

UNIVERSITY OF ARIZONA

LIBRARY

Annual Report

1949/50

Tucson, Arizona

June, 1950

June 30, 1950

To President J. Byron McCormick:

I am pleased to present the 37th annual written report on the administration of the University Library for the fiscal year 1949/50.

SUMMARY TABLE OF BUDGET AND EXPENDITURES

	<u>Final Budget</u>	<u>Expenditures</u>
Wages	\$13,070.00 <sup>1</sup>	\$12,117.45
Supplies	1,800.00	1,412.15
Operations:		
Freight, Express	400.00	1,174.83
Supplies & Expenses		707.43 <sup>2</sup>
Binding <sup>3</sup>	5,250.00	5,754.95
Capital:		
Books and Periodicals <sup>3</sup>	25,180.00 <sup>4</sup>	24,560.39
L. C. Cards	1,500.00	1,500.00
Equipment and repairs	1,400.00 <sup>5</sup>	1,372.52
	<u>\$48,600.00</u>	<u>\$48,599.72</u>
Salaries	<u>48,830.00<sup>6</sup></u>	<u>48,342.27</u>
Total:	\$97,430.00	\$96,941.99
Unexpended balance:		\$488.01 <sup>7</sup>

Law Library Expenditures

Binding	\$169.30
Books and Periodicals	3,213.49
Total	<u>\$3,382.79</u>

1. \$1,000 of Miss Lutrell's salary transferred to wages; \$570 of Miss Davis' salary transferred to wages to cover wages paid her substitute during her leave-of-absence.
2. Expenditures in this classification not provided for in original budget, since it was expected they would be charged to "Office Expense Supplies" as formerly.
3. Exclusive of law.
4. \$180 added to library's book fund for purchase of books for Health Education.
5. \$100 transferred to Physical Plant budget to cover installation of fluorescent lights.
6. See (1), above.
7. Of which \$487.73 is unexpended salaries resulting from resignations, etc. during the year.

TECHNICAL PROCESSES

Comparative summary table of acquisitions:

	1948/49	1949/50
Number of volumes, beginning of year	205,496	214,570
Purchased volumes, accessioned		
General library	3,033	3,120
Law Library	536	540
Catalogued gifts and exchanges	4,655	2,584
Volumes added through binding	<u>1,385</u>	<u>1,523</u>
Total additions	9,609	7,767
Reinstated	<u>12</u>	<u>4</u>
Total	9,621	7,771
Withdrawn	<u>547</u>	<u>768</u>
NET TOTAL	9,074	6,985
 TOTAL VOLUMES AT END OF THE YEAR	 214,570	 221,555

In addition, the acquisitions department reports the purchase of 380 rolls of microfilm, 52 duplicate books for reserve, several thousand unbound periodicals, and the receipt of hundreds of pamphlets. The total number of gifts received was 3,962.

The net addition to the Hanley collection during the year was 1,441 volumes, making a total in this collection of 27,771 volumes, 23,987 of which are catalogued with about 1000 more in process. Many fine art books and recent volumes of general interest in the Hanley collection account for its great use and esteem. Other generous donors are noted in the report of the President.

The documents librarian reports the receipt of approximately 14,853 documents for our depository collection. And we have received further shipments of maps for the depository map collection for which we have not yet provided facilities.

Seventy new continuation orders were placed and many gift subscriptions to periodicals were received so that the library is currently receiving

over 1700 different periodicals. The library dispatched on exchange to other libraries about 3,500 pieces of duplicate material and chose to receive from exchange lists about 550 pieces, these in addition to regularly received exchange publications. Although binding costs continued to rise, we were able to bind 1,375 volumes of periodicals and about 1,000 other pieces.

Interested faculty members have helped the library strengthen its holdings in many fields; certain fields, still rather weak for graduate work, are noted in the report of the Dean of the Graduate College.

A sampling of the more important acquisitions follows:

- Agassiz, Louis. Nomenclator zoologicus. 1942-46.  
American entomological society, Memoirs 1-13.  
American philosophical society, Memoirs 16-21, Proceedings, 1-25, Transactions n.s. 1-39.  
Beristan de Souza, Jose Mariano. Biblioteca Hispano Americana septentrional o catalogo y noticias de las literatos. 2v.  
Biblio, 1941-1947.  
Bibliotheque d'humanisme et renaissance, v.1-8.  
British Museum (Natural History). Catalogue of Lepidoptera Phalaenae. ---Catalogue of books, manuscripts, maps and drawings in the British Museum (Natural History). v.1-8.  
British Museum Catalogue of Printed Books. 58v and Suppl., 10v.  
Bulletin of entomological research, v.1-19.  
Chicago natural history museum. Catalogue of birds of the Americas.  
Coleccion de libros y documentos referentes a la historia de America. Madrid, 1904-29. 21v.  
Culpeper, Nicholas. Culpeper's English physician and complete herbal. London, 1789.  
Du Bois, John Van Deusen. Campaigns in the West, 1856-1861.  
Econometrica, v.1-18.  
Ethnos, 1937-1950.  
Fabricius, Johan Christian. Entomologia systematica. 1792.  
Froissart, Jean. Oeuvres. 1967. 25v.  
Goethe, Johann Wolfgang. Gedenkausgabe der Werke, Briefe u. Gesprache.  
Hegel, George Wilhelm Friedrich. Lectures on the philosophy of religion. 1895. 3v.  
International congress of zoology. 34d-4th, 7th, 9th-10th, 12th.  
Jefferson, Thomas. Papers of, v.1.  
Library of Congress subject catalog, 1950.  
Littre, Emile. Dictionnaire de la langue francaise. 4v. 1889.  
Macquoid, Percy; History of English furniture. 4v.  
Notes and Queries, v.167-195.

El Oriente, num. 1-78, 1824. Jalapa, Mexico.  
 Primitive man. v.1-21.  
 Royal anthropological institute, Journal, v.1-73.  
 Sahagun, Bernardino de. Historia general de las cosas de la Nueva Espana. 5v.  
 Say, Thomas. Complete writings ... on the entomology of North America. 2v. 1859.  
 Taylor, J. W. Monograph of the land and freshwater mollusca of the British Isles. 3v.  
 Thiele, Johannes. Handbuck der systematischen weichtierkunde.  
 Wing, Donald Goddard (comp.). Short-title catalogue of books printed in England ... and of English books printed in other countries, 1641-1700. 2v.

Comparative summary tables of cataloging and classification statistics:

	1948/49	1949/50		
Main entries (printed)	6,434	4,933		
(typed)	<u>714</u>	<u>971</u>		
TOTAL (general library)	7,148	5,904		
	Titles	Volumes	Titles	Volumes
<b>Additions:</b>				
Continuations - bound	1,348	1,884	1,556	1,966
- unbound	960	1,465	1,130	2,556
- law library	238	408	243	348
Second copies added	<u>248</u>	<u>498</u>	<u>207</u>	<u>290</u>
TOTAL additions	2,794	4,255	3,136	5,160
Law library (new titles)	41	108	74	260
Recataloging and reclassification	460	716	278	314
CLASS NUMBERS ASSIGNED	6,347	<u>7,495</u>	5,429	<u>6,219</u>
TOTAL VOLUMES PROCESSED		12,574		11,953
Temporary cataloging	315	385	251	432
Hanley collection (included in above)	3,881	4,263	2,570	2,685
Microfilm added	2	135	2	380
<b>Cards added to catalogs</b>	1948/49		1949/50	
Typed	8,033		8,400	
Printed	38,815		29,450	
Law catalog	<u>389</u>		<u>635</u>	
TOTAL CARDS	47,237		38,485	

The decrease shown by the above statistics is largely due to the disruption of procedures during the resignation, replacement, and training of staff members, and to the fact that the "original" cataloging work increased. The department also engaged in modifying several procedures intended to save future time. The outlook for next year is bright.

Under the assistant librarian the coordination of acquisition, cataloging, and other preparation of materials for use is becoming more evident. The work involved in "technical processes" tends to be duplicated at certain points in many libraries, or it is arbitrarily assigned to certain departments. With proper coordination some activities efficiently cut across such departmental lines as have been drawn in the past.

#### SERVICES TO LIBRARY USERS

Comparative summary table of circulation statistics:

	1948/49	1949/50
Volumes loaned for home use		
To faculty (main desk)	7,685	8,253
To students " "	38,900	41,476
Volumes loaned for reading room use:		
From main desk	34,650	39,097
From reserve (including overnight loans)	<u>190,112</u>	<u>255,097</u>
TOTAL CIRCULATION	<u>271,347</u>	<u>344,589</u>

Circulation of materials reached the highest point in the history of the library. The above statistics do not include rather heavy use of the reading room materials and the reference books circulated for reading room use from the reference desk.

Several distinguished authors and artists, teachers, clergymen, and research workers used the library during the year; special privilege cards were issued to about 250 people not connected with the university, and

stack permits were granted to about 300 graduate students and others.

The introduction of the punched-card call slip has proved to be a time-saver for the circulation as well as the preparation departments.

A total of 410 volumes were mailed on extension loans in answer to written or telephoned requests.

The head of the reference department has continued effectively to coordinate all public services, and the department has greatly increased its instruction in the use of the library, accruing much goodwill and praise from students and faculty. The new librarian in charge of documents has used her knowledge and previous experience to such effect that the use of valuable governmental material has much increased. She handled over 14,000 new documents, charged out for over 2,000, and helped many students within the library.

Volumes borrowed from other libraries for the use of faculty members and graduate students increased greatly, from 146 volumes in 1948/49 to 298 in 1949/50. We loaned 238 volumes to other libraries.

Of general interest:

The standing library committee met several times during the year to discuss budgets, departmental allocations, and library expansion, and the members demonstrated a real faculty interest in library matters. The special library building committee discussed and approved plans for the library addition to be built in 1950/51.

The new humanities reading room in the liberal arts building is expected to relieve the shortage of reading room space in a manner pleasant and profitable to the students.

Estelle Lutrell, librarian of the University from 1904 to 1932,

died January 2, 1950. The University had just published her recently completed Newspapers and Periodicals of Arizona, 1859-1911, a happy achievement at the end of her years of devoted service to the University.

The library obtained a better stock of library science materials particularly for use in the experimental course in the spring (Education 181) during which library staff members rotated in the teaching of the course. The summer school courses in library science also proved very popular this summer with an enrollment of forty-three.

The first annual Arizona Library Association's Public Library Workshop achieved initial success at the University of Arizona, June 6-7.

An appropriate ceremony to dedicate the Thomas Wood Stevens Memorial Theater Collection took place May 13. Although much material remains uncataloged in the Collection, the catalog department reports that 916 titles, comprising 1077 volumes are fully cataloged; and most of the theater correspondence, programs, drawings, etc. are in order.

Eight exhibits attracted interest during the year, particularly on "Witchcraft."

#### PERSONNEL

We are entering the new year with the largest, and probably the best staff we have had. In addition to their regular work, the staff members have taken a remarkable interest in library development in Arizona, and in other civic and professional matters. It will be of interest to run through a list of professional activities of the staff exclusive of their university library work:

Mrs. Adams has been of great help to the Junior League project of circulating and lecturing on art masterpieces in the city schools.



Miss Ball is a member of the Arizona Library Association Extension committee and has written for the Arizona Librarian.

Mrs. Belk, a new staff member for next year, is Treasurer of the Association.

Mr. Carty is on the legislative committee of the Association.

Mr. Cromwell has served on three standing university committees and two special ones, two committees of the Southwestern Library Association, the advisory committee of the U. S. Quarterly Book Review, three special American Library Association committees, the microcard committee of the Bibliographical Center in Denver, and a sub-committee of the Arizona State Coordinating Curriculum committee. He also gave talks to four groups here and in Phoenix, served as trustee of the public library in Tucson and council member of the American Library Association.

Miss Davis was granted a leave in order to spend six months in France. Her work was ably taken over by Mrs. Knipe.

Miss Hall is on a state association committee.

Mrs. Keith is Advertising Manager and Assistant Editor of the Arizona Librarian.

Miss Paylore is secretary of the Committee of Eleven; editor of the Arizona Librarian, and of the proceedings of the 12th conference of the Southwestern Library Association; second vice-president, and chairman of the extension committee, of the state association; Chairman, Southwestern Library Association Committee on Publications, and Program Chairman of the American Library Association's Regional Conference in Ft. Worth. She also wrote several articles, made five talks in Arizona, and planned and directed the Public Library Workshop held in

June at the University.

Mr. Powell was elected President of the Arizona Library Association at its spring meeting; previously he served as editor of the Arizona Librarian. He made several talks during the year.

Miss Siebecker served on the program committee for the catalog section of the A.L.A. Regional conference, and acted as secretary of the meeting.

Mrs. Smith was secretary of a section at the recent library association meeting in Phoenix.

Staff members attended meetings in Tucson, Phoenix, Ft. Worth, San Francisco, and Denver during the year. Mr. Powell, Mr. Carty, Mrs. Smith, and Mrs. Keith helped teach the course Education 181.

New members of the staff for the fiscal year include Mrs. Adams, Mr. Carty, Miss Hall, Mrs. Haythornwhite, and Mrs. Higley who returned to the staff as a cataloger. Beginning July 1, new staff members will include Mrs. Belk, Mrs. Cameron, and Mrs. Stanek.

RECOMMENDATIONS

1. That the classification and salary scale be adopted as submitted by the librarian for the biennium 1951-53.
2. In view of the fact that stronger institutions consistently spend more than 4% of their total funds on libraries, that the administration continue to give careful study to the problem of library support along the lines suggested in the biennial request 1951-53.
3. That a teaching program of twelve units of library science be developed for 1951/52, and that a library staff member of appropriate experience be added to aid in the program.
4. That space for a science library be provided in the preposed biological science building, both to alleviate the shortage of reading room space and to lessen the perpetual demand for small departmental libraries.

Respectfully submitted,



Frederick Cromwell  
Librarian