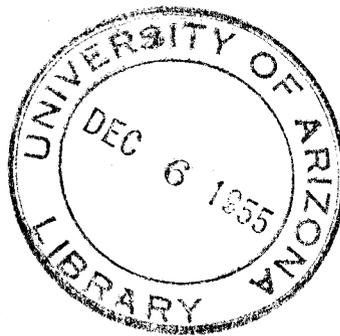


UNIVERSITY
OF ARIZONA
Tucson

Annual Report
of the Librarian
For the Year
1953-1954



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UNIVERSITY OF ARIZONA

ANNUAL REPORT OF THE LIBRARIAN

For the Year 1953-1954

To the President of the University:

This report on the activities of the University Library for the fiscal year 1953-1954 is the forty-first in a series of written annual reports and the second to be submitted by the present Librarian. It records successes along with failures and hopes, and reflects a firm conviction that although the Library cannot yet fully satisfy the book-and-service needs of the university community, the solid and purposeful efforts of staff members during the past twelve months have brought the Library a little closer to its ultimate and still-distant goals.

PUBLIC SERVICES OF THE LIBRARY

A library's effectiveness is usually judged by its ability to deliver rapidly a wanted book to the person who needs it, or to produce promptly the answer to a library-user's question. Appraised by these criteria, the year's performance in the Library merits an accolade of the first order. During the year just ended, the Library delivered more books to more readers than in the preceding year, and produced more answers to more questions from inquiring students and faculty members. It secured more books than ever from other libraries for researchers on the campus, and loaned more books to off-campus residents of Arizona. Not all books asked for were delivered promptly and some not at all (for only a fraction of the books published over the centuries have been acquired) and not all questions put to staff members were answered (for patrons sometimes ask questions whose answers elude even the most resourceful librarian) but the Library's performance has been consistently good.

On-Campus Loans. - The flow of printed materials across the Main Loan Desk increased significantly during the year. Eleven thousand more books were loaned at that point than during 1952-53 - an increase of a little more than 10%. A comparable increase in loans was recorded at the Reserve Book Desk, where the annual circulation rose from 69,135 to 76,378; and in the Humanities Reading Room the number of loans nearly doubled - 20,508, as compared with 10,573 the preceding year.

These increases in the recorded use of books put an unusual strain upon the Library's human resources, and made necessary an undesirable retrenchment in its stack maintenance program. More significantly, they sharpened attention upon the rapidly approaching years of projected enrollment increases and the attendant needs for enlarged library facilities, enlarged staff, and enlarged book collection.

Off-Campus Loans. - Residents of 42 Arizona communities sent a total of 140 requests for book service, and the Library responded by sending out 274 volumes on extension-loan during the year, an increase of 84 volumes over those loaned the preceding year. Nineteen similar loans were made to out-of-state alumni of the University. Borrowing privileges were accorded a number of residents of Tucson and

visiting specialists whose needs for library materials could not be met elsewhere in the city.

Interlibrary Loans. - The total number of interlibrary loan transactions declined somewhat during the year just ended, but the "volumes borrowed" side of the ledger continued its upward trend, rising from 409 volumes in 1952-53 to 433 during the past twelve months. In addition, 21 microfilm copies and 46 photoprints of materials needed for research on the campus were secured in lieu of interlibrary loans, raising to 500 the number of instances when the Library was unable to supply researchers with needed materials.

In last year's report, it was pointed out that this upward spiral in the volume of borrowing from other libraries appeared to indicate that the Library's acquisitions program is not keeping pace with the growing research needs of the University. The experience of the past year confirms that observation, and deepens the Librarian's conviction that the annual appropriation for books and periodicals should progressively and rapidly be increased to about \$75,000.

Reference Services. - Most of the questions put to the Library's reference librarians were answered - or the questioners directed to printed sources - in less than five minutes, while others involved more extensive searches requiring ten minutes to an hour or more. Of the 12,422 questions tallied in the Reference Department (and it is certain that many questions went untallied) nearly a thousand fell into the latter, more difficult, category. In addition, reference librarians answered 78 inquiries received by mail, and 955 questions involving the use of government documents.

A strong reference collection, to which many additions were made during the year, was a vital factor in the department's ability to produce answers, but not nearly so significant as were the knowledge and resourcefulness of the reference librarians themselves.

A number of bibliographies were compiled in the Reference Department, the most extensive being Mr. Thayer's 73-page index and bibliography on Legislation, Proposed Legislation and Discussion Relating to the Indians of the Southwest, 1928-1942, which is being used by the Bureau of Ethnic Research. In connection with the survey of higher education in Arizona conducted last fall by the Office of Education, the Library prepared a special 53-page supplement to the Faculty Bibliography, covering the years 1951 through 1953.

The project of indexing Arizona news, which the department began in January 1953 as a cooperative venture, had its first flowering early this past spring in the publication of the Index to Arizona News in the Arizona Daily Star, 1953. Copies of this key to local and statewide news have been distributed to libraries and other institutions in Arizona and nearby states and has been rightfully hailed as an outstanding achievement. Work on this significant contribution is being kept up-to-date by Mr. Powell and Mrs. Higley, and it is expected that the index will be published annually.

Government Documents. - Despite indications that publishing activities of the federal government might decline, the Library received 7,117 documents during the year, only slightly fewer than were received in 1952-53. The use of documentary materials has continued to grow, and procedures for processing and servicing them have been improved. The first steps in a long-anticipated project

of representing document holdings in the Library's public catalog were taken this year with the purchase of L.C. catalog cards for all important government series and for many of the more important separate publications. The insertion of these cards in the catalog will serve to bring to the attention of students and faculty members an increasingly valuable segment of the Library's resources.

Exhibits. - A highly commendable series of book exhibits was planned and executed by members of the staff, and the renovation of exhibit-cases in the lower lobby provided a vastly improved setting for such displays. Exhibits-of-the-year included Mr. Powell's "The Apache", Miss Ball's "Never Underestimate the Power of a Woman," Mr. Bennett's "Candidate for Oblivion, 1853 - Candidates for Remembrance, 1953," and two exhibits prepared jointly by Mr. Thayer and Mr. Powell: "Gadsden Purchase" and "Fixing the Boundary." The final display of the year was of a collection of rare books on Falconry, loaned for exhibit by an anonymous local collector.

GROWTH AND ORGANIZATION OF LIBRARY RESOURCES

The strength and size of the book collection increased at a normal rate during the year. As the collection passed the quarter-million mark (255,118 cataloged volumes at year's-end) staff members had misgivings about the probable ephemerality of some of the books acquired, but these were greatly outweighed by solid satisfactions in the quality of most selections and by genuine enthusiasm about some of the more significant acquisitions of the year. (See Appendix B.)

Selection and Acquisition. - Fewer volumes were added by purchase or through binding than in 1952-53 (6,914 as compared with 6,930) but cost more (\$51,160 as compared with \$46,835). Unit book-costs, which had dropped rather sharply in 1952-53, rose to \$7.40 in the past year - sixteen cents more per volume than had been expended in 1951-52.

The Library added to its collection more volumes received by gift or on exchange than it did in the preceding year, continuing to screen this kind of material with as much care as is taken in selecting volumes for purchase. Of the more than three thousand volumes received in this manner, only two-thirds were sent on for cataloging.

Many gifts were pre-selected: for example, when the Southwestern Forest and Range Experiment Station was disbanded and plans laid for the dispersal of its library throughout the Southwest, Mr. Powell and Miss Paylore selected the nearly one thousand volumes which ultimately were given to the Library. An even more gratifying example of pre-selection is provided by the twenty-two volumes purchased at the Holliday auction by the University of Arizona Library Associates. The bibliographic endeavor which preceded the auction, and to which Mr. George Chambers and Mrs. Dorothy McNamee contributed greatly, was an exciting and rewarding experience for all those staff members who participated, and one whose results greatly enhanced the Library's standing in the field of Southwestern Americana.

Mr. T. E. Hanley continued to be the Library's chief donor. His collection, which was begun in the middle-thirties, was augmented by 840 volumes this past year, and now numbers 31,258 volumes. The continuing usefulness of this collection is evidenced by the fact that slightly over 30% of all home-use loans during the year were from the Hanley Collection.

The costs of strengthening the Library's files of journals and other

serial publications continued their upward spiral. Over \$13,000 was required to maintain the current subscription list, and another \$4,000 was spent in acquiring back files, notably the Anatomical Record, Astronomische Nachrichten, Transactions of the Royal Entomological Society of London, and Zentralblatt fur Mathematik, each of which added strength to an important segment of the collection.

The current subscription list rose to 3,163 at year's-end, with the addition during the year of 112 subscriptions placed at the request of faculty members and 237 titles added through gift or exchange. It is considered inevitable, in the light of the University's expanding research program, that this list will continue to grow significantly.

A beginning was made this year towards the formulation of an overall, comprehensive policy of library acquisitions. The present collection contains elements of strength which bear testimony to the intelligence with which it has been put together over the years; as in most academic libraries, it also contains many materials whose presence contributes little to the instructional and research programs of the University. In an effort, therefore, to set down guidelines which would keep the latter at a minimum and assure even greater strengths in the collection, deans and department heads were asked to prepare statements about the types of library materials, both specifically and in general terms, needed for the support of their academic programs. These statements will be critically examined during the coming months, and an attempt made to coordinate them into a meaningful set of acquisitions policy statements.

An important step was taken also to restore the Library's exchange program to a smooth operational basis. Working jointly with the Mailing Bureau, the Library scrutinized mailing lists for all university publications, eliminating unwarranted duplications, and sent out checklists to 565 libraries and institutions asking that they signify the bulletin series for which they wish to be retained on the University's mailing lists. Action was taken to provide full series sets for those who wanted them, and to ensure wide future distribution at maximum economy. Agreement was secured from the University Press Committee to lodge in the Library the responsibility for instituting and maintaining exchange relationships whose full implementation would bring a further measure of enrichment to the Library's collection.

Cataloging and Processing. - Books and other forms of record flowed into the Catalog Department at an equitable pace during the year, were classified, descriptively cataloged and assigned subject-headings, lettered and sent on for shelving and use - all with appropriate speed, but with some getting "rush" treatment if special need existed. The system for preventing undue delays in cataloging individual items, instituted last year, has continued to ensure relatively rapid processing of all materials.

The public catalog was augmented by four new cabinets last fall, which should provide adequately for catalog expansion during the next four or five years. The shifting of cards into new trays was accomplished during a single weekend according to well-laid plans, with a minimum of inconvenience to patrons.

The project of examining cards in the discarded official catalog, for the purpose of retaining only those needed for name-authority and series-authority files, neared completion at year's-end. It is contemplated that the other cards shall be sent to Denver, so that holdings of the Library will be represented in the files of the Bibliographical Center for Research, of which the Library became a

full member during the year just ended.

STAFF AND ADMINISTRATION

Books and a building are the first two essentials in administering a library program, but they are as nothing without the third essential - a group of people to select, order, receive, organize and circulate books, and even further, to interpret, exploit and promote the use of those books among the library's clientele. In the hard-working staff of the University Library, faculty members and students have at their command a group of professionally competent persons whose demonstrated abilities contribute greatly to campus education and research. The devotion and skill with which individual staff members performed their various chores throughout the year has been a source of deep satisfaction to the Librarian, and almost certainly to all who made use of the Library's resources.

There has been remarkably little turnover in personnel, a situation which is in sharp contrast to that prevailing in many academic libraries. Only one professional librarian resigned this year and, fortunately for the University, a well-qualified replacement was immediately available. There were three resignations in the non-professional staff, but suitable successors were appointed without any lapsing of positions. Stability in the professional staff has been a significant factor in maintaining at a high level the quality of the Library's services to the University community.

Continuing the practice established nearly two years ago, the full staff held monthly meetings throughout the year, at which many issues of interdepartmental concern were discussed. The Council met every two weeks to discuss policy matters with the Librarian, and to aid in the formulation of plans for future development of library service on the campus.

Policies and Procedures. - Policies governing the borrowing of books were further modified in the spring months, and the regulations recodified to provide more adequately for the needs of graduate students and teaching assistants.

In order to implement more fully a recently adopted University policy on campus libraries, a proposal was made late in the year for including the Chemistry-Physics-Pharmacy Reading Room in the organizational structure of the Library. With concurrence of administrative chiefs of the three academic divisions concerned, and with approval of the President, plans were made for assuming full responsibility for the operation of this room as a branch facility during 1954-55.

A significant decision was made this year with respect to the Library's binding program. For a number of years, materials prepared for binding have been sent to a reliable bindery in Des Moines, a procedure which often involved an inordinate length of time, and consequent frustration on the part of students and faculty members needing access to those materials. Beginning this past spring, it was decided that materials would henceforth be sent to the Arizona Library Binding Company in Phoenix, a firm whose work has been found to be entirely satisfactory. This change in binders ensures that materials will be away from the Library no longer than three weeks, and eliminates a rather considerable budget item for transportation charges.

In the interests of heightening the security of library materials, plans were laid for putting into operation a more systematic identification procedure at

the beginning of the fall semester, and a more effective control over access to the stack. Certain measures had been taken during 1952-53 to tighten the Library's security, but the inadvertent and rather spectacular recovery of over three hundred volumes a former student had taken from the stack indicated the need for further action.

Relations with the Library's Public. - Publication of the Arizona Bookmark each month continued to evoke a favorable response from the faculty. The selected lists of new books were found highly useful by many, but from the Librarian's point of view, the Bookmark is equally valuable as a forum in which problems affecting both faculty and library staff members can be discussed.

The Library's handbook for students, "Getting Around in Your University Library," was revised early in the year and was distributed in new format during both semesters. Planned for publication and distribution in September is a similar handbook designed for the use of faculty members and graduate students.

CONCLUSION

In last year's report, considerable space was devoted to an appraisal of the Library's future, and to the need for planning a service program which would be adequate to the needs of a growing university. It is firmly believed that the array of ideas outlined a year ago is still completely valid. As the University moves closer to the day of greatly increased enrollments, expanded curricula, larger faculty and an enlarged physical plant, the growing needs for library service must be taken fully into account in overall planning. Certain alterations in the present library structure can be made as stop-gap measures in the immediate future, but it becomes increasingly apparent that not until a new library building is erected on the campus will it be possible to devise and implement a wholly adequate program of library service for the University of Arizona.

It is a matter of satisfaction, in concluding this report, to record my gratitude for your deep interest in the continuing development of the Library and for your understanding appreciation of the problems which must be solved before that development can reach its full flowering. Grateful acknowledgement is made also to members of the Faculty Library Committee for their helpful advice during the year, and once again to the members of the library staff for sterling performances and for their devotion to ideals of service.

Respectfully submitted,

Fleming Bennett
University Librarian

4 August 1954
Tucson, Arizona

Appendix A

L I B R A R Y S T A F F

30 June 1953

Fleming Bennett Librarian
Patricia P. Paylore Assistant Librarian

ACQUISITIONS DEPARTMENT

Miss Paylore, Head of Department
Phyllis Ball, Acquisitions Librarian
Virginia M. Cochrane, Serials Assistant

CATALOGING DEPARTMENT

Dorothy F. Siebecker, Head of Department
Florence A. Emert, Catalogue Librarian
Lloyd M. Bailey, Catalogue Librarian
Elinor E. Smith, Catalogue Assistant
Mary E. Blakeley, Catalogue Assistant
Adah May Obenhaus, Catalogue Clerk

REFERENCE DEPARTMENT

Donald M. Powell, Head of Department
Lutie L. Higley, Reference Librarian
John E. Thayer, Jr., Documents Librarian

CIRCULATION DEPARTMENT

Lois G. Smith, Head of Department
Delores Belk, Circulation Librarian
Minchen Strang, Circulation Assistant
William E. Pitts, Circulation Assistant
Martha F. Severyn, Reserve Book Rm. Asst.
Frances C. Grow, Humanities Reading Rm.
Asst.

Library Secretary Darlene Fulmer
Instructor in Library Science Mary E. Foster

PROFESSIONAL ACTIVITIES OF STAFF MEMBERS

Fleming Bennett - Member, Folklore Committee, University Coordinating Committee, University of Arizona Press Committee; Chairman (ex officio), Library Committee. Member of Council, Arizona College Association. Attended Joint Conference, Arizona-New Mexico Library Associations. Attended Annual Conference, American Library Association. Member, Committee on Audio-Visual Work, Association of College and Reference Libraries. Elected Representative of Association of College and Reference Libraries to Council, American Library Association. Publication: "Prompt Payment of Bookdealers' Invoices: An Approach to Standards," College and Research Libraries, October 1954.

Florence A. Emert - Attended Joint Conference, Arizona-New Mexico Library Associations. Elected Secretary, College and Special Libraries Section, Arizona State Library Association.

Lutie L. Higley - Program Chairman, Joint Conference, Arizona-New Mexico Library Association.

Patricia P. Paylore - Member and secretary, Committee of Eleven. President, Arizona State Library Association (in which capacity many visits and speeches were made in the interests of library development throughout the state, and a 400-mile bookmobile demonstration tour in Cochise County made under her supervision). Vice-President and President-Elect, Southwestern Library Association. Member, Editorial Board, SWLA Newsletter. Attended Midwinter Conference, American Library Association, and read a paper at a symposium on "The University Librarian as Bookman and Administrator" (published in College and Research Libraries, July 1954). Contributed "President's Page," Arizona Librarian, July and October 1953, January and April 1954.

Donald M. Powell - Member, Folklore Committee. State Representative for Arizona and New Mexico, Membership Committee, Association of College and Reference Libraries. Secretary-Treasurer, College and University Section, Southwestern Library Association. Publications: "Current Arizona Bibliography," Arizona Quarterly, Autumn 1953 and Spring 1954. "Arizona Books of 1953," Arizona Librarian, April 1954.

Dorothy F. Siebecker - Representative of Division of Cataloging and Classification on Council, American Library Association. Attended Joint Conference, Arizona-New Mexico Library Associations.

John E. Thayer, Jr. - Chairman, College and Special Libraries Section, Arizona State Library Association. Publications: "Arizona in Documents," Arizona Librarian, April 1954. "Q.E.D.," Arizona Librarian, April 1954.

*** In addition to staff members cited above, the joint conference of the Arizona and New Mexico library associations, held in Phoenix in April, was attended by the following: Delores Belk, Mary Blakeley, Virginia Cochrane, Darlene Fulmer, Martha Severyn and Lois G. Smith.

FACULTY LIBRARY COMMITTEE

Professor Robert R. Humphrey
Professor Victor H. Kelley
Professor George A. Kiersch
Professor Albert R. Mead
Professor Garnet D. Percy
Professor N. J. Tremblay
Mr. Francis J. Owens
Mr. Bennett, Chairman (ex officio)

Appendix B

NOTABLE PURCHASES OF 1953-1954

- Anatomical Record, v.1-77. \$910.32
 Arizona (Territory) Legislative Assembly, 1st. Journal, 1865. \$30.00
 Ashurst, Henry Fountain: Diary, Letters. Microfilm of originals. \$33.75
 Astronomische Nachrichten, v.1-183, 198-234. \$1,870.05
 * Bringas de Manzaneda y Encinas, Diego Miguel: Sermon que en las solemnes honras celebradas en obsequio de los VV. PP. Predicadores Apostolicos. Madrid, 1819. \$121.00
 Bronn, Henrich George: Klassen u. ordnungen ... v.4-5. \$581.81
 California Historical Society: Quarterly. v.1-14, 21-32. \$185.00
 * Clarke, Asa Bement: Travels in Mexico and California. Boston, 1852. \$220.00
 Contet, Frederic: Les vieux hotels de Paris. 22v. \$215.86
 Encyclopedie, ou Dictionnaire raisonne des sciences, des arts et des metiers ... par Diderot, etc. 36v., 1781-82. \$106.34.
 Faraday Society, Transactions. v.2-4, 12-19. \$165.92
 Fuller, Thomas: Pharmacopoeia Extemporanea. 1710. \$30.14
 * Gray, Andrew B.: Southern Pacific Railroad, Survey of a route for the Southern Pacific Rail Road on the 32nd Parallel. Cincinnati, 1856. \$187.00
 Growth, v.1-18. \$94.25
 Herbage Abstracts, v.1-10 \$126.44
 Holmes Anniversary Volume: Anthropological Essays presented to Wm. Henry Holmes in Honor of his 70th Birthday. Ed. by F. W. Hodge. 1916. \$27.50
 Investigaciones Linguisticas, v.1-5. \$70.65
 Kurth, B.: Die Deutschen Bildteppeiche des Mittelalters. 3 v. \$90.21
 Lewis, Meriwether: History of the Expedition under the Command of Lewis and Clark. Ed. by Elliott Coues. 4 v. 1893. \$50.00
 Microfilm Collection of Manuscripts on Middle American Cultural Anthropology. s.1-6 (University of Chicago). \$127.25
 Pike, Zebulon M.: An Account of Expeditions to the Sources of the Mississippi. 1810. \$66.78
 Planta, v.31-40, \$330.60
 Poston, Charles D.: History of the Apaches. Manuscript. \$75.00
 Rodenwaldt, Ernst (ed.): World Atlas of Epidemic Diseases. \$56.70
 Royal Entomological Society of London, Transactions. 1880-1952. \$461.40
 * Salazar Ylarregui, Jose: Datos de los trabajos astronomicos y topograficos. Mexico, 1850. \$209.00
 Schweizerische Apotheker-Zeitung. v.1-45 \$138.65
 * Sonora Exploring and Mining Company, Reports. 1st-4th (1856-59). \$198.00
 Sowerby, James: English Botany. 36v. \$125.00
 Tryon, George Washington: Manual of Conchology. 2d ser.: Pulmonata. v.1-28. \$424.90
 * Tyler, Daniel: Concise History of the Mormon Battalion in the Mexican Wars. \$38.50
 Vidal de la Blache, Paul Marie Joseph (ed.): Geographie Universelle. 23 v. \$99.82
 Wytzman, Philogene: Genera insectorum. (Diptera, Hemiptera, Trichoptera, Hymenoptera). \$309.75
 Zentralblatt f. Mathematik. v.1-22 \$441.96
 Zola, Emile: Oeuvres Completes. Notes et commentaires de Maurice Le Blond. Texte de l'edition Eugene Fasquelle. 50v. \$113.15

* Purchased at auction of W. J. Holliday Collection of Western Americana.

Appendix C

STATISTICAL PRESENTATIONS

BUDGET AND EXPENDITURES¹
1953-54

Budget Category	Original Budget	Final Budget	Actual Expenditure
W a g e s	\$ 16,000.00	\$ 18,115.00 ²	\$ 18,114.78
O f f i c e E x p e n s e	1,650.00	1,650.00	1,975.62
O p e r a t i o n			
Freight and Express	1,200.00	1,200.00	874.01
Operational Supplies	1,350.00	1,350.00	1,588.43
Binding	10,450.00	10,450.00	8,949.81
T r a v e l	000.00	210.00 ³	201.40
R e p a i r s	400.00	400.00	359.13
C a p i t a l			
Books and Periodicals	39,500.00	39,830.00 ⁴	42,210.14
L.C. Catalog Cards	1,500.00	1,500.00	1,000.00
Equipment	9,000.00	8,075.00 ⁵	7,506.31
Total, Exclusive of Salaries.	\$ 81,050.00	\$ 82,780.00	\$ 82,779.63
S a l a r i e s	66,500.00	66,500.00	66,386.78⁶
TOTAL, Including Salaries	\$147,550.00	\$149,280.00	\$149,166.41

¹Figures do not include Law Library
²Includes \$1,400 transferred from unappropriated University funds and \$715 transferred from Capital (Equipment)
³Transferred from Capital (Equipment)
⁴Includes \$330 transferred from Humanities for special book purchases
⁵Total after transfers to Wages and Travel (see notes 2 and 3, above)
⁶Figure shown on final statement from Business Office; \$113.22 less than Library's figure for Salaries expenditures.

GROWTH OF LIBRARY RESOURCES
(Comparative Summary Table)

	1952-53	1953-54
NUMBER OF ITEMS AT BEGINNING OF YEAR	237,974	246,758
Purchased Items:		
General Library	5,590	4,447
Law Library	452	92
Reels of Microfilm	333	143
Gift or Exchange Items	1,854	2,065
Volumes Added Through Binding	1,508	2,232
Volumes Added Through Reinstatement	27	53
Total Items Added	9,764	9,032
Volumes Withdrawn	980	672
Net Total Items Added	8,784	8,360
NUMBER OF ITEMS AT END OF YEAR	246,758	255,118*

*Does not include approximately 189,500 uncataloged government documents.

COMPARATIVE STATISTICS OF USE

Type of Loan	1952-53	1953-54
<u>Home Use</u>		
Student Loans	44,738	50,206
Faculty Loans	9,130	9,134
(Total Home-use Loans)	(53,868)	(59,340)
<u>Building Use</u>		
Main Loan Desk	56,411	62,175
Reserve Book Room.	69,135	76,378
Humanities Reading Room.	10,573	20,508
(Total Building-use Loans)	(136,119)	(159,061)
TOTAL NUMBER OF LOANS	189,987	218,401

STATISTICS OF ACQUISITIONS WORK

1. Checking Titles Recommended by Faculty Members

Results of Bibliographic Checking	1952-53		1953-54	
	No.	%	No.	%
Not in Library; orders placed	2778	77.5	2665	75.6
Already in Library or On-order.	724	20.2	683	19.4
"Promised" by T. E. Hanley	68	1.9	117	3.3
Unable to verify; returned for more information.	13	0.4	60	1.7
Total Titles Checked.	3583	100.0	3525	100.0

2. Success in Acquiring Titles Ordered

Result of Ordering	1952-53		1953-54	
	No.	%	No.	%
Supplied by Dealer or Publisher	2556	92.0	2421	90.9
Reported Out-of-stock or Not- yet-published	23	0.8	33	1.2
Out-of-print; not available in second-hand market.	199	7.2	211	7.9
Total Titles Ordered.	2778	100.0	2665	100.0

STATISTICS OF CATALOGING

Kinds of Items Processed	1952-53	1953-54
Volumes Newly Cataloged:		
General Library	6,534	5,729
Law Library	103	88
(Total Volumes Newly Cataloged).	(6,637)	(5,817)
Additions to Items Already Cataloged:		
Continuations - General Library	5,381	6,411
Continuations - Law Library	420	83
Second copies.	496	458
(Total Additions)	(6,297)	(6,952)
Volumes Re-classified and re-cataloged	603	443
Total Volumes Processed	13,537	13,222
Total Cards Added to Catalog	34,589	32,622
Total Number of Main Entries Made	5,967	6,098