

ANNUAL REPORT, 1963-1964

UNIVERSITY OF ARIZONA LIBRARY

Prepared by

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ANNUAL REPORT, 1963 - 1964

UNIVERSITY OF ARIZONA LIBRARY

The opening of the academic year 1963/64 found the remodeled Main Library and the new Science Division library furnished, equipped with stacks and the books transferred to new locations just one jump ahead of the incoming student body. Because of maddening delays in receipt of furniture and stacking, the "shakedown" period anticipated for the summer of 1963 carried over into the fall semester with only minor confusion attendant on the slow shift of the main bookstack. It was, however, fairly cheerfully endured by students and staff.

The public areas of the University Library are now organized as three large subject divisions - Humanities, Science, and Social Science (including U. S. documents and maps). In addition there is a General Reference area which gives card catalog information service, answers simple reference inquiries, serves as a referral point, and administers the interlibrary loan service. No important change has been made in such other services as Special Collections or the Music or Instructional Materials branches.

This major change in library service policy -- from closed stacks and formal reference reading room to a completely open divisional arrangement -- appears to have been almost as completely successful as we hoped it would be. In the Science Division library where reading and bookstack areas are adjacent throughout the building, with all books and periodicals in a single arrangement, the experience has been particularly happy and the reaction to the arrangement and to the service which it has made possible has been enthusiastic. Some inconvenience has been encountered in the Main Library where, faced as we were with the inflexible central stack area, the collections have been split between the Humanities and Social Science divisions -- designed carefully to interest the undergraduate -- and the stack where the

bulk of the collection is shelved. The confusion which this caused at first has largely disappeared after nearly a year of operation under the new conditions, but there is still some dissatisfaction with the split collections. In contrast to this minor inconvenience we happily note that no longer do we have the milling mob of disgruntled students at the loan desk, and while traffic in the stack has been heavy it has not resulted in the confusion we feared.

#### Acquisition and Organization of Materials

The flow of new materials -- books, journals, documents, micro-forms -- continues at an accelerated pace -- which is as it should be. With the Library staff assuming, for the first time, an active role in book selection we feel we have made real progress in filling gaps and in quickening the pace at which books reach the shelves. We now have subject experts on our divisional staffs; they have surveyed areas of the collections to add books we were lacking and have scanned current literature and publication announcements for ordering. We are thus often able to anticipate faculty requests and to report that a book had already been received or is on order when a faculty request is made.

While we do not feel that the faculty should, or would, surrender to the Library its traditional responsibility for constant strengthening of our holdings in fields of academic importance, we do believe that increased pressures of teaching, research and counseling leave many faculty members little time for other activities. This makes it desirable that staff members with special subject knowledge collaborate much more regularly with interested faculty members to the end that general excellence of the Library be maintained and strengthened.

A step in this direction was taken when the Head Acquisitions Librarian, Mr. Robert Poland, instituted a standing order plan for the entire output of certain major scientific publishers. The excellent results of this plan began to be evident toward the end of the academic

year as more and more books were received in advance of faculty orders. A similar plan for certain publishers in the fields of the humanities and social sciences will be in effect shortly.

During the year the Library joined the "Documents Expediter" plan. This brought us from several government agencies some very desirable report material not easily available through usual channels, notably the Cooperative Research Project reports from the Office of Education and the Daily Foreign Radio Broadcasts both of which have been put to immediate use. In January, 1963, the University Library was designated one of two regional depository libraries in Arizona for U. S. government publications. This will involve us in a little additional responsibility but will insure a permanent and "complete" collection of these invaluable publications being available to all libraries, other institutions and individuals in southern Arizona. This is a responsibility we gladly assume.

Each year the number of volumes added to the library increases in spite of ever rising costs. This year we added by purchase, binding, gift, and exchange 40,376 volumes bringing the total cataloged resources of the library to 440,875 volumes. Adding to this figure maps, U. S. documents and industrial reports brings total resources to approximately 850,000 pieces.\* At the present rate of growth library holdings should reach 1,000,000 items some time during the fiscal year 1966/67.

That so much has been accomplished by so few is a tribute to the diligence and loyalty of Mr. Poland and his hard-working staff. In the serials section we were fortunate in finding a very competent staff member to assume responsibility for this fast-growing and vital part of the acquisitions program. Much progress has been made here in the

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\* No accurate figures for our U. S. documents is available. An inventory is planned for the year 1965/66

simplification of routines and processing of a backlog of orders, gifts and exchanges.

Although Mr. Poland remarks that notable purchases seem fewer this year, major investments have gone into "bread and butter" items, some outstanding works were bought, and particular attention was given to purchase of backfiles of important runs of journals in foreign languages. Among the noteworthy books are Bell's Classical Arrangement of Fugitive Poetry, London, 1789-97; William Prynne's Histrion-Mastix, London, 1633; Sylvester Baxter's Spanish-Colonial Architecture in Mexico, Boston, 1901, ten volumes; Coussemaker's Scriptorum de Musica Medii Aevi....., Pariz 1864-76; Trattato Dell' Arte de la Pittvra of Giovanni Paolo Lomazzo, Milan, 1584; Historia General de las Indias Occidentales by Antonio de Remesal, Madrid, 1620; Descartes' Renati Descartes Principia Philosophiae, Amsterdam, 1650.

On October 1, 1963, the Library received the last shipment of 197 volumes for the collection which has been donated over the years by Mr. T. E. Hanley of Bradford, Pennsylvania. This brought the total number of books given by Mr. Hanley to 38,406. The long time generosity of Mr. Hanley in purchasing books, particularly in the fields of fine arts, drama, and general literature has enriched immeasurably our collections in these fields and has added many fine books which we might otherwise not have been able to obtain. The collection will remain a memorial to an unusual generosity.

A major acquisition at the end of the fiscal year was the Loring Campbell collection of 6,214 items relating to the American West with particular emphasis on outlaws and cattle from the private collection of Loring Campbell of Burbank, California. This important collection is presently stored in cartons waiting an opportunity for proper processing. A more complete description will be found in the next annual report.

Photo-offset printing of important library catalogs has increased greatly in recent years, and we add as many of these valuable but costly bibliographic tools as we can afford. The vast subject catalog of the Peabody Museum at Harvard was received during the year. The purchase of 53 volumes of the Bibliotheca Hispana, an index to Spanish language periodical material, notably strengthened our bibliographical resources in that area.

Following is a brief selection of backfiles of serial titles acquired during the year:

Petermanns Geographische Mitteilungen. 1855-62, 106 vols.  
Petermanns Geographische Mitteilungen. Ergaenzungshefte. 1860-1907.  
Curtis's Botanical Magazine. 1727-1844. 70 vols.  
Fossilium Catalogus. Secto 2. Plantae. 39 vols.  
Mining and Scientific Press. 1860-1902 (microfilm)  
Royal Astronomical Society, London. Memoirs. 42 vols.  
Societe Zoologique de France. Bulletin. 1876-1905. 66 vols.  
Sociological Review. 1908-62. 44 vols.  
Studien zur Englischen Philologie. 1897-1938. 94 vols.  
Akademie der Wissenschaften, Vienna. Mathematisch-Naturwissenschaftliche Klasse. Denkschriften. 1850-80. 42 vols.  
Bulletin des Sciences Mathematiques. Ser. I and II. 83 vols. (reprint)  
Journal fur die Reine und Angewandte Mathematik. 1826-58, 55 vols. (reprint)  
Les Langues Modernes. 1903-59. 53 vols.  
Revue Belge de Philologie et d'Histoire. 1922-60. 38 vols.  
Revue de Paris. 1894-1945.

A total of 7,556 gift items were received, and about 42% were retained. Local physicians, hospitals and clinics donated about 1,500 books and probably 5,000 journal pieces. Noteworthy also was the shipment of some 5,000 books and bound periodicals from the Library of the American College of Surgeons in Chicago. The medical materials have been placed in storage pending the organization of the library of the College of Medicine.

A major effort of the Catalog Department during the year was the completion of the card catalog for the Science Division library. While the bulk of the catalog was completed and useful by the time the new

library was opened, a great deal remained to be done, notably the long task of preparing analytic entries. As of July 1, 80% of the analytics have been prepared. To make sure that there are no cards missing and that holdings are up to date the shelf-list from the Main Library is being checked against the Science Division shelf-list card by card. This tedious but necessary work is nearly complete.

Mr. Evangelos Soteriades, on whose competent shoulders fell most of the responsibility for the building of the Science Division catalog, performed above and beyond the call of duty and deserves special commendation for a job well done. Most of the current maintenance of the catalog will now be taken over by the Science Division staff.

In spite of this extra heavy responsibility the Catalog Department made a good showing. It managed to catalog a total of 53,113 pieces or 9,724 more than the previous year. A total of 1,036 new serial titles was added. Because new reproduction processes enable the Library of Congress to supply more cards for older books the department had to do less "original" cataloging than formerly for the first time.

Occasional complaints are heard that it takes a long time for a book to get through the cataloging process. Those who do not understand the difficulties and intricacies of cataloging cannot see why some books should take three, four, even five months to reach the shelves as they sometimes do. However, most books move steadily through the department and all books for which there is an expressed need are cataloged promptly. A book for which there is a "rush" need can be cleared in a matter of a few hours. It should be pointed out also that the cataloging backlog which plagues so many libraries simply does not exist at the University of Arizona Library. It is a point of which Miss Dorothy Siebecker and her staff can be justifiably proud.

The entire card catalog in the Main Library was shifted in August 1963 when eight new card cases were added. The work progressed

smoothly and was completed in about a week. Refiling cards in a more nearly straight alphabetical sequence has been considered, but it seems advisable to wait for the pending revision of the AIA filing rules before taking action. Purchase of a new A.B. Dick offset machine has noticeably speeded the reproduction of cards typed by the department. The department processed a total of 55, 194 volumes (this includes 2,081 items recataloged and reclassified) and added 141,452 cards to the catalog during the year.

### Public Services

As indicated earlier public services have been reorganized into three subject divisions: Humanities and Fine Arts, Social Science which includes U. S. government publications and maps, and Science. Each division is staffed by librarians with special subject knowledge: Mr. Sparks, Humanities Division Chief, has a broad literary background; Mrs. Higley has background in social science which has long been her field of chief interest; Mrs. Patterson has background and experience in anthropology; Miss Miller in the Science Division is a trained physical therapist; Miss Glock is a graduate home economist. The General Reference area -- card catalog, general bibliography and library catalogs, biography encyclopedias -- and the Loan Division are included among public services.

It is clear in the reports from the division heads that satisfaction and pleasure with better service made possible through the remodeling and new building is fairly general on the part of staff and students. With our increased public service staff we have been able to undertake many kinds of service we have not been able to offer previously. Participation in the book selection program has been mentioned above. The report of the Science Division mentions the weekly accessions list, routing of Technical Abstract Bulletin, ordering of government research reports, and the rapid expansion of the report files. The Social Science Division report mentions increased assistance

to faculty in the checking of bibliographies, the expansion of the pamphlet collection and greatly increased teaching both informally and in groups which have asked for lectures and/or library tours. A special project undertaken in this Division was the development of a series of color slides with accompanying taped lecture worked out for use by the College of Education. A film on library use is planned. The report of the Chief Humanities Librarian mentions the large vertical file of art catalogs which has been amassed, the annotated book list, The Folio, issued occasionally by the Division, and greatly strengthened cooperation between the staff and the faculty.

The Map division in its attractively remodeled quarters on the third floor continued to expand its collections and services. The addition of 3,400 new maps brought our total holdings to 59,129 sheets. Atlases and related books total 272 volumes. Use of the collection was much greater than ever before partly because of added space and partly because we have a light table and drafting table for map makers. The final accolade was bestowed by Mr. William Briesemeister of the American Geographical Society who declared that we now have one of the better university library map facilities in the country.

Reference has already been made to our status as a regional depository for U. S. government publications. Location of the reference and working area for the documents collection adjacent to the Social Science divisional service area has been a great advantage. Close subject relationship almost demands proximity for good service, and service librarians in each area need some "expertise" in each other's fields in order to be able to function smoothly. This is particularly necessary in work with U. S. documents since library users usually require instruction and indoctrination into the special indexes needed for locating material.

The unusually high total of 25,894 documents received this past year included 14,400 Atomic Energy Commission microcards added to our

deposit. The project of binding as many of these documents as possible has proceeded rapidly, and the collection is in far better physical condition, and far less crowded than it ever has been before.

It is clear that this has been a year of experimentation, of growth and of settling in to the new pattern of service, but it has been a year full of satisfaction in giving broader and stronger service to the students, faculty and staff.

Reference statistics are at best a weak indication of service; they can indicate a certain amount of busyness but can give almost no indication of quality. For what it is worth, however, the staff dealt with 32,500 inquiries at public service desks in the Main Library and in the Science Division. This is not a startling increase over the approximately 25,000 recorded the year before, but it should be recalled that building conditions definitely discouraged library use during the summer of 1963 and that service was at a virtual standstill for a month before the opening of the fall session.

By far the greatest number of inquiries is received at the Information Desk in the General Reference area. This we had expected, and it is by giving assistance here with the card catalog, answering directional questions and giving elementary library instruction that we have freed the subject divisional staffs for more specialized work.

Circulation of library materials for home use rose from 186,982 in the year 1963/64 to 217,202 during the current year. Circulation from the Science Division accounted for nearly 50,000 pieces. Because we no longer page books from the stack, the Loan Desk in the Main Library was able to handle 161,000 transactions with far greater efficiency and with far less confusion than formerly. It has been, as the department head reports, an extremely pleasant change for the staff.

Interlibrary lending continued to grow. Once more we loaned more than we borrowed. We received 1721 books and photoprints and

sent out 2,121 books and photoprints. This is certainly some indication of growing strengths of which other libraries are aware. It seems likely that this trend will continue. A problem which continues to vex us in this connection is the reluctance of academic libraries to lend journals and their substitution of photocopy for direct loan. Somewhat unwillingly we have been forced to go along with this policy as far as our own lending is concerned. This involves us in the complicated business of bookkeeping and paying for photocopies. Since it has been customary for the borrower to pay for the cost of a loan, this sometimes places a rather heavy financial strain on graduate students, and on some others who can not always afford this sometimes expensive work. It raises the question whether it is the responsibility of the University and the Library to underwrite the cost of these materials needed for doctoral and faculty research materials which we cannot supply from our own collections. This is a problem we hope to study, and possibly resolve during the coming year.

Establishment of security control check points at the entrances of both library buildings has, we believe, cut down on our loss of materials (for the first time in many years we have been able to keep complete sets of encyclopedias on the shelves) however we find the problem of mutilation, particularly of heavy used volumes of general periodicals, increasingly worrisome. We are not alone in this predicament; it seems to be part of a nation wide pattern caused by the pressure of increased enrollments on limited supplies of books.

As we had expected there is also a marked increase in the number of searches which have to be made for books which patrons are unable to find. Many of these are on the shelves in their correct location; however, many are also caused by delays in getting books back to the shelves and initial unfamiliarity with the open stack system.

In December the Instructional Materials Library was moved from its old location to new quarters on the second floor of the recently

completed College of Education building. It is an attractive and functional room but unfortunately so limited in space that growth of the collections will pose a serious space problem within twenty-four months. Unfortunately, too, no additional seating space was added, and already there are times when the student-teacher cannot find a seat at which he or she can scan and select materials for class projects. A willing and cheerful staff, however, has greatly helped to mitigate some of these problems.

In the Music Library 1,068 bound scores were added to the collections and 1,138 recordings were purchased. Emphasis continues to be placed on acquiring the "monumental" editions of the works of outstanding composers; 56 of these have been purchased since 1960. Effort has also been made to strengthen the collection of music periodicals which are housed in the Main Library. The Music Library itself now houses a collection of 35,557 pieces including bound scores, records, tapes, sheet music and teaching materials.

A great deal of care has gone into building the catalog of the music materials over the past few years in order to make it both accurate and useful to students and faculty. Noteworthy is the detail with which the recordings are cataloged.

The Music Library operates under a space handicap at least equal to if not greater than that of Instructional Materials. Crowded shelves, lack of private work space which makes for noisy conditions, cramped reader space are commented on in the report of Miss Elsie Phillips, Music Librarian, and are immediately apparent to anyone who walks into the library room which, nevertheless, somehow manages to maintain an atmosphere of calm and efficiency.

The Special Collections Division at last moved into an appropriate home on the remodeled third floor of the main building in a handsomely furnished reading room with beautiful views of Tucson's surrounding

mountains and with an adjacent two-floor stack area. Unfortunately special heat and humidity controls necessary to the preservation of rare books and manuscripts such as are being acquired in increasing quantity were not installed. Some provision for this remains to be worked out with the Physical Plant in the near future. Unhappily, too, a bad leak developed in the roof where the addition adjoins the old building; this has been the cause of considerable anxiety.

Many distinguished items were added to the collection, some of which have already been enumerated. The purchase of collections of Frank Schilling on military posts in Arizona and of Maurice Fulton on territorial New Mexico added to our strength in Southwestern holdings. Additional materials were also purchased to add to our already extensive collections on the Jacobs family, early Tucson merchants and bankers. Papers, scrapbooks and other memorabilia of the famous early Southwest author, editor, and librarian, Charles Fletcher Lummis and of his wife, Frances Douglas, translator of contemporary Spanish literature, were also added to our collections. Many gifts from individuals and from campus offices were added.

The growing importance of the Special Collections division is reflected in the greatly increased use recorded during the year. Total circulation rose by more than 50%. Yet, this does not indicate the vast number of pieces of material used by persons doing intensive research. The Twin Buttes papers were consulted extensively by Mr. James Murphy who wrote two lengthy and interesting articles on the old Tucson to Twin Buttes railroad. Noted anthropologist Leslie Wyman made use of the papers of Father Berard Haile in preparation for the publication of Haile's Blessingway to be issued by the University Press. Roy Morey consulted state documents in connection with his doctoral dissertation on the role of the office of governor in Arizona and the San Rafael Cattle Company papers were studied for similar reason.

The activities of the Field Historian, Mr. John D. Gilchriese, continued to enrich our collections with manuscript and related materials

on Arizona and the Southwest. Only a few of these can be enumerated here: 37 volumes of accounts, and assay reports of Hugo Miller of Nogales, former owner of the Ruby mines; 43 account books, ledgers, abstracts and other records of the Chiricahua Cattle Company and the Empire Ranch, donated by Mr. Frank Boice of Sonoita; letters of Brigham Young to Lot Smith and other leaders of the Mormon Church concerning affairs of the church in Utah and Arizona Territory donated by Mr. and Mrs. Al Smith and Dr. D. W. Melick; a very large collection of letters, records and account books dealing with the cattle, mining and timber industry of northern Arizona, donated by Mr. and Mrs. Tom Pollock of Flagstaff; Mr. Don Perceval donated 1052 photographs and 917 negatives dealing with Arizona and the West.

During the spring the first sixteen television programs in a series. The Western Round Table, were broadcast over the University station KUAT. These were produced under the supervision of the Field Historian and covered such topics as The American West as a Field of Study, The Spanish Borderlands, Literature in the American West, Art in the American West, and Charles Fletcher Lummis. They brought to viewers not only specialists on the University faculty but experts from Arizona and elsewhere such as Lawrence Clark Powell, Don Perceval and Dudley Gordon. Reading lists which proved surprisingly popular were compiled to accompany many of the telecasts.

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Ten new staff positions were approved for the fiscal year and various internal changes were made in staff assignments in order to adjust to our new patterns of service. Most of the new positions were for public service personnel in the subject divisional areas. Even so we discovered very early that the Science Division staff was very small, and many services and routines we had hoped to develop had to be simplified or deferred pending an increase in staff. Approval of an additional professional position and an increase in the wages allotment for the coming year will very considerably ease this situation.

Some difficulty has been experienced in filling vacancies with qualified persons. For the most part we have been fortunate ultimately, but we had to wait six months before filling the position of Serials Librarian -- we are glad that we did -- and at the present writing the position of Catalog Librarian (Asian materials) goes unfilled because we have been unable to find a trained librarian with oriental language facility who is a citizen and who will accept the salary offered.

Mrs. Margaret A. Edwards, former Coordinator of Work with Young People of the Enoch Pratt Free Library, Baltimore, was Visiting Librarian in the Instructional Materials Library for the spring semester. In addition to teaching a course in Literature for Adolescents Mrs. Edwards counselled students and assisted Miss Moore in development of the children's literature collections.

As has been indicated above we feel after a year's experience that the reorganization of the University Library system of an open shelf, subject divisional plan with almost all materials concentrated in two large buildings has been a wise one that has yielded good results in service and satisfaction. We would be remiss, however, not to point out that consideration of the Library's future raises some problems of rather grave concern. These have not to do with the collections which have been well supported and are approaching real strength in many vital areas -- a fact which visiting scholars often point out to us with delight or surprise.

The completely open new Science Division Library has proved to be a very liveable and functional building with one or two very minor exceptions -- particularly from the standpoint of service and reader accommodations. Shelf space, however, is limited. Within five years or less, empty space will almost certainly be exhausted and we will be faced with the problem of placing books on the floors, in improvised locations, or retiring part of the collection to storage areas from which we have so recently withdrawn them.

Removal of science books from the Main Library stacks has given us growth space for the book collections for possibly five but not more than ten years. It is study space, however, which poses the most serious problem in the growing University. We have just 1,300 seats for 18,000 students. This is 500 seats short of the absolute recommended minimum of 10%. On some evenings there is almost literally not a seat to be found in the Main Library. Longer Library hours -- we are open week nights until midnight and during examination periods until 1 a.m. -- do not do much to relieve this situation, nor will the addition of some fifty study tables for which we still have room in the Science Division.

We hope that these conditions, along with similar conditions in the Music and Instructional Materials branches, and which we realize we are not alone in facing on the campus, will be taken into consideration in planning for future expansion.

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Statistics covering the year's work will be found in Appendix B, p. 19.

Appendix A

PROFESSIONAL ACTIVITIES OF STAFF MEMBERS

MILLER, Miriam E.:

Member, Medical Library Association and attended annual meeting,  
San Francisco

PAYLORE, Patricia:

Member, University Faculty Senate  
Member, University Committee of Eleven (Chairman)  
Member, University Arizona-Sonora Committee (Secretary)  
Member, Steering Committee Western Round Table  
Member, Faculty Library Committee, September 1963-June 1964  
(Chairman, ex officio)  
Member, by invitation of the President, Advisory Council,  
February-June 1964  
Sponsor, Paylore Undergraduate Book Collection Award  
Member, Executive Committee, Fifth Annual Arizona Historical  
Convention, and Chairman of one of the General Sessions,  
Prescott, May 1964  
Member, Book Award Committee, Southwestern Library Association  
Member, Executive Board, Arizona State Library Association, and  
recipient of the Association's "Librarian of the Year"  
Award, 1964  
Member of the Council of the American Library Association, and  
attended the Midwinter meetings of the Council, Chicago,  
January 1964  
Addressed the Second Annual Conference on Library Education for  
Arizona, sponsored by Arizona State University, Scotts-  
dale, December 27, 1963  
Panel member for two sessions, Academic Symposium on Prescott  
College, Camelback Inn, Phoenix, November 8-9, 1963  
Affiliations: Phi Kappa Phi, American Association of University  
Professors, Arizona Pioneers' Historical Society

PHILLIPS, Elsie A.:

Attended Music Library Workshop, Eastman School of Music,  
Rochester, N. Y., July 1963  
Secretary-Treasurer, Special Libraries Division of the Arizona  
State Library Association, and participated as modera-  
tor of a panel discussion at the annual meeting of  
that organization, Tucson, April 1964

POLAND, Robert R.:

President, College and University Libraries Division of the Arizona State Library Association, and planned the program of that Division for its annual conference, Tucson, April 1964

Appointed Editor of the Association's official publication, The Arizona Librarian, May 1964

POWELL, Donald M.:

Member, University Faculty Senate

Member, University Folklore Committee

Member, Executive Committee, Fifth Annual Arizona Historical Convention, and attended meeting in Prescott, May 1964

Member, Governor's Historical Advisory Committee, and attended its meetings throughout the year

Compiler of indexes for several University of Arizona Press publications

Contributed his regular "Current Arizona Bibliography" to two issues of Arizona Quarterly

Affiliations: Phi Kappa Phi, Arizona Pioneers' Historical Society

Prepared ten annotated reading lists based on the Western Round Table series (which have been so widely distributed, by request, that we have had to reprint several)

Member, Steering Committee, Western Round Table

U N I V E R S I T Y   L I B R A R Y   C O M M I T T E E

ONNIE M. HARTSELL, Professor of Music

CURTIS B. MERRITT, Professor of Education

AARON G. NELSON, Professor of Agricultural Economics

PATRICIA P. PAYLORE, Acting University Librarian (Chairman)

THOMAS J. TORMEY, Law Librarian (ex officio member)

HENRY TUCKER, Professor of Systems Engineering

CHARLES F. WALLRAFF, Professor of Philosophy and Head of the Department

ALBERT B. WEAVER, Professor of Physics; Head of the Department; Associate  
Dean, College of Liberal Arts

KENNETH F. WERTMAN, Professor of Microbiology and Head of the Department  
of Microbiology and Medical Technology

JOHN H. WIELAND, Professor of Marketing

Statistics, Appendix B  
 STATISTICS OF BOOK RESOURCES

	1962/63	1963/64
NUMBER OF ITEMS AT BEGINNING OF YEAR-----	370,450	402,483
Purchased Items:		
General Library .....	20,050	27,180
Law Library.....	1,643	1,422
Microfilm reels .....	506	594
Microcard and Microfiche sets .....	106	172
Gifts and Exchanges .....	4,867	4,441
Volumes Added by Binding .....	5,674	6,548
Withdrawn Volumes Reinstated .....	34	19
Total Items added .....	32,850	40,376
Volumes Withdrawn .....	817	1,984
Net Total Items Added .....	32,033	38,392
NUMBER OF ITEMS AT END OF YEAR -----	402,483	440,875

GROWTH OF OTHER LIBRARY RESOURCES

Number of Items at Beginning of Year .....	366,460	383,345
Number of Items Withdrawn During Year .....	784	192
	<u>365,676</u>	<u>383,153</u>
Additions: Government Documents (Regular Deposits)	7,472	9,012
A.E.C. Reports .....	7,252	16,409
N.A.S.A. Reports .....		473
Exchanges .....		197
Industrial Research Reports .....		2,400
Maps (cataloged) .....	2,945	3,400
TOTAL AT END OF YEAR -----	383,345	415,044
GRAND TOTAL, ALL LIBRARY MATERIALS -----	785,828	855,919

COMPARATIVE STATISTICS OF LIBRARY USE

Type of Loan	1962/63	1963/64
HOME USE: Main Loan Desk .....	180,968	161,116
Science Loan Desk .....		49,600
Music Loan Desk .....	3,802	4,365
Interlibrary Loans .....	<u>2,212</u>	<u>2,121*</u>
Home Use Total -----	186,982	217,202
BUILDING USE: Main Loan Desk .....	80,805	
Main Library Reserve .....	110,955	91,445
Science Reserve .....		12,700
Music Reserve .....	4,365	4,611
Instructional Materials .....	46,425	46,644
Special Collections .....	<u>4,032</u>	<u>6,732</u>
Building Use Total -----	246,582	162,132
TOTAL NUMBER OF LOANS -----	433,564	379,334

\* Includes photocopy provided in lieu of loan.

COMPARATIVE STATISTICS OF CATALOGING

Kinds of Items Processed	1962/63	1963/64
VOLUMES NEWLY CATALOGED:		
General Library .....	22,234	26,944
Law Library .....	498	398
(Total volumes newly cataloged)---	<u>22,732</u>	<u>27,342</u>
ADDITIONS TO ITEMS ALREADY CATALOGED:		
Continuations, General Library .....	18,008	22,091
Continuations, Law Library .....	733	1,213
Second copies .....	<u>1,916</u>	<u>2,467</u>
(Total Additions) -----	20,657	25,771
VOLUMES RE-CLASSIFIED AND RE-CATALOGED .....	4,886	2,081
TOTAL VOLUMES PROCESSED .....	48,275	55,194
TOTAL CARDS ADDED TO CATALOG -----	122,698	141,452

ANNUAL REPORT - SCIENCE LIBRARY

1963 - 1964

The new Science Library opened for business September 16, 1963. The opening was preceded by a month of feverish activity during which the books were moved from the Main Library as fast as the crews could erect the sadly delayed shelving.

Furniture - also delayed - arrived during this month and had to be uncrated, assembled and put in place. The entire staff labored above and beyond the call of duty to make the building ready for the resumption of classes.

There seems little doubt that the new library is a resounding success as far as most of the faculty and students are concerned. Of course there have been occasional wails of anguish - particularly over the more stringent control of periodicals, but the common reaction is of pleasure and delight not only with the sparkling and pleasant new building but the openness of the arrangement, the proximity of books and study areas and the willing service of the staff.

No building is perfect. This one is no exception. It may be worth recording here the major mistakes we find. There is inadequate office space and that space is inflexible. We shall really be in a bind for staff space in a year or two. Arrangement of offices is also poor; too many of them are tempting passageways. The space for the card catalog was not well planned. It was necessary to place the catalog in the lobby, detracting somewhat from the appearance of the lobby. Telephone booths in the reading areas are noisy. Many more small study rooms would be use. On the whole, however, the building seems to work well and has attracted considerable favorable comment.

The Science Library is primarily a service unit and emphasis has been put on services to faculty and staff. Such things as a weekly accessions list, routing of Technical Abstract Bulletin, rapid expansion of the industrial report files, have been undertaken to provide better and broader service to faculty and students.

In a year of experiment and a small staff, certain tasks were undertaken which had to be abandoned and arrangements of facilities and services were altered as change seemed advisable. It was found impossible to maintain a current serials checking file with a small staff, desirable as this may be. This information however is

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never farther than the nearest telephone during the daytime. The card catalog proved difficult to locate and it was necessary to move it several times before satisfactory location and arrangement was found; even now it is rather distant from the main reference point. The location of the documents shelf list and several other files was changed during the year. The use of the office connecting the catalog area and reference room as a station for the reference librarian proved less than satisfactory and the reference desk has been shifted to the open reference area.

Processing of reports has consumed considerable time. For this Miss Miller has had primary responsibility. There are presently nearly 2500 reports in the file. New reports are received constantly (we get all of certain series such as those from Jet Propulsion Lab) and there is a considerable but not serious backlog.

The card catalog was in a state of workable completion for monographs and main series when the library opened. Most of the work during the year has consisted of filing, checking, revising and adding thousands of analytics. Mr. Soteriades, who has directed the science catalog project for a year and a half, deserves a halo of commendation for heroic performance above and beyond the call of duty. It is only by reason of his long hours of work and unfailing persistence that it is possible to report that the catalog is now virtually complete.

Staff members have regularly scanned dozens of periodicals, especially for reviews of new books. The staff has taken the initiative in acquisitions and has purchased heavily especially to fill in gaps. At some future date it would be advisable to make a systematic survey of science strengths and weaknesses with an eye to remedying the latter.

Between mid September 1963 and June 30, 1964 a total of 8,600 inquiries were recorded at the reference desk. This represents a very considerable amount of assistance to library users but is no measure of time or quality of work involved. This is a staff's most important function and is the one least possible to measure and evaluate. It only can be hoped that in this vital area of its service, the Science Library is achieving success.

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Circulation statistics reveal that 49,600 volumes were loaned for use outside the library and 12,700 reserve book transactions were made. This latter figure does not represent the true total as no count of reserve book loans was made in September and October.

Loan desk personnel are responsible for shelving and shelf maintenance. The superior performance of this task should be noted here. It contributes greatly to the neat and orderly appearance of the Science Library.

It is unfortunate that in the initial year of experiment and adaptation staffing difficulties have plagued the library. Fortunately they have not affected the chief services - reader assistance, acquisitions, but certain desirable additional services and projects could not be undertaken or pursued successfully. With an augmented staff in the coming year the pressures of the past year should be eased considerably.

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