue Librarian on a half-time basis for the period March-June, until the new appointee to the position, Miss Dorothy F. Siebecker, could assume her duties on July 1st. In this way the most urgent work of the Department was carried on successfully, but the backlog of both Hanley and General Library cataloging has increased enormously in volume. It is questionable how much longer the present cataloging staff can continue to maintain minimum cataloging standards which library users have a right to expect of a plant such as ours under the pressure which our acquisitions program imposes upon them.

The recorded cataloging statistics, with comparative figures for 1944/45, are:

	1944/45	1945/46
Main entries (printed)	3,784	2,949
Main entries (typed)	<u>438</u>	<u>376</u>
Total main entries	4,222	3,325

	titles - volumes		titles - volumes	
Added copies:				
Continuations	1,729	5,453	1,553	2,930
Second copies	<u>161</u>	<u>548</u>	<u>194</u>	<u>445</u>
	1,890	6,003	1,747	3,375
Temporary Cataloging	631	690	567	661
Recataloging & Reclassification	343	470	396	517
Law Library (new titles)	228	497	108	216
Hanley Collection (included in "Total Main Entries" above)	1,963	2,186	1,674	1,819
Cards added to catalogs	34,322		25,940	

Library of Congress depository cards filed: 57,451

One of the major achievements in cataloging this year was the incorporation of our extensive collection of publications of other universities into our catalog. This work, carried out on the pattern of procedure established for our "Cutter" collection, was done by Miss Ball under the supervision of the Acting Librarian, and represents one of the last of the library's uncataloged areas. Another accomplishment, already noted under "Binding", was the incorporation of the Steward Observatory library into the General Library. This involved the assembling, binding, and cataloging of over 300 volumes of scientific sets and monographs, which, although still housed in the Observatory, now become part of the Library's collection. Our thanks are due Professor Paul Jose, Acting Director of the Observatory, for his interest and efforts in seeing the collection properly handled.

#### IV. SERVICES TO LIBRARY USERS

##### 1. Circulation

The statistical summary of the work of this Department, with comparative figures for 1944/45, is shown as follows:

	1944/45	1945/46
Volumes loaned for home use:		
To Faculty (Main Desk)	4,423	4,921
To Students " "	18,723	25,367
War Information Center	1,142	(closed)
Volumes loaned for reading room use:		
From Main Desk	29,421	40,466
From Reserve Book Room	86,695	114,434
	<hr/>	<hr/>
TOTAL CIRCULATION	140,404	185,188

The following interpretation of these figures is taken from the Report of the Circulation Librarian, Miss Gertrude Hill, to the Librarian:

"The above figures indicate that there was a total increase of 44,787 books circulated during 1945/46 over 1944/45. The greatest gain was noted in the number of volumes borrowed from the Reserve Book Room, an increase of 27,739 over 1944/45. The gain in books withdrawn for home use totaled 6,000 volumes, while materials used within the building showed an increase of 11,045 over the previous year. Increased enrollment accounts in part for much of this gain, particularly in the Reserve Book Room. In addition, older students and veterans continuing their education after its interruption by the war, were more inclined to do considerable reading in connection with assignments than the younger and less serious students.

"Statistics compiled on the use of books from the Hanley Collection show that 6,438 were circulated for home use during 1945/46. This represents a gain of 1,555 over the previous year. No figures are kept for the number of books from this collection circulating for use within the building, nor is it possible to estimate their use in the stacks.

"Home use of books and other items among the faculty showed the smallest increase, only 498 over the figures for 1944/45. This may be due in part to the fact that while there was a larger faculty during this period, the increased burden of class work cut into the time which could otherwise have been spent in reading and study.

"The enormous gain in enrollment posed many problems with regard to the administration of the Reserve Book Room, particularly during the second semester. The press of work at the main desk made it impossible for the Department Head to supervise the student helpers at all times. As a result, the rule of presenting identification was not strictly enforced, with the subsequent loss of 58 books during the year, 38 of which disappeared through the use of fictitious names."

The increased use of the reserve collection made it necessary to staff the room almost continuously with two student assistants, but even so during rush hours "as many as three of the regular staff from upstairs worked for several hours at a stretch clearing returned books which had poured into the Reserve Book Room faster than they could be discharged by the student assistants. Often the line waiting to check out books extended around the walls of the room and overflowed into the lobby."

Part of the increased use of the reserve collection was due to the fact that textbook shortages in many classes made it necessary for the library to buy available stocks from the Cooperative Bookstore in order that the greatest number of students could have access to the limited number of copies. This created a situation that called for the utmost forbearance on the part of the staff and students alike to insure the most equitable distribution of such materials as could be provided.

The addition of two ranges of stacks for the reserve room for next year, and the appointment of a half-time professional staff member to supervise the room, together with increased wages for additional student help, should combine to make the administration of this phase of the library's service smoother and more satisfactory to staff and students. The library is also looking forward, with the cooperation of the faculty, to the establishment of a permanent reserve collection, with the many advantages of economy and service which will result.

The increase in circulation figures was reflected in an increase in the amount of fines collected and the number of lost books paid for. The figures, with comparative figures for 1944/45, are:

	1944/45	1945/46
Amount paid for fines	\$234.25	\$1,669.27
Amount paid for lost books	99.42	237.75

This is a problem creating so much extra work for the library as well as the Business Office, which has to encumber the records of each student fined, that some method (possibly a library fee, collected at registration, against which fines could be charged, with the balance returned to the student at the end of the semester) must be worked out so that the time, effort, and professional ability of the circulation staff can be channeled into constructive and helpful work with library users rather than such disciplinary chores.

## 2. Reference

The Library suffered a second loss in the resignation of the Reference Librarian, Miss Louise Milligan, long-time member of the staff, who left us on June 30th to join Mr. William H. Carlson, former librarian here, at Oregon State College Library.

Miss Milligan's report to the Librarian highlights the work of the Department for the year: "The past year was the busiest ever experienced by the Reference Department as it felt the pressure resulting from a greatly increased enrollment, the sudden influx of freshmen at mid-year, the necessity of helping men long out of school get back into study habits, and the strain which arises when staff and materials cannot meet all demands. In spite of these disturbing elements, the library has committed itself admirably in its services to students, faculty, and townspeople."

This year for the first time an assistant in the reference department was secured for one month during the busiest rush period of the spring. Mrs. Viola Michael, librarian wife of a veteran, helped meet the unprece-

dented demands of the greatly increased spring enrollment for reference aid. Her brief employment only points up the need for continuous reference service during all hours which the library is open.

The Acquisitions Department continued to cooperate with the Reference Department in securing a number of useful reference tools to support the work of the Department.

The Department also continued to render inter-library loan and state extension loan service. Figures, with comparative figures for 1944/45, are:

	1944/45	1945/46
Inter-Library Loans		
Books borrowed	85	98
Books loaned	111	91
Extension Loans		
Requests received	219	188
Books loaned	493	411

### 3. Exhibits

Fifteen exhibits were arranged by various staff members during the year: Fifty Years of Motion Pictures, Painters in Fiction, Western Stuff, Cow Country Classics, Jeanne d'Arc, Toward Racial Understanding, The Ballet, University of Arizona Publications, Chinese Art and Literature, "Come on In - the Water's Fine", Post-war Springtime, and Walt Whitman Looks at America.

### 4. Special Privilege Cards

A total of 217 special privilege cards were issued during the year to visiting professors, ministers, writers, research workers, and winter visitors who were interested in specific fields of reading which the local public library could not support. While the library feels obligated to make its facilities available to all who wish to read, it makes necessary the spreading a little thinner than ever the service which it is our first concern to provide for the work of the University staff and students.

It was a pleasure to place room space and reference service at the disposal of the distinguished author and war correspondent Elliott Arnold, who spent several months here during the spring using our Arizona Collection for background material for his novel Blood Brother, soon to be published by Duell, Sloan and Pearce.

## V. PHYSICAL PLANT and EQUIPMENT

The long-sought appropriation to complete the main stack unit was finally secured this year, but the contract has not yet been fulfilled because of strikes, shortages of materials, the presidential stop-order on industrial building, and transportation difficulties. It is now hoped that

construction will begin before the end of the summer.

Three 60-tray catalog cases were purchased, two for the public catalog, one for the Library of Congress Depository. Small additions to the shelf-list and documents catalogs were ordered in November, but delivery has not yet been made.

A 5-tray unit was added to the Kardex, enabling the Periodical Department to incorporate into the Kardex many more types of serial entries than had been possible before. The hope that the Kardex might become a real location device for all such incoming materials is beginning to be realized.

Crude wooden shelving was secured for the Hanley storeroom, but is already inadequate to care for the thousands of volumes awaiting cataloging and the hundreds of cataloged volumes from the Hanley collection for which there is no room in the stacks.

A long-needed buzzer system was installed during the year, with an additional outside telephone in the west wing of the building. The library staff was especially happy to see a public telephone installed in the hallway of the first floor of the building.

In November the reserve book room stacks were moved across the hall into the old War Information Center. This move enabled the Art Gallery to remain open to the public at all times, and freed the old reserve book room for study by removing all traffic and conversation in connection with servicing the reserve book room collection. Additional slots, with inside slides, were made in the return counter to facilitate the discharge of reserve books.

With the retirement of the late Professor Fitz-Gerald, the two offices in the west wing formerly occupied by him were turned back to the Library. Office space is required for additional staff members, and some provision must be made for the 50,000 maps supplied by the Army Map Service which are to become the nucleus of our expanded Map Collection. These rooms are to be earmarked for this expansion.

Some of the steel shelving formerly installed in Professor Fitz-Gerald's offices was removed to the Thomas Wood Stevens Memorial Theatre Collection to house the extensive archival materials brought to the Collection this year by Mrs. Stevens.

## VI. PERSONNEL

The leave of absence granted Mr. Cromwell on January 1, 1946, to attend the Graduate Library School of the University of Chicago, involved the following temporary staff changes for the period January 1-September 1, 1946: Miss Paylore was made Acting Librarian, Miss Ball was put in charge of the Acquisitions Department, and a new person, Miss Virginia Cochrane, was employed to take over the work of the Acquisitions Assistant. It is a pleasure to look forward to the new year when Miss Cochrane will become a permanent member of the staff. This additional position, together with Miss Leach's position which has been increased to full-time, will relieve considerable strain on the overtaxed circulation department.

Some academic and professional activities in which various members of the staff participated are:

Mr. Cromwell, Co-editor of the Arizona Quarterly; American Library Association council representative of the Arizona Library Association.

Miss Paylore, Arizona representative of the American Library Association Membership committee; member American Library Association standing Committee on Bookbinding; Arizona chairman, American Book Center for War Devastated Libraries; member of Round-table on College and Special Libraries, annual convention of the Arizona Library Association, with a paper on "Book Specialization in the Libraries of Higher Education in Arizona".

Miss Milligan, Editor, Arizona Librarian; second vice-president, Arizona Library Association.

Miss Hill, editorial assistant, Kiva.

The staff was comprised of the following persons during the year:

Frederick Cromwell, Librarian (on leave from January 1, 1946- )  
Estelle Lutrell, Consulting Librarian  
Patricia Paylore, Acquisitions Librarian (Acting Librarian, January 1, 1946- )  
Flora Eckert, Catalogue Librarian (resigned Feb. 15, 1946)  
George Harvill, Acting Catalogue Librarian (March 1-June 30, 1946)  
Louise Milligan, Reference Librarian  
Gertrude Hill, Circulation Librarian  
Phyllis Ball, Acquisitions Assistant  
Virginia Cochrane, Acquisitions Assistant  
Janet Marsh, Circulation Assistant  
Patricia Bigglestone, Catalogue Assistant  
Martha Leach, Circulation Assistant (half-time)  
Patricia Mosier, Secretary-Stenographer

The Acting Librarian feels a great debt of gratitude to the members of her staff for the loyalty and cooperation shown her during one of the most difficult years in the Library's history. They served the library and the University with selflessness and equanimity at a time when the disruptions and uncertainties of the postwar world might have beaten down a less intelligent and well-balanced group of individuals. The University should take pride in the professional ability and devotion to job which characterize the members of the library staff who serve it.

## VII. RECOMMENDATIONS

1. With the enormously increased enrollment projected for the coming school year, it is obvious that staff gains made in the new budget (1946/47) will largely be cancelled out. It is urgent that additional staff, as recommended for the coming biennium, be allowed. The need is apparent in every department of the Library, as year after year essential work is laid aside in order to fulfill the immediate needs of the moment. This cannot continue indefinitely without impairing the professional standing of the Library and handicapping the curriculum program of the faculty.

2. The present stack unit, when completed, will no more than allow us to take up from the floor the hundreds of books now so shelved, and to bring in from uneconomical and inefficient storage the many needed materials now so cared for. The most urgent plant need is for the basement storage project put before you last fall by Mr. Cromwell, which will provide for newspaper and document storage, and thus release an entire stack floor for more-used materials.

3. Additional book funds must be forthcoming to support the increased curriculum offerings at both the graduate and undergraduate levels, and to make available to the faculty the source materials in their fields which stimulate individual growth and achievement. The small budgets now allowed certain departments are insufficient to permit them to purchase any materials of consequence, so that no hope can ever be seen for these sections of our book collection being built up by the acquisition of primary research materials unless a genuine working budget is available.

The detailed needs as set forth in the budget recommendations for the biennium 1947/48-1948/49 are more pressing than ever in view of the immediate enrollment prospects. The unprecedented use made of the library and the demands for its services which characterized the last semester may well be an index to the future. We need the support of the administration and the faculty if we are to fulfill the obligations imposed upon us by our strategic position as the heart of the University.

Respectfully submitted:



Patricia Paylore  
Acting Librarian