

UNIVERSITY OF ARIZONA

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ANNUAL REPORT  
OF THE  
LIBRARIAN

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*for the*  
*Fiscal Year*  
1954 • 1955



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U N I V E R S I T Y   O F   A R I Z O N A

ANNUAL REPORT OF THE LIBRARIAN  
For the Year 1954-1955

To President Richard A. Harvill:

In a university whose various programs are progressively and soundly expanding, and whose faculty and student body are rapidly growing larger, its librarian is rarely able to write his annual report in a fine state of tranquility. The end of a fiscal year typically brings no relief from the growing-pains which beset the university itself. Each new element of growth in the university has had its counterpart in the library, posing for the librarian and his staff problems which are almost never amenable to rapid and definitive solution. Decisions pointing toward ultimate solutions may have been made wisely, and essential steps taken to implement them, but actions set thus in motion do not stop at year's-end; their momentum carries them inevitably forward. The Librarian can pause but briefly, then, to review and evaluate what has been done during the past twelve months, and hasten back to meet the challenges looming ahead.

This is my third annual report, which I submit to you with pleasure and in a spirit of confident hope. This has been a good, though far from perfect, year in the Library. Better salaries and improved status, together with your support in the form of increased funds, gave staff morale an upward boost. The pessimism prevalent among staff members two years ago has so far receded that we were able to take in our stride the disappointment with which we learned that no appropriation would be sought this year for completing the new stack addition.

Many expressions of warm commendation by faculty members and other library friends made us feel this year that we are moving closer to our ultimate goal of providing a really superior library service for the university community. We only hope we could move faster; but our impatience at delays is held somewhat in check by the assumption that all who govern the University share with us the belief that every substantial gain in institutional strength must be reflected in a strengthening of library resources and services. No university has ever become great without having a great library; there is no substitute for a library. We are sustained by these convictions, and you can be certain that no group on the campus will be more devoted, loyal and energetic than your Library staff in the development of a greater University of Arizona.

#### LIBRARY RESOURCES: THEIR GROWTH, ORGANIZATION AND CARE

Growth. - A fourteen percent increase in book funds this past year enabled us to add quantitative strength to the Library collections and, more importantly, qualitative strength. Under the fine leadership of Patricia Paylore the Acquisitions Department procured and sent forward for processing 6,071 purchased items, another 2,370 journal volumes bound during the year, and 1,674 volumes that came to us as gifts or on exchange. Despite the fact that the number of gifts actually cataloged was smaller than in some earlier years, the gross total of 10,125 items was the largest addition ever made to the Library's collections in a single fiscal year. Further increases in the book budget for next year make it virtually certain that we shall surpass this year's mark.

In my report of two years ago, I pointed out that in our growing university the costs of strengthening the Library's journal holdings would tend to increase in a sort of geometric spiral. This judgment has been confirmed by the fact that in the past year slightly over half the book funds were spent for periodicals. In addition to the \$15,000 required for current subscriptions debited against general library funds, \$9,000 from subject-area allocations was spent in procuring back files of significant journals or paying for newly entered subscriptions according to the

policy enunciated two years ago, under which the costs of the 88 new subscriptions entered this year will not be charged against the general Periodicals fund until 1957-58. New gift subscriptions accounted for the addition of 262 titles to the list of serial publications currently received, swelling the total to 3,513.

This total represents an increase of 28% over the list at mid-1952, as compared with the net overall gain of 11% in the size of the cataloged collection during this three-year period. This kind of growth is altogether healthy in the life of the Library and the university it serves because, while maintaining a proper emphasis upon the needs of the undergraduate program, increased funds are now making it possible to build more rapidly the strengths required for proper support of graduate research. Some of this year's acquisitions significantly point up this fact.

The purchase of volumes 24-68 of Jahrbuch ueber die Fortschritte der Mathematik completed the Library's holdings of this great abstracting journal, and was considered by the Mathematics Department to be of such importance that they were willing to have the entire mathematics allocation used for partial subsidization of its cost.

In 1948, the Library began acquiring a set of Biologia Centrali-Americana. Further additions were made this year with the purchase of the remaining volumes of Insecta. These scholarly contributions to our knowledge of the fauna and flora of Mexico and Central America are distinguished by their magnificent plates and, together with such other important acquisitions-of-the-year as Acta Horti Petropolitani (v. 1-31), Proceedings of the Biological Society of Washington (v. 1-66), Journal of the California Horticultural Society (v. 1-15), Index Londinensis to Illustrations of Flowering Plants, Nomenclator Animalium Generus et Subgenerum, and Zeitschrift fuer Botanik (v. 13-21), represents a substantial strengthening of our holdings in the field of biological science.

Although the early emphasis on fine arts materials in the T.E. Hanley Collection resulted in notable strengths, most of the basic reference tools in this field are lacking. It was a real milestone in the development of the Library's own collection in this field when, this year, we were able

to acquire Thieme-Becker's Allgemeines Lexikon der Bildenden Künstler von der Antike bis zur Gegenwart, the most complete and authoritative dictionary of artists ever compiled.

Having acquired the more commonly useful materials in pharmacy and pharmacology over the past decade, we are now making a particular effort to build up back files of essential periodicals in these and allied fields, with a view to supporting research on the doctoral level. A beginning was made this past year with the purchase of a complete back file of the American Journal of the Medical Sciences.

Particularly noteworthy among the additions made to our collection of Arizona and Southwestern materials were these: An unpublished Spanish manuscript, Memorias Sobre las Provincias del Norte de Nueva Espana, by Jose Cortes, a young engineer attached to the Spanish military in the late 18th century; the magnificently illustrated History of the Indian Tribes of North America (1837), by Thomas L. McKemy; and an autograph letter written in Ft. Bowie, Arizona by John G. Bourke to Walter Allen in February 1886.

The Library's holdings of newspapers-on-microfilm were strengthened this year by the purchase of Arizona Republic (Sept. 1945 to Dec. 1954) and New York Times (1921-1925).

Organization. - Dorothy Siebecker and her Cataloging Department staff successfully kept bibliographic control over the year's increased flow of book materials, and permitted no backlog of processing to accumulate. The statistics included in the Appendix reveal fairly precisely the increased work-load for the year. The most significant increase is due not so much to increased volume of acquisitions as to recognition of the need to analyze certain extensive sets of serial publications. The latter project involved the preparation of several thousand cards.

Two years ago a decision was made to abandon the old "official" catalog, and send most of its cards to the Bibliographical Center for Research in Denver, so that our holdings would be more fully represented there. The project of editing these cards, and withholding those which are essential for authority files, has gone steadily forward, and was completed just before year's-end,

As the collection grows larger, the task of integrating new materials into it becomes increasingly complex. The cataloging staff is fully aware of the challenges inherent in growth, and is confident that it can surmount the difficulties involved in organizing the collections in such a way that book-users may exploit the Library's resources effectively.

Care. - As the stream of newly-acquired materials moved from the processing line into the bookstack, it became increasingly obvious that any further delay in completing the fifth and sixth tiers of the stack addition will result in a serious crisis in the Library's service program before 1957. Stop-gap improvisations of space for books would not only be wasteful and expensive, but highly frustrating to patrons and staff members alike, both of whom put a premium on rapid and effective delivery of books. It is our earnest plea that the Board of Regents actively seek from the 1956 Legislature the funds required for completing the stackroom, thus providing space for approximately 58,000 volumes. This figure has in it the strong implication that, considering the current acquisitions tempo, efforts should be begun within the next two years to push the bookstack walls out even further, because completion of the present stack addition will accomodate the Library's growth for only about five years.

During the past three years I, along with several other staff members, have become increasingly concerned also about our failure to take proper care of the more valuable and irreplaceable materials we possess. Accordingly, I proposed last fall that space on the third floor be converted into a special facility in which such materials might be more satisfactorily housed and serviced.

In the six decades since the University and its library began serving Arizona, many items have been brought into our collection which have intrinsic rarity value and special significance. These materials should be given our most thoughtful care, and diligently safe-guarded. They are now kept in a locked cage on the fifth stack tier and, to be used, must be brought down to a general reading room. This procedure subjects them to the same hazards as are the more nearly expandable books in the general collection. Used in

this way, these precious items are very loosely under control, and the prospect of physical damage or loss is darkly enhanced.

In most other academic libraries, rare and valuable materials are housed separately in a place where special care can be given them. The scholar or the casual reader who has an interest in them is invited to come there and use them. Such an arrangement makes it possible for the library to fulfill its proper obligation to preserve special materials for the use of generations to follow.

It would require a relatively minor expenditure to convert third-floor space into a Special Collections section, with ample storage facilities and a small but adequate reading room where the Arizona Collection and other treasures could be used under conditions that would ensure their availability to both the scholar and the casual reader of a hundred years hence.

#### LIBRARY SERVICES

The library service looming largest in the consciousness of most patrons is that of lending books, which went on at a slightly accelerated pace during the past year under Lois Smith's able guidance. Reserve Book Room circulation rose about 8% over that for the previous year, and the lending of books at the Main Loan Desk for home use increased about 10%. The borrowing of non-reserved materials for building use dropped a little, however, largely as a result of an appropriate reduction of reference requirements imposed by instructors of Freshman English. The Circulation Department staff was quite conscious of the difference in requests flowing across the Loan Desk at theme-writing time.

The Library went one step further toward meeting student demands for longer library hours this year. During the examination periods, the service departments closed at the regular hour but the reading-room facilities on the first floor were kept open until 11 o'clock. The use made of these facilities appeared to justify a longer experimental period; hence, we have decided to begin keeping the first-floor reading-room open next fall until 11 o'clock four

nights a week and, at the end of the fall semester, determine whether the practice should be continued throughout the year.

A uniform identification procedure was instituted in the Library last fall, and gained general acceptance among students within a relatively short time. Some staff members have doubted the wisdom of an absolutely strict enforcement of this procedure, but I am convinced that the introduction of leniency would make it meaningless.

We assumed responsibility at the beginning of the year for operating the Chemistry-Physics-Pharmacy Reading Room. It has been moderately successful, largely because we were able to hire an attendant on practically a full-time basis, and also because of continuous liaison with heads of the two departments and the college under whose aegis the facility was formerly operated.

The Humanities Reading Room was open during morning hours for the summer session last year, and proved to be sufficiently used to justify its being kept open on the same basis this summer also. During the academic year the books housed in that room were used somewhat more than in 1953-54, with a total circulation of 20,968.

Reference service, which it is almost impossible to measure quantitatively, continued to be one of the strongest elements in this Library's service program. In answering questions, ferreting out information, compiling bibliographies, and helping library users search the catalog intelligently and effectively, Donald Powell and his staff displayed their usual high degree of skill and resourcefulness this past year.

We continued to rely a great deal upon other libraries for materials to support research on this campus. The number of volumes borrowed on interlibrary loan rose this year to 452. Last year the number was 433 and it was 409 the year before that. It is inevitable that a certain amount of such borrowing be done, but it should not be looked upon as a legitimate substitute for purchasing materials needed for research. Library resources should always be carefully surveyed - and bolstered if possible - before research projects are undertaken.

The Library lent 346 volumes to other libraries during the year, a statistic which provides some balm for my uneasy conscience at borrowing as much as we do from other libraries. We also sent out 316 volumes to extension borrowers, most of whom are Arizonians.

The indexing of Arizona news as it appears in the Arizona Daily Star is now in its third year. Mr. Powell reports that selection criteria have become sufficiently refined to ensure effective indexing with minimum expenditure of time and effort. This project constitutes a significant contribution to the work of researchers in our state.

In addition to the 7,438 items deposited in the uncatalogued documents collection this year, 1,475 maps were received from the U.S. Geological Survey. It is gratifying that the addition of a new staff member in the Reference Department will make it possible next year to begin the long-deferred project of organizing our large collection of maps.

The teaching function of the Library, which is largely informal in nature, is to be implemented in a formal way a year hence, when a course in the use of the Library for research will be offered by the Reference Department staff for undergraduate credit. Since the course is likely to be more pertinent to the work of graduate students, the Dean of the Graduate College has offered to have it listed in the graduate catalog as a non-credit course.

Last fall we made a proposal which sprang from a deep-seated conviction that we are not doing all we should to raise students from the level of "required" reading to the practice of independent inquiry and cultural pursuit. We realize that so long as we keep our books in the stack and make students use the card catalog, we are erecting for most of them a barrier that is all but insuperable. What must be done is to bring a carefully selected group of eight or ten thousand books out of the stack and put them on open shelves in an Undergraduate Reading Room. When the Gallery is moved to the new Fine Arts Building, the establishment of such a reading room will be completely feasible. The expense of remodeling, equipping, and staffing the room would be small in comparison with the good that could be derived from it by our undergraduates. Present physical arrangements permit us to do a good job of serving the

faculty and graduate students, but not until we can make books more easily accessible to the undergraduate will we be able to give him the kind of rich library experience he should have. Knowing of your own concern for the undergraduate, we are certain you recognize the virtue of our ~~pro~~posal that an Undergraduate Reading Room be established.

#### THE STAFF

During the past three years there has been remarkably little turnover in staff, but this past spring four resignations were submitted. Fortunately, it was possible to make appointments to each of these positions by year's-end.

The status of professional staff members was clarified and enhanced this year. In January the Faculty Senate voted to enlarge the group of library staff members having the voting privilege to include all those in professional positions. By your action on Donald Powell's request, it became definitely known that professional library staff members are entitled to apply for sabbatical leave. Our eligibility for membership in A.A.U.P. was also established during the year. Patricia Paylore's election to the Faculty Senate, and that of Donald Powell as president of the Faculty and Staff Club seemed significant to us, not simply because we know they were richly deserving, but because it reflected a heightened recognition of the library staff's role in the upbuilding of our university.

We played host in April to the Arizona State Library Association, and practically every member of the staff contributed time and energy to make the annual conference a successful affair. Six members of the staff went to Albuquerque last November for the 15th Biennial Conference of the Southwestern Library Association, of which Miss Paylore is now President. Two of us were in Chicago in February for the Midwinter Conference of the American Library Association.

The extra-curricular activities and achievements of the staff are too numerous to include here, but they are fully listed in the first appendix to this report.

Several members of the staff collaborated with me in compiling a Handbook for Faculty Members and Graduate Students, which was distributed early last fall, and evoked much favorable comment. The Arizona Bookmark with its selected lists of new library materials was published each month and distributed to faculty members. The content and form of this publication will be changed somewhat in the coming year.

#### OPERATIONAL ECONOMIES

As the Library grows larger and as the need for larger expenditures for library service is recognized, we have been soberly conscious of our obligation to increase productivity wherever possible by finding more efficient methods and procedures. This year several achievements in this direction can be cited.

I reported last year that we had decided to divert our binding work to an Arizona binder located in Phoenix. This decision has not only made possible the virtual elimination of transportation charges formerly incurred, but by the use of a four-part binding slip with snapout carbons, the time-consuming typing of bindery lists has been eliminated. Further time-and-money-saving is shortly to be effected by inserting a charge-card into the binding-slip form when it is typed, thus doing away with the necessity of separately typing a card for the location file at the Loan Desk.

Three typing operations were formerly required for each book ordered by the Library, the first two in our Acquisitions Department and the third in the Purchasing Department. The third typing was eliminated this past year by making carbon copies of book requisitions which could then simply be attached to purchase orders. A new requisition form for library books has now been designed and, when put into use late this summer, will reduce to a single typing operation the final step in book-ordering, thereby effecting considerable savings in the Library.

Certain files in the Acquisitions Department were consolidated for greater efficiency of use. In one instance, where six alphabets often had to be consulted in a single

search, consolidation and the use of signaling devices has reduced alphabet-checking by half.

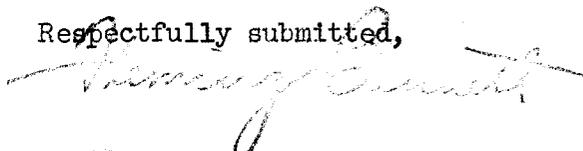
The use of form letters or postal cards on which one of several messages can simply be checked has also resulted in greater efficiency in acquisitions and exchange work. The possibility of using form communications more extensively in circulation work is being actively explored.

#### CONCLUSION

The achievements of the year have added solidly to a growing program of library service in our growing university. We are all conscious that much remains to be done and that both human and material resources in great measure must be spent before our ultimate goals can be reached; but your devoted, determined and energetic library staff will get the job done. The rate at which progress will be made depends greatly upon the provision of ampler funds, and we are confident that the quality of your support, as evidenced by a 34% increase in the Library's budget in the past three years, betokens an appreciation of the essentiality of the Library, and an understanding of what is needed fully to implement its role, in the life of the University.

I am deeply grateful to my staff for their untiring efforts and resourcefulness; to the Faculty Library Committee for their serious concern and advice about library problems; to members of the faculty for their friendly cooperation; and to you and other administrative officers for your continuing support and understanding.

Respectfully submitted,



Fleming Bennett  
Librarian

20 July 1955

Appendix A

L I B R A R Y   S T A F F

15 June 1955

Administration:

Fleming Bennett. . . . . Librarian  
Patricia P. Paylore. . . . . Assistant Librarian

Acquisitions Department:

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

Cataloging Department:

Dorothy F. Siebecker, Head of the Department  
Florence A. Emert, Catalog Librarian  
Lloyd M. Bailey, Catalog Librarian  
Elinor E. Smith, Catalog Assistant  
Mary L. Blakeley, Catalog Assistant  
Ellen A. Kirby, Catalog Clerk

Reference Department:

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

Circulation Department:

Lois G. Smith, Head of the Department  
Delores Belk, Circulation Librarian  
Minchen Strang, Circulation Assistant  
William E. Pitts, Circulation Assistant  
Martha F. Severyn, Reserve Book Room Assistant  
Frances C. Grow, Humanities Reading Room Attendant  
\* \* \* \* \*  
Edith V. Kase, Library Secretary  
Mary E. Foster, Instructor in Library Science

PROFESSIONAL ACTIVITIES OF STAFF MEMBERS

KEY TO ABBREVIATIONS USED BELOW: ACRL - Association of College and Reference Libraries; ALA - American Library Association; ASLA - Arizona State Library Association; DCC - Division of Cataloging and Classification; SWLA - Southwestern Library Association.

BALL, Phyllis - Attended Annual Conference, ASIA; Member, Resolutions Committee. Consultant to San Manuel Public Library Board.

BELK, Delores - Attended Annual Conference, ASIA- Member, Registration Committee.

BENNETT, Fleming - Member, Folklore Committee, University Coordinating Committee, University of Arizona Press Committee; Chairman (ex officio), Faculty Library Committee. Member of Council, Arizona College Association. Chairman of Local Arrangements, Annual Conference, ASIA. Attended Biennial Conference, SWLA. Attended Midwinter Conference, ALA. Member, Committee on Audio-Visual Work, ACRL. ACRL Representative on ALA Council. Publications: "Audio-Visual Services in Colleges and Universities in the United States," College and Research Libraries, January 1955; "The Current Bookmarket," Library Trends, April 1955.

COCHRANE, Virginia - Attended Biennial Conference, SWLA. Attended Annual Conference, ASLA.

FULMER, Darlene - Attended Annual Conference, ASIA; Chairman, Registration Committee.

HIGLEY, Lutie L. - Corresponding Secretary, U.A. Chapter, Phi Kappa Phi. Attended Annual Conference, ASIA; Member, Resolutions Committee and Registration Committee.

KIRBY, Ellen A. - Attended Biennial Conference, SWLA. Attended Annual Conference, ASLA; Chairman, Food and Entertainment Committee.

PAYLORE, Patricia P. - Member-at-large, Faculty Senate; Member and secretary, Committee of Eleven. Past-President, ASLA. President, SWLA (Vice-President and President-

Elect through October 1954). Attended Annual Meeting, Texas Library Assn. Attended Midwinter Conference, AIA. Talks: "Education for Librarianship in the Southwest," College Division, Texas Library Assn.; panel discussant, "Programming for Future ALA Conferences," Midwinter Conference, ALA; "The Effect of Climate and Distance on Libraries in the Arid Regions," Annual Rockefeller Conference on Mexico and the Southwest, Occidental College. Publications: "Box Car Library," Wilson Library Bulletin, March 1955; "How to Build a Fire," ibid., June 1955 (reprinted in Congressional Record, 31 May 1955). Consultant to San Manuel Public Library Board and Eloy Community Library.

PITTS, William - Attended Annual Conference, ASLA; Chairman, Room Arrangements Committee.

POWELL, Donald M. - Member, Folklore Committee; President, Faculty and Staff Club. Attended Biennial Conference, SWLA. Member, Extension Committee, SWLA; elected Chairman, Cataloging and Reference Section, SWLA. Member, Membership Committee, ACRL. Elected ACRL Representative, ALA Council. Talks: "Library Services in Northwestern Mexico and Adjacent Areas of the U.S.," Annual Rockefeller Conference on Mexico and the Southwest, Occidental College, Publications: "Current Arizona Bibliography," Arizona Quarterly, Autumn 1954 and Spring 1955.

SEVERYN, Martha - Attended Annual Conference, ASLA; Member, Registration Committee.

SIEBECKER, Dorothy - Attended Biennial Conference, SWLA. Attended Annual Conference, ASLA. DCC Representative on ALA Council.

STRANG, Minchen - Attended Annual Conference, ASLA; Member, Registration Committee.

THAYER, John E. - Attended Annual Conference, ASLA; Chairman, Publicity Committee. Elected Secretary, ASLA, April 1955.

MEMBERS OF THE FACULTY LIBRARY COMMITTEE

ROBERT W. BRETALL, Associate Professor of Philosophy  
DOROTHY V. FULLER, Assistant Professor of English  
ROBERT R. HUMPHREY, Associate Professor of Range Management  
VICTOR H. KELLEY, Professor of Education  
GEORGE A. KIERSCH, Assistant Professor of Geology  
ALBERT R. MEAD, Professor of Zoology  
RICHMOND C. NEFF, Assistant Professor of Civil Engineering  
JOHN T. SHIRER, Professor of Business Administration  
FRANCIS J. OWENS, Law Librarian (ex officio Member)  
FLEMING BENNETT, University Librarian (ex officio Chairman)

Appendix B

NOTABLE PURCHASES OF 1954-1955

Acti Horti Petropolitani, vl-31, \$153.00  
American Journal of Anatomy, vl9-28. \$72.50  
American Journal of the Medical Sciences. vl-26, ns vl-202. \$700.00  
Biologia Centrali-Americana. Insecta:  
Diptera, 3v. \$125.00  
Hymenoptera, 3v. \$100.00  
Lepidoptera-Rhopalocera, 3v. \$125.00  
Orthoptera, 2v. \$175.00  
Rhynchota. Hemiptera-Heteroptera. 2v. \$125.00  
Biological Society of Washington, Proceedings. vl-66. \$176.00  
Bourke, John G. Original ALS to Walter Allen, from Ft. Bowie, Arizona, February 17, 1886. \$25.00  
California Horticultural Society, Journal. vl-15. \$65.00  
Cortes, Jose. Memorias Sobre las Provincias del Norte de Nueva Espana. Unpublished Spanish MS. \$634.93  
Enciclopedia Cattolica. 12v. \$256.25  
Gunsight Consolidated Silver Mining Company of Arizona. Prospectus. 1881? \$20.08  
Hakluyt Society, Publications. 2d ser., 15v. \$47.46  
Hewitt, John. Ancient armour and Weapons in Europe. 3v. 1855. \$30.00

Hofstede de Groot, Cornelis. A Catalogue Raisonne of the  
 Works of the Most Eminent Dutch Painters of the 17th  
 Century. 8v. \$79.80  
 Index Londinensis to Illustrations of Flowering Plants.  
 8v. \$118.67  
 International Congress on Entomology, Proceedings, 2d,  
 4th-7th, 9th. \$144.96  
 Jahrbuch uber die Fortschritte der Mathematik, v24-68.  
 \$1,107.04  
 Journal of Animal Ecology, v2-23. \$190.00  
 McKenney, Thomas L. History of the Indian Tribes of North  
 America. 3v. \$300.00  
 Maps of Arizona and the Southwest. \$188.50  
 Medina, Jose Toribio. La Imprenta en Guadalajara; Oaxaca;  
 Veracruz. 3v. \$58.50  
 Nomenclator Animalium Generum et Subgenerum. 5v. \$181.31  
 Philippi, Rudolf Anadus. Abbildungen u. Beschreibungen  
 neuer oder Wenig Gekannter Conchylien. 3v. \$43.00  
 Polynesian Society, Journal. v38-53. \$76.00  
 Poston, Charles D. Sun Worshipers of Asia. 1877. \$8.50  
 Receuil de Travaux Chimiques des Pays-Bas, v1-48. \$701.00  
 Revue des Deux Mondes, 1852-1895. \$200.00  
 Royal Meteorological Society, London. Memoirs nos1-40.  
 \$15.00  
 --- Quarterly Journal, v45-63. \$301.80  
 Salpointe, Jean Baptiste. A Brief Sketch of the Mission of  
 San Xavier del Bac. 1880. \$25.00  
 Strutt, Joseph. A complete View of the Dress and Habits of  
 the People of England. 2v. 1796. \$50.00  
 Thieme-Becker. Allgemeines Lexikon der Bildenden Kunstler  
 von der Antike bis zur Gegenwart. 37v. \$849.57  
 Zeitschrift f. Botanik. v13-21. \$67.65  
 Zeitschrift f. Ethnologie. v.-74 and Suppl. 1-15. \$710.56  
  
 Microfilm files: Arizona Republic, September 1945-Decem-  
 ber 1954. \$1,005.18  
 New York Times, 1921-1925. \$694.16

Appendix C

STATISTICAL PRESENTATIONS

BUDGET AND EXPENDITURES<sup>1</sup>  
1954-55

Budget Category	Amount Budgeted	Amount Expended
W a g e s . . . . .	\$20,475.00 <sup>2</sup>	\$20,442.85
O f f i c e E x p e n s e . .	1,700.00	1,239.89
O p e r a t i o n		
Freight & Express . . . . .	450.00	531.98
Operational Supplied . . . . .	1,500.00	2,289.82
Binding . . . . .	11,350.00	11,862.87
R e p a i r s . . . . .	400.00	345.59
C a p i t a l		
Books and Periodicals . . . . .	49,000.00 <sup>3</sup>	48,513.11
L.C. Catalog Cards . . . . .	1,500.00	1,500.00
Equipment . . . . .	3,750.00	3,366.69
Total, Exclusive of Salaries.	\$90,125.00	\$90,092.80
Salaries . . . . .	75,775.00	75,443.74
TOTAL, Including Salaries	\$165,900.00	\$165,536.54

<sup>1</sup>Includes Law Library figures for Books and Periodicals (\$4,000 budgeted; \$4,009.66 expended) and for Binding (\$350 budgeted; \$336.40 expended) only.

<sup>2</sup>Includes \$1,475 transferred from College of Pharmacy and Departments of Chemistry and Physics.

<sup>3</sup>Includes \$250 transferred from Humanities Fund for book purchases.

GROWTH OF LIBRARY RESOURCES  
(Comparative Summary Table)

	1953-54	1954-55
NUMBER OF ITEMS AT BEGINNING OF YEAR	246,758	255,118
Purchased Items:		
General Library .....	4,447	4,736
Law Library .....	92	783
Reels of Microfilm .....	143	520
Microcards .....	.....	32
Gift or Exchange Items .....	2,065	1,674
Volumes Added Through Binding .....	2,232	2,370
Volumes Added Through Reinstatement.	53	10
Total Items Added . . . . .	9,032	10,125
Volumes Withdrawn . . . . .	672	1,011
Net Total Items Added. . . . .	8,360	9,114
NUMBER OF ITEMS AT END OF YEAR	255,118	264,232*

\*Does not include approximately 196,950 uncataloged government documents.

COMPARATIVE STATISTICS OF USE

Type of Loan	1953-54	1954-55
Home Use: Student Loans.....	50,206	56,160
Faculty Loans.....	9,134	8,797
(Total Home-use Loans).....	(59,340)	(64,957)
Building Use: Main Loan Desk .....	62,175	57,487
Reserve Book Room .....	76,375	82,138
Humanities Reading Room .....	20,508	20,968
Chemistry-Physics-Pharmacy R.R....	.....	1,175
(Total Building-use Loans). . . . .	(159,061)	(161,768)
TOTAL NUMBER OF LOANS	218,401	226,725

STATISTICS OF ACQUISITIONS WORK

1. Checking Titles Recommended by Faculty Members

Results of Bibliographic Checking	1953-54		1954-55	
	No.	%	No.	%
Not in Library: Orders placed	2665	75.6	3132	77.8
In Library; or on order.....	683	19.4	745	18.5
"Promised" by T.E. Hanley....	117	3.3	109	2.7
Unable to verify; returned for more information.....	60	1.7	39	1.0
Total Titles Checked . . . .	3525	100.0	4025	100.0

2. Success in Acquiring Titles Ordered

Result of Ordering	1953-54		1954-55	
	No.	%	No.	%
Supplied by Dealer or Publisher	2421	90.9	2831	90.4
Reported Out-of-stock or Not-yet-published.....	33	1.2	17	0.5
Out-of-print; not available in second-hand market.....	211	7.9	284	9.1
Total Titles Ordered . . . . .	2665	100.0	3132	100.0

STATISTICS OF CATALOGING

Kinds of Items Processed	1953-54	1954-55
Volumes Newly Cataloged:		
General Library.....	5,729	5,186
Law Library.....	88	96
(Total Volumes Newly Cataloged)	(5,817)	(5,282)
Additions to Items Already Cataloged:		
Continuations - General Library....	6,411	7,023
Continuations - Law Library.....	83	728
Second copies.....	458	595
(Total Additions) . . . . .	(6,952)	(8,346)
Volumes Re-classified and re-cataloged	443	897
Total Volumes Processed	13,222	14,525
Total Cards Added to Catalog	32,622	38,067
Total Number of Main Entries Made	6,098	7,514