

ANNUAL REPORT
OF THE
UNIVERSITY LIBRARIAN
TO THE
PRESIDENT
FOR THE
1972 - 1973 YEAR

UNIVERSITY OF ARIZONA LIBRARY

TUCSON, ARIZONA

I. SUMMARY

With the possible exception of the Physical Resources Division, the University Library is undoubtedly the most complex unit on the University Campus. Because of its complexity, even the most selective annual report bulks large. Appended to my brief annual report are the equally brief annual reports of department heads within the library. In these appendices will be found all the data typically required to maintain on-going records of growth and activity. A summary data sheet is provided at the end of this report for quick reference.

In addition to the information in the appended departmental reports, I could provide details of generalized, but significant, library activity. For the first time this year the library has made its resources available to all residents of the State of Arizona. It has also significantly expanded its cooperative activities with other libraries in the state. It has implemented some of the recommendations in the Swank Survey and has others in process, and it has established new programs to make library and information services more generally available to all patrons as well as initiating new programs which will ultimately help us attain this same goal. However, putting these important matters aside, it seems to me more appropriate that this summary report should focus on the element which has been the theme of library operations this year: administrative change.

Obviously my appointment as University Librarian, officially effective 1 August 1972, has had some effect on administrative changes in the library. However, not all the changes to be noted below can be attributed to my appointment. There have been voluntary resignations and requests for transfer, and there have been vacancies created in the normal course of operations which have provided a chance to make new appointments. Whether all of the administrative changes were "good" for the library, only time will tell.

After many months of work by an advisory committee during 1972/1973, a new Associate Librarian for Administration was appointed on July 1, 1973. This position, badly needed to help the other library administrators with burgeoning personnel problems and records as well as an ever more detailed library budget and operations picture, will also help provide time on the part of all administrators for better planning and more active analysis of current operations.

Prior to the appointment of the new Associate Librarian, three other changes occurred in the top administration of the library:

1. The position of Assistant Librarian for Public Services was vacated and has been left vacant in order to allow the public services department heads to experiment with group decision making.
2. The position formerly titled Assistant Librarian for Branch Collections was completely eliminated in order to put all the branch library operations on an equal basis with other public services desks.

3. The position formerly titled simply Associate University Librarian had the designator "for Collections" added to it bringing together in one person a coordinator for activities in collection development as well as placing responsibility in one place for editorial and publishing activity in which the library is involved.

Early in the year an unpleasant forced termination in the Fine Arts Department created a serious staffing problem in that area. At the same time the recognized understaffing of the General Reference Department caused me to analyze the operation of and finally to eliminate the Fine Arts Department. The Chief Fine Arts Librarian became the new Chief General Reference Librarian and one other full-time member of the Fine Arts Department was transferred to General Reference. During the year other library departments also found themselves with new department heads. The untimely death last spring of Mr. John Thayer left a vacancy in social sciences which has been filled since September by Mrs. Lutie Higley, formerly Assistant Librarian for Public Services. Also, late in the year, the former Chief Serials Librarian was given responsibility for cataloging of all serial publications and the new Chief Serials Librarian was promoted from within the Serials Department. This change was announced earlier in the year with an effective date of 1 July 1973. The same effective date applied to Mr. Donald Powell's appointment as Acting Chief Special Collections Librarian.

At the close of the year two department chiefs resigned: In June a Selection Advisory Committee began its work of soliciting applications and evaluating submitted paperwork on persons to fill the Chief Humanities position. The Chief of Photocopy Services position, on the other hand, will not be filled at the same level because the large microfilming projects of the past have dwindled to a volume inadequate to justify the microfilming operation. The Chief of Photocopy Services had been scheduled to assume responsibility for a new department of Shipping and Receiving in the Main Library building. The position of Shipping and Receiving Manager will be filled during the 1974 fiscal year.

Finally, during the year the Interlibrary Loan Section of the General Reference Department was established as a full-scale autonomous departmental operation. No staffing changes were made. A similar change in status made the U. S. Government Documents Section of the Social Science Department into a separate department. Again, without staffing changes. And while it had long been established as a separate entity, the microforms area of the library was given full staffing for the first time in many years.

I consider this section of the annual report a kind of interim progress report, but the progress has been of the type known as brush fire administration. Each of the changes listed above occurred in a very real sense "in isolation." If there is an organizational pattern or even a specific pattern-of-change in the preceding paragraphs, I fail to discern it. The library is still groping, as are most large university libraries at this point in history, for an organizational pattern which is suitable both for the library and for its users. It would be foolhardy of me to predict

what may develop at the University of Arizona. No matter what that pattern is, if it is to be successful it must be worked out with the involvement of all interested library employees, and in any event a new main library building less than three years in the future will change us dramatically.

II. MAJOR STRENGTHS

A library is essentially a building, or buildings, and other facilities, a collection of information sources, and a staff to arrange, maintain, and interpret that collection. It is pointless to argue which of the three elements is more important; all are essential in one way or another, and all must be present if the library is to be strong. But the real strength of a library organization must ultimately rest in its people.

During the 1973 fiscal year the administrative changes mentioned in the first section of this report, while they were intended to strengthen the ability of the staff, must also be recognized as a burden. In addition to these changes there were some routine and not-so-routine resignations and changes at the operational level (i.e., below department head level). Despite this instability and the additional workload created by vacant positions, the staff responded with a remarkable resiliency. The library office received many letters during the year praising both individuals and entire departments for their efforts. Despite new programs, new procedures and short staff, the cataloging department actually reduced what was already an insignificant backlog of unprocessed materials. When a special \$300,000 acquisitions fund was made available by the President's Office, the acquisitions staff, without additional help, was able to place orders encumbering the entire amount in less than 60 days. These and dozens of other instances could be listed which demonstrate the real strength of the library staff in terms of ability, training, and attitude.

Factors involved in the high morale level are:

1. The obvious commitment of the University Administration to develop a truly fine library.
2. The prospect of a new critically needed main library building.
3. The first positive signs that a campus-wide non-discriminatory personnel policy is being developed.

The professional library staff is currently engaged in developing a more democratized or collegial structure to help govern itself and to help control the quality of librarians who are hired in the future and maintained in professional library positions. When completed and adopted, there will be a constitution and a set of bylaws for the professional librarians (library faculty) and there will be guidelines for appointment, promotion, and tenure. All of these things will naturally affect, in a positive way, the strength of the staff in future years.

In general, I believe it is fair to say the staff is already strong. It is going to get even better.

III. MAJOR LIMITATIONS

Many elements limit the ability of the library to perform its information collection and dissemination role. Virtually every library problem will receive some attention during the coming year, but those things which are bound to be most directly in the focus of attention are:

1. The ratio of professional to non-professional staff. This ratio has traditionally and statistically been thought to be ideal when maintained at about 3.5 non-professionals to each professional. Our ratio of approximately 2 to 1 is hopelessly inadequate, especially in technical services areas where a large amount of clerical work must be completed, and currently that work is often done by very high-priced professional help.
2. After one year on this campus I believe it is vital that plans be immediately made for provision of some kind of fine arts and architecture library service in the northwest corner of campus. When the new main library building is completed, the one mile round trip from the various fine arts and architecture buildings to the library will have caused such a reduction in service to those departments and colleges that the effect will be the same as eliminating those parts of the library collections. This will force the development of "bootleg" departmental libraries at a cost to the University which will be much higher than would be a single combined fine arts and architecture branch operation.

Since the current main library building has apparently been dedicated entirely to the future use of anthropology and the State Museum, some alternative must be found:

- a. Creation of a separate fine arts and architecture library building. I recommend as a location the parking lot south of the current architecture building or some other northwest campus location.
- b. Conversion of a portion of the current main library building into a fine arts library.
- c. Conversion of the museum part of the current anthropology building into a fine arts library.

Obviously a fourth possibility would be establishment of individual branch collections in specific subject areas (art, drama, music, architecture, etc.) but this alternative seems too expensive to consider.

Alternative "a" is ideal. I recognize it as a long-range goal and therefore not a solution to the problem which will occur in less than three years when the main library building is completed. Alternative "b" has been proposed previously but apparently is

unacceptable because of the pressure for the use of the current main library building for other campus departments. Alternative "c" has some obvious advantages, and since the building is already laid out as a museum, it would require only minor modification to be converted into a library. This is a preliminary recommendation. I have made no measurements, looked at no floor plans or taken any other action to push this proposal forward. I hope the administration will give me approval to pursue this concept further and provide a specific proposal during the 1974 fiscal year.

3. Arizona, specifically Tucson, is about as professionally isolated as any academic setting can be. Our contact with other university libraries is severely limited by geography! Only a vastly increased out-of-state travel budget can help remedy this situation.
4. The continuing split of the collections between Library of Congress and Dewey classification systems drives librarians and non-librarians alike to frustrated fits of anger. Without the addition of a huge number of staff members for a crash reclassification project, only time and our slow reclassification process can solve this problem.
5. We have still not found adequate ways to involve the faculty and the student body in determining how our collections shall be built and what programs and projects are most needed by our users.
6. Related to number five is the continuing inadequacy of the library's attempt to orient new students and faculty to library resources. Video-taped programs and the possibility of a required course in the English Department are being developed or considered as partial remedies.
7. Management data is still inadequate. Even to provide appropriate statistics on library use would cost far more in either people or computer time than we can possibly afford with our current budget. Also, the statistical data available through the University's business office continues to be inadequate for proper planning. Of all the limitations we face, this one is perhaps the most pervasive, but it also appears to be the one area where excellent progress is being made.

I believe it is obvious that items one and two above are far and away more important to the operation of the library system than are the remaining five. On the other hand, all seven will have a significant long-range impact on library services at the University of Arizona. Efforts to improve in any one of these areas should not be allowed to hold back efforts to improve the situation in the others.

IV. FUTURE PLANS

A major effort will be made during the coming year to overcome the limitations mentioned in section III. In addition, however, three areas of library operation must receive significant attention in order to develop long-range plans.

1. Systems analysis and automation. The library must eventually have a staff specifically for systems analysis, long-range planning and automation. The cost of employing human beings continues to rise at a fantastic rate while machine and computer costs, per time segment or operation, are actually dropping. In any case new organizational patterns, streamlined work methods, etc., are not being developed fast enough to compensate for rising expenses. A systems and planning staff will save its own salary and other costs many times over in the long-run of library operations.
2. New main library building. The program for the new main library building was done on a rush basis. Between now and the time the new building opens, the entire library staff will be involved in refining the plans. Also, planned into the new main library building are areas of service which do not exist in the present library. For each of these, the details of staffing, floor plans, furniture and equipment lists, etc., must be worked out during the next 24 months.
3. Availability of resources. The library will make a significant effort in the year ahead to make all potential users aware of the resources of the University Library system. We plan to publish guides to various collections, to encourage use of the library system by students and faculty not presently accustomed to using it, and to encourage library use by citizens of the State of Arizona who are not necessarily a part of the immediate University community.

APPENDIX A

BOOK RESOURCE STATISTICS

	<u>1971/72</u>	<u>Added 1972/73</u>	<u>Total</u>
Bound Volumes	764,035	45,082	
Serial Parts		<u>23,090</u>	
		71,082	
Withdrawals		<u>-3,241</u>	
		67,841	831,876
Government Documents	512,268		
Depository		29,249	
Non-Depository		<u>8,943</u>	
		38,192	550,460
Non-Bound Holdings	520,980		
Microfilm Reels		1,561	
Microfiche		2,514	
Maps		<u>6,245</u>	
		10,440	531,420
Phono Records		1,203	1,203
Total Cataloged Holdings			1,914,959
Uncataloged Microforms	277,365	58,952	232,317
			2,147,276
	TOTAL HOLDINGS		

APPENDIX B
CATALOGING STATISTICS

	<u>1972/73</u>	
Main Entries Made:		
Catalog	32,045	
Serials	3,631	
Original Studies	3,327	
	<u>Original</u>	<u>Printed</u>
Cards Added, Main Catalog:		
Catalog	116,441	198,429
Serials	35,671	49,945
TOTAL	421,589	
Reclassifications:		
Periodicals (titles)	1,226	
Serials (titles)	681	
Monographs (titles)	1,756	

APPENDIX C
LIBRARY USE STATISTICS

	<u>1971/72</u>	<u>1972/73</u>
Home Use:		
Main Loan Desk	173,590	282,566
Science Loan Desk	176,693	
Music Loan Desk	25,502	24,510
Map Collection	4,542	6,818
Instructional Materials Collection	<u>53,766</u>	<u>58,709</u>
Subtotal	431,993	372,603
Building Use:		
Main Library Reserve	175,779	70,785
Science Library Reserve	24,447	26,570
Liberal Arts Reserve	22,105	--- a
Music Reserve	52,208	50,147
Instructional Materials Reserve	9,872	12,890
Special Collections	7,683	7,870
Map Collection	15,886	23,240
Library Science	1,853	--- b
Oriental Studies	<u>3,219</u>	<u>2,810</u>
TOTAL	745,026	566,915

a. Service discontinued.

b. Records not kept.

APPENDIX D
SPECIAL USE STATISTICS

	<u>1971/72</u>	<u>1972/73</u>
Reference Inquiries Answered:		
General Reference	43,696	39,484
Humanities	14,211	18,213
Fine Arts	6,509	5,576 ^a
Social Science	8,350	7,948
Documents	3,282	4,357
Science	14,829	15,194
Instructional Materials		
Maps	3,145	6,079
Music	3,705	4,714
Oriental Studies	<u>1,750</u>	<u>1,095</u>
TOTAL	123,099	102,678
Interlibrary Loan:		
Borrowed	1,443	2,415
Loaned	<u>2,877</u>	<u>3,442</u>
TOTAL	4,320	5,857
Photographic Services:		
Microfilming	46,000 ft.	31,800 ft. ^b
Xerox Copies Produced	890,756	558,548

a. Discontinued as service December 1972.

b. Does not include film for 7199 matriculation records filmed for Office of Registrar.

TECHNICAL SERVICES DIVISION

UNIVERSITY OF ARIZONA LIBRARY

ANNUAL REPORT OF THE
ASSISTANT LIBRARIAN FOR TECHNICAL SERVICES
TO THE UNIVERSITY LIBRARIAN
FOR THE 1972/1973 YEAR

SUMMARY

The Technical Services Division had major problems this year due to inflationary pressures on our budget for acquisitions of library materials. Dollar devaluation abroad further eroded our efforts to buy comprehensively in support of the academic program of the University. Several academic departments were approached with requests that orders for library material be deferred in order to give other newer programs a chance to acquire materials they needed.

Work is going forward on plans to place more modern equipment in our Loan Department.

MAJOR STRENGTHS

The policy of giving graduate student loan privileges extending through one (1) full semester had an extraordinary impact on our loan operations this year. This change in policy gave graduate students the advantage of keeping books out for sixteen (16) weeks without returning them for renewal. This, in turn, decreased our statistics by some 70,000 transactions.

The library messenger service has added to our service which we give to our users in that books and other library material are transferred almost the same day as cataloged to the proper location in the library system.

The acquisitions budget was handsomely augmented by a special Presidential subvention of \$300,000 late this fiscal year. This increase made it possible to acquire much needed material whose purchase had been delayed due to financial pressures made on our regular state-allocated budget by inflation of domestic book prices and dollar devaluation abroad.

The reclassification group has made major inroads in changing our Dewey classified collections to the Library of Congress scheme this past year. The division of our collection into two (2) parts has been a major source of irritation to our patrons and staff. This past year was the first one in which we were able to have full-time staff devoted to this function.

The Serials Department was able to cope extremely well in the face of an increased work load this past year. The reclassification group's typing work is done by this department and not only were they able to absorb this task but also our procedures for handling of company annual reports.

The Catalog Department was able to utilize technological innovation in order to cope successfully with its lack of catalogers this past year. By means of the Copy Cat camera they were able to reduce the amount of original cataloging done by the catalogers from NUC copy and give such copy to other staff for preparation for our collections.

MAJOR LIMITATIONS

The Loan Department needs to upgrade its data collection machinery. The card transaction system now in use should be replaced by a magnetic tape device which will allow us to skip the card to tape phase of our program. New devices are also needed in the data capture phase to replace our old machines which have a high degree of unreliability.

Our inability to control dollar devaluation and inflation has made great inroads in our capital budget for materials. We are forced to purchase less material in order to protect our already ongoing programs. If this steep inflation continues new programs at the Ph. D. level will have to be subsidized at the expense of other older programs.

FUTURE PLANS

We will continue to seek vendors who give us maximum discounts on our materials and who offer other suitable price differentials for their services.

The Loan Department's machinery will be upgraded to faster, more reliable devices to improve service to our clientele.

The procedures in the Serials and Catalog Departments will be studied with a view to their eventual incorporation into an automated catalog system utilizing the technology available at the University Computer Center.

ACQUISITIONS DEPARTMENT

THE UNIVERSITY OF ARIZONA LIBRARY

ANNUAL REPORT OF THE
CHIEF ACQUISITIONS LIBRARIAN
TO THE ASSISTANT LIBRARIAN FOR TECHNICAL SERVICES
FOR THE 1972/73 YEAR

SUMMARY

One of the questions Acquisitions personnel are most frequently asked is the one which we find most difficult to answer: "How do you people know what books to order?" The question is central to our reason for being and we spend our working days in just such an endeavor (trying to determine what books to order).

But the responsibility is not ours alone to determine, since many, many hands are involved in the selection of books and other material. However we have the task of "monitoring" the requests of others, as well as the job of determining how to acquire an item wanted. The faculty, naturally, are important books selectors and we encourage them to request books to be bought by sending them catalogs and brochures. They are also told that money is no problem (not true) in an attempt to get them to feel as free as possible in the matter of asking us for maxima, rather than calling for conservatism.

The Library administration annually allots about 40% of its budget for books to the various Library public service divisions in an effort to encourage them to select books which will meet their needs. These librarians comprise another important segment of the number of persons involved with book selection whose work we monitor.

We save both faculty and librarians considerable time in our work with blanket orders, a program in which we permit a sophisticated book wholesaler to send us weekly lots of books on an approval basis (with full return privileges). This scheme permits both faculty and librarians to ignore new "important" books in their field and have the confidence that Acquisitions will see that the books are purchased.

The blanket orders referred to above save the time of the librarians in Acquisitions, also, and enable us to spend our time on the problems of acquiring foreign and domestic books and lesser publications which cannot be picked up through blanket orders. If time permitted, for example, we could spend hours daily on our out-of-print needs alone.

The ANNUAL REPORT of the Serials Department will contain details of their selectionistic work and expenditures in their functions in buying subscriptions, services, and backfiles. We share a staff person and much of the time of one of our two bookkeepers is devoted to their paperwork. Recent elevation of the Documents Section to the status of a department is acknowledgement of their role in acquiring materials for the Library. Thus, while the Acquisitions Department has the major role in book selection, it is not the only Library agency which builds the Library's collections.

MAJOR STRENGTHS

Budgetary retrenchment made it more than an academic exercise that we exercise budgetary overconscientiousness throughout the year. While fiscal control made it mandatory, we nonetheless felt that we could justify and ennoble these controls by trying to determine whether our cut budget is adequate for the average, academic-level book at this institution.

The above is predicated on the thought that our "major strengths" are the books we buy, as well as the effort we spent on helping expedite same through later processing by forwarding information to the Catalog Department.

We asked the vendor who sends us new, scholarly books in English (on approval) to stop sending books published in Great Britain and the low countries, as well as the Commonwealth (except Oxford and Cambridge University Press imprints and treatises in belles lettres). The titles which he would normally have sent were submitted on pre-selection forms and we were able to reduce our buying by being more selective.

Because the allotment granted the Binding Preparation Section had been increased, we instructed our foreign export agents to stop binding our books, i.e., in previous years we had been having our books bound at point of origin because the binding cost was lower. To continue so to do would now "penalize" the book budget, since those charges had to come from the sum allotted for books.

In the early Spring, we informed some of the more active teaching departments of our problems and asked them to exercise restraint and evaluate their requests carefully before submission.

We asked the firm which microfilms and publishes the abstracts of our dissertations to stop sending us a microfilm copy of our own dissertations, charges for which could not be defended.

We had thought to abandon ever-dwindling exchange program, but compromised by reduction (by approximately one-half) our annual purchases of the JOURNAL of the Arizona Academy of Science. Three years ago we cut drastically our ANTHROPOLOGICAL PAPERS mailing list, which is the other title which we must purchase in order to be able to use it for exchange purposes.

Somehow the caption on this page has this year become inverted into an impotence which is constraint and budgetary caution.

LIMITATIONS

If the annual rate of inflation in the cost of books has been 7-8%, the book budget today has 40% less purchasing power than five years ago. In FY 69, the Serials Department took 27.7% of the book budget; in FY 73, Serials took 38.9% of that budget.

Again referring to the previous five-year period, by adding federal and special-grant dollars to our legislative appropriations, we feel we have been lucky in keeping up with inflation. Now, for the first time in thirteen years, we have had no federal subventions and our special grants have been only nominal. Our legislative increment was especially handsome (\$111,000) and compensated for the lack of other dollars.

However, the Library administration apportioned the increment away from Acquisitions and left us \$20,000 less than we had for FY 72! On page 3 of my FY 72 report, I touch on the devalued dollar abroad and the rise in U.S. postage charges. By March, 1973, the dollar's purchasing power was 9.9% less for Australia; 10.2% for France; 4% for Great Britain; 4.5% for India; 3.6% for Italy; 15% for Japan; 9.4% for the Netherlands; 11.6% for Spain; and 9.3% less for Switzerland. By late June, the West German mark had been devalued a second time and we are now paying 30% more for West German books!

Space limitations preclude lengthy details on the cost-plus pricing plan invoked by our major supplier of domestic imprints in January, but we are now getting shorter discounts. Thus we find ourselves buying books at 1973 prices with a budgeted amount approximately that FY 71, but using dollars worth about 60¢.

In my FY 72 report (on page 6) I include several paragraphs on the problems of implementing that part of the report of the California survey team which called for increased book-buying. Those paragraphs are still valid and I regret that I now must pile the "money problem" on top of them, but the report referred to remains our basic planning document.

Acquisitions retains the disheartening task of being responsible for replacing pages from mutilated books. We noted a dramatic rise in these cases this year and would like to hope that the manned photocopy service could be restored in the Main Library. Should they continue to rise, we may insist on sharing the responsibility for handling these with the Serials Department and let them take care of replacing pages ripped out of bound journals, which probably comprise at least 50% of the total number.

FUTURE PLANS

By January, 1974, we hope to have come to grips with defining and studying " service standards" rendered by our supplier of new, domestic books (the approval program) so that we may justify a change to another vendor. I would hope that these standards (services we can reasonably expect) would be so well defined that they could be invoked in, say, January, 1975, should we have to revert to the original vendor.

We intend to press for a study to determine the advantages of creating a new public service unit to process and service international intergovernmental documents.

The Collection Development Committee will be charged with the responsibility of editing the drafts of acquisitions policies prepared by the public service units and integrating them into a uniform document which will be easily understood by all. Concomitantly, they should prepare the outline of degrees of collecting interest codified for our sister state institutions, with whom we have an agreement to prepare same.

We should like to see the Library administration become more "publicity conscious" and would offer our utmost cooperation to any person who could be delegated the responsibility for issuing press releases from time to time relating to newly-purchased resources. Acquisitions (and the Serials Department) usually have elaborate brochures which easily adapt themselves to publicity. Such a person might also be charged with responsibility of updating the excellent GUIDE TO MICROFORMS IN THE UNIVERSITY LIBRARY which appeared in February and which should be updated at least biennially.

We await developments and direction as to specific titles and/or areas we should purchase to duplicate the Arizona Medical Center Library holdings--this due to strictures that Library has placed upon use by our undergraduates.

We petition (again) for restoration of manned photocopy service in the Main Library as a measure to reduce mutilation of books and journals, this service being offered at no charge, if necessary.

We would like to have the name "Acquisitions Department" changed to reflect the fact that we share this responsibility with the Serials Department, i.e., a new name stressing "monographic" acquisitions would seem to be in order.

CONSOLIDATED EXPENDITURE STATISTICS

By Type of Income

For Books and serials:

State Funds, budgeted	\$ 777,921.25
Special Grants	64,727.44
Gifts and Memorials	2,839.23
Sub-total	845,487.92
For Binding	80,129.12
Total Expenditure	\$ 925,617.04

EXPENDITURES^a BY LIBRARY DIVISIONS (State Treasury Funds)

Fiction	2,631.51
Fine Arts	6,928.07
General Reference	1,441.21
Humanities Department	7,290.35
Science Division	10,922.96
Social Science Department	11,343.97
Special Collections Department	44,118.36
Instructional Materials Collection	6,276.29
Map Collection	3,335.86
Music Collection	14,754.81
Oriental Studies Collection	8,941.81
"General Library" Books	160,394.22
Latin American Books	12,991.80
Replacements	3,490.19
Spanish and Portuguese Books	8,525.32

a. Excludes periodicals

EXPENDITURES BY TYPE OF MATERIAL

Periodical subscriptions		\$ 217,467.41	a
Newspaper subscriptions		4,502.82	a
Periodical backfiles		68,834.10	
Periodical replacements		1,042.55	
Interlibrary loan costs		559.00	
Catalog card costs		8,334.43	
Pre-made cards from other libraries	538.59		
Xerox rental	\$ 7,795.84		
Farmington Plan Books		1,332.80	
Columbia 300 titles			
U.S. Government documents		792.00	

NON-BOOK MATERIALS

Maps		2,175.77
Manuscripts		647.57
Photographs		1,489.96
Magnetic tapes		1,601.70
Microprint and microfiche		11,777.21
Microfilm		32,175.78
Separates	\$ 8,269.48	
Filming U. A. dissertations	827.90	
Backfiles	16,670.21	
Periodical subscriptions	1,196.31	
Newspaper subscriptions	5,192.13	
Replacements	19.75	
Music scores		8,844.22
Phonorecords		3,034.46
Musical	2,500.40	
Spoken arts	534.06	
Memberships		4,915.00
Multimedia material (for I.M.C.)		2,912.42

a. Excludes subscriptions on microfilm, q.v., lines 21-22

b. Excludes \$1,460.00 from supply budget for card stock.

SPECIAL GRANTS

	<u>Allocation</u>	<u>Spent 1972/73</u>	<u>Spent to Date</u>
Balance of Appropriation of July, 1970. (5030-7580-13) for backfiles.	\$ 5,275.90	\$ 5,292.65	\$ 5,292.65
Special \$30,000.00 Approp- riation of June 24, 1971, for purchase of books for the School of Library Science departmental library. (1030-2120-01)	30,000.00	7,145.12	15,120.58
Special appropriation of April 27, 1973, of \$300,000.00 for resource development. (1015-7580-02)	300,000.00	52,289.67*	52,289.67

*Almost all the remaining balance was encumbered by the end of June.
A terminal report will appear in the annual report of FY 74.

GIFTS AND MEMORIALS

	<u>Available</u>	<u>Spent</u>
William H. Hattich Memorial	\$ 889.22	\$ 734.82
Dr. Marvin P. Jaffe and Saul D. Jaffe Memorial	254.80	261.07
Charles U. Pickrell Memorial	964.46	472.25
Pistor-Stanley Scholarship in Agriculture	100.00	--
Sarah K. Schmier Memorial	147.23	23.22
Revolving Fund ^a	3,095.46	1,347.87
Total 1972/73 Expenditures		\$ 2,839.23

a. Made up of donations from the Alumni Foundation and Small gifts.

SIGNIFICANT ACQUISITIONS

Since 1971, when the Acquisitions Department acted as selector for a Delta Delta Delta inaugural presentation copy of an early translation of Lavoisier's Elements of Chemistry, some of the Library staff have been aware of President Schaefer's interest in rare books touching the history of science. During 1972-73 we have benefited directly from this interest, receiving in Acquisitions a good part, we think, of the President's purchases using his own discretionary fund. These books are now in Special Collections and await full cataloging.

Last autumn the University Librarian asked us to supply President Schaefer with catalogues of dealers in rare and second-hand books. Armed with these and lists supplied by others, Doctor Schaefer purchased and, in the Spring of 1973, forwarded to the Library the core collection of which we give representative mention below:

Incunabulae:

Juvenal: SATURAE. 1494.
 Martial: EPIGRAMMATA. 1490.
 Plinius Secundus: STORIA NATURALE. 1481.
 Priscianus of Caesarea: OPERA. 1475-76.

Later items:

Bauderon: PARAPHRASE SUR LA PHARMACOPEE. 1627.
 Bayen: RECHERCHES CHIMIQUES. 1781.
 Berthollet: ELEMENTS DE L'ART DE TEINTURE. 1804.
 Birunguccio: PIROTECHNIA. 1559.
 Boyle: TENTAMINA. 1680.
 Fourcroy: SYSTEME DES CONNAISSANCES CHIMIQUES. 1802.
 Guyton de Morveau (et Lavoisier): METHODE DE
 NOMENCLATURE CHIMIQUE. 1787.
 Kobell: GRUNDZUEGE DER MINEROLOGIE. 1838.
 Lancillotti: FARMACEUTICA ANTIMONALE. 1683.

A charming miscellany of pamphlets, lectures and texts from Menno Hertzberger & Co., Amsterdam, of more recent date but of special interest because of their treatment of atomic physics, modern theoretical chemistry, thermodynamics, optics and sonics, include works by Berget, Boll, Bohr, Boltzmann, Brill, Faraday, Fokker, Graetz, Hartmann-Kempf, Haas-Lorentz, Henning, Hofmann, Klaus, Laurent, Maxwell, Planck, Pringsheim, Stark, and Tyndall.

President Schaefer also conferred upon the library a letter written in 1751 by Rev. Sedelmayr to the Rev. Phelipe Segesser while he was resident pastor of San Xavier Mission.

PURCHASED TO DATE FROM THE SPECIAL \$300,000 GRANT OF APRIL

History of Science

- Apollonius Pergaeus: CONICORUM LIBRI QUATTUOR... Bologna. 1566.
 Ercker, Lazarus: AUL A SUBTERRANEA. Frankfurt. 1703.
 Fanianus, Joannes Chrysippus: DE ARTE METALLICAE. Paris. 1560.
 Fracastoro, Girolamo: OPERA OMNIA. Venice. 1555. 2 parts in 1 vol.
 Frago de Siqueira, J. P.: DESCRIPTION ABREGE DE TOUS LES TRAVAUX ...DES FONDERIES. 1800.
 Holbrook, John Edwards: NORTH AMERICAN HERPETOLOGY. Philadelphia. 1842. 5 vols. 2nd rev. ed.
 Hunter, Dard: PAPERMAKING BY HAND IN AMERICA. 1950. No. 4 of 210 copies.
 Kircher, Athanasius: MAGNES SIVE DE ARTE MAGNETICA OPUS TRIPARTITUM. Roma. 1654.
 Maki, Moichiro: MONOGRAPH OF THE SNAKES OF JAPAN. n.d. 4 parts.
 Mercati, Michele: METALLOTHECA, OPU POSTUMUM. Rome. 1718-1719. 2 vols.
 Ruffo, Giordano: IL DOTTISSIMO LIBRO...DEL CAVALLO. Bologna. 1561.
 Schellenberg, J. R.: GENRES DES MOUCHES DIPTERES. Zurich. 1803.
 Snape, Andrew: ANATOMY OF A HORSE. London. 1683.
 Stevenson, Robert Louis: ON THE THERMAL INFLUENCE OF FORESTS; FORGERY. Edinburgh. 1873.

Literature and Fine Arts

- Bible. Manuscripts, Latin N.T. Gospels. Book of Kells: THE BOOK OF KELLS. Bern. 1850-51. 3 vols.
 Bresdin, Rodolphe: SIX LETTERS FROM BRES DIN TO REDON. New Gehenna. 1971.
 Dante, Alighieri: TUTTE LE OPERE. London. 1909.
 Eliot, Thomas Stearns: THE WASTE LAND. New York. 1922.
 Gray, Thomas: POEMS, illus. by Wm. Blake. London. 1790. 3 vols.
 Merker; ÖSTERREICHISCHE ZEITSCHRIFT FUER MUSICK UND THEATER. 49 vols.
 Morris, William: STORY OF SIGURD THE VOLSUNG. 1898.
 NEUE ZEITSCHRIFT FUER MUSIK. 1834-1958. 120 vols.
 Tennyson, Alfred Tennyson: TIRESIAS, New Gehenna. 1971.
 Trollope, Anthony: THE LAST CHRONICLE OF BARSET. (in fascicles) London. 1867.
 Whitman, Walt: COMPLETE POEMS AND PROSE... Philadelphia. 1888.
 Lives and Works of Artists: A collection of about 350 monographs and biographies of artists and sculptors, mostly 19th and 20th century, selected from the Lucas bibliography.

Americana, Rare and Reference

Acosta, Jose de: THE NATURALL AND MORAL HISTORIE OF THE EAST AND WEST INDIES. London. 1604.

Chastellus, Francois Jean: TRAVELS IN NORTH AMERICA. London. 1787. 2 vols.

CUMULATIVE SUBJECT INDEX TO THE MONTHLY CATALOG OF U. S. GOVERNMENT PUBLICATIONS, 1900-1971. Washington, D.C. 1972. 14 vols.

ENCYCLOPEDIA OF INDIANS OF THE AMERICAS. St. Clair Shores. 1973. 20 vols.

Historic maps: A collection of eight early maps of North America showing various locations and place names in the Southwest. Includes the Kino map delineating California as a peninsula.

COLLECTIONS

A collection of first and early editions of Jack London (10 items)!

Browning Collection: A group of first editions of Robert and Elizabeth Browning.

A collection of Russian history books. About 40 items, a few of them rare and hard to find pre-revolutionary imprints.

Limited editions club. 36 items to fill in our already substantial holdings.

A collection of 112 books on the history and politics of Bolivia.

Collection of 560 books on philology linguistics, and lexicography in various languages.

A collection of about 180 titles on the history of Argentine and Rio De La Plata region, predominantly 20th century, pre World War II imprints.

A collection of first, early and various imprints of Byron to fill in our already extensive holdings. (30 items)

Oral History Tapes: A collection of two-track tapes of interviews of pioneers in the Bisbee-Cochise area, taped by Mr. E.F. Schaaf (this series will continue for another year or two.)

A collection of 20th century German belles-lettres, including many first or early editions of Rilke, and Thomas Mann.

Irish plays: A collection of about 80 plays written from 1900-1920, bound in 18 volumes.

COLLECTIONS IN MICROFORMAT

U.S. Bureau of the Census. ARIZONA CENSUS OF 1970; Population and housing, 4th count--Summary tapes (tabulations not available in the printed Census reports). Microfilm, bought coöperatively with the State Dept. of Library & Archives and the Arizona State Univ. Library.

SPANISH DRAMA OF THE GOLDEN AGE. The University of Pennsylvania Library's Collection on microfilm. With printed index.

Indian Rights Association publications, 1883-1901. (Microfilm).

Shurz, Carl: MANUSCRIPTS. Microfilm of the holdings of the papers in the Library of Congress.

MANUSCRIPTS AND BROADSIDES

The Manuscripts of Mary Louise Mabie (and others)

Villa, Francisco: "Decreto number 7" (Broadside printed at Agua Prieta, Sonoro, in 1915).

A Collection of nine broadsides on Central and Southern Pacific Railroad issued from 1894-1897.

COLLECTIONS SUBSIDIZED BY NON-LIBRARY FUNDS

The Instructional Materials Collection benefitted from an arrangement whereby they were able to order about \$3,000 worth of material for use by the Indian Internship Program. These dollars should be added to the other statistics on the preceding pages.

In March, the Department of Special Education offered money for the purchase of material, and one of the members of the Social Sciences Department was appointed a liaison person to coördinate the spending thereof. By the end of the year, about 500 monographs, 180 dissertations on microfilm, and 27 ERIC computer-search printouts had been ordered (at a list cost of \$4200). These funds should be added in the preceding fiscal statistics. This project will carry over into next year.

English Literature

- Alexander, William : THE HISTORY OF WOMEN. London. 1779. 2 vols.
Allestree, Richard: THE GENTLEMAN'S CALLING. London. 1667.
Astell, Mary: AN ESSAY IN DEFENCE OF THE FEMALE SEX. London. 1721
Bacon, Francis: TWO BOOKES OF SR. FRANCIS BACON. London. 1629. 2nd ed.
Beda Venerabilis: THE HISTORY OF THE CHURCH OF ENGLANDE. Antwerp. 1565.
Bellamy, Daniel: ETHIC AMUSEMENTS. Surry. 1770.
Bronte, Charlotte: SHIRLEY. London. 1849. 3 vols.
Bronte, Charlotte: VILLETTE. London. 1853. 3 vols.
Brooke, Rupert: LITHUANIA; A DRAMA IN ONE ACT. Chicago. 1915.
Broome, William: THE OAK AND THE DUNGHILL. London. 1728.
Buckingham, John Sheffield: THE WORKS OF JOHN SHEFFIELD. London,
1723. 2 vols.
Buckingham, John Sheffield: THE WORKS OF JOHN SHEFFIELD, EARL OF
MULGRAVE. London. 1729. 2 vols. 2nd ed.
Burton, Richard Francis: ULTIMA THULE. London. 1875. 2 vols.
Carleton, William: VALENTINE MCCLUTCHY, THE IRISH AGENT. Dublin.
1845. 3 vols.
Carroll, Charles: THE TEMPTER OF EVE. St. Louis. 1902.
Case, Thomas: THE MORNING-EXERCISE B/W TEATE, FAITHFUL. CHARACTER
OF CRUELTY. LONDON, 1656. London. 1655.
Coleridge, Samuel Taylor: RIME OF THE ANCIENT MARINER. London. 1972.
Collins, Wilkie: MOONSTONE. London. 1868. 3 vols.
Devenant, Charles: CIRCE, A TRAGEDY. London. 1677.
DeQuincey, Thomas: CONFESSIONS OF AN ENGLISH OPIUM EATER. London. 1882.
D'Urfey, Thomas: THE CAMPAIGNERS... London. 1698.
D'Urfey, Thomas: THE MARRIAGE-HATER MATCH'D. London. 1693. 2nd. ed.
D'Urfey, Thomas: THE RICHMOND HEIRESS. London. 1693
Edda Saemundar: ICELANDIC POETRY. Bristol. 1797.
Edgeworth, Maria: HARRINGTON, A TALE AND ORMOND, A TALE. London.
1817. 3 vols.
Edgeworth, Maria: HARRY AND LUCY CONCLUDED. London. 1825. 4 vols.
Edgeworth, Richard Lovell: ESSAY ON IRISH BULLS. London. 1802.
Edgeworth, Richard Lovell: MEMOIRS.... London. 1820. 2 vols.
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Fielding, Henry: AMELIA. London. 1752. 4 vols.
Galt, John: THE LAST OF THE LAIRDS.... Edinburgh. 1826.
Griffith, Richard: A SERIES OF GENUINE LETTERS BETWEEN HENRY AND
FRANCES. London. 1757-66. 4 vols.
Hayley, William: A PHILOSOPHICAL, HISTORICAL AND MORAL ON OLD MAIDS.
London. 1785. 3 vols.
Hayley, William: PLAYS OF THREE ACTS WRITTEN FOR A PRIVATE THEATRE.
London. 1784.
Hayley, William: POEMS AND PLAYS. London. 1785. 6 vols.
Hobbes, Thomas: DE MIRABILIBUS PECCI. London. 1678.
Hughes, Langston: FINE CLOTHES TO THE JEW. New York. 1927.
Jarrell, Randall: BLOOD FOR A STRANGER. New York. 1942.
Kelty, Mary Ann: OSMOND. London. 1822. 3 vols.
Langhorne, John: THE ORIGIN OF THE VEIL. London. 1773.
THE LIFE OF THE LATE EARL OF CHESTERFIELD. London. 1774. 2 vols.

- Marsh-Caldwell, Anne (Caldwell): MOUNT SOREL. London. 1845. 2 vols.
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 Rossetti, Gabriele Pasquale Giuseppe: GABRIELE ROSSETTI. New York. 1902.
 Rossi, Pier Vincenzo: DESCRIZIONE DI ROMA ANTICA; DESCRIZIONE DI
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 Shakespeare, William: VENUS AND ADONIS. Stratford-on-Avon. 1905.
 Smollett, Tobias George: TRAVELS THROUGH FRANCE AND ITALY. London.
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 Southey, Robert: MADOC. London. 1805.
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 Spencer, John: A DISCOURSE CONCERNING PRODIGES WHEREIN THE VANITY
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 Swift, Jonathan: THE MANAGEMENT OF THE FOUR LAST YEARS VINDICATED,
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 Trollope, Anthony: MISS MACKENZIE. London. 1865. 2 vols. in 1.
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 NACIONAL. Buenos Aires. 1919. 10 vols.
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- Smith, Truman: SPEECH OF ... ON THE PHYSICAL CHARACTER OF ... MEXICO. Washington. 1848.
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 Paine, Thomas: RIGHTS OF MAN: BEING AN ANSWER TO MR. BURKE'S ATTACK
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STAFF

Robert R. Poland, Chief Acquisitions Librarian
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Miss Frances Flick, Acquisitions Librarian
Mrs. Jeanne Briner, Acquisitions Librarian

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Mrs. Patricia Shepard, Bookkeeper I
Mrs. Martha Kaplan, Library Clerk I, 3 July 1972—
Mrs. Suella James, Clerk Typist I, 1 March 1973—

Dr. Arnulfo D. Trejo, Latin American Bibliographer
(to 1 February 1973)
Mrs. Frances Adams (transferred out 1 March 1973)
Mrs. Anna Fiala (to October 1972)
Mrs. Diana Flynn (1 November 1972 through 30 June 1973)

CATALOG DEPARTMENT

UNIVERSITY OF ARIZONA LIBRARY

ANNUAL REPORT OF THE
CHIEF CATALOG LIBRARIAN
TO THE
ASSISTANT LIBRARIAN FOR TECHNICAL SERVICES
FOR THE
1972/1973 YEAR

SUMMARY

During 1972/73, the department lost six of its nine full-time catalogers. It was difficult to find replacements and several positions remained open for long periods. The total loss of professional catalogers' time amounted to 29 months (1971/72: 6 months). Fortunately, the other staff members showed an unusual stability with only one resignation in a group of 21 people. The number of original titles cataloged dropped from 13,882 to 9,353: however, the LC catalogers matched their performance of the previous year. The "backlog" remains negligible; at present, there are about 6,700 uncataloged books in the department (1971/72: 7,400).

Two long-delayed projects were started or carried out:

- a. The department is in the process of writing its new cataloging manual. Practically everything has changed since the last manual was issued.
- b. From October to December 1972, the Catalog and Serials staff and six volunteers from other departments interfiled main and added entries in the Public Catalog. The large amount of time spent on a relatively medium-sized task makes it clear that the much larger project of refileing the whole catalog in strictly alphabetical order will never be carried out.

Considerable attention was paid to the question of converting the Public Catalog into a true Union Catalog containing the holdings of all official campus libraries. Three separate reports written by professional staff members dealt with the problems and costs of duplicating the Instructional Materials Collection, Music Collection and Arizona State Museum catalogs. It was decided to file a main card for all new Music Collection records and tapes and for new Instructional Materials Collection books and audiovisual materials in the Public Catalog. Another improvement is the recording in the catalog of duplicate copies located in the Government Documents Department.

Contacts with other libraries were strengthened: In April, the department began sending to the Library of Congress National Union Catalog an extra card of all newly cataloged books with a publishing date of 1956 or later ("full reporting"). The exchange of catalog cards with the Arizona State University Library, long operative for Chinese and Japanese materials, was extended to certain groups of new books and to Arizoniana cataloged as originals.

An important organizational change is the transfer of the supervision of the Science Bindery to the Bindery Section of the Catalog Department.

No significant changes in cataloging procedures were introduced but it is hoped that discussion of the new manual will lead to many simplifications and improvements of the department's work. The University Librarian's recent decision to give to the Catalog Department firm control over the format of cards sent in by other departments and branches will be of great help.

MAJOR STRENGTHS

The major strength of any organization is the quality of its members. The Chief Catalog Librarian believes that the present staff as a whole is the best the department has had in six years and he would like to express to sections and groups his appreciation for their fine performance.

We know from professional literature, conversations and sometimes from experience that many large catalog departments struggle hopelessly with cataloging, typing and filing backlogs and resort to all kinds of temporary solutions in order to bring their books on the shelves and their cards into the catalogs. Perhaps the greatest strength of this department is its ability to master the flow of work. This may be partly due to the fact that the library cannot afford a massive acquisitions program; however, to a larger part it is the result of cooperation and good will, willingness of the professionals to assume a great deal of clerical duties, willingness of the sections to perform well under stress, willingness of all to share the work and to assume new responsibilities.

The Public Catalog is at times much criticised; in particular, it is pointed out that it contains too many misfiled cards. A meticulous count taken during the last three months shows a much brighter picture: in 60 working days, 38 filing mistakes were discovered and sent to the Catalog Department. It seems that the Public Catalog is another of the department's major strengths although we were seldom encouraged to believe so.

MAJOR LIMITATIONS

The ratio of catalogers and LC catalogers to other staff members is unhealthy. The four sections work under too much pressure and there is not enough student help for operating the Xerox copier and the Copy Cat camera, or for filing the flood of cards sent by the Library of Congress. During the last year, the problem was less acute but this will change again when all professional positions will be filled. The department needs three additional clerks or a corresponding number of help on wages. Insufficient staffing and funding affect all library departments but for the Catalog Department it is particularly unfortunate that no extra money can be made available for the reclassification project. Staff added in 1972/73 and increased wages funds for the coming year will all be absorbed by the Recataloging and Reclassification team.

The last annual report mentioned "a new set of rules which simplifies the treatment and distribution of catalog cards." These rules have been eroded and the department is back to the bewildering inconsistencies of former days. It is an absolute necessity that Catalog and Public Services immediately establish procedures acceptable to both parties and that these procedures be put in writing. In particular, the Catalog Department wants to deal more uniformly with the other departments and should not be burdened with an unreasonable number of requests for exceptions and special treatments. The lack of uniformity and the constant demands for changes are detrimental to the Public Catalog, create confusion and too often put the Chief Catalog Librarian in a position where he cannot answer intelligently questions regarding existing procedures.

The small increase in the bindery budget and higher bindery prices will force the department to continue limiting binding requests to those strictly necessary.

During the last year, the backlog of Arabic books has grown to over 3,000 volumes. In 1973/74, the department will be able to pay more attention to Arabic and Persian materials but cannot take care of the perhaps 1,500 remaining Urdu and Hindi books.

FUTURE PLANS

The principal areas of concentration in 1973/74 will be better communication with other library departments and more uniformity in general procedures and cataloging rules.

The cataloging manual will be completed. The Chief General Reference Librarian has kindly agreed to act as an adviser in all matters pertaining to Public Services.

A Catalog-Serials Committee will ensure cooperation between the two closely related departments.

It is strongly suggested that Technical and Public Services meet regularly to discuss questions of common interest.

The department supports the suggestion that qualified cataloging staff spend a reasonable amount of time in the area of the Public Catalog assisting patrons in the use of the catalog. Direct contact with catalog users is the most efficient way of assessing the usefulness of our work.

The newly appointed librarian responsible for the maintenance of the Science Division catalog will spend a period of time in the Catalog Department to acquaint himself with procedures and problems. In order to ensure more uniformity in the Public Catalog, the Instructional Materials cataloger will again work in the Catalog Department. The necessity and possibility of similar arrangements with other departmental catalogers and catalog supervisors will be discussed at a later date.

The search for new equipment for faster retrieval of cataloging information and for the production of finished sets of cards will continue. The Cardset system and different microfiche systems hold interesting possibilities for the future; at present, they cannot replace the depository card file, the Copy Cat camera or the Xerox copier.

A strong appeal is made to all parties concerned to investigate possibilities of closer cooperation between Acquisitions verifiers and Catalog searchers in order to eliminate duplicate work.

The scattering of LC cataloging among six or seven staff members has some advantages and, in terms of performance, is satisfactory. However, frequent staff changes force the LC supervisor to spend far too much time in training new LC catalogers. It is planned to form a small LC cataloging unit which may eventually become a new section of the Catalog Department.

New bindery policies are presently being discussed and will be announced in a memorandum.

It is desirable that a system of priorities in cataloging Oriental books be established. The Library of Congress does not require that all PL-480 materials be cataloged or even kept.

The overcrowded author/title catalog will be expanded.

A small and carefully selected reference collection for the Catalog Department has been ordered. The location of basic reference works on upper floors and in other buildings makes this purchase an absolute necessity.

APPENDIX
 CATALOG DEPARTMENT
 Cataloging Statistics*
 July 1, 1972 - June 30, 1973

		<u>Titles</u>	<u>Volumes</u>
New titles		32,045	35,916
Original	9,553		
Printed	22,692		
Additions			
Added volumes (Continuations)			1,222
Added copies		2,026	2,352
Microfilms		53	53
Microfiches**		28	138
Tapes		1	1
Kits		2	2
Phonodiscs (Spoken arts)		148	261
Analytic entries		176	
Reinstated***		73	73
		-----	-----
TOTAL ADDITIONS		34,552	40,018
Withdrawn***		1,201	3,241
Reclassified		1,756	2,312
Cards added			
Original	116,441		
Printed	198,429		

	314,870		

* Includes Instructional Materials, Library Science, Music scores and Arabic-Persian-Urdu collections; does not include Maps, Music records and Chinese-Japanese collections.

** Does not include microfiche units sent uncataloged to Social Sciences and Government Documents.

*** Includes serials.

CATALOG DEPARTMENT
Class numbers assigned by LC classes
July 1, 1972 - June 30, 1973

A	97
B	1,882
C	193
D	2,508
E	761
F	1,584
G	647
H	3,449
J	239
K	341
L	806
M	1,652
N	1,308
P	8,656
Q	2,340
R	485
S	467
T	1,221
U	110
V	26
Z	705
	<u>30,077</u>

CATALOG DEPARTMENT
 Preparations Statistics*
 July 1, 1972 - June 30, 1973

Repairs		
Old books		2,569
New books		723
Miscellaneous		
Pam-binders		2,335
Signs		50
Cut pages		286
Records, etc.		446
New books processed		
Government Documents		202
Oriental Collections		939
Maps		51
Special Collections		2,668
Film		2,499
Music		
Red rope folders		645
Pam-binders		619
Hand-lettered		273

* Does not include labelling and pocketing of new books or reclassified books.

CATALOG DEPARTMENT
 Bindery Section Statistics
 July 1, 1972 - June 30, 1973

Journals Bound		8,216
Monographs bound		6,376
Buckram	4,558	
Restorations	23	
Scholarly	329	
Plasticbind	349	
Special Cases	228	
Theses	889	

Journals by size:

10"	3,050
12"	4,162
14"	886
16"	87
18"	4
Newspaper	19

Monographs by size:

8"	744
9"	1,098
10"	1,140
12"	1,161
14"	328
16"	67
18"	22

CATALOG DEPARTMENT
 Bindery Statistics
 July 1, 1972 - June 30, 1973

	<u>Items</u>	<u>Expenditures</u>
Periodicals	8,827	\$ 42,216.35
Books	4,695	12,607.95
Books restored	23	328.50
Scholarly-bound	340	558.85
Theses	889	4,489.00
Newspapers	26	421.50
Wrap-around boxes and special cases	15	1,214.00
Clam shell boxes	4	125.00
Cases for Oriental books	228	411.80
Perma-bound	358	501.20
Miscellaneous		17,180.09
TOTAL	15,405	80,054.24

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CATALOG DEPARTMENT
 Various Statistics
 July 1, 1972 - June 30, 1973

Titles cataloged for branches

Instr. Mat.	746
Library Science	774
Music Library	1,055
Oriental Col.	1,617

Titles cataloged for Oriental Collections (by language)

Arabic	1,140
Persian	41
Urdu	436
	<hr/>
Total	1,617

Cards sent to

Bibl. Center, Denver	32,000
NUC (April-June, 1973)	3,500
ASU ("Abel books", April-June, 1973)	97

GENERAL REFERENCE DEPARTMENT

UNIVERSITY OF ARIZONA LIBRARY

ANNUAL REPORT
OF THE
CHIEF GENERAL REFERENCE LIBRARIAN
FOR THE
1972-1973 YEAR

1. SUMMARY

The General Reference Department continues to serve as the first point of contact between the library users and library materials; it is here that the search for library information logically begins. To encourage this contact, orientation is provided for individuals as well as for organized groups; instruction is given in the use of the card catalogs and a broad spectrum of other reference tools; and referrals are made for detailed work in other parts of the library. Above all, it is the task of General Reference to provide friendly and knowledgeable assistance, as needed.

Though uninterrupted, the work of the department was marked by several major changes through the course of the year:

a. In August of 1972, General Reference was moved from its former cramped location to spacious new quarters in a remote part of the Main Library building. For the first time in years, shelving and seating space are adequate for the needs of the department. The circulation pattern around the card catalog has also been improved, and there is room for projected expansion.

b. In January, 1973, the Fine Arts Department was dissolved as a separate entity and merged with General Reference, a procedure which strengthened the staff with the addition of a librarian, an experienced library assistant, and graduate help.

c. In May, the fine arts reference collection was moved to the General Reference area; a move which enabled its users to be more effectively served by the professional staff. It has, however, involved extensive training and an increased work load for some of the departmental personnel.

The continuing projects of the department have proceeded without pause. These include the indexing of the Arizona Daily Star; compilation of thesis and dissertation lists; maintenance of an art-exhibition catalog file; development and maintenance of other bibliographical and indexing tools; and the selection of library materials in the fields of reference and fine arts. Several staff members have found time to complete academic courses, and have also kept an active interest in various professional organizations at the local, state and national level.

Questions answered:

General Reference, 1972/73	39,484
(1971/72)	43,696
Fine Arts, July-Dec., 1972	5,576
(Sept.-June, 71/72)	6,600

2. MAJOR STRENGTHS

The strength of the department lies in the knowledge and skill of the staff, which is supported by the fine nucleus of the General Reference collection. While each of the six members is to some extent a specialist in language, literature, history, the sciences or the arts, they are mutually supportive, as befits the general nature of the work of the department, and can collectively and individually summon an astounding range of bibliographical expertise to the assistance of the library patron.

Fully half of the staff is new to the department this year, and special mention should be made of the patient guidance with which Miss Elizabeth Franklin has shared her experience and knowledge. It is with her help that the department has functioned smoothly through a year of stress. We commend, too, the cheerful loyalty of our graduate assistants, and the responsible judgement they have exhibited at the reference desk.

3. MAJOR LIMITATIONS

It will be noticed that the number of pertinent queries answered by the department this year has dropped by ten percent. We attribute this to the fact that we are far less accessible than formerly, when the reference desk was just a step away from the lobby. Expansion into a larger area was essential, but ingress to the new location is unfortunately both awkward and inconspicuous, with the result that the present approach through the newspaper lobby is ugly at its best and undeniably dismal at its worst. The possibility of reorganizing this area into an attractive and efficient entrance for General Reference will be explored.

The other major limitation with which we work is an internal matter of classification. Reclassification of the several reference collections is in progress, however, and we have no choice but to await our turn.

4. FUTURE PLANS

The department expects to continue to refine its service, not only within itself, but through increased cooperation with others. We continue to draw on the largely untapped reference potential of the catalog department, particularly for help in obscure languages, and we are sure that this spirit of cooperation will be encouraged.

Several meetings with our reference counterparts in the other Arizona universities have also begun to bear fruit, and we expect to see a rewarding exchange of information through these sources in the future.

We feel that the several reference departments within the University of Arizona Library system itself are less isolated than before, and attribute this increased feeling of mutual concern, in part, to the formation of the experimental Public Services Group. Through this, and through other committees, experience is being developed and plans are being formulated for the eventual reorganization of reference services which will be required when the library expands into its new building.

HUMANITIES DEPARTMENT

UNIVERSITY OF ARIZONA LIBRARY

ANNUAL REPORT
OF THE
HUMANITIES LIBRARIANS
TO THE LIBRARIAN
FOR THE 1972-1973 YEAR

Summary

The Humanities Department has now completed its first full year in the new quarters of the Science/Humanities Library where the emphasis of the department has been on service. There has been more cooperation with faculty on collection development. Work is being done to build areas of new studies, new major subjects and new graduate programs. Tours and talks have been given to several classes and bibliographies have been prepared. The staff has resurrected The Folio, a Humanities publication of reviews of current books. Two editions were issued: "Latin American Literature in Translation" and "African Literature." The illustrations by an artist staff member heightened the interest considerably.

This year the department took over the selection of fiction and dropped this section from the Abel orders. Current book reviews from several sources were used for making selections. Science fiction continued to be of major interest.

Displays which drew pleased comments were those on Latin American literature, recent recordings, chess (during the Bobby Fischer contest), contemporary poetry, mystery and detective stories, and old and valuable books from our shelves.

Evidence of growth occurred in several areas. Approximately 9,400 new titles were added to the collection, with the emphasis on romance languages and literature. Some 400 albums of the spoken word are now in the collection, and the use of these is continually growing. This year 144 albums were circulated to staff and faculty and 272 were used in the listening rooms. The number of recorded reference questions increased from the previous year as shown by the following statistics:

1971/72

14,211

1972/73

18,213

Major Strengths

Staff. Good staff relations in the department itself and with the students and faculty is our major strength. Faculty members from several departments have been consulted in book selection. Tours and talks have been given to English classes, a Spanish bibliography class, a Medieval philosophy class, a reference class in library science, and one staff member served on a panel which spoke to doctoral students in education. Bibliographies were prepared on drama and the theater, on films, on Humanities materials for language arts, on Medieval philosophy, on Humanities materials helpful for doctoral students in education, on teaching English to Indians and Mexican Americans and on women.

Reference librarians worked with students taking the CLEP (College Level Examination Program) exams. Suggested reading lists were prepared as guides for the student in each exam.

An information desk was added to the fifth floor so persons needing assistance there could be helped more readily.

Collection. The reference section (especially in bibliography) compares favorably with Winchell and other reference sources. Other areas of strength include Latin American literature, folklore, and a good basic collection in English and American literature.

Quarters. Bright colors, spacious sections and excellent air conditioning make the Humanities Department a pleasant place to study, relax, and work.

Although shelving space is adequate at the present time, it will not be long before more is needed because of the growth of the collection.

Major Limitations

The break-up of library materials. This is our major limitation. It is best illustrated by the materials in psychology. Social and educational psychology are found in the Main Library, psychiatry is found in Science or the Medical Library while "pure" psychology is in Humanities. Both the journals and books are scattered through the different buildings.

In order to overcome this handicap the telephone is frequently used to aid persons in locating material. The staff has prepared lists of journals cited in Psychological Abstracts, Readers Guide, Social Science and Humanities Index, Education Index, British Humanities Index and the PMLA Bibliography, with the classification number given for those the library has regardless of location.

Incomplete catalog. The staff is constantly contributing to the completion of the catalog. An additional half-time person was hired last July specifically to type cards, file, etc. Librarians are covering more hours during the day and on week-ends so that graduate students can spend more time providing clerical assistance with the catalog.

Incomplete Holdings. Breaks in journals hinder research, and this has been remedied in part by ordering back-files for the gaps as soon as discovered. Additional funds recently made it possible to fill in gaps of many serials.

Mutilation of journals. Torn pages and articles hinder reference work. Staff members have attempted to use all possible sources so students are not limited to using one article for an assignment.

Future Plans

We are looking forward to the new library when the Humanities Department will be reunited with the fine arts books, social sciences and general reference collections.

We are determined to finish the backlog of cards for our catalog even though it may be discarded in the next move. The catalog is most vital to our reference work in this building even though it is a temporary setting.

This year, with the "subject specialists" in mind, four staff members have taken courses in Italian, Spanish and literature keeping the ideal of the new library in mind where knowledge will be more important than the name of the position. They intend to continue these studies. We believe subject specialists will be needed there as well as persons with general knowledge.

We would like to make The Folio a regular quarterly publication. Much interest is shown by each staff member to do so.

We have a good collection of the major contemporary poets, but no effort heretofore has been made to collect the young unknowns who may become well known. This coming year the department will work with the Poetry Center, local poets and the English department in determining what to order.

The department will feel the loss of Patricia Turner, Chief Humanities Librarian, who resigned at the completion of this year to return to the University of Minnesota. Her good influence will continue to be felt for a long time.

We look forward to progress and continued service under a new leadership.

INSTRUCTIONAL MATERIALS COLLECTION

UNIVERSITY OF ARIZONA LIBRARY

ANNUAL REPORT OF THE
CHIEF INSTRUCTIONAL MATERIALS LIBRARIAN
TO THE
UNIVERSITY LIBRARIAN
FOR THE
1972-1973 YEAR

SUMMARY

If circulation figures reveal use of library facilities, then it can be said that use of the IMC continued to grow in the year 1972-1973. From circulation of 63,608 items in 1971-1972, circulation in 1972-1973 increased by 7,991 items to 71,599 with the busiest months being November, February, and March. Trade and textbooks dominated circulation figures, but growth in use of reserve materials, audio-visual software, and audio-visual equipment also occurred. Permitting faculty to place on reserve personal copies of required readings explains the rise in reserve circulation. Many of these personal copies represent the request of the faculty that outstanding books on methods of teaching subjects be available in the IMC to students as requested in the draft of the new acquisitions policy.

Once again an attempt was made to have approved a new acquisitions policy. A committee composed of two faculty members from the College of Education and two librarians from the Main Library and headed by the IMC chief librarian reached agreement regarding duplication of outstanding methods and curriculum books. The need to place such materials in the IMC was acknowledged by all. Although the committee finished its work in February, no action to implement the policy has been taken.

Two projects started by the IMC librarian were not carried through. After planning for acquiring oral history of Arizona, the cost to the University appeared too great to support although the scale of the project could have been severely reduced thus making costs feasible. A questionnaire was developed to survey in local schools the processes by which the use of media occurs. This subject is relatively undescribed in the literature. While local support for the survey was not given, there is evidence that state officers are interested in this kind of survey.

Two book exhibits were held in the IMC and an exhibit of innovative instructional materials developed by regional educational laboratories was held in the Kiva Auditorium. Sales representatives are displaying more of their materials in the IMC.

Indian Internship Project continued to use the IMC to acquire materials about Indians for children but with less money this year than last. For the first time Indian students participated in approval of selections. Special Education expects to make funds available for some instructional materials.

Telepoles were installed increasing the electric outlets in the public area from two to ten.

Interest in individual study and adult learning caused the librarian to develop relations with Continuing Education and the psychometrist of Student Counseling so that reading guidance could be given to persons preparing to take College Level Examination Program tests. The recent grant by CLR to College Entrance Examination Board for its CLEP activities indicates the initial project on the University of Arizona campus is timely. While the services of librarians in the library system have not been requested frequently to date, the likelihood of increased activity is high.

Orientation to materials in the IMC was changed from focus on location in the library to use of materials in teaching a particular subject. Faculty as well as students benefited.

To meet information needs of Indian children on San Carlos reservation

whose instruction was guided by a staff from the College of Education the librarian prepared a tape to contain communication about materials between children and librarian.

At the close of the year two staff persons left the IMC. The new year will require replacement and training.

Total holdings increased by 5,824 items from 34,030 in 1971-1972 to 39,854 in 1972-1973. An effort was made to improve the textbook holdings so that they would be up-to-date and more complete. Weeding of curriculum guides caused the removal of all guides published before 1968. Of non-print items the greatest increases were in filmstrips, kits, tapes and transparencies.

MAJOR STRENGTHS

The collection is regarded by the faculty of the College of Education as a major element in the training of teachers. Student teachers need to know the diversity of materials that exist and to learn how to select materials for particular students learning particular aspects of a subject.

MAJOR LIMITATIONS

There are no funds at present to meet the audio-visual needs of faculty who use that form to teach College level courses. Funds are spent only for materials on an elementary or secondary level. Consideration for meeting this need in the time that remains before the Media Center in the new library opens should be made. The purchase of audio-visual materials on this campus needs to be centralized and a catalog of holdings developed.

If another professional librarian was made available, more time could be spent assisting classes and evaluating the use of acquired materials. The present librarian tried to work with a class but found too little time available to do adequate work.

The fact that the Acquisitions Department allowed no discount to the IMC is not supportable.

FUTURE PLANS

If funds were available, the IMC should acquire a videotape player and computer terminal so that material developed for them could be acquired to demonstrate to student teachers their role in education.

An Eric terminal to have access to SDC bank would be appreciated by numerous people. Since persons in the Education College responsible for considering ways and means have not acted, the librarian recommends that the library system examine the feasibility of such an installation.

Funds for materials are never sufficient to build a collection representative of instructional materials being produced. Thus more will be said.

After two years there is still hope that a current acquisitions policy can be adopted.

HOLDINGS OF THE INSTRUCTIONAL MATERIALS COLLECTION

<u>Print</u>	<u>1971/72</u>	<u>1972/73</u>
A. Curriculum guides	1,490	1,499
Trade books	15,555	16,753
Textbooks	8,646	12,302
Total	<u>25,691</u>	<u>30,545</u>
B. Periodicals	43 titles	65 titles
C. Vertical file drawers	6 drawers	10 drawers
 <u>Non-Print</u>		
A. Art prints	556	556
B. Filmstrips	2,938	3,069
C. Kits	84	147
D. Maps, including globes	63	69
E. Pictures	2,721	3,097
F. Phonorecords	928	1,053
G. Single concept films	215	223
H. Slides	436	441
I. Tapes	49	114
J. Teaching devices	19	20
K. Transparencies	273	411
L. Viewmaster reels	57	57
Total	<u>8,339</u>	<u>9,309</u>
 <u>Total Holdings</u>		
Print	25,691	30,545
Non-print	8,339	9,309
Total	<u>34,030</u>	<u>39,854</u>

CIRCULATION

	<u>1971/72</u>	<u>1972/73</u>
Reserve	9,872	12,890
Circulating	53,736	58,709
Print materials	39,322	40,379
A-V equipment	2,268	4,479
A-V software	12,146	13,851
Total	<u>63,608</u>	<u>71,599</u>

INTERLIBRARY LOAN DEPARTMENT

UNIVERSITY OF ARIZONA LIBRARY

ANNUAL REPORT OF THE
INTERLIBRARY LOAN LIBRARIAN
TO THE UNIVERSITY LIBRARIAN
FOR THE 1972-1973 YEAR

J. C. M. G.

I. SUMMARY

There has been a very noticeable increase in activity over previous years, both in borrowing and in lending, as can be seen from Table III. All categories have risen in volume, the greatest increase being on the borrowing side and the least in photocopy requests from other libraries.

Last summer the library was awarded through the State Library a Title III LSCA Grant to fund a new member of the interlibrary loan staff who would coordinate all business generated by the Channeled Arizona Information Network (CHAIN). This new "CHAIN agent" has allowed the library to give greatly expanded service to people everywhere in Arizona. Requests from Arizona libraries are now processed and answered in twenty-four hours. The improved service, along with some publicity, has encouraged a great increase in the use of interlibrary loan throughout the state. Unfortunately, the funding from the federal government has not been renewed and the state legislature tabled a bill for regional libraries which would have continued funding. The University Library is therefore faced with supporting the CHAIN position from wages.

The establishment in January of an interlibrary loan fund with the Business Office has allowed us greater flexibility in obtaining photocopy from other libraries.

In November the department opened interlibrary borrowing to undergraduates. Such borrowing is limited to public libraries and universities that have agreed to lend to undergraduates. This new policy has, however, had no effect on the overall volume of business.

II. MAJOR STRENGTHS

A great deal of effort has been spent on making the new position of Agent for the Channelled Arizona Information Network (CHAIN) fulfil its potential. The position has been funded by a LSCA grant administered through the State Library and Archives. The University of Arizona Library, being the strongest library in the state, should play an important role in the new statewide network, which for the first time has given the library a staff member specifically responsible for making the library's resources available to residents of the state as a whole (as opposed to availability just for people who can come into the library in person). This gives the library the opportunity to become one of the prime statewide services of the university. Mrs. Maureen Hibbs, who assumed the CHAIN agent position in September, was stationed in the Science Library, rather than in the interlibrary loan office. This positioning, together with the exclusive use of a copying machine, also financed by the CHAIN grant, allowed a dramatic speed-up in answering requests for material from the Science-Humanities Library; the turn-around time dropped from a previous average of 13.7 days to 1.4. Publicity for the new service included sending out brochures, both for librarians around the state and for the public, visits by the interlibrary loan librarian to libraries in regions served by the University and an interlibrary workshop held in Miami, Arizona. As can be seen from Table II, the volume of requests from Arizona libraries has been increasing throughout the year. We can probably expect even greater demand next year.

The establishment of an Interlibrary Loan Fund with the Business Office has given us greater flexibility in providing photocopy for our patrons. The libraries with which we have deposit accounts, although excellent in respect to holdings, are either expensive or fairly slow in filling photocopy requests. Attempts to establish deposit accounts with cheaper or faster libraries have been unsuccessful. With the new fund we can more or less choose whichever library best fills the needs of the particular patron. The deposit accounts still receive the majority of our requests, both because of their comprehensiveness and because of the convenience of payment.

In November, limited interlibrary loan service was opened for undergraduates. Since the national interlibrary loan code of 1968 bars undergraduates from academic borrowing, the service is limited to borrowing from Arizona libraries, public libraries and certain university libraries outside the state which have agreed to lend to our undergraduates. There have not been many undergraduate requests since the service was inaugurated.

III. MAJOR LIMITATIONS

After only one year of operation, the federally funded CHAIN project has seen its funds cut off. The library will be forced to fund the position of CHAIN agent out of its own wages budget for the next year. As well as serving the people of Arizona in general, the agent has also played an important role in the cooperation between this campus and Arizona State University. Since March, when the ASU interlibrary loan stopped sending a person every Thursday to page their own requests from our library, the CHAIN agent has been handling all requests from ASU.

The major problem in serving our own faculty and students remains the slowness in response of the libraries from which we borrow. All efforts to speed up the delivery of our request (by TWX, for instance) have only negligible results in comparison with the long period during which our request is processed or waits to be processed at the other end. Membership of the University in the Center for Research Libraries would improve the situation since the Center promises to send material in three days by airmail. The recent grant to the Center makes membership even more desirable since it enables the center to provide a much broader range of periodicals.

IV. FUTURE PLANS

Through a reapportionment of tasks among the members of the department, we hope to achieve a more even flow of work. However, interlibrary loan is subject to seasonal heavy demand. During the busiest periods of October-November and February-March we are not always able to process requests as soon as they come in. Extra student help during these months would be a great help. Perhaps we could borrow help from another department of the library.

We foresee an increasing amount of cooperation between the University of Arizona and Arizona State University. This will mean greater demands on the ILL department. Since the CHAIN agent is at present handling all the requests from ASU, it is vital that this position be kept. The process of ordering a book or xerox from ASU should be streamlined. Microfilming the catalogs of the two libraries is perhaps the first step, although it would be unnecessary if access by telephone or teletype to ASU's catalog were easier. (The WATTS line leaves much to be desired as a means of access). It has been suggested that a microfilmed catalog would allow the patron to photocopy the required entry on the microfilm and have this photocopy transmitted to ASU. However, this would require telefacsimile if we wanted to keep the advantage of fast transmission that we now have in the TWX. The justification for telefacsimile elsewhere in ILL is at present dubious. The main cause of delay in obtaining photocopy is the processing time at the other library. Mailing accounts for a relatively small portion of the total time delay in obtaining photocopy through interlibrary loan.

TABLE I

REQUESTS SENT TO OTHER LIBRARIES

FILLED

Book and Microfilm Requests	1178
Photocopy Requests	965
TOTAL FILLED	2143
UNFILED REQUESTS	272
TOTAL NUMBER OF REQUESTS SENT	2415

REQUESTS RECEIVED FROM OTHER LIBRARIES

FILLED

Books loaned (no. of requests)	1809
Photocopy sent (no. of requests)	1633
TOTAL FILLED	3442
UNFILED REQUESTS	1410
TOTAL NUMBER OF REQUESTS RECEIVED	4852

COMBINED TOTAL OF FILLED REQUESTS (RECEIVED & SENT) 5585

COMBINED TOTAL OF ALL REQUESTS (RECEIVED/SENT, FILLED/UNFILED) 7267

TABLE II

CHAIN STATISTICS

	SEPT.	OCT.	NOV.	DEC.	JAN.	FEB.	MARCH	APRIL	MAY	JUNE	TOTAL
BOOKS LENT	18	7	57	29	65	61	85	114	146	86	668
PHOTOCOPY	24	46	46	57	116	49	69	66	50	93	616
TOTAL REQUESTS FILED	42	53	103	86	181	110	154	180	196	179	1284
TOTAL REQUESTS RECEIVED	72	84	124	110	244	141	195	212	256	256	1694
REQUESTS FOR INFO ON HOLDINGS	4	85	61	74	131	152	180	140	127	74	1028
AVERAGE TURN- AROUND TIME	3.6	1.6	1.4	1.1	1.2	1.2	1.1	1.3	1.4	1.3	1.5

TABLE III

INTERLIBRARY LOAN REPORT

July 1, 1970 - June 30, 1973

	<u>1970-1971</u>	<u>1971-1972</u>	<u>1972-1973</u>
<u>BORROWED</u>			
Books and Microfilm Requests	895	831	1178
Photocopy	788	612	965
TOTAL	1683	1443	2143
Canceled Requests TOTAL	129	138	272
<u>LOANED</u>			
Books	1343	1320	1809
Photocopy	1777	1557	1633
Extension	3	0	0
TOTAL	3123	2877	3442
COMBINED TOTAL	4806	4320	5585
Unfilled Requests	1646	1431	1410

LIBRARY SCIENCE COLLECTION

UNIVERSITY OF ARIZONA LIBRARY

ANNUAL REPORT OF THE
LIBRARY SCIENCE LIBRARIAN
TO THE UNIVERSITY LIBRARIAN
FOR THE 1972 - 1973 YEAR

1. SUMMARY

The Library Science Collection, located in Education 441, is a branch library which primarily serves the faculty, staff, and students of the Graduate Library School. In its second year of operation, the library is staffed by one full-time librarian and four part-time student assistants. The library operates sixty one hours per week during the fall and spring semesters and fifty three hours per week during the summer session.

Resources housed here include a model general reference collection, monographs and serials in the field of library and information science, a small historical juvenile literature collection, and laboratory tools for the cataloging and classification courses. Current and retrospective collection building was a year-long project, especially in the subject areas of book selection, censorship and intellectual freedom, information storage and retrieval, library automation, and library management. To supplement these cataloged resources, various files of uncataloged materials were also organized and processed. Close cooperation between the faculty and librarian enabled the collection to grow specifically in terms of the instructional and research needs of the graduate program.

Use by the Graduate Library School faculty and students increased this year, as they became aware of the range of services available to them. The library staff completed numerous projects which increased user access both to the staff and the collection. Faculty and students in programs other than library science who would find relevant materials in the Library Science Collection were encouraged to use the facilities and resources.

2. MAJOR STRENGTHS

A. The Collection

A basic collection in the areas of cataloging and classification, history of books and printing, reference services, public libraries, school libraries, and university and college libraries is housed in the Library Science Collection. Weak areas in the collection which required immediate building were defined early in the year. Purchases of both retrospective and current materials in the fields of book selection, censorship and intellectual freedom, information storage and retrieval, library automation, and library management were made to broaden the available resources.

Standard biographical tools, dictionaries, directories, encyclopedias, periodical indexes, and reviewing media are contained in a model general reference collection. These resources are analyzed by the students in reference courses. In addition, this core collection provides answers to most reference questions. Its relevance to the work of the faculty and graduate assistants in the College of Education was brought to their attention. Phone and in-house use of these materials by the College of Education has greatly increased.

Two hundred periodical titles are currently received. These provide up-to-date coverage in library and information science and its related fields, as well as access to the activities of state library agencies and associations. Backfiles of major periodicals provide a historical perspective for the user. A large collection of annual reports represents all types of libraries throughout the United States and Mexico.

B. The Staff

This year the Library Science Librarian position was increased from half-time to full-time. This enabled the librarian to provide additional reference services, to better coordinate the routine aspects of the library's operation, and to increase contact with the faculty, staff, and students of the Graduate Library School.

Four student assistants provide all other staff coverage. Only graduate library students are hired to fill these positions, as their interest in and knowledge of library science better equips them to assist their fellow students. These positions also provide practical experience which supplements classroom work. All clerical tasks were systematized and responsibility for them distributed among the student assistants according to their interest and abilities.

C. Our Users

The relationship between the Library Science Collection and the

MAJOR STRENGTHS (continued)

faculty, staff, and students of the Graduate Library School which it serves, is open, friendly, cooperative and productive. The librarian participates in all faculty meetings and activities, and this year served as a member of the Physical Resources Committee which prepared a portion of the self-study report required for accreditation by the American Library Association. The librarian is acquainted with all faculty and most student users which allows her to poll them on a variety of matters, involve them in the book selection process, and inform them of new books and journal articles of interest. This year the library became the informal communications center of the library school. To formalize these communications, a joint newsletter was initiated.

With the addition of posters and displays, gift leisure reading matter, a typewriter for student use, and other such services, the library has developed into a pleasant and convenient spot for faculty and student use. Projects which increased user access to both the staff and the collection were the major focus of the year. A stack shift was made, shelves were labelled and signs installed, current periodicals were put on display, a book return chute was installed, the furniture and equipment rearranged, and numerous informal tours were given to students. Fifteen drawers were added to the card catalog, so that cards for library science monographs located at the Main Library could be filed. Finally a visible index for periodicals was begun, a periodical check-in file set up, and an information exchange center organized.

3. MAJOR LIMITATIONS

A. The Collection

Approximately 1875 titles in the field of library science are housed in the Main Library. These books were processed prior to 1967 and classified in the Dewey Decimal Classification. Selected titles have been reclassified and moved to the Library Science Collection. In addition, a main entry card for these items is filed in the Library Science Collection card catalog. However, the fact that the library science monographs are located in two buildings at either end of campus remains. Both faculty and students have been patient and understanding about this inconvenience, but the problems it causes are numerous. When space permits, these titles should be weeded, those of immediate value reclassified and moved to the Library Science Collection, and those of lesser value stored until time and budget permit their reclassification.

A section of books which was reclassified from the 650's to Z4 through Z250 is also shelved at the Main Library. The subjects represented there are primarily shorthand and typing, neither of which is relevant to the Graduate Library School curriculum. As space permits, part of this section could be moved to the Library Science Collection. However the possibility of permanently locating some of these titles in the Main Library should be considered. In either case, their location needs to be clarified on the locator sheet, in the card catalog, and in the minds of the library staff.

A final split collection is the historical juvenile literature collection. The Library Science Collection has the Redfern Collection, which consists of 227 items. All other examples of this type of literature are located in the Special Collection Department. These books are now used by the Graduate Library School and College of Education faculty for courses in Children's Literature and Foundations of Education. A new course, Historical Children's Literature, will greatly increase the need for and use of these materials. Responsibility for the selection, processing, and storage of these resources needs either to be centralized or distributed among several departments.

B. Space

The Library Science Collection lacks space for storing supplies and equipment. In addition there is no room to shelve superseded editions of library science reference tools which we are expected to retain for historical purposes. There is no workroom for the staff either. Typing, new book processing, bindery preparation, and other technical service staff functions must be performed within the study area. The assignment of a near-by storage closet to the Library Science Collection would begin to solve this problem.

MAJOR LIMITATIONS (continued)

A cataloging and reference laboratory area is also needed. Currently the Library Science Collection, which measures 27'7" x 38'1/2", is used for individual study, group laboratory work, and informal meetings.

In July, the College of Education may provide funds to partition part of the adjacent classroom and construct such a laboratory. A door would be cut between the two rooms and the librarian would have responsibility for both. The national bibliographies, classification schedules, and subject heading lists would be moved into the lab. This move would free eight sections of shelving, which would begin to solve the problems created by the split collections discussed in A. With the completion of this lab, the noise level and congestion in the library would also decrease.

4. FUTURE PLANS

Monographs on the evaluation of materials, research techniques in library science, and special libraries should be added immediately. Backfiles of selected periodicals could be added gradually as space permits. Library and information science periodicals in Spanish could be added now. Other foreign language journals should be ordered on a selective basis as space and funds permit. A section of books for practice evaluation and review by students in the book selection course could be developed. A tape collection of Graduate Library School speakers could be housed in the library. Finally, a vertical file of guides and handbooks from major libraries in the country should be organized.

Information about the Library Science Collection and its resources should continue to be distributed to the College of Education faculty. Other campus departments which would find relevant materials in the LSC (Journalism Department use of graphic arts materials for example) should be contacted and encouraged to use the facilities. School and public librarians in the area could be encouraged to up-date their skills and knowledge by using the LSC. Cooperation with other library school libraries should be increased, so that ideas, problems and solutions may be exchanged.

Interest has been expressed to organize informal discussion sessions between the librarian and the students. Current periodical articles could be used to focus attention and discussion upon subject matter not directly covered in course work.

Upon completion of the laboratory adjacent to the library, the space and facilities available to the Library Science Collection should be re-evaluated so that they will be used to their fullest potential. Then furniture, equipment, and possibly the collection, should be rearranged accordingly.

Bibliographies or other special projects could be undertaken in connection with upcoming Graduate Library School conferences.

As the collection grows, the monthly acquisitions list could be arranged by broad subject areas, to facilitate use by the faculty and students.

APPENDIX A

<u>HOLDINGS</u>	1971/72	1972/73
Monographs	1887	4800
Periodicals (titles received)	174	200
Redfern Collection	227	227
Non-book materials	0	0
<u>CIRCULATION</u>		
Home use*	1853	2636
<u>REFERENCE QUESTIONS</u>	(RECORDS NOT KEPT)	991
<u>RESERVE BOOKS</u>		
Summer II	(records not kept)	54 titles for 4 courses
Fall	105 titles for 9 courses	132 titles for 12 courses
Spring	159 titles for 11 courses	292 titles for 17 courses
Summer I	28 titles for 4 courses	66 titles for 6 courses

*does not include table use in the library, reserve book use, or photocopying of both circulating and non-circulating materials

LOAN DEPARTMENTS

UNIVERSITY OF ARIZONA LIBRARY

ANNUAL REPORT OF THE
HEAD OF THE LOAN DEPARTMENT
TO THE
ASSISTANT LIBRARIAN FOR TECHNICAL SERVICES
FOR THE
1972/73 YEAR

SUMMARY

Since February, 1972, the Loan Department in both the Main and Science-Humanities Libraries has used an automated circulation system for books being checked out on regular and extended loans. Undergraduates and non-University borrowers may keep books for two weeks, while graduate students are extended end-of-classes privileges each semester. Currently, full-time faculty/staff and their spouses have unrestricted loan periods. Books are renewable as often as desired unless another patron has requested them. They may be recalled from extended loan after two weeks.

The system provides a daily circulation list which a patron may use to discover if the books he wants are being used by other patrons, are in other parts of the Library, i.e., Reserve Book Room, Interlibrary Loan, Bindery, Repair, or are missing and awaiting replacement. In such cases, the patron may request that the book be recalled and held for him when it returns.

Books and periodicals may be placed on limited loan by professors and librarians in the Reserve Book Room of the appropriate Library or Branch.

Overdue notices are automatically produced and mailed weekly as a courtesy to patrons. Encumbrance notices are produced and mailed monthly. Loan Department personnel have worked closely with the Accounts Receivable Office to comply with the requirements of their new system for encumbering students.

Branch libraries continue to use manual processes for charging and billing materials they circulate. Billing is processed through the Main Library Loan Department.

An experiment was tried in keeping both Libraries open for 24 hours during exams spring semester. Statistics from hourly head counts and numbers of books checked out indicate that the buildings were used primarily as study halls. The heavier use of the Science-Humanities Library points out the need for a study area in the center of campus. Further investigation is needed before a decision might be reached that the Library is the best location for this purpose.

The Library's messenger, under the aegis of the Loan Department, picks up and delivers mail, books, computer data, etc., as requested, between the Library and its branches, and elsewhere on and off campus.

MAJOR LIMITATIONS

The automated circulation system is an off-line, batch-processed system. Therefore, the daily circulation list is out-of-date when received each morning and 24 hours behind by the end of the day. This can be inconvenient for both the patron and the staff. An on-line system would give an instant response to the location of any book in the system.

The Library's encumbrance procedure is too dependent on the activity of the Accounts Receivable office. Our records are cleared by the return of the paid encumbrance card from Accounts Receivable. When their new system has stabilized, we hope that a better method of coordination will result. The Library program has already been altered to bring it in line with the requirements of that office.

The Library has been using the Social Security number as a patron ID number since the inception of our automated circulation system in June, 1971. This has presented many problems because of discrepancies between our files and those of the Registrar's office, and thus the student ID cards. We strongly hope that with the University's change-over to the Social Security number as the ID number in the fall of 1973, many of our problems will be alleviated. Here, also, good inter-office cooperation and coordination is necessary.

The Loan Department currently has six non-students working full time on wages. There are ten full-time contract positions, plus one full-time and four half-time contracts for monitors. It is strongly urged that at least two of these wages positions become contract positions, as they have been, and will continue to be, on-going full-time positions. One of these is the keypuncher. The job has been at least a full-time one for four years. It requires a skilled keypuncher who can work quickly and independently. The low wages the Loan Department budget can allow for this prevents the hiring, or keeping, of a keypuncher of the caliber needed.

MAJOR STRENGTHS

To provide more equitable service to graduate students, end-of-classes loan privileges have been expanded from teaching assistants and research assistants to include all students working in graduate level programs.

Overdue notices are automatically generated and mailed on a weekly basis during the regular sessions and twice weekly during the summer. Encumbrance notices are generated and mailed monthly for all new fines and fine changes. These notices differ markedly from the encumbrance notices sent from the Accounts Receivable Office because they identify each book for which a fine is owed, showing when it was due, when it was returned, and the amount of the fine.

In October, 1972, the decision was made to expand the circulation of bound periodicals to all Library patrons for periods of two hours during the day or overnight two hours before closing. Previously, only faculty members, and occasionally graduate students, had been granted this privilege.

Although circulation has increased from 550,509 in fiscal 1971/72 to in 1972/73, the wages budget increase has been minimal. Some of the student assistant time that was formerly used filing slips at the Loan Desk is now donated to the Catalog Department for preliminary filing of cross references. This is done mostly at night when we must have people staffing the desk but use is usually light.

The Library messenger service has expedited the delivery of mail, books, computer data, etc., within the Library system and on and off campus. Two complete rounds are made daily. This has benefitted others on the campus and in the community as well as the Library.

FUTURE PLANS

We are looking forward to the replacement of the Standard Register Data Collection equipment with Colorado Instruments equipment as soon as a satisfactory contract can be signed. The new equipment will not only be more reliable, but it is adaptable to an on-line circulation system. The on-line system is the main goal of the Library's Loan Department, for it will produce instant response to many questions which are currently delayed for at least 24 hours. It will also release many hours now spent processing hold requests and checking for holds on returned books.

Loan Department personnel have been concerned with the present philosophy of fining and releasing fines. A strong feeling exists that there should be a more equitable way to handle these situations. One approach being used is to close the loop-holes available to patrons. This includes a return to searching for overdues, a procedure which had been abandoned two years ago due to lack of personnel. Also, each book is now checked twice for the discharge card before being shelved. Overdue notices have been reworded to state more fully the Library's fine policy. A rewriting of the policy itself is under consideration.

Experimentation is underway with the use of microfiche cards and readers to replace the printed daily circulation lists. If the format of the fiche can be more clearly defined and delivery time stabilized, they will eliminate reams of paper printouts that are created now only to be discarded (recycled) at the end of the day. The other aspect, which interests Computer Center personnel, also, is the savings in time and, therefore, money spent on the computer printer. Furthermore, it will allow us to store the daily circulation lists for longer than one month at a time.

ADDENDUM

Circulation Statistics

	1971/72	1972/73
Home Use		
Main Loan Desk	173,590	
Science-Humanities Loan Desk	176,693	282,566
Instructional Materials Collection	53,766	58,709
Map Collection	4,542	6,818
Music Collection	<u>25,502</u>	<u>24,510</u>
	431,993	372,603
Building Use		
Main Library Reserve	175,779	70,785
Science-Humanities Reserve	24,447	26,570
Liberal Arts Reserve	22,105	(closed)
Instructional Materials Reserve	9,872	12,890
Map Collection Reserve	15,866	23,240
Music Collection Reserve	52,208	50,147
Special Collections	<u>7,683</u>	<u>7,870</u>
	307,393	191,502
	TOTAL 739,386	564,105

Part of this drastic reduction in circulation may be attributed to an error in calculation of Main Library Reserve Book Room statistics which has been compounded over a period of several years. Overall, Reserve Book Room use has declined by a net 3,000 between the two libraries. This was noticeable during spring and first summer sessions when fewer books were placed on reserve by professors, also.

The drop in regular loans may be attributed to extended loan privileges to all graduate students, thereby eliminating renewals every two weeks.

This is the first year that all circulation statistics in Main and Science-Humanities have been machine counted.

MAP COLLECTION

UNIVERSITY OF ARIZONA LIBRARY

ANNUAL REPORT OF THE
CHIEF MAP LIBRARIAN
TO THE UNIVERSITY LIBRARIAN
FOR THE 1972-1973 YEAR

SUMMARY

SUMMARY

At the beginning of the first semester a map information leaflet was distributed to departments of the University which use cartographic materials. As a result the number of map readers increased substantially and the department's circulation statistics broke all previous records. An increasing number of maps in various disciplines were used by faculty members and graduate students who were conducting research programs. Numerous requests were received for place name verifications, and for precise descriptions of geographic locations to insure accuracy for publication purposes. The resources of the department were used to plan scientific expeditions, and to select locations for observing the eclipse of the sun.

Nonuniversity patrons made extensive use of the department, and in some instances the reference service that was given has been of direct benefit to the people of Arizona. A planning consultant prepared an environmental study of the eastern part of Arizona for the purpose of determining the proper construction area for an electric power line. Consulting geologists relied heavily on the U. S. Geological Survey's geologic mapping in their search for new mineral exploration areas. Graduate students and faculty members from out of state colleges and universities were frequent users of the collection, especially Mexican mapping. Reference assistance, map acquisitions information, and interlibrary loans were made available to the map librarians at Hayden Library, Arizona State University.

The UA Map News Monthly continued to be issued in an effort to inform map users of newly acquired materials. Map exhibits were prepared for the All University Resource Fair, the Main Library lobby and the Map Collection. The staff also participated in the Orientation Program for new library employees, conducted tours for individuals and visiting groups, gave telephone reference service, answered requests for information that were received through the mail, and lectured to classes.

Technical processing moved forward in an efficient manner. All of the new maps and books were sent directly to the Map Collection from the Acquisitions Department for processing and cataloging. A considerable amount of time was required to mount, repair and laminate damaged maps. Of all the new books acquired during the year the one that towers above the others in importance is Portugaliae Monumenta Cartographica by Armando Cortesao and Avelino Teixeira Da Mota. This atlas folio, a study of early Portuguese mapping, is considered by authorities in this field to be an outstanding work in the literature of cartography. The Library's collection of southwestern historical resource materials has been greatly enriched by the acquisition of eight early maps dated from 1597 to 1763. These show the first printed indication of places in the southwest that had been named by Coronado, Niza's Seven Cities surrounding a mythical lake in New Mexico, the Rio Grande flowing into the Gulf of Mexico with descriptive information about the regions around Taos and Santa Fe, and California is shown as an island. "Passage by land to California" by Father Kino is of special importance because this map ends the myth of California as an island.

The professional staff members contributed to library and cartographic publications, and attended local, state and national library meetings and annual conferences.

MAJOR STRENGTHS

The University Library is most fortunate in being a federal government depository for the maps published by the U. S. Geological Survey. Included in this collection are the topographic quadrangles for the fifty states at scales 1:24,000, 1:62,500, 1:250,000 and 1:1,000,000. Of importance to both faculty and students in the Colleges of Mines and Earth Sciences are the several series of maps which cover geology, hydrology, oil and gas investigations, geophysics, minerals and miscellaneous related subjects. The new geologic atlas of the moon and lunar topographic maps are also provided by the Survey. To supplement these maps the Library has purchased several thousand geologic maps which were published by foreign geological surveys, congresses, societies, official government mapping agencies, institutes, and the United Nations.

In addition to the Survey's repository the U. S. Defense Mapping Agency Topographic Center has made available through the depository program, that was established by the Army Map Service in 1947, over twenty five thousand maps of foreign countries. Most of these sheets are large scale topographic sets which were published by the Army for use in theatres of war. The World War II mapping covers the Pacific Area and all of the European countries that were involved in the war. New mapping at the scale of 1:250,000 has recently been received for Pakistan, India, southeast Asia, Europe and the countries of the Middle East. These are excellent cartographic works, which the Library would not be able to acquire otherwise.

It is a matter of considerable pride to the University Library that this department has one of the largest collections of Arizona maps in the state. Of importance to historians is the fact that studies can be made of this area from the early Spanish period to statehood. Detailed topographic mapping at scales 1:24,000 and 1:62,500 is available as well as other physical maps including raised plastic relief maps at the scale of 1:250,000. Thematic atlases and maps cover a wide range of subjects such as geology, climate, vegetation, public lands, Indian reservations, mines and mineral resources, soils, irrigation projects, postal routes, military post and all forms of transportation. Arizona counties, cities, towns and geographical regions, such as the Grand Canyon, are mapped in detail. Aerial photographs are also available.

Because cartographic research can not be conducted without accompanying reference tools, emphasis has been placed on the acquisition of those books which support exhaustive investigations. Facsimiles of outstanding early cartographic works, thematic and general carto-bibliographies, national and foreign map library catalogs, general cartography books, gazetteers, cartographic journals and serials, yearbooks of cartography and geographic dictionaries are available for reference and research purposes.

MAJOR LIMITATIONS

Several factors have hindered the systematic growth of the Map Collection. The lack of floor space needed for expansion purposes has been a problem of great concern. This situation involved space for additional reading tables, and for staff work stations. Much of the processing and cataloging has of necessity been done in the reading room where the maps could be spread on the public reading tables. This procedure is understandably disturbing to those patrons who are attempting to concentrate.

Insufficient shelving for atlases and other cartographic works has become a critical problem. Valuable volumes must be stacked one on top of the other, and for some books no shelving can be provided. Because many of the atlases are over sized and heavy, the volumes are not properly protected by being housed in this manner.

Although a solution to some of these problems can not be found immediately the staff of the Map Collection has submitted to the University Librarian a proposed floor plan which would furnish sufficient space in the new Library building to improve the over all arrangement to the department.

FUTURE PLANS AND GOALS

Because the Map Collection is a public service area of the University Library, it is the goal of the staff to provide and expand service to the University community and to the citizens of the state. To accomplish this goal it is the intention of the staff to work in cooperation with the faculty in acquiring those materials which will support research and curriculum development. Through the various departmental publications the staff will make a greater effort to inform map users of the availability of new maps, atlases and reference tools.

The staff's proposed departmental plan for the new Library building provides for an enlarged technical processing section, an enclosed map stack, a public reading room, offices for the department head, the reference librarian, and the catalog librarian. In recommending this proposed floor plan to the University Librarian the staff considered the following: the needs of the map users, the location of the technical processing section in an area outside of the public reading room, the security of the map stack, and adequate shelving for the reference books. By suggesting an enclosed stack, a future change of policy to close the stack to the public could be executed without an additional construction expenditure.

APPENDIX

APPENDIX

<u>Acquisitions Statistics</u>	1972/1973 Additions	<u>Total</u>
Bound Volumes	252	
Sheet Maps	6,245	

Holdings of the Collection

Aerial Photographs		14,578
Bound Volumes		1,860
Globes		9
Sheet Maps		102,985
	Total	<u>119,432</u>

Public Service Statistics

Reference

Inquiries Answered	6,079
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Circulation

Library Use	23,241
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Home Use	6,818
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At the beginning of the first semester the staff prepared and distributed map information leaflets to departments of the University that have a need for cartographic materials. Leaflets were posted on the public bulletin boards of the Student Union, Science-Humanities Library, College of Agriculture, R. O. T. C. and the Liberal Arts College. Sufficient copies were given to the Department of Geography and Area Development and the Geosciences Department so that classroom distribution could be made to students. The increase in map users soon became evident.

Lectures describing the contents and services offered by this department were requested and given to classes in education, library science, R.O.T.C. and special institutes and programs. Students used maps for specific class assignments in agricultural economics, history, anthropology, foreign languages, government, international law, library science, cartography, geology, architecture, Oriental Studies, hydrology, methods of geographic research, studies in human, urban and physical geography, as well as for individual assignments, theses and dissertations.

The resources of the Map Collection enabled the staff to make a contribution to many of the research programs conducted by the faculty. Requests were made by the University of Arizona Press, Arid Land Studies, the News Bureau of the University, Arizona and the West, and members of the teaching faculty for verification and precise descriptions of geographical locations to insure accuracy for publication purposes. Maps from this department were taken to Chile by a member of the College of Earth Sciences, who made the trip in the interest of scientific research. Numerous maps were used by the faculty and staff of the Lunar and Planetary Laboratory to select locations for observing the eclipse of the sun, and also for selecting a possible observatory site in Africa. During the year the News Bureau of KUAT TV borrowed a number of wall maps to use in public affairs discussion programs. Many faculty members borrowed thematic maps for classroom discussions and lectures.

The Map Collection continues to be used extensively by non-university patrons. The service provided to these special borrowers has been in many ways of direct benefit to the people of Arizona. An example being that of a planning consultant who spent considerable time preparing an environmental study of eastern Arizona for the purpose of determining the proper construction area for the electric power line from the Four Corners area to Tucson. Many employees of local real estate firms used topographic maps to study possible land development areas. Consulting geologists and mining officials borrowed heavily from the department's collection of geologic maps. Many other questions came across the reference desk in a miscellany of categories.

The UA Map News Monthly continues to be issued by the reference librarian in an effort to inform map users of new materials. Special series on atlases, Australia and Mexico, reflecting the extent of holdings in these areas, were gratefully received by map patrons.

The staff served on the Library Committee for the All-University Resource

Fair. Maps relating to agriculture were displayed at the exhibit hall in the Student Union, carto-bibliographies were made available and information regarding the availability of cartographic materials was provided. The staff also participated in the Orientation Program for new library employees, conducted tours for individuals and visiting groups, provided telephone reference service, filled interlibrary loan requests, answered reference questions received through the mail, prepared map exhibits for the department and Main Library lobby . . . to mention some of the activities that kept the four of us busy this year.

An indication of the increased amount of public service given by the staff this year can be shown by a comparison of statistics for the last two years.

	<u>1971/72</u>	<u>1972/73</u>
Reference questions answered	3,745	6,079
Library use circulation	15,866	23,241
Home use circulation	4,542	6,818

Technical processing moved forward in an efficient manner. As in other years the new sheet maps were sent to this department directly from the Acquisitions department to be checked with the original orders. After the orders were processed the catalog librarian prepared the master catalog cards, which her student assistant reproduced on the Catalog Department's zerox machine.

The Library received a number of large collections that also included maps. Many of the items were in a very bad state of repair, thus mounting, repairing and lamination required a considerable amount of staff time. The heavily used maps also needed constant repair work.

Keeping abreast of new world mapping in many disciplines is a time consuming undertaking. Hundreds of inquiries were sent to all parts of the world seeking acquisitions information so that the Library's Acquisitions Department had only to place the orders without further verification. Letters were also written to state, national and foreign governmental mapping agencies requesting free maps.

A number of excellent titles were presented to the department by faculty members and special borrowers. Among those who very generously donated personal collections was Dr. Dan Stanislawski, the former Head of the Department of Geography and Area Development, University of Arizona.

The Library's benefactor, the U. S. Geological Survey, provided 3,859 topographic quadrangles and geologic series sheets for its depository collection. Since the Survey's packing and shipping procedure is such that depository libraries often fail to receive all available maps, it is necessary to continually check holdings with the monthly Publications Lists of the Geological Survey. Missing titles were listed and submitted to the Denver and Arlington Distribution Sections for claiming purposes. The old quadrangles are inventoried yearly for sheets which may have been stolen or otherwise lost during the year.

Of all the new titles acquired during the year the one that towers above the others in importance is Portugaliae Monumenta Cartographica by Armando Cortesao and Avelino Teixeira Da Mota. This 5 volume atlas-folio, a study of early Portuguese mapping, is considered by authorities in this specialized field to be an outstanding work in the literature of cartography. The Library's collection of southwestern historical resource materials has been greatly enriched by the acquisition of eight early maps dated from 1597 to 1763. These show the first printed indication of places in the southwest that had been named by Coronado, Niza's Seven Cities surrounding a mythical lake in New Mexico, the Rio Grande flowing into the Gulf of Mexico with descriptive information about the regions around Taos and Santa Fe, and California is shown as an island. "Passage by land to California" by Father Kino is of special importance because this map ends the myth of California as an island.

Although the number of departmental holdings can not qualify this collection to be rated as a large map library (i. e., Library of Congress or the New York Public Library) it is now on a par with many of the other medium sized university map collections in this country. It should be noted that the department has only been in existence since 1957, funding has been limited and the department has always been operated by a small staff. The ground work has been laid, so that the collection can be developed into one of the better cartographic resources centers in the southwestern states. The additional space for maps which the new Library building should provide, will enable the staff to work toward this goal. The staff has appreciated the interest and support which the University Librarian has shown and expressed since he assumed his position in July 1972.

NOTABLE ACTIVITIES OF THE STAFF

Bahre, Stephen Alan

Attended: Arizona State Library Association Conference, Scottsdale, Arizona, October 1972; Census Users Conference, Tempe, Arizona, January 16, 1973; Computerized Library Networks Institute, LARC, Phoenix, Arizona, March 29, 30, 1973.

Member: Arizona State Library Association; University of Arizona Library Staff Association; Western Association of Map Libraries, Offices Held: Vice-President, University of Arizona Library Staff Association.

Participated in: Arizona Academy of Sciences, 17th Annual Meeting, Tucson, Arizona, May 4, 5, 1973. Presented two papers for the Geography Section of the Academy.

Published: "Arizona Maps in the Map Collection, University of Arizona Library: The Territorial Period 1863-1911", Bibliographic Bulletin, University of Arizona Library, Vol. 2, No. 2, October 1972; Maps in Arizona and the West, Spring and Summer issues, 1973.

Blakeley, Mary Lloyd

Attended: American Library Association Annual Conference, Las Vegas, Nevada, June 24, 25, 26, 27, 1973.

Committee: Member, Library Committee, All-University Resource Fair, University of Arizona, December 1972.

Member: American Congress on Surveying and Mapping; American Library Association, Arizona State Library Association, Southwestern Library Association, Special Library Association, Western Association of Map Libraries.

Published: "New Mapping of Western North America", Western Association of Map Libraries Information Bulletin, Vol. 4, No. 1, November 1972; Vol. 4, No. 2, March 1973.

Cohea, Linda Diane

Attended: American Library Association Annual Conference, Las Vegas, Nevada, June 26, 27, 28, 1973; Census Users Conference, Tempe, Arizona, January 16, 1973.

Member: American Association of University Professors; American Library Association, Arizona State Library Association, Special Libraries Association; University of Arizona Library Staff Association; Beta Phi Mu.

MICROFORMS SECTION
MAIN LIBRARY

UNIVERSITY OF ARIZONA LIBRARY

ANNUAL REPORT OF THE
CHIEF MICROFORMS LIBRARIAN
TO THE
UNIVERSITY LIBRARIAN
FOR THE YEAR 1972-1973

SUMMARY

The Microforms Section of the Main Library is located in Room 301 and the cage area on the 5th tier of the main stacks. It functions as an extension of the main stacks, being a repository of research materials which are, in most instances, unavailable in hard copy. In general, its subject scope includes the social sciences and related areas. The holdings include microfilm copy of newspapers, journals and other periodicals; rare books and costly publications; unpublished theses and dissertations; and microfilm copy of manuscript materials, such as official despatches and reports, territorial papers, state and municipal records, family papers and private correspondence. The holdings are arranged as follows: 1) microfilms of newspapers, which are shelved alphabetically by title, 2) serially accessioned film rolls, 3) film rolls which are cataloged under Dewey or LC numbers, these films constituting continuations of bound volumes located in the main stacks, and 4) microfiche and microprint cards, which are further subdivided into a serially accessioned section and a section for cards acquired with previously assigned Dewey and LC catalog numbers.

Since January 1, 1973, personnel have been permanently assigned to the Microforms Section of the Main Library. Thus, the information reflected here is based largely on the section's operation during the latter half of fiscal 1972/73. The total holdings by the end of June amount to over 24,000 rolls of film and some 60 linear feet of fiche and microprint cards. The routine input during this period included twenty-five new acquisitions and a total of over 600 rolls of film, generated from adds and new acquisitions. Increased purchasing this spring will substantially increase the acquisition figures during the coming fiscal year. Student use of the facilities has also increased, particularly among the undergraduates. Contributing factors have been encouragement on part of their professors, the presense of personnel in the area to assist new students and the impetus given to primary research by the increasing availability of published calendars and indices to the major newspapers and National Archives microfilm publications. Another attractive factor, especially among the candidates for higher degrees, arises from the acquisition of heretofore unused research materials. Through past microfilming projects in the civil and mission archives of Sonora, the University Library has generated an invaluable body of documentation relative to the history and ethnology of the Far Southwest and Northwest Mexico. The Bancroft Library and even the General Archive of Mexico have been among the institutions who have recently requested copy of our Sonoran films.

With regard to physical facilities, but for the present need for two microfiche storage cabinets, our equipment is adequate to meet the work load during the coming year. Twenty-two microfilm, fiche and microprint viewing units are available in Room 301 and at convenient locations in the main stacks. Five additional units now in temporary storage can be made operable with minor repairs, should the need arise. General upkeep costs have not been high, and the Recordak servicing agency here has ordered parts sufficient for another year or more.

MAJOR STRENGTHS

The knowledge explosion of the past two decades has confronted university libraries, government archives and industrial research laboratories with a tremendous problem in organizing and storing a rapidly compounding load of data. The impact is evident in the rapid growth of the Microforms Section, which has proceeded at an increasing rate despite the recent establishment of regional Federal Records Centers and improvements in interlibrary loan systems across the country. Not only has microfilm, fiche and microprint enabled us to keep up with the knowledge explosion in all fields, at very low acquisition and storage costs, but the amassing of such an immense body of research data in microform has necessitated the publication of guides and indices to commercially available microfilm series, as well as forcing us to give serious thought to the compilation of computerized indices to microfilm series which we have produced during our past field trips to Sonora.

The impact of the above developments is clearly evident in the increasing reliance upon the Microforms Section by both graduate and undergraduate students. During March ("term paper time"), an average of four persons, and often as many as six, could be found using the microfilm viewers at the peak hours of the day (10 to 11:00 AM and 2 to 3:00 PM), their number decreasing slightly during the peak hours of the evening (7 to 9:00 PM). Where undergraduates made little use of the facilities in past years, they now constitute over half of the regular patronage. As indicated above, open encouragement by their professors and increased assistance in locating materials and operating the viewing equipment have been important factors, while the availability of guides and indices to newspapers and unpublished government records in the General Reference Department and the Microforms Section have brought a wide range of documentation within easy access at the regular classroom and seminar levels. Toward increasing the research potential of the collection, we are, in the course of surveying the physical condition of the films, making a special point of noting the location of unpublished registers of letters received, wherever they occur in diplomatic and domestic despatches.

Special emphasis is also being given to the cataloging and calendaring of microfilms made by the University Library in Sonoran archives over the past ten years. Not only have these films attracted considerable attention from other institutions interested in research in the United States Far Southwest and Northwest Mexico, but they have become the means by which the University Library and the Bancroft Library have come to agreement upon filling out our respective holdings in Sonoran documentation on microfilm through exchanges. A new horizon in this area has recently opened with the establishment of the Northwest Regional Center at Hermosillo, under the auspices of Mexico's National Institute of Anthropology and History. Microfilming in the civil and ecclesiastical archives of Sonora, Sinaloa and Baja California will be among the various responsibilities under their jurisdiction, and the Microforms Librarian and representatives of other academic departments are now attending planning sessions with the project directors of the Northwest Regional Center relative to this and other future programs.

MAJOR LIMITATIONS

Our chief problem is that of maintaining service and surveillance over the collection. Routine visual inspection of the holdings and searches for missing film rolls are made extremely time consuming because the whole film library is presently shelved in 12-roll containers, thus requiring the opening and reshelving of some 2,000 containers, if a complete search is to be made. Present gaps in the serially accessioned films, resulting from the transfer of science and humanities films to the Science Library, also complicate searches, requiring further checking in other departments to determine whether a missing film has been transferred, borrowed or mislocated. Toward expediting searches, we are now compiling a shelf list of all films here and in the Science Library. Visual surveillance will also be improved with the use of red dummies (wooden blocks) to flag film rolls which have been transferred or temporarily removed on loan outside the section. Great improvement could also be obtained by placing a telephone at the desk in the microforms reading room (Rm. 301) and enclosing the desk area, which would enable the microforms librarian to relocate there. Then, with an additional 30 hours of student assistance, a schedule could be worked out for full time service throughout the day and evenings.

With regard to equipment, the present need for two microfiche cabinets has already been mentioned here. As for the film rolls (over 24,000 at present), the future acquisition of the University Microfilms "Space-saver" cabinets, which hold nearly 2,000 rolls of 35mm film, will greatly expedite the general management of the film library, with considerable savings both in time and space. In regard to viewing equipment, while our Recordak MPE viewers are wearing out, they are still more serviceable and better adaptable to library use than the modern motorized equipment. Our serviceman recommends that we keep them, and he has back-ordered enough parts to insure service another year or more.

To get a better idea of the present condition of the film library, maintenance priorities and future upkeep costs, we are making physical inspections in selected areas, particularly among the older films. The following is based on an assessment of over 4,200 rolls of film:

<u>Items Rendered Irreparable:</u>	Replacement Cost
Film: Fair (?) wear and tear 12	\$120
Mutilated (sections cut out) 4	40
Stolen or long missing 6	60
Reels: (metal & plastic, rusted or damaged) . . . 50	<u>15</u>
	\$235
<u>Items Damaged But Serviceable:</u>	
Film: Diagonal rips repaired with tape 19	\$190
Reels: Metal, repairable but not recommended for further use. 335	<u>85</u>
	\$275

Thus, the total upkeep of \$510 for these films (i.e., 4,200 rolls at a little over eleven cents an item) is actually quite low, considering the fact that they were acquired, in some instances, as early as 1938 and maintained under open stack conditions most of the time since then. Since the majority of the remaining films were acquired more recently, the unit upkeep cost on them should be much lower than eleven cents.

FUTURE PLANS

The impact of the so-called knowledge explosion is clearly evident in the Microforms Section, where microfilm, microfiche-- and now, the advent of "ultra-microfiche," threaten to overwhelm the student with a growing array of primary documentation, field reports and other raw data, the scope and content of which defies organization into manageable cataloging categories. Here, the real gravity of the problem confronting us is seen to be less the matter of acquiring and maintaining materials and more that of assisting students in plotting a productive course through a sea of data in the limited time available to them.

The National Archives and various commercial publishers have recognized the necessity of offering guides and indices to their publications in microform. As mentioned above, we also making a point of noting the presense of registers of letters in certain film series. Beyond this endeavor, the microforms librarian is presently drafting a cost-sharing proposal for presentation the the National Endowment for the Humanities to secure funds to commence calendaring work on the backlog of Sonoran microfilms generated by the University Library and the Arizona Historical Society during past microfilming projects in Sonoran civil and mission archives. Committments of support have been received from the Laboratory of Tree Ring Research, who are interested in gathering historical documentation to better calibrate tree ring data secured in Northwest Mexico. Once the calendaring work is completed, it has been suggested that computerized indices be compiled for each film series. While we may not be able to secure funds from NEH, we should pursue this project by whatever means are available to us, for much of Arizona's history is presently buried in various parish archives along the northern frontier of Sonora.

With regard to exchange of Sonoran films with the Bancroft Library, this involves the official gazette of Sonora, a nearly complete run of which can be assembled from 1859 through 1900, between the holdings now available here and at the Bancroft Library. This has already been discussed in correspondence with their director of the microfilm division, and will be followed up during this summer. As for the years from January, 1901, forward, these issues are available in the government building at Hermosillo, and provisions will be made to microfilm them in cooperation with the Northwest Regional Center during the coming year.

MUSIC COLLECTION

UNIVERSITY OF ARIZONA LIBRARY

ANNUAL REPORT OF THE
CHIEF MUSIC LIBRARIAN
TO THE
UNIVERSITY LIBRARIAN
FOR THE 1972-1973 YEAR

1. SUMMARY

Effort was directed toward developing the quality of service through new means of acquainting borrowers with library facilities and through improving and broadening the collection. Reference service to library users increased 27% over the preceding year. Music Collection holdings consist of scores, sheet music, reference books, records, tapes and microcards. During the year 5,353 items were acquired and processed, which brings the collection to a total of 65,105.

Users' interest in the activities of the Music Collection was gratifying. Gifts of music and records totaling 3,231 items were added. A notable collection was received consisting of manuscripts and personal papers of the California composer, Claude Lapham. Commitments were made by two Arizona composers, Robert McBride and Richard Faith, to place their original manuscripts and related papers in the Library.

The music faculty toured the Music Collection individually to become familiar with new services. Community groups visited the Library. Library Science classes were instructed in the acquisition and handling of specialized music materials.

Throughout the year the staff gave enthusiastic and energetic support to Music Collection activities. It carried on individual studies, published bibliographies in the field of music, toured other libraries handling related work and attended workshops and national professional meetings.

Continuing problems are the lack of clerical staff and the need for adequate room to carry on library activities within the present quarters. A further cause for concern is the absence of a plan to construct a divisional library in the Fine Arts complex where all research materials relating to the fine arts and now scattered throughout the Main, Music, Humanities and Architecture libraries could be brought together.

2. MAJOR STRENGTHS

Developing Library Service

Because it was felt that the faculty was not making maximum use of the services and prepared indexes and catalogs which had been added in recent years, a program was developed to promote a closer working relationship with the music teachers. During the year, letters were written to each member of the faculty inviting them to visit the library. New services were explained as each faculty member toured the library. Time was provided for the professor to discuss his needs with the Librarian and to suggest ways in which the library could be of greater service to him.

Teachers were again urged to aid in the selection of materials in their specialized fields. Since the inception of the Music Collection, all members of the music faculty have actively participated in building the collection.

Facilities for the Preparation of Taped Assignments

Small portable tape decks were purchased to provide music teachers with an opportunity to record fragments of musical compositions along with their personal commentary. These tapes may be placed on reserve for use in class assignments.

The Collection

Added to the collection during the year were 5,353 pieces, bringing the total holdings of the Music Collection to 65,877.

Notable additions were 200 compositions of classical music either composed or printed in Poland. Special emphasis was given to the areas of flute and harp music.

Gifts

Thirty-seven lots of gift materials were received during the year numbering approximately 3,231 items.

An outstanding gift received during the year was that of the manuscripts, letters, programs and memorabilia relating to work of the California composer, Claude Lapham.

Arrangements have been made with Arizona composers, Robert McBride and Richard Faith, to receive their original manuscripts, letters and personal papers relating to their compositions.

A collection of one hundred recordings of music by Belgium composers was sent to the Music Collection as a gift by the Consulate General of Belgium.

Equipment

The photocopy machine has received heavy use. During the year, approximately 20,000 copies were produced.

A change maker was installed.

Displays

In keeping with its efforts to display art work produced in the College of Fine Arts, paintings by Douglas Denniston, professor in the Art Department, were hung during the spring and summer months.

A revolving exhibit case has been purchased and placed in the foyer to acquaint users with new music, records and reference books.

Staff Activities

The professional staff visited the Music Library at Arizona State University. Plans were made to further cooperation between the two libraries.

The staff visited the Fine Arts Department at the Tucson Public Library in order to become acquainted with the Public Library collection and to learn of other music materials available in this community.

A bibliography of avant-garde flute music, prepared by Charles King in collaboration with Philip Swanson of the music faculty, was published in the June issue of Woodwind World.

Miss Phillips taught special classes in the preparation and use of materials in art and music at the School of Library Science.

In April, the National League of American Penwomen (includes composers) and their guests scheduled a half-day meeting in the Music Collection. The group toured the library and Miss Phillips spoke on the subject, "A Library Without Books".

Charles King and Elsie Phillips attended the Music Educators National Conference annual meeting.

Charles King attended the Music Library Association summer conference, Las Vegas, Nevada.

Mona Frontain attended the six-week training program covering elementary aspects of automation and systems analysis conducted by the University Library.

3. MAJOR LIMITATIONS

Space Problems

Much has been said in past reports to call attention to our need for additional space. Specifically, we are in need of space for score and record storage, for work and storage space in our work area.

Listening services require extensive expansion. We have sixteen listening stations as opposed to 108 at Arizona State University music library.

We have seating space for twelve more students than we had at the inception of the branch in 1959, when student enrollment was 11,772, or 128% less.

Personnel Requirements

A problem of long standing is the lack of non-professional personnel. It has been ten years since a non-professional position has been added to the staff. During this period, the circulation has advanced from 29,766 to 74,657, or 150%. Stock, which has to be processed and circulated by the staff, has increased from 29,023 to 65,877, or 127%. The annual wage budget allotted was \$2,500, or 21% of the requested amount, \$11,850.

Assistance from the Work-Study Program diminishes each year. In the past, it has enabled us to pad out a thin staff schedule; but as we receive less assistance from this source, as Federal minimum pay levels rise, and as we continue to receive an inadequate wage budget, we will be forced to resort to a cut in library hours.

Need for Expanded Facilities

Although the Music Collection acts primarily to provide service to the School of Music, because of its location it frequently becomes a point of liaison between the University Library and other departments in the Fine Arts complex.

Since the music books are serviced through the Main Library, the repercussions at the time the Fine Arts Department was dissolved, during the past year, were strongly felt in the Music Collection. What appeared as a loss of service resulting from the transfer of the Fine Arts staff from the Fine Arts Department caused serious concern among both faculty and students. Later, removal of music reference books from the core of that circulating collection to another floor of the Main Library brought forth still stronger discussion over what appeared as a diminishing collection and service.

Not only is the music faculty concerned but apprehension exists in the minds of many in the Fine Arts College in regard to the time when fine arts materials will be moved farther across campus. A well-developed professionally serviced collection in this area is strongly recommended.

The Music Collection should incorporate the music books which are now in the Main Library; it, in turn, should be incorporated with other

fine arts and architecture materials in a separate facility in order that the faculty and students may enjoy a professionally staffed library in their area. Although this need has existed throughout the past decade and a critique for a branch library in this area was prepared as early as 1960, no steps have yet been taken toward making plans for a divisional library of this kind. During the intervening years, major alterations have been made to the Main Library, a Science Division Library has been built, extensive additions have been made to the Science Library and a new main library is now underway. Recently, at considerable expenditure of time and effort, a report was prepared which offered an interim plan to provide a very acceptable departmentalized Fine Arts Library in the present Main Library Building. Then, shortly thereafter, plans were announced to allocate this space to the Department of Anthropology.

The library should feel particular concern over the time which may elapse before a Fine Arts library is built since land shortages on campus may preempt the use of an appropriate site for other purposes. It should take immediate steps to at least plan a facility which is in keeping with the size and caliber of this University.

4. FUTURE PLANS

Freshman Orientation

A need has been felt to acquaint new students with the collection and services and to offer instruction in the use of basic music reference books. Although a seminar in research techniques is provided for doctoral candidates no formal assistance has been provided for students faced with four years of undergraduate music classes. Arrangements now have been made for the professional staff to instruct all incoming students in freshman theory classes in the use of a music library.

Music Holdings Represented in Main Catalog

Beginning July 1, a main catalog card for each record in the Music Collection will be placed in the main catalog. Score holdings have been represented there since the inception of the music branch.

Music Periodical File

A card file of all holdings of music periodicals in the Main Library is in preparation. This will be placed in a separate section of the card catalog. Cued card covers are being used to designate those copies of which the current issue is available in the Music Collection. This will provide additional research assistance, particularly for the graduate user.

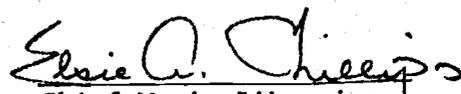
Equipment

Arrangements have been made with the Physical Plant to provide replacements with baffles for all lighting fixtures. Fixtures currently in use have had unshielded fluorescent tubing which has caused eyestrain for the staff and library users.

An attractive bench for the hall outside the library entrance has been acquired through the generosity of the Dean of the College of Fine Arts. This will provide seating space for students who need to wait for the library to open, etc.

It is felt that an attractive, comfortable environment is very much a part of the superior service which should be provided for students.

Respectfully submitted:


Eric A. Chiles
Chief Music Librarian

MUSIC COLLECTION STATISTICAL REPORT
 July 1, 1972 -- June 30, 1973

CIRCULATION STATISTICS

Building Use

Records	41,169
Tapes (included with records)	
Other	8,978

Home Use

Records	7,438
Other	17,072

Total Circulation	74,657
-------------------	--------

STOCK STATISTICS

	<u>Added</u>	<u>Withdrawn</u>	<u>Total Holdings</u>
Scores	2,008	15	20,073
Sheet Music	2,086	0	13,690
Teaching Materials Collection	236	11	15,768
Classroom Collection	6	0	1,146
Records	942	9	13,761
Tapes	0	0	158
Microcard	0	0	506
Pamphlets	<u>75</u>	<u>1</u>	<u>775</u>
Total Holdings	5,353	36	65,877

REFERENCE SERVICE

4,714

ORIENTAL STUDIES COLLECTION

UNIVERSITY OF ARIZONA LIBRARY

ANNUAL REPORT OF THE
ACTING CHIEF ORIENTAL STUDIES LIBRARIAN
TO THE UNIVERSITY LIBRARIAN
FOR THE 1972-1973 YEAR

SUMMARY

Movement and change were the order of the year for 1972-73 for the Oriental Studies Collection as well as the library in general. Branch libraries became departmental collections, and their catalogers were placed under the supervision of the Catalog Department.

The title for department heads was changed from head to chief, Mr. Liu becoming Chief Oriental Studies Librarian. Ms. McWhorter's title was changed from Catalog Librarian to Oriental Studies Librarian. Also, in keeping with the University Personnel Office classification and job description guidelines, Mr. Chan and Ms. Putzar were given classification of Library Clerk I.

This year there were a number of personnel additions and changes in the Oriental Collection. In August Mr. Gene Hsiao, MALS graduate from Florida State University, joined the OSC as Catalog Librarian in Chinese. Miss Khalida Parveen came from Pakistan to catalog books in various Middle Eastern languages. Mr. Al-Hassam and Mr. Artef Ziko worked in processing Arabic language materials. In March Ms. Teresa Negley, who had been working in the Japanese Collection for over five years, resigned, and Ms. Edward Putzar took her place. This Spring the Oriental Collection was able to hire two part-time student assistants, one a native speaker of Mandarin Chinese.

In the Oriental Studies Department, Dr. William Schultz replaced Dr. Earl Pritchard as head of the department. To further the coordination of library concerns among the faculty, Dr. Schultz appointed a departmental library committee consisting of one faculty member from each major language area, with John B. Liu, Chief Oriental Studies Librarian, as chairman.

Beginning in January 1973, Mr. Liu was on a six month's sabbatical, during which time he did research and supervised the publishing of his book, written in Chinese, entitled: Resources on the history of books and printing in China, compiled and edited by J.B. Liu, and published by Lung Man Press, Hong Kong. It will be published in August 1973.

An historical highlight for Oriental Studies Collection was the visit to our library by the Chinese Gymnastic Team of the People's Republic of China on their first tour in the U.S. We were the only library visited during this tour, and they eagerly examined the Chinese Collection and

were obviously delighted with welcoming speeches in Chinese by Dr. Schultz and a third year student, David Schmidt.

Through a special grant from the University to the library, Oriental Studies was able to obtain some important large items for the collection. These included an addition to Dr. Schultz' gift of last year entitled, Ssũ k'u ch'üan shu ch'ên pên san chi--400 vols., also the Catalog of the Far Eastern Library, Univ. of Chicago, author/title catalogs of Chinese and Japanese collections, Census of India to 1960, and The sacred books of the Jains and Hindus.

MAJOR STRENGTHS

In line with the long-range goals of the Oriental Studies Department, the Oriental Studies Collection will build in strength in specialized areas rather than to spread out its limited budget over the entire subject spectrum.

In its supportive role for the study program of the Oriental Studies Department, OSC is particularly strong in Chinese and Japanese monographs, periodicals, and newspapers in history, literature, and reference.

The Oriental Library has and will continue to acquire in greater depth in those areas needed for specialized study and research for graduates and faculty.

As a depository library for Arabic language PL-480 materials, we are acquiring around 2,500 items annually. The greatest depth is in literature, with history and reference materials following, although all subjects are represented in the materials sent.

Because of the number of personnel with Chinese and Japanese language specialty, our strength in reference is in these areas.

MAJOR LIMITATIONS

I. Personnel--The Oriental Studies Collection is lacking qualified personnel to process Hindi and other Indian language materials. At present we only have Hindi materials in the amount of around 1,500 volumes stored in the basement. It is frequently mentioned that the Oriental Library reflects and supports the development of the Oriental Studies Department study programs, but this is not an honest reflection when there are no Hindi or other Indian language materials on our shelves in support of the long-established and steadily growing program of South Asian studies.

The Oriental Studies Collection also needs a native-speaking, professional catalog librarian for the Japanese collection.

II. Book selection aids--There is a paucity of annotated bibliographies, booklists, etc., from the Orient. Not only here, but in Oriental libraries all over the U.S., there is a need for better and quicker means for selecting from the overwhelming amount of publishing coming from the Middle East and Asia.

III. Periodicals--At this point in the history of the Oriental Studies Collection, a review of the selection policy of journals and newspapers in the four major language areas is indicated, with perhaps a survey by the Oriental Department Library Committee for faculty opinion included. We are lacking in back issues of scholarly journals.

IV. Faculty cooperation--There should be a more effective way of coordinating the faculty needs and acquisitions of library materials. In terms of acquisitions, long range and short term goals should be determined by the Oriental Studies Dept. Library Committee based on the direction and strengths of the study programs of the four major areas in Oriental Studies--China, Japan, South Asia, and the Middle East. Faculty from these areas should meet regularly to selection and to transmit these needs to the Oriental Studies librarians so that the librarians may begin search for specific materials as soon as possible in the year, and so that they can provide the faculty with selection aids such as reviews, bibliographies, and booklists.

Another limitation is that there is no regular system for communication among the Oriental Studies faculty, the main library acquisitions personnel, and the Oriental Studies acquisitions personnel for coordinating Western language and vernacular material acquisitions. Although the Oriental Studies Collection collects only vernacular materials, the librarians should be aware of Western language acquisitions. The large majority of Oriental Studies students are Western language students, and the materials required to serve their needs in Western language ideally should be coordinated with these vernacular materials. The decision to separate vernacular and Western language Oriental Studies materials should be reviewed from time to time by such a group as the above-mentioned faculty, main library, and Oriental Studies acquisitions group.

FUTURE PLANS

I. Already the Japan area faculty has met to discuss its immediate needs and the long range goals for library acquisitions. They have begun efforts to present a coordinated desiderata list in priority order to the Oriental Studies Department Library Committee. Plans are for the China, India, and Middle East faculty to meet this fall for a similar study. Since the Oriental Studies Collection was asked to prepare an acquisitions policy, and since at the same time a book selection policy was prepared, these will be presented to the Oriental Studies faculty as guides.

The Oriental Studies Department Library Committee plans to become even more active in involving the faculty in book selection in their special fields.

II. The Oriental Studies Collection plans to acquire a visible index for periodicals and to get display shelves for them in the lounge area.

APPENDIX

STATISTICAL PRESENTATION

(1972-1973)

1. HOLDINGS AND NEW ACQUISITIONS

	Old Holdings		New Acquisitions		Current Holdings	
	Titles	Volumes	Titles	Volumes	Titles	Volumes
Chinese	29,511	46,532	702	1,376	30,213	47,908
Japanese	15,919	24,286	616	1,366	16,535	25,652
Arabic	7,500	10,000	2,000	2,500	9,500	12,500
Urdu	1,000	1,122		none	1,000	1,122
Persian	489	923		none	489	923
Hindi	1,836	2,000		none	1,836	2,000
Others	217	2,287	15	35	232	2,322
Total	56,472	87,150	3,333	5,277	59,805	92,427

2. CATALOGING

	Titles	Volumes
Chinese	912(Plus 197 microf.)	2,896(plus 764 reels)
Japanese	580	1,234
Arabic	1,100	1,300
Urdu	569	658
Persian	66	90
Hindi	none	none
Total	3,327(plus 197 microf.)	6,178(plus 764 reels)

3. TOTAL CARDS ADDED TO THE CATALOG

Chinese	Japanese	Arabic	Urdu	Persian	Total
9,608	2,900	5,500	2,845	250	21,103

4. CIRCULATION

Chinese	Japanese	Arabic	Urdu	Persian	Hindi	Total
1,396	1,040	340	31	3	not available	2,810

5. REFERENCE QUESTIONS ANSWERED

Average 3 questions answered per day.

PHOTOGRAPHIC SERVICES DEPARTMENT

UNIVERSITY OF ARIZONA LIBRARY

ANNUAL REPORT OF THE
CHIEF, PHOTOCOPY SERVICES
TO W. DAVID LAIRD, UNIVERSITY LIBRARIAN
FOR THE 1972-1973 YEAR

The Report of the Chief of Photocopy Services will again be divided into two parts.

PHOTOCOPY SECTION - This section produced 558,548 copies during the year, some 330,000 fewer than the previous year. However, this was the first full year in which we had but one machine, and for much of the time we had to make do with an old Xerox that frequently broke down. Since more Uni-copy machines were available elsewhere in the Library, they got more business and our breakdowns often sent patrons to these pay copiers. With a newer machine and our extended hours of service, we expect our production will increase. However if our workload does increase, one copier may not be enough, so serious thought should be given to adding a second machine.

A new bookkeeping system was put into effect January 1st with the help and advice of the Business Office. This system allows us to keep a daily accounting of all transactions. We introduced two other innovations so we could provide better service: in April, we extended our weekday hours so that patrons could get Xerox copies and/or change as long as the Library was open; and we began, on May 1st, to offer Rush service whenever we had a backlog. These changes seem to be popular; the first especially, since it also allows us to process the mass of material which frequently builds up during the day. We will re-assess these innovations later in the year after polling our users to learn their reactions.

PHOTO LAB - This year for the first time, an agreement was made with the University of Sonora, in which they hand delivered approximately 168 roles of microfilm to us for processing. They were then picked up and taken back to their university for safe keeping. We processed approximately 150 roles of film for the Registrar's Office along with microfilming 7,199 matriculation records for them.

College of Earth Sciences gave a colloquy and we prepared 155 slides in less than a week for them.

PHOTOCOPY SERVICES SECTION STATISTICAL REPORT

JULY 1, 1972--JUNE 30, 1973

Number of Campus Departmental Accounts - 286

Number of Off-Campus Interlibrary Loan Accounts - 1203

TOTAL NUMBER OF COPIES RUN DURING THE MONTH OF:

Fiscal Year 1971-1972

Fiscal Year 1972-1973

July 1971 72,854
Aug. " 59,219
Sept. " 93,657
Oct. " 92,546
Nov. " 82,855
Dec. " 73,830
Jan. 1972 60,552
Feb. " 66,369
March " 76,664
April " 88,573
May " 62,671
June " 60,966

July 1972 33,850
Aug. " 42,390
Sept. " 48,109
Oct. " 38,772
Nov. " 32,333
Dec. " 35,055
Jan. 1973 42,011
Feb. " 60,888
March " 64,785
April " 54,357
May " 48,775
June " 57,223

890,756 TOTAL

558,548 TOTAL

Net Amount of Money Deposited 1971-1972 \$23,397.08

Net Amount of Money Deposited 1972-1973 \$19,674.65

PHOTOGRAPHIC SERVICES DEPARTMENT

UNIVERSITY OF ARIZONA LIBRARY

ANNUAL REPORT OF THE
CHIEF, PHOTOCOPY SERVICES
TO W. DAVID LAIRD, UNIVERSITY LIBRARIAN
FOR THE 1972-1973 YEAR

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558,548 TOTAL

Net Amount of Money Deposited 1971-1972 \$23,397.08

Net Amount of Money Deposited 1972-1973 \$19,674.65

The last annual Report of the Chief of Photocopy Services in the University of Arizona Library, will again be divided into two sections.

First, the Photocopy Section. This section produced Xerox copies. This is some 300,000 copies less than the year before. However, considering the fact they only had one machine, this is a yeoman effort on their part and they should be congratulated for it. A new bookkeeping system was put into effect January 1 with the help and advice of the Business Office. This system allows us to keep a day by day accounting of all transactions. Night hours were started May 1; this has helped cut down on the sometimes large backlog of work to be done during the daytime.

It is highly recommended that serious thought be given to a backup machine. If the work load increases, one machine will not be enough.

Secondly, the Photo Lab. This year for the first time, an agreement was made with the University of Sonora, in which they hand delivered approximately 168 roles of microfilm to us for processing. They were then picked up and taken back to their university for safe keeping. We processed approximately 150 roles of film for the Registrar's Office along with microfilming 7,199 matriculation records for them.

College of Earth Sciences gave a colloquy and we prepared 155 slides in less than a week for them.

Respectfully submitted,

James B. Babb (JMB) *(JMB)*
Chief, Photocopy Services

SCIENCE DIVISION

UNIVERSITY OF ARIZONA LIBRARY

ANNUAL REPORT OF THE
CHIEF SCIENCE LIBRARIAN
TO THE UNIVERSITY LIBRARIAN
FOR THE 1972-73 YEAR

ANNUAL REPORT OF THE SCIENCE DIVISION

This has been a year of "little" innovations in contrast to the major changes of the previous year. During the past twelve months a number of relatively small, but often important improvements were made in our procedures and job assignments and in our card catalogs. Science now has its own union list of periodicals, one which incorporates the holdings of the Medical Library as well as other units in the University Library. In addition we began double-staffing the reference desk during our busier hours so we could offer better service. The reference bibliographies were rearranged and consulting tables were installed in the reference room to facilitate use of this collection. More and clearer signs were added to make Science, and the building as a whole, more intelligible to patrons; and along this line, in cooperation with Humanities and Oriental Studies, we began offering "on demand" tours of the building four times a day.

For the second year in a row, the reference staff answered more questions than ever before; this was in addition to a heavy load of Interlibrary Loan work. Our collection continues to grow of course; books and journals at a steady, unspectacular pace, government documents at a greater rate, and microforms increased at the rate of fifteen per cent. Science's holdings are now well past the 600,000 mark.

A number of subject areas were strengthened through the acquisition of periodical backfiles and older monographs. Forestry, Paleontology and the History of Science were the disciplines most improved; Speech Sciences received a good deal of attention also. In addition to adding about 8400 volumes of books and bound periodicals, Science began subscriptions to an additional 180 journals.

MAJOR STRENGTHS OF THE SCIENCE DIVISION

The Library possesses a good collection of science materials, much better in fact than the "Swank Survey" would lead one to expect. One indication of this comes from faculty new to the campus who have been asked to point out weaknesses and suggest specific titles if possible. In the great majority of cases, they replied that we did have all, or almost all, the materials they wanted and that the volumes we lacked were not important; they seldom reported finding serious lacunae.

Science's particular strengths lie in the areas of Agriculture, Astronomy, Dendrochronology, Earth and Physical Sciences, Mathematics and Pharmacy. Our cross-disciplinary collections in Arid Lands, Gerontology, Optical Sciences and Water Resources are also worthy of mention. In other areas, such as Life Sciences and Engineering, our collections are generally not as strong, but they are "good" at the very least.

Another strength of Science is the service provided by its reference team. This may appear to be a biased view, but the comments I have received over the years have almost invariably been complimentary. As an indication of their attitude, because they felt students needed reference service on Sunday night, the staff volunteered to work until 10:00 P.M. during the regular school year.

MAJOR LIMITATIONS OF THE SCIENCE DIVISION

While it is gratifying to feel that Science, in most respects, is strong, we can not be complacent. Although our holdings in Forestry, Ornithology, Paleontology and the History of Sciences have been improved to the point where they meet our immediate needs, they need to be bolstered further. In fact, before we can consider it adequate for a major research library, our collection as a whole needs to be made stronger. Almost invariably, it is the older monographs, series and back runs of journals that we are in want of, not only for the few disciplines just listed, but for almost all fields.

We have employed, and will continue to employ, several methods to help us identify our weaknesses and spot gaps in the collection. We have enlisted the aid of the teaching and research faculty, soliciting their advice and asking them to tell us whenever they discovered something we lacked. We've examined our ILL requests to see if there were several requests for the same title. The various indexes have been checked to see what useful titles they list which we might not have. Advertisements, brochures, publication lists, etc. have been perused and checked against our holdings. We have also used several of the "what every good library should have" sort of lists as standards against which to compare our collections and as buying guides. In addition, we are constantly examining our shelves - this serves to keep us in touch with the collection and enables us to locate gaps and identify problems which might otherwise escape us.

With the retirement of our agricultural specialist we will lose a staff member with a good deal of experience in an important field. However, he will be replaced by a librarian with expertise in the physical and engineering sciences and this should more than make up for the loss. Further, in consultation with the Librarian, we have compiled a list of our staff's specialties, so that as vacancies arise, the Library can seek as replacements librarians with those academic backgrounds which we deem most desirable.

FUTURE PLANS

Science's plans and goals are, of course, inseparable from those of the Library as a whole. Our "mini-plans" are directed towards remedying weaknesses pointed out in the Swank Survey. As indicated in Section III, we are already building up the subject expertise of our reference staff. In addition, one of our reference staff will shortly assume responsibility for collection development; i.e., he will help focus and coordinate our efforts in achieving a balanced and strong collection.

Some years back, I polled the faculty to learn their preferences regarding the arrangement of our periodicals. The results were so inconclusive it seemed wise not to change things, except to set up a current periodicals area. When the new Main Library is built and the Fourth Floor of this building is freed for Science's use, we will perhaps have an opportunity to introduce some changes in our shelving. To this end, I'd like to query our science faculty once more to learn if they would now like journals separated from monographs and, if so, exactly how.

ADDENDA

APPROXIMATE HOLDINGS¹ 610,000

Books and Bound Periodicals

	<u>Titles</u>	<u>Volumes</u>
As of July 1, 1972	73,700	185,000
As of July 1, 1973	78,200	194,000

<u>Other Holdings</u>	<u>Microforms</u> ²	<u>Documents</u> ³	<u>Misc.</u> ⁴	<u>Total</u>
As of July 1, 1972	232,000	126,500	5,900	364,000
As of July 1, 1973	278,599	134,391	5,168	418,000

REFERENCE QUESTIONS	<u>1971/72</u>	<u>1972/73</u>
	14,829	15,194

INTERLIBRARY LOANS

Requests Received from other Libraries	1,934	1,213 ⁵
Materials requested by Science Library	365	445
	<u>2,299</u>	<u>1,658</u>

MICROFORMS USE	<u>Film</u>	<u>Card</u>	<u>Fiche</u>		<u>Total</u>	
			<u>AEC</u>	<u>NASA</u>	<u>Others</u>	
	720	520	510	90	110	1900

1. Totals for books and other materials have been rounded off to avoid giving a false impression exactness.
2. Microcards 91,000
 Microfiche Documents 178,296
 Other Microfiche 7,883
 Microfilm 1,420
3. Excludes documents on microfiche
4. Agricultural Pamphlet File 3,172
 Pamphlet Collection 416
 Paperback Collection 830
 Scientific American Offprints 750
 R & D Reports . . . This collection numbering about 1,300 items, is being disbanded. The material will either be incorporated in our documents and cataloged collection or it will be discarded.
5. Out-of-state requests only.

SERIALS DEPARTMENT

UNIVERSITY OF ARIZONA LIBRARY

ANNUAL REPORT OF THE
CHIEF SERIALS LIBRARIAN
TO THE ASSISTANT LIBRARIAN FOR
TECHNICAL SERVICES
FOR THE 1972-1973 YEAR

1. SUMMARY

The Serials Department is responsible for ordering the titles acted upon by the Serials Committee and for cataloging and processing them. The Serials Committee was reorganized and enlarged this fiscal year giving it a wider scope of responsibility. The titles include some non-book materials: i. e. microfilm, microcards, and microfiche. All new titles and backfiles titles acted upon by the Serials Committee are current, claims are being sent for those not yet received.

2. MAJOR STRENGTHS

The Serials Department had very little change in personnel this year, replacing one Catalog Librarian and two Library Clerks. In July Mr. Travis Leach joined the department as Catalog Librarian, working mainly with scientific materials, his particular field of interest being chemistry. Mr. Leach worked in the Catalog Department while attending the University of Arizona Graduate Library School, then worked for the University of California at Davis before joining our staff. Mrs. Susan Schaffer left in the summer to accompany her husband to California, and Mrs. Cheryl Kerry transferred to her position. Mrs. Ann Elliott joined the staff in Mrs. Kerry's position. At the end of February Mrs. Lillian Kalish resigned because of pregnancy, and we were able to acquire Mrs. Sharon Ellis as her replacement.

The regular work of typing masters for new cataloging and headings on sets of cards increased, partially due to the reclassification of many monographic serials; 85,616 cards were reproduced and typed. Serials additions, comprised of continuations, second copies, and bound periodicals, totalled 26,600 bound and unbound volumes; 1,628 microfilm, 2,376 units of other microform. Included in that total are 7,682 bound periodicals which were added to shelf list records; this shows an increase of 2,887 volumes. Mrs. Frances Means O'Meara supervises this section, and with the help of Mrs. Gloria Jackson, Mrs. Ann Elliott, and our Student Assistant, Miss Betty Jane Olson, has done a good job. This section does some preliminary cataloging, serials and periodicals with LC cards, and this year adding a large group of company annual reports to bring our holdings up to standard of the "Fortune 500" list; and some original copy for analytics, in addition to continual troubleshooting and solving of knotty problems for all departments. Mrs. Cheryl Kerry continues the reclassifying of periodicals, checking all records, seeing that the pieces are changed, and making the sets of cards. She now spends 10 hours a week working with Mr. Leach as part of a special Reclassification Group. We also continue to submit entries for all newly catalogued periodicals, and serials in other categories to the Intermountain Union List of Serials.

New titles catalogued totalled 3, 631 which showed an increase of about 248 over the total for 1971/72. The total number of subscriptions placed was 595 of which 538 were for new titles, which is a 66 per cent increase over the last fiscal year. The other 57 subscriptions were for titles which needed to be re-ordered for various reasons. The formation of the new Serials Committee with Mrs. Helen Maul as chairwoman has greatly expanded the work of serials acquisitions. It has become the responsibility of the department to act on all requests, in response to this, a new form was adopted to help expedite rejected requests. Much of Mrs. Maul's time has been spent in organizing and streamlining the processes involved in acquiring a new title. Many important, notable backfiles were bought for the Library. There was a concentrated effort to fill existing gaps in the Collection for those titles considered to be of top priority. This has been successful to a great extent.

In the Serials Receiving Section, Miss Cochran examined 50 duplicate exchange lists from other libraries, and about 439 items were received through her checking these lists. The United States Book Exchange was

2. MAJOR STRENGTHS, CONT.

the source for fill-ins which completed volumes for binding; about 865 pieces, some worth far more than we paid and many scarce items, especially foreign titles. Periodical loss has been greater this year than last, and we have found it increasingly difficult to replace these issues because they are so soon out of print. Of the replacements ordered, 299 were for the Main Library and 26 for the Science Division. A total of 1,276 titles were added to the Revofiles, this includes serials and periodicals, gift and subscription. Several procedural changes were implemented in this Section to facilitate smoother handling of incoming serials. The volume of work continues to be pressing, which is reflected in keeping up-to-date in the daily checking in of mail, and the continuing project of claiming missing items. The current periodicals and serials checked in the Revofiles now totals 16,408, showing an increase of 762.

3. MAJOR LIMITATIONS

The Serials Receiving Section needs another full-time clerk to help keep up the routine work, thus releasing the other more experienced staff members for more specialized work. The claiming should be done continually, before the material is out of print, so this is a full-time job. This year the current periodicals and serials checked in on the Revofiles amounted to 16,408, an increase of 762 over the previous year. The Serials Department personnel, under the supervision of Mrs. Maul, have begun the major task of going through the Revofiles on a one by one basis to determine the exact status of all titles in the files. This involves claiming, weeding titles no longer wanted, determining which titles need to be bound and how, etc. This is continuing into the new fiscal year and is expected to become a regular procedure. In the Serials Acquisitions Section a half-time clerk is needed for bibliographic checking and verification of orders, both new titles and backfiles.

The number of staff remained the same, with four professionals, seven non-professionals, and two student assistants. The department gained much needed space when various departments were relocated, and this has made working conditions much more pleasant. We have spent much time in planning the space and equipment needed when we move into the new library, and are eagerly looking forward to that time.

4. FUTURE PLANS

The Serials Department will continue to keep the ordering, cataloging, the processing of new materials current. We also hope to complete the reclassifying of all periodicals, and serials still in the Dewey Classification. There will be continual search for ways to streamline and reorganize various procedures to increase the efficiency of the department. Also our planned move into the new Library building will make some new procedures necessary in the future.

Respectfully submitted

Elinore E. Smith
Elinore E. Smith
Chief Serials Librarian

LIST OF NOTABLE BACKFILE ACCESSIONS

1972-1973

- Acta Geographica. no. 1-18, 57, 58
- Acta Theriologica. v. 1-16.
- Advertiser. 1856-1884
- American Anti-Slavery Reporter. no. 1-8
- American Imago. v. 1-2
- American Journal of Psychotherapy. v. 1
- American Philological Association. Transactions and Proceedings.
v. 1-47, 69
- Anti-Slavery Tracts. Series 1: no. 1-20 (1855-1856)
Series 2: no. 1-25 (1960-1961)
- Art & Archaeology Tech Abstracts. v. 1-4
- Art in America. v. 1-49
- Art News. v. 1-43
- Artforum. v. 1-6
- Australian Journal of Experimental Biology and Medical Science. v. 1-6, 13
- Bolletino Della Soc. Malacologica Italiana. v. 1-20
- Bolletino Malacologica Italiana. v. 1-7
- Botanische Jahrbichter. v. 1-55
- Bookworm.
- Brenner. yrs. 1-5 and "Folge" 6-18, 1910-1954
- British Birds. v. 1-59
- British School at Athens. Annual. a) v. 1-62 & Gen. Index (lacks 5 vols.)
b) v. 1-16 & Gen. Index (Bound)
- Bulletin de Correspondance Hellenique. a) v. 88-89
b) v. 1-77
- Burlington Hawkeye. 1843-1851

- Cambridge Phil. Soc. Transactions. v. 1-17, 19-20
- Catholic Historical Review. v. 1-12
- Chelsea. (H-0539) v. 1-3
- Chemical Society. London. Journal. v. 1-63
- Chemische Berichte. v. 73, no. 4
- China Review. v. 1-25
- Chinese Recorder. v. 1-71
- Chinese Recorder & Missionary. 1871-1872
- Coimbra. Univ. Revista. v. 1-21
- Collection of Czechoslovak Chemical Communications. v. 2-4, 5-19
- Colombia. Dept. Admin. Nac. de Estadística. Anuario Gen. de Estad.
1905-1934
- Crisis; A record of the Darker Races. 1910-1940
- Critique. v. 1-2
- Dialectica. v. 1-19
- Du. v. 4-7
- Economic Bulletin for Europe. v. 1-10
- ELH. v. 2-3, 13, 19
- Enquirer. 1867-1878
- Essex. Institute. Salem, Mass. Hist. Coll. v. 1-104
- Ethics. v. 1-25, 1891-1915
- Etudes Classiques. v. 1-28
- Folia Biologica. v. 1-10
- Folklore and Folkliterature series. National Peking University.
Series 2, 3, 4 (60 vols.)
- Foreign Quarterly Review. Complete backfile
- Fugitive; Journal of Poetry. v. 1-4
- Goya. no. 1-93

- Harvard Theological Review. v. 1-14
- Hermes Zeitschrift für Klassische Philologie. v. 1-79 & Gen. Index 1-25
- Humanist. v. 1-9
- Information Litteraire. yrs. 1-16
- International Journal of Clinical and Experimental Hypnosis. v. 1-10
- Jahresverzeichnis der Deutschen Musikalien und Musikschriften.
v. 58-63, 68, 73, 77, 82
- Journal. American Academy of Religion. v. 1-27
- Journal. Textile Institute, Manchester, England. v. 1-13
- Journal of Applied Psychology. v. 1-13
- Journal of Experimental Psychology. v. 1-5
- Journal of Roman Studies. v. 1-55, partly reprint
- Kant-Studien. v. 28-40
- Kuang Ming Daily. 1953-1967
- Krasnyi Arkhiv. v. 1-106
- Kyoto Uno. Toyoshi kenbyu Buken Ruimoku Showa 9-28
- Language and Speech. v. 1-8
- Look. complete backfile
- Mapocho. 1963-1970
- Marsyas. v. 1-10
- Massachusetts Review. v. 1-5 clothbound
- Metallurgia. v. 1-15
- Meteorological Magazine. v. 1-75
- Min Kuo Shih hiao Ts'ung Ka'n. Ser. 1, no. 1-20
- Mind. new series, v. 1-28
- Mnemosyne. v. 1-25
- Music Journal. v. 1-9, 11, 13, 14, 15 unbd.
- National Negro Voice. 1-11

- Negro Quarterly; a review of Negro life & culture. no. 1-4
- Neophilologue. (H-1675) v. 11-40
- New China Monthly. 1949-66
- New York Herald. 1852-1860
- Nihon Kokotsu Gakkai. Kokotsugaku, no. 1-10
- O Instituto. v. 30-155
- Overland. (H-1719) no. 1-12 clothbound
- Pei Ching Ta Hsueh, Hsin Chao Tsa Chih. v. 1, no. 1; v. 2, no. 5
(1919-1920)
- Pei Ching Ta Hsueh, Ke Yao Chou Kan. no. 1-150 (1922-1936)
- Philosophical Review. v. 1-17
- Phyton. v. 5-28
- Psychiatric Quarterly. v. 1-20
- Quarterly Checklist of Literary History. v. 1-10
- Quarterly Checklist of Medievalia. v. 1-11
- Quarterly Checklist of Renaissance Studies. v. 1-10
- Quarterly Journal of Speech. v. 48
- Repertoire d'Art et d'Archeologie. v. 1-58
- Revue de Metaphysique. v. 1-12
- Revue des Etudes Latines. v. 1-45, 1923-1967
- Romanische Forschungen. Organ fuer Romanische Sprachen, Volks-und
Mittellatein. v. 1-50
- Royal Aeronautical Society. v. 1-15, 32-53
- Royal Aeronautical Society. Journal. v. 1-15, bd.
- Score. no. 1-17
- Shakespeare Association: Bulletin. v. 14
- Soil Science. v. 81
- Southern Frontier. v. 1-6 (1940-1945)
- Sports Illustrated. complete backfile

Taiwan Ching Nien, Taiwan, Taiwan Min Rao, Taiwan Hsin Min Pao.
30 volumes

Theatre.

Transition. no. 1-6/7

Wall Street Journal. 1938-47

Weekly Clarion. 1869-1890

Weekly Democrat. 1865-1876

Westminster Review. complete backfile

Wiener Studien. v. 1-75

Wycliffe Society. Wycliffe, John. The Latin Works. v. 1-34 cloth-bound set

Yen Ching Ta Hsueh, Yen Ching Hsueh Pao. no. 1-36 (1927-1949)

Zeitschrift fuer Kunstgeschichte. v. 1-26

Zeitschrift fur Kristallographie, Kristall-Geometrie, Kristallphysik, Kristallchemie. v. 101, 102. Gen. Indexes to v. 1-100; Index to places for v. 1-55

Zeitschrift für Kirchengeschichte. v. 1-49, clothbound set

SERIALS DEPARTMENT

Annual statistics 1972/73

		<u>Titles</u>	<u>Volumes</u>
New titles cataloged		3,631	*4,906
Printed cards	771		
Original cataloging	2,860		
Additions			
Continuations (Bound)		1,348	2,935
Continuations (Unbound)		4,042	9,446
Added copies (Bound)		68	152
Added copies (Unbound)		49	869
Microfilm reels added		366	1,628
Units of other microform added		13	2,376
Bound volumes of periodicals added			7,682
Discs		<u>0</u>	<u>0</u>
Total		9,517	30,594
Cards added			
Printed cards	49,945		
Original cataloging	<u>35,671</u>		
	85,616		
New periodical titles	780		
Other new serial titles	736		
Reclassified			
Periodicals		118	2,496
Serials		<u>220</u>	<u>2,911</u>
Total		338	5,407

*Of these 1,275 were bound volumes

SERIALS DEPARTMENT

1972/73 LC Statistics
(Shows proportion of titles falling in each class)

A	105
B	50
C	22
D	142
E	76
F	94
G	195
H	807
J	120
K	38
L	68
M	26
N	49
P	131
Q	251
R	42
S	71
T	153
U	6
V	1
Z	<u>161</u>
	2608



THE UNIVERSITY OF ARIZONA

TUCSON, ARIZONA 85721

UNIVERSITY LIBRARY

July 5, 1973

Mr. W. David Laird, Librarian
University of Arizona
Campus

Dear Mr. Laird:

It is a pleasure to submit the annual report of the Social Science Department for the fiscal year, 1972-73.

You will note that it is divided into two parts: part one may be transmitted to President Schaefer, in accordance with his suggested outline. Part two is for your information.

I am most grateful to you for your administrative support, and to a cheerful and diligent staff who made this a most productive year.

Respectfully submitted,

A handwritten signature in cursive script that reads "Lutie Higley".

Lutie Higley
Chief Social Science Librarian

Enc.

SOCIAL SCIENCE DEPARTMENT

UNIVERSITY OF ARIZONA LIBRARY

ANNUAL REPORT OF THE
CHIEF SOCIAL SCIENCE LIBRARIAN
TO THE UNIVERSITY LIBRARIAN
FOR THE 1972-73 YEAR

I. SUMMARY

The Social Science Department is one of several subject areas directed toward serving the informational needs of the students and faculty. Instruction in the use of sources is another important function of the staff. The staff is very much aware of community service which extends into the state, and is concerned with the overall problems of the profession nationally.

For purposes of definition, the Department encompasses the fields of anthropology, business and public administration, economics, education, government, sociology, geography, and history. The staff is composed of four professional reference librarians, one subprofessional, and several graduate and undergraduate assistants. An information desk is staffed almost continuously during the hours of opening in order to handle both personal and telephone inquiries. 7,948 questions were answered during the year. The total does not include directional questions, and represents topics ranging from simple to most complex. The large freshman class requires an introduction to an academic library, and a faculty member engaged in a research project is likely to need information on the most sophisticated level. The high standard of reference service should be emphasized. The reference staff has a wide variety of subject backgrounds, and equally important, a dedicated and outgoing attitude toward service to the public.

The reference collection is outstanding, including almost all basic sources. It is constantly being updated by the staff who search for and order new titles, and cooperate with the faculty in strengthening our holdings. Collection development is the second most important activity of the staff, and is a continuing task because of the nature of social science data. Since so much information appears in periodical form only, this format receives concentrated attention. The literature is closely related to federal documents, and cooperation is evident here.

Formal lectures to classes are presented throughout the year. Bibliographies are prepared for their use, and sessions often include tours. Divided between two buildings, the collection is difficult to use, and orientation is necessary on an individual and group basis.

Reference service, teaching, and active participation in the acquisition program describe the accomplishments of the Department.

II. MAJOR STRENGTHS

The major strength of the Department lies in the ability of the staff to work together for the common goal of serving the public. Equally important is the expertise which each individual brings to his job.

An excellent reference collection is the foundation upon which an information service is based. In addition to standard printed sources, the Department has two significant research tools: ERIC (Educational Resources Information Center) and the HRAF files (Human Relations Area Files) in microfiche form. The ERIC collection is the more heavily used with a circulation count of 3353. Both are conveniently indexed.

Upon the tragic death of Mr. John Thayer in May, 1972, Miss Virginia Rice assumed the acting headship of the Department, a responsibility which she executed expertly. Miss Rice indexes 65 journals in the compilation of the Arizona Index. She directed the field work of a graduate library science student from the University of Washington. History is one of her major interests as reflected in her orientation activities.

Mrs. Edith Ferrell coordinated a program with the Department of Special Education. Financed by a grant, the purpose of the program is to augment the Library's holdings in this field. She made a special study of United Nations documents during the year, involving a visit to the UCLA depository library. Mrs. Ferrell worked closely with the Institute of Government Research in obtaining a printout of United Nations voting records, and taught a course for the Graduate Library School, Literature of the Social Sciences.

Mr. Alan Stein served as liaison with the College of Business and Public Administration. In cooperation with Dean Hardest, a faculty committee was organized in order to work with the Library more effectively. He conducted many orientation sessions for classes, and prepared numerous bibliographies. The business reference collection has grown markedly under his direction.

Miss Dawn Wilson continued to assist admirably in many directions. Her rapport with students is noteworthy.

Mrs. Lutie Higley assumed the direction of the Department in September. She is concerned with teaching, reference service, and orientation, in addition to administrative duties.

III. MAJOR LIMITATIONS

More clerical assistance is needed so that the professional staff can accomplish more in the areas of orientation and collection development.

The major disadvantage of the present location of the Department is its separation from the card catalog. Many patrons have not consulted this basic tool which means a delay in finding the desired item.

More convenient space is needed for the display and consultation of reference volumes, indexing and abstracting services. The new building will solve this problem.

IV. FUTURE PLANS

The Department is looking forward to the era of the new building when problems of inconvenience to the public will be resolved.

The staff plans to produce an orientation slide project of the Department, with a taped narration.

More steps will be taken toward cooperation with the faculty, especially in fields not so intensively covered at present, i.e. sociology and geography.

As a result of a meeting between the faculty of the English Department and Mr. Laird and Mrs. Higley, a comprehensive orientation of the teaching assistants will be held at the beginning of each term in the future.

SOCIAL SCIENCE DEPARTMENT

UNIVERSITY OF ARIZONA LIBRARY

ANNUAL REPORT OF THE
CHIEF SOCIAL SCIENCE LIBRARIAN
TO THE UNIVERSITY LIBRARIAN
FOR THE 1972-73 YEAR

STATISTICS

The total number of reference inquiries answered as 7948, a slight decrease from the previous figure of 8350. The use of ERIC microfiche increased from 2845 to 3353. (For statistics see APPENDIX I).

1433 students received formal orientation in the form of lectures. (For outline see APPENDIX II).

STAFF

Upon the untimely death of Mr. John Thayer in May, 1972, Miss Virginia Rice assumed the acting headship of the Department, in which position she served until September. Her sense of responsibility and sincere interest in serving the public are always evident. In this capacity, she supervised the move of the Department from the first to the second floor, and coordinated various procedures for the acquisition of serial and monographic materials. The Library is very grateful to her for this assumption of additional administrative duties.

Miss Rice served in the newly-appointed role of liaison with the Office of Special Services. That office requested the nomination of one librarian who would function in relationship with the handicapped students on campus.

She continued to supervise exhibits for the main lobby, a focal point of the building.

Miss Rice acted as coordinator of a training program for two students in the Advanced Reference class taught by Dr. Dickinson. Mrs. Baily and Mrs. Coppin found the practical experience to be of great value in their professional training.

She assumed full responsibility for the four-week study program of Rebecca Burch, University of Washington Library School student, who served as an intern here under the Directed Field Program during March and April, 1973. A former teacher, Miss Burch demonstrated real promise as a future professional librarian.

At the request of Mr. Donald Powell, Miss Rice took over the indexing for the Arizona Index. Inaugurated in 1950 by Mr. Powell, this tool has become one of the most fruitful sources of information on the state available anywhere. It is an index in card form to materials not otherwise covered. The index has been in compilation continuously since its inception, and currently 65 journals are included regularly. A dozen or so other journals are indexed selectively. Several libraries have photocopies of the basic index, and eleven libraries now receive copies of cards as they are completed, about 1,000 per year. As a natural result of this work, the compiler has become an expert on Arizona topics.

She serves as a subject specialist in history. The faculty of the History Department is most enthusiastic about her work.

In the acquisitions area, Miss Rice compiled, with the staff of the Humanities Department, a bibliography on radio and television. She compiled a list of books on Arizona history for a college library in New Jersey, and a listing of materials on ranching and pioneer days in the West for an inquirer in Oregon.

Committees: IMC Acquisitions Policy Committee
Encyclopedia Committee
Collection Development Committee

Member: Library Staff Association
Tucson Area Library Council (TALC)
Arizona State Library Association
Beta Phi Mu

It was a distinct honor for Mrs. Edith Ferrell to be invited to teach Library Science 373 during the first summer session, 1973. Seventeen students were enrolled. Her excellent experience in various branches of the social sciences, plus a genuine interest in teaching, will be a credit to the Graduate Library School.

Mrs. Ferrell studied the United Nations documents field comprehensively. She worked earnestly on communications with the Department of Government, the Acquisitions Department, and the Model United Nations. She visited the superb depository library at UCLA, and arranged to borrow materials not available in our collection. With the assistance of the government faculty, we obtained computer printouts of voting records, which are almost impossible to retrieve from the official publications. The Inter-University Consortium for Political Research at Ann Arbor was also very helpful.

She coordinated a three-month crash program to spend grant money obtained by the Department of Special Education to improve the Library's holdings in the areas of mentally retarded, emotionally disturbed, physically handicapped, deaf, blind, and learning disabilities. The grant fund also provided two half-time professional librarians to implement the project. The team met with the departmental faculty to acquire bibliographies, suggestions, and publishers' lists. Fortunately the effort will continue into the next fiscal year, and will be expanded to include the gifted.

As a community service, Mrs. Ferrell continued as a volunteer consultant to the Arizona Department of Mental Health Training Program at Tucson, in the development of a library of Applied Practices in Mental Retardation. This is an ongoing project.

She began to act as reader's adviser for CLEP (students studying individually to pass College Level Examination Program tests), with four students in process. She sat on an Honors Program review panel, participated in a panel appearing before the doctoral club, College of Education, and conducted a tour for a group of American Indian students.

Mrs. Ferrell prepared an excellent bibliography on anthropological sources, and a list on blacks, with the Humanities Department.

She submitted a letter to RQ on ERIC, which appeared in the Spring, 1973, issue.

Conferences: American Library Association
Library Automation Research and Consulting
Services (LARC), Phoenix, 1973

Member: American Library Association
Arizona State Library Association
American Association of University Professors

Committees: Services, Systems and Facilities Committee

Mr. Alan Stein worked seriously with the College of Business and Public Administration throughout the year. Dean Manes and the faculty have been most cooperative. The Dean appointed a faculty committee representing all departments of the College. Each committee member has submitted to Mr. Stein a list of desired materials in his specific field. In addition to rounding out the collection, this type of cooperation will of necessity bring the faculty into closer touch with the Library's current holdings and services.

The Library has for some years been collecting annual reports of corporations as a basic resource. There is now presently available in microfiche form a much more complete collection of reports from companies listed on the New York Stock Exchange. Negotiations are under way for the possible purchase of this important tool.

Mr. Stein has conducted many orientation sessions in his special field. In addition to a presentation and description of the sources, he provides a special bibliography, and a tour through the Department. Both students and faculty are grateful for this service.

He is working toward a second Master's degree in Public Administration, and is currently at the midway point. His coursework is valuable as a personal achievement, and equally beneficial to the Library.

Mr. Stein has written an article for the Tucson Marketing Index, of which he is Associate Editor.

He worked closely with Mr. McCracken of the Tucson Public Library in order to coordinate service to the community. The public Library has a very active business reference service, and close cooperation in order to avoid too much duplication is a necessity.

Conference: Library Automation Research and Consulting
Services (LARC), Phoenix, 1973

Member: Arizona State Library Association

Committee: Serials Committee, University of Arizona Library

Mrs. Lutie Higley assumed supervision of the Department in September, 1972.

The fourth and final Interlibrary Loan Workshop was held in Miami, Arizona, on November 30 and December 1, 1972. The series was initiated during the previous fiscal year under a grant from Title III, LSCA funds, in cooperation with the Library Extension Service. Mrs. Higley and Mrs. Maureen Hibbs represented the University of Arizona Library. The primary purpose of the workshop was to acquaint librarians in the eastern part of the state with the possibilities of cooperation, specifically CHAIN (Channeled Arizona Information Network). Mrs. Higley coordinated the program.

She continued to work with the local group, Books for the Blind, in assisting blind university students. The media center in the Science Library is deeply appreciated.

Mrs. Higley conducted an intensive tour of both libraries for the seven staff members of the News Bureau, directed by Mr. Hal Marshall. Because of the various changes, particularly in the Main Library, this introduction gave the staff a better approach to reference facilities, in particular.

For a number of years, she has been invited to speak to the Winter School participants about resources in general. The School is comprised of extension workers from around the world, carries graduate credit, and lasts three weeks.

Mrs. Higley conducted a tour of the Social Science Department for several members of the Tucson Public Library staff.

Conference: Fourth Interlibrary Loan Workshop, Miami, Arizona,
November 30 - December 1, 1972, Coordinator

Committees: Reference Curriculum Committee,
Graduate Library School
Public Services Committee

Member: American Library Association
Arizona State Library Association
Southwestern Library Association
Phi Beta Kappa, Secretary
Phi Kappa Phi
Faculty Women's Club, University of Arizona

No discussion of the staff would be complete without the proper recognition of Miss Dawn Wilson's contribution. She has had a fine background in library work, and her willingness is always apparent. Her manner with the public is superb. We were also fortunate in having on a temporary basis Mrs. Barbara Hannum and Mrs. Dorothy Lee, both professional librarians. Invaluable student assistants were George Renhart, Sharon Kurtz, Betsy Mellus, Kathy Hubbard and Cynthia Bourbouse. The staff of the documents department has been most helpful

at all times. It is a great pleasure to work with such a cooperative team.

TEACHING

Members of the Social Science staff taught two formal courses during the year. Mrs. Ferrell was invited by Dr. Dickinson to teach Literature of the Social Sciences - 373, and Mrs. Higley continued her offering of Library Techniques for Research - 289, during the second semester.

SLIDE PROJECT

An innovation which proved most successful was the slide-tape project, again produced by cooperative effort. The impetus came from Mr. William Foster, Assistant Dean of Students, who invited the Library to participate in an all-university freshman orientation program last summer. A University Resource Center was set up in the Student Union, with exhibits from various departments. Five groups of freshmen, in two-day sessions, came to the campus for pre-registration and an introduction to available resources. Freshmen are directed around the campus in groups by 30 upper division and graduate students. Mrs. Higley spoke to the hosts well in advance of the formal orientation. Mr. Foster reported later that 1,500 freshmen enrolled in the program. As groups gathered in the Resource Center, the slides were shown. Public service librarians rotated duty for the ten-day period. The slides were taken by Mr. Bruce Fowler, then on the staff of the Radio-TV Bureau. Mr. Paul Barton wrote the script, and Dr. David Williams of the Speech Department narrated. The Library was asked to contribute again this summer. It was felt that a videotape would be much more convenient than the earlier format, and since various changes had occurred in the building, Mr. Steve Bahre updated the slides, Mr. Barton revised the script, and Dr. Williams retaped the narration. While attendance at the Center was entirely voluntary, we were pleased at the number of students who visited the exhibits.

The slide-tape project was shown several times during the year for specific purposes. It is especially valuable in work with foreign students. Mr. Barton introduced the program to Dr. Arnulfo Trejo's class in Mexican-American Literature. He also presented it to a Landscape Architecture class, and to the Library staff as a whole.

SERVICE TO THE FACULTY

It is always rewarding to work closely with the faculty in order to satisfy specific and usually urgent needs. Miss Rice and Mr. Stein worked with two graduate students in the Geography Department in the compilation of a list of geographical serials to which the Library subscribes. Because of the interdisciplinary nature of the subject, the bibliography will be highly useful for reference and acquisitions purposes. Dr. Richard Krebs of the Education faculty was in critical need of literature search on student activities, and Mrs. Ferrell, Miss Rice and Miss Burch compiled an impressive list of sources. Mrs. Higley worked closely with the education faculty during the year in preparation for the spring visit of the accreditation team from NCATE (National Council for Accreditation of Teacher Education). Reference staffs from all subject areas contributed significantly to the bibliographic guide edited by Mr. John Merren of the English Department. Mr. Tom Cooper of the journalism faculty was most enthusiastic about his reception throughout the system as he worked on his thesis concerning the history of Arizona Highways. Miss Rice assisted Dr. William D. Barnes, Education, on numerous occasions, including a request for information on the teacher renewal center. Dr. Carl Keppler's long-awaited book, The Literature of the Second Self, appeared, again with a tribute in the preface to the reference staff of the University of Arizona Library.

SERVICE TO THE UNIVERSITY ADMINISTRATION

The reference staff is proud of its service to the administrative officers of the University. Miss Rice assisted the Vice President for University Relations by locating some pertinent information on career education. The Dean of Continuing Education was grateful for some data on the Virgin Islands. Mrs. Higley had a conference with one of the newest university officials, Mr. Roger O'Mara, who offered to advertise CHAIN in his state travels. Miss Rice was later able to assist him by finding facts concerning Chase Creek. Dr. Andres Onate of the Liberal Arts College works closely with the staff in assisting students with individual library problems.

SERVICE TO THE COMMUNITY

The staff is constantly on the alert to assist non-university patrons in their use of the Library. Mr. Alan Stein did an outstanding job on the topic of the price of gold for Mr. Lewis Douglas. A local writer, Ann Nolan Clark, received special help on the Basques from Miss Rice. It was

a distinct pleasure to meet Judge Samuel Irving Rosenman and Mrs. Rosenman who borrowed substantial material on the World War I period to work with during their brief stay in Tucson. Judge Molloy referred a gentlemen to our Department with a need for business reference service, and Mr. Stein assisted him admirably. Mrs. Higley received a note of acknowledgement in the preface to a new children's book, The Land and People of Japan, by Mrs. Josephine Vaughn, a winter visitor and a library patron.

FOREIGN STUDENTS

Mrs. Higley continued her long association with the office of the Foreign Student Advisor. Mr. Paul Barton helped with the slide-tape presentation given to the incoming foreign students in August. A similar program was repeated for the new arrivals in January. As individual student problems arise during the year, special assistance is offered by the appropriate subject department.

UNIVERSITY PUBLIC RELATIONS

A formal effort was made this year to reach the faculty wives of the University. The Faculty Women's Club meets each month during the academic year, and last September a note was included in the program to the effect that the Library's resources are open to the group. The staff attended the open house held by the Office of the Dean of Students. Mrs. Higley attended the Matrix Table, a banquet sponsored by the journalism honorary.

GRADUATE LIBRARY SCHOOL

Dr. Dickinson is most generous in including the University Library staff in the various colloquia which are held throughout the year. It was a special pleasure to hear Dr. Jesse Shera. The lecture on the Social Science Citation Index was especially lucid and exciting. Whenever possible, we offer graduate students part-time work, and this year we were most fortunate in having with us Retsy Mellus, Sharon Kurtz, and Dana Cole, whose enthusiasm is an inspiration to us all. The entire reference staff worked with two students in Advanced Reference, Mrs. Bailey and Mrs. Coppin. Mr. Stein assisted Dr. Lawrence Clark Powell in reproducing some information from the Arizona Republic on Ross Santee.

STAFF DEVELOPMENT

During the fall season departmental staff meetings were held almost weekly, at which various members reported on special activities, new services and acquisitions. In the spring the frequency was reduced to a biweekly schedule, but it seemed to be the consensus that regularity is important and that the discussions are fruitful. As a segment of our staff development program within the Department, we visited three other libraries on the campus: Arizona State Museum, Arizona Historical Society, and the Division of Economic and Business Research. We expect to continue this activity during the coming year.

COLLECTION AND COLLECTION DEVELOPMENT

Perhaps the most notable development of the year was the receipt of extensive bibliographies on the following subjects: Indians of the Southwest, Blacks, Mexican-Americans, and Deaf Education. The lists were compiled through "PROBE" searches of ERIC materials, a computer searching service at the College of Education, University of Indiana. We are now beginning to see meaningful applications in the field of computer technology.

The staff consistently checks the book evaluation media for new acquisitions. It is probably safe to say that few important titles are missed. While the ABEL plan is a most effective time-saver for the usual trade item, unusual sources such as association publications are necessarily more elusive, but of equal importance. A cooperative acquisitions statement was prepared by the Social Science staff, a contribution to the overall Library policy which is forthcoming. (For a list of major reference acquisitions, see APPENDIX III).

The reference collection was reclassified into the Library of Congress scheme, which makes a much more manageable unit. Dr. Travis Leach and his staff are to be congratulated upon an efficient and smooth operation.

It is recommended that the Library join the Center for Research Libraries in order to gain access to its collections of archives, foreign dissertations, and foreign government documents.

COOPERATIVE STAFF PROJECTS

As the size of the University grows, it is inevitable that more and more cooperative staff projects must be undertaken. An example of this trend is the contribution the Library makes to the registration procedure by

supplying manpower for the validation of plastic badge cards. This year Mr. Stein and Mrs. Ferrell worked with other members of the staff. For the first time in the Library, formal orientation sessions were planned for new full-time staff members, wherein department heads and senior librarians explain the work of their respective areas. Miss Rice and Mrs. Higley served in this way during the past summer, fall and spring. A happy experience occurred last July when nineteen Spanish-speaking librarians from Mexico arrived for a visit through the whole library system, instigated by Dr. James Officer. Since several staff members are fluent in Spanish, we were able to furnish expert advice and informal hospitality. Misses Araujo and Cordova, Mrs. Sonntag and Mr. Makuch are to be commended for their performance.

APPENDIX I

STATISTICS

	<u>1971-72</u>	<u>1972-73</u>
Reference Inquiries Answered	8350	7948
Use of ERIC microfiche	2845	3353
Use of HRAF microfiche	225	70
ERIC microfiche received	17675	16087
HRAF microfiche received	4102	4830

APPENDIX II

FORMAL CLASS PRESENTATIONS

<u>Course</u>	<u>Professor</u>	<u>Librarian</u>	<u>Number</u>	
Advanced Reference	Dickinson	Ferrell	12	
	Dickinson	Ferrell	20	
	Dickinson	Stein	20	
Anthropology	Baker	Higley	25	
Collective Bargaining 289	McBrearty	Stein	120	
Economics 194	Billings	Stein	60	
Introduction to Educational Research	Anderson	Rice	30	
	Anderson	Ferrell	30	
	Anderson	Ferrell	30	
	Blake	Rice	35	
	Brisco	Rice	35	
	Brisco	Ferrell	30	
	Brown	Ferrell	35	
	Brown	Ferrell	35	
	Claridge	Rice	35	
	Claridge	Rice	35	
	Claridge	Ferrell	35	
	Claridge	Ferrell	35	
	Letson	Stein	60	
	Letson	Ferrell	35	
	Logan	Higley	60	
	Logan	Ferrell	60	
	Nicholson	Ferrell	35	
	Roberts	Higley	60	
	Elementary Education	Brown	Ferrell	30
		Adams	Stein	30
		Emery	Stein	30
		Emery	Stein	30
		Corson	Rice	16
Corson		Ferrell	15	
Corson		Rice	16	
Finance 241	Davis	Rice	16	
	Davis	Rice	16	
	Dinnerstein	Rice	15	
	Gaines	Rice	15	
	Pace	Stein	20	
	Pace	Ferrell	20	
	Price	Stein	30	
Finance 357	Price	Stein	30	
	Letson	Ferrell	30	
	Letson	Ferrell	12	
Finance 244	Letson	Ferrell	30	
	Hamilton	Ferrell	21	
Historiography	Bowers	Higley	14	
	Martin	Stein	45	
History of the Americas 20a	Gray	Higley	15	
Public Administration 241				
Secondary Education				
Slow Learning Child in the Regular Classroom				
Sociology 390				
Urban Planning Law				
Writing for the Children's Book Market				

Total Number of Students 1433

APPENDIX III

NOTABLE ACQUISITIONS

- American Foundation for the Blind.
Dictionary Catalog of the M. C. Migel Memorial Library. Boston,
G. K. Hall, 1966. 2 v.
- Commerce Clearing House.
Economic Controls. 1971- New York.
- Commerce Clearing House.
Employment Safety and Health Guide. 1971- Chicago.
- Environment Reporter. 1970- Washington, D. C., Bureau of National
Affairs.
- ERIC Descriptors (RIE edition) ... Bethesda, Md., ERIC Processing and
Reference Facility, 1972.
- ERIC Identifiers (RIE edition) ... Bethesda, Md., ERIC Processing and
Reference Facility, 1972.
- Financial Summary. 1972- Denver, Colorado, Investors Management
Sciences.
- The Foreign Affairs 50-Year Bibliography: New Evaluations of Significant
Books on International Relations, 1920-1970. New York, R. R. Bowker,
1972.
- Gallaudet College, Washington, D.C.
Dictionary Catalog on Deafness and the Deaf. Boston, G. K. Hall,
1970. 2 v.
- Harvard University. Graduate School of Business Administration. Baker
Library. Subject Catalog of the Baker Library... Boston, G. K. Hall,
1971. 10 v.
- Index to Current Urban Documents. 1972- Westport, Conn., Greenwood Press.
- Los Angeles. Public Library. Police Library.
Catalog. Boston, G. K. Hall, 1972. 2 v.
- Naroll, Raoul.
Index to the Human Relations Area Files. New Haven, HRAF, 1972. 8 v.
- Public Affairs Information Service
Foreign Language Index. 1968/71- New York.
- Standard and Poor's Corporation.
Standard & Poor's Stock Reports: American Stock Exchange. 1973-
New York.

Standard and Poor's Corporation

Standard & Poor's Stock Reports: New York Stock Exchange. 1973-
New York.

United Nations. General Assembly.

Roll Call Votes, 1946-1970

Printout obtained with the assistance of the Institute of
Government Research and membership in the Inter-University
Consortium for Political Research, Ann Arbor, Michigan.

United States. Department of Housing and Urban Development. Library and
Information Division.

The Dictionary Catalog ... Boston, G. K. Hall, 1972. 19 v.

The Wall Street Transcript. 1972- New York.

SPECIAL COLLECTIONS DEPARTMENT

UNIVERSITY OF ARIZONA LIBRARY

ANNUAL REPORT OF THE
CHIEF SPECIAL COLLECTIONS LIBRARIAN
TO THE UNIVERSITY LIBRARIAN
FOR THE 1972-1973 YEAR

Summary

During the past year the total use of the collections continued to increase although the number of patrons using the materials has decreased slightly. (Appendix I)

In general all collections have been added to bringing our total holdings to 35,276. All of the book collections have been enhanced by the addition of notable titles (Appendix II). One incunabulum was added to the Rare Book Collection.

An important source of History of Science materials has been President Schaefer. Through him we have added many notable scientific items (Appendix III). Included in this group are six incunabula which include:

Albertus Magnus. Compendium theologiae veritatis. Ulm, Johann Zainer [not after 1481]

Guilliermus, Epiccopis Parisiensis. Opera. [Nuremberg, Georg Stuchs, after 31 March 1496]

Priscianus. Opera. Venice. Johannes de Colonia and Johannes Manthem, 1475-76.

Plinius Secundus, Caius Caecilius. Naturale Historia... tradotta i lingua Fiorentina per Christophoro Landino. Venice, Filippodi Pietro, 1481.

Martialis, Marcus Valerius. Epigrammata. Milan, Uldericus Scinzenzeler, 1490.

Juvenalis, Decimus Junius. Satyrae. Turin, Nicolas de Benedictis and Jacobinus Suigus, 1494.

The Department further received on deposit a group of legal works from the U. S. Park Department. (Appendix V). Additions to the Archives and Manuscript Collections were also made. (Appendices VI and VII).

Major Strengths

The Arizona Collection maintains itself as the one broad in depth collection. The author collections of Lord Byron, W. H. Auden, Bret Harte and Jack London are on the rise. Although the History of Science area has been consistently added to, this year shows a marked activity in this field. The Science Fiction collection is continuing to grow, but needs to grow much more, particularly in the serials area.

Major Limitation

The department is still unable to support as fully as it should the graduate programs of the English Department. Continuing work with the English Department faculty has closed some of the more glaring gaps. However, a great deal more must be done.

Future Plans

If the recommendations of the Special Collections Commission are followed, we will continue to over balance the collecting in the Southwestern and History of Science areas. It is hoped that these recommendations will be kept in perspective so that the Departmental strengths continue as strengths and that the serious weakness in literature holdings may be strengthened.

Appendix I
Patron/Collection Use Statistics

By collection*	Je-Je 1971/72	Jy-Je 1972/73
Arizona Collection	4754	4756
Rare Book Collection	1108	985
Science Fiction	243	298
Western & Campbell Colls.	720	610
Holme	16	29
Vertical File	31	21
Photo	67	397
Az Mss.	491	507
Ms Mss.	73	142
Misc.	148	125
Total	<u>7651</u>	<u>7870</u>

By month		
July	783	706
August	341	663
September	275	766
October	476	659
November	834	778
December	463	501
January	533	557
February	465	584
March	806	912
April	825	923
May	731	452
June	<u>626</u>	<u>369</u>
Total	<u>7158</u>	<u>7870</u>

By type of patron*		
Undergraduate	1667	1886
Graduate	2855	2006
Faculty/Staff	924	967
Special Borrower	<u>1045</u>	<u>1028</u>
Total	<u>6491</u>	<u>5887</u>

* 1971-72 figures based on a June-June count

Appendix II
Collection Growth Statistics

	Titles Added	Vols Added
Arizona Collection		
Books	443	448
Serials	51	100
Theses & Diss.	357	358
Rare Book Collection		
New Acquisitions	762	1084
Reclassified from Stacks	245	590
Science Fiction	433	412
Serials	86	107
Western Collection		
New Acquisitions	201	209
Reclassified from Stacks	4	4
Serials	2	10
Manuscript Collections	No. of Colls.	Linear feet
Az.	33	83
Ms.	14	9
Total Holdings		35,276
Arizona Collection	18086	
Rare Book Collection	11532	
Western Collection	5658	
	No. of Colls.	Linear feet
Az. Manuscripts	317	732
Ms. Manuscripts	113	132

Appendix III

Notable Acquisitions for the Fiscal Year Ending June 30, 1973

FIFTEENTH CENTURY

Diogenes Laertius.

Vitae et sententiae philosophorum. Venice. Philippus Pincius.
1497.

SIXTEENTH CENTURY

Aelianus, Claudius

Variae historiae libri XIV. Rome. Baldo. 1545.

Cataneo, Pietro

Le Pratiche della due prime Mathematiche libro d'alboco e
geometria. Venice. 1546.

Doni, Antonio Francesco, 1513-1574

La Zucca en spanol. Venice. 1551.

Guicciardini, Francesco, 1483-1540

The Historie. London. 1579.

Lavater, Ludwig, 1527-1586

De Spectris, lemuribus et magnus atque insolitis fragonibus.
Geneva. Vignon. 1575.

Rivadeneira, Pedro de, 1527-1611

Vida del P. Ignacio de Loyola y de los Padres Maestro Diego
Laynes, y Francisco de Borja. Madrid. Pedro Madrigal. 1594.

SEVENTEENTH CENTURY

Allestree, Richard, 1619-1681

The Gentleman's calling. London. Norton. 1667.

Barclay, John, 1582-1621

Satyricon. . .in sex partes. Lugd. Batavorum. Hack. 1674.

Davenant, Charles, 1656-1714

Circe, a tragedy. London. Tonson. 1677.
First edition.

Descartes, René, 1596-1650

Tractatus de homine, et de formatione foetus. Amsterdam.
Blæu. 1686.

Gerarde, John, 1545-1612

The Herball. London. Islip, Norton, and Whitakers. 1636.

Hale, Sir Matthew, 1609-1676
 The Primitive origination of mankind. London. Godbid/Shrowsbury.
 1677.
 First edition.

Kirchner, Athanasius.
 Magnes sive de arte magnetica opus tripartitum. Roma. Deversia &
 Mosotti. 1654.

Photius
 Bibliotheca, sive lectorum a Photio librorum recensio. Augsburg.
 1606.

Snape, A.
 Anatomy of the horse. London. Flesher. 1683.

EIGHTEENTH CENTURY

Bellamy, Daniel, b. 1687
 Ethic Amusements. Surry. 1770.
 First edition.

Berenger, Jean Pierre, 1740-1807
 Raccolta di tutti i viaggi fatti intorno al mondo. Naples.
 Merande. 1790-94.

Buckingham, John Sheffield, duke of, 1648-1721
 The works of John Sheffield. London. Barber. 1723.
 First edition.

Broome, William, 1689-1745
 The oak and the dunghill. London. Roberts. 1728.
 First edition.

Case, Thomas, 1598-1682
 The morning exercise. London. Gibbs. 1655.
 Embroidered binding, 18th century. Only example in collection.

Cork and Orrery, John Boyle, 5th earl of, 1707-1762
 Letters from Italy, in the years 1754 and 1755. London. B. White.
 1773.

Dedekind, Friedrich, d. 1598
 Grobianus. London. Cooper. 1739.

Edda Saemundar
 Icelandic poetry. Bristol. Biggs/Cottle. 1797.

Goudar, Ange, 1720-1791
 The Chinese spy. Dublin. Wilson. 1766.
 First Irish edition.

- Gregory, David, 1661-1708
Astronomiae physicae & geometricae elementa. Oxford. 1702.
First edition.
- Hayley, William, 1745-1820
A philosophical, historical and moral essay on old maids. London.
Caddell. 1785.
First edition.
- Hayley, William, 1745-1820
Plays of three acts written for a private theatre. London.
Caddell. 1784.
First edition.
- Laplace, Pierre-Simon, 1749-1827
Exposition du systeme du monde. Paris. Duprat. 1799.
Second edition.
- Laporte, Joseph de, 1713-1779
El viajero universal o noticia del mundo antiguo y nuevo.
1796-1801.
- Lavoisier, Antoine Laurent, 1743-1794
Elements of chemistry. Edinburgh. Creech. 1799.
Third edition.
- Mercati, Michele
Metallotheca, opus posthumum. Rome. Salvioni. 1717-19.
First issue of the first edition.
- Sheffield, John, Duke of Buckingham
The works of John Sheffield. London. J. Barber. 1723.
First edition.
- Tilli, Michel Angelo.
Catalogus plantarum horti pisani. Florence. 1723.

NINETEENTH CENTURY

- Beaconsfield, Benjamin Disraeli, 1st Earl of, 1804-1881
Endymion. London. Longman's Green. 1880.
First edition.
- Beaconsfield, Benjamin Disraeli, 1st Earl of, 1804-1881
Sybil; or the two nations. London. Colburn. 1845.
First edition.
- Beaconsfield, Benjamin Disraeli, 1st Earl of, 1804-1881
Vivian Grey. London. Colburn. 1826-27.
First edition.

- Beaconsfield, Benjamin Disraeli, 1st Earl of, 1804-1881
Wondrous tale of Alroy. London. Saunders/Otley. 1833.
First edition.
- Beaconsfield, Benjamin Disraeli, 1st Earl of, 1804-1881
The young duke. London. Colburn/Bentley. 1831.
First edition.
- Browning, Robert, 1812-1889
Ferishtah's fancies. London. Smith/Elder. 1884.
First edition.
- Browning, Robert, 1812-1889
The Inn album. London. Smith/Elder. 1875.
First edition.
- Browning, Robert, 1812-1889
La Saisaz: the two poets of Croisic. London. Smith/Elder.
1878.
First edition.
- Browning, Robert, 1812-1889
Paracletus. London. Wilson. 1835.
First edition.
- Browning, Robert, 1812-1889
Parleyings with certain people of importance in their day. London.
Smith/Elder. 1887.
First edition.
- Browning, Robert, 1812-1889
Red cotton night-cap country. London. Smith/Elder. 1873.
First edition.
- Carleton, William, 1794-1869
Valentine McClutchy, the Irish agent. Dublin. Duffy. 1845.
First edition.
- DeQuincey, Thomas, 1785-1859
Confessions of an English opium eater. London. Taylor/Hessey.
1822.
First edition.
- Edgeworth, Maria, 1767-1849
Harrington, a tale and Ormond, a tale. London. Hunter. 1817.
First edition.
- Edgeworth, Maria, 1767-1849
Harry and Lucy concluded. London. Hunter. 1825.
First edition.

- Edgeworth, Richard Lovell, 1744-1817
 Essay on Irish bulls. London. Johnson. 1802.
 First edition.
- Eliot, George, 1819-1880
 Adam Bede. London/Edinburgh. Blackwood. 1859.
 First edition.
- Figueroa, Jose, 1792-1835
 The Manifesto. San Francisco. Herald. 1855.
 First edition in English.
- Galt, John, 1779-1839
 The last of the lairds. Edinburgh/London. Blackwood/Caddell.
 1826.
 First edition.
- Gaskell, Elizabeth Cleghorn (Stevenson), 1810-1865
 North and South. London. Chapman/Hall. 1855.
 First edition.
- Gaskell, Elizabeth Cleghorn (Stevenson), 1810-1865
 Cranford. New York. Harpers. 1853.
 First American edition.
- Gaskell, Elizabeth Cleghorn (Stevenson), 1810-1865
 Cranford. London. Chapman/Hall. 1853.
 First edition.
- Gaskell, Elizabeth Cleghorn (Stevenson), 1810-1865
 The life of Charlotte Bronte. London. Smith/Elder. 1857.
 First edition.
- Gaskell, Elizabeth Cleghorn (Stevenson), 1810-1865
 The life of Charlotte Bronte. New York. Appleton. 1857.
 First American edition.
- Harte, Bret, 1839-1902
 Lothaw, or the adventures of a young man in search of a religion.
 London. 1871.
 First edition.
- Hayley, William, 1745-1820
 Life of George Romney. Chichester. Mason T. Payne. 1809.
 First edition.
- Humphreville, J. Lee
 20 years among our savage Indians. Hartford. Hartford Pub.
 1897.
 First edition.

- Legge, William Vincent.
A history of the birds of Ceylon. London. Author. 1880.
First edition.
- Marsh-Caldwell, Anne (Caldwell), 1791-1874
Mount Sorel. London. Chapman. 1845.
First edition.
- Melbourne, Caroline (Ponsonby), lady, 1785-1828
Glenarvon. London. Colburn. 1816.
First edition.
- Pike, Zebulon Montgomery, 1779-1813
Exploratory travels through the Western territories of North
America. London. Longman. 1811.
First English edition.
- Southey, Robert, 1774-1843
Thalaba the Destroyer. London. 1801.
First edition.
- Trollope, Anthony, 1815-1882
The last chronicle of Barset. London. Smith, Elder. 1867.
First edition, in 32 original parts.
- Trollope, Anthony, 1815-1882
Miss MacKenzie. London. Chapman. 1865.
- U. S. Congress, 1871-1872. 42nd. 2nd session. Senate.
Report...in regard to the Sutro Tunnel. Washington, D.C. 1872.
- Whitman, Walt, 1819-1892
Specimen days and collect. Philadelphia. Rees/Welsh/Co.
1882-3.
First edition.
- Woodhouselee, Alexander Fraser Tytler, lord, 1747-1813
Memoirs of the Honourable Henry Home of Kames. Edinburgh.
Creech. 1807.
First edition.

TWENTIETH CENTURY

- Auden, Wystan Hugh, 1907-
The common life. Darmstadt. Blaschke. 1964.
- Auden, Wystan Hugh, 1907-
The orators. New York. Random House. 1967.

- Auden, Wystan Hugh, 1907-
Per il tempo presente. Milan. All' Insegna del Pesce d'Oro.
1964.
- Blake, William, 1756-1827
Water colours illustrating the poems of Gray. London. Trianon.
1972?
- Bresdin, Rodolphe, 1825-1885
Six letters from Bresdin to Redon. New Gehenna Press. 1971.
- Brown, Louise Norton
Block printing & book illustration in Japan. London. Routledge.
1924.
- Brussels. Bibliothèque royale de Belgique. Mss. (9511)
Le Breviaire de Philippe LeBon, breviaire parisien du XV siecle.
Bruxelles. 1929.
- Einstein, Albert, 1879-1955
Aether und relativitäts-theorie. Berlin. J. Springer. 1920.
- Einstein, Albert, 1879-1955
Zur einheitlichen Feldtheorie. Berlin. Akad. der Wissenschaften.
1929.
- Farquhar, Francis Peloubet, 1887-
Flight to the North Pole, 24 Aug., 1949. San Francisco. Grabhorn.
1950.
- Farquhar, Francis Peloubet, 1887-
Nova Albion. San Francisco. Grabhorn. 1948.
- Hemingway, Ernest, 1889-1961
A farewell to arms. New York. Scribners. 1929.
First edition, "2nd" first issue.
- London, Jack, 1876-1916
Before Adam. New York. Macmillan. 1907.
First edition.
- London, Jack, 1876-1916
The iron heel. New York. Macmillan. 1908.
First edition.
- London, Jack, 1876-1916
Jerry of the Islands. New York. Macmillan. 1917.
First edition.
- London, Jack, 1876-1916
The Kempton-Wace letters. New York. Macmillan. 1903.
First edition.

London, Jack, 1876-1916

The little lady of the big house. New York. Macmillan. 1916.
First edition.

London, Jack, 1876-1916

The mutiny of the Elsinore. New York. Macmillan. 1914.
First edition.

London, Jack, 1876-1916

The road. New York. Macmillan. 1907.
First edition.

London, Jack, 1876-1916

White Fang. New York. Macmillan. 1906.
First edition.

McGovern, Melvin P.

Speciman pages of Korean movable types. Tokyo. Voyagers Press Ltd.
1966.
First edition.

Millais, John Guille, 1865-1931

The natural history of British game birds. London. Longmans.
1909.
First edition.

The tale of Genji Scroll. Tokyo. Kodansha Intern'l. 1971.

Nin, Anaïs

This hunger. New York. Gemor Pr. 1945.
Signed by the author.

Smith, David Eugene, 1860-

Rara arithmetica. Boston. Ginn. 1908.

Tennyson, Alfred Tennyson, baron, 1809-1892

Tiresias. New Gehenna Press. 1971.

Wild, Peter

Peligros. New York. Ithaca House. 1971.
First edition.

Appendix IV
Notable Acquisitions Via President Schaefer

- Auda, Domenico 17th cent.
Breve compendio di Maravigliosi secreti. Venetia. A. Baron
a S. Steffano. 1686.
- Bauderon, Brice, 1540(ca.)-1623
Paraphrase sur la pharmacopee. & Catelan, Lavrens, Ensemble un.
Rouen. M. de la Motte. 1627.
- Bayen, Pierre, 1725-1798
Recherches chimiques sur l'etain, ... par MM. Bayen & Charlard.
Paris. P-D Pierres. 1781.
- Berthollet, Claude Louis, comte, 1748-1822
Elements de l'art de la teinture, avec une description du
blanchiment. Paris. Firmin Didot. 1804.
Second edition.
- Bertrand, Joseph Louis François, 1822-1900
Thermodynamique. Paris. Gauthier-Villars. 1881.
- Biringuccio, Vanuccio, 1480-1539?
Pirotechnia. Il diece libri della pirotechnia. Vinegia.
Comin da trino di Monferrato. 1559.
- Boltzmann, Ludwig, 1844-1906
Vorlesungen über gastheorie. Leipzig. J. A. Barth. 1896-98.
- Bonani, , pater
Neuer tractat vom Firmiss-Laquir-und Mahler - künsten, nach
dem original des berühmten Pater Bonani. Berlin & Leipzig.
J. J. Reinbold. 1730.
- Boyle, Robert, 1627-1691
Tentamina quaedam physiologica... Geneva. Samuel de Tourne. 1680.
- Breislak, Scipione, 1748-1826
Del salnitro e dell 'arte del salnitrajo istruzioe... Milano.
Pirrota e Maspero. 1805.
- Brugnatelli, Luigi Vincenzo, 1761-1818
Farmacoepa ad uso degli speziali. Napoli. D. Savgiacomo. 1803.
- Cortese, Isabella, 16th cent.
Secreti ne quali si contengono. Venice. L. Spineda. 1625.
- Davy, Sir Humphrey, bart., 1778-1829
Six discourses delivered before the Royal Society. London.
J. Murray. 1828.

De Loeches, J

Tyrocinium pharmaceuticum, theorio-practicum, Galeno-Chymicum.
Barcinone, Joannis Jolis. 1751.

De magni lapidis sive benedictae compositione & operatione aliquot
capita. Strassbourg (Argentorati). Lazari Zetzners. 1613.

Ehrmann, Friedrich Ludwig, 1741-1800

Description et usage de quelques lampes à air inflammable.
Strasbourg. J. H. Heitz. 1780.

Fallopianus, Gabriel, 1523-1562

Secreti diversi & Miraculosi. Venetia. Alessandro Gardano.
1578.

Faraday, Michael, 1791-1867

The subject matter of a course of six lectures on the non-metallic
elements. London. Longman, Brown, Green, and Longmans. 1853.

Fourcroy, Antoine François de, comte, 1755-1809

Philosophie chimique, ou vérités fondamentales de la chimie
moderne. Paris. Chez Du Pont, l'an III de la République. 1795.
Second edition.

Fourcroy, Antoine François de, comte, 1755-1809

Système des connaissances chimiques, et de leurs applications.
Paris. Baudouin. an IX-X.

Fresenius, Karl Remigius, 1818-1897

Anleitung zur qualitativen chemischen analyse... Braunschweig.
F. Vieweg & Sohn. 1846.

Gassendi, Pierre, 1592-1655

[Opera omnia in sex tomos divisa] Epistolae, quibus accesserunt
clarissimorum quorundam ad ipsum epistolae et responsa ... Lugduni.
Laurentio Anisson. 1658.

Gay-Lussac, Joseph Louis, 1778-1850

Recherches physico-chimiques, faites sur la pile... Paris.
Deterville. 1811.

Girod-Chantrons, Justin, 1750-1841

Recherches chimiques et microscopiques. Paris. Chez Bernard.
1802.

Glauber, Johann Rudolf, 1604?-1668

Consolatio navigantium... Amstelodami. J. Janssonium. 1657.

Grasshoff, Johann, d. 1623

Aperta arca arcani artificiossimi oderi des grossen und kleinen bawers eroffneter und offenstechender kasten. Hamburg. Friedrich Conrad Greslinger. 1705.

Grimaux, Edouard, 1835-1900

Lavoisier, 1743-1794 d'ares sa correspondance, ses manuscrits. Paris. Ancienne Libraire Germer Baillier et Cic. 1888.

Guyton de Morveau, Louis Bernard, baron, 1737-1816

Methode de nomenclature chimique. Paris. Cuchet. 1787.

Hellot, Jean, 1685-1776

Lart de la tenue des laines, ... Paris. J-T Herissant. 1772.

Hennicke, Gottfried, fl. 17??

Gottofredi Hennickii...de panaceis tractatio medicochymica. Francofurti ad Moenum. sumptibus C. Genschii. 1689.

Higgins, Bryan, 1737?-1820

Experiments and observations made with the view of improving the art of composing and applying calcareous cements. London. T. Cadell. 1780.

Hill, Daniel, M.D.

Practical observations on the use of oxygen, or vital air, in the cure of diseases. London. F. C. & J. Rivington. 1820.
Second edition.

Ittershagen, Georg Christian

Geheimi scheidung der metallen und derselben nutzbarkeit. 1774.

Kobell, Franz, ritter von, 1803-1882

Grundzüge der minerologie zum gebrauch bey vorlesungen. Nürnberg. Johann Leonhard Schreg. 1838.

Kobell, Franz, ritter von, 1808-1882

Les mineraux: Guide pratique pour leur determination. Paris. J. Rothschild. 1872.

Kräutermann, Valentin, pseud.

Der curiewse und vernünstige zauber-artz. Frankfurt & Leipzeig. Ernst Ludwig Niedt. 1726.

La Faye, Polycarpe de

Recherches sur la preparation que les Romanins donnoient a la chaux. Paris. del'imprimerie Roayle. 1777.

- Lancillotti, Carlo
Farmaceutica antimoniale overo trinofa dell'antimonio. Modona.
E. Soliani Stampator Ducali. 1683.
- Lavoisier, Antoine Laurent, 1743-1794
Opuscules physiques et chymiques. Paris. Deterville. 1801.
Second edition.
- Le Roy, Charles, M.D.
Quaestiones chemical duodecim... Monspellii. Augustinum-Franciseum
Rochard. 1759.
- Leslie, Sir John, 1766-1832
Kurzer Bericht von Versuchen und instrumenten die sich auf das
verhalten. Leipzig. P. Gotthelf Kummer. 1823.
- Maxwell, James clerk, 1831-1879
Theorie der warme. Breslau. Maruschke & Berendt. 1877.
- Maxwell, James clerk, 1831-1879
Theory of heat. London. Longmans, Green & Co. 1880.
Ninth edition.
- Mazzotta, Benedictus
...De triplici philosophia... Bonaniae. J. B. Ferronii. 1653.
- Monte Raphaim, Johann de
...Vorbothe der am philosophischen himmel hervorbrechenden
morgen-rothe. Frankfurt ammain. Stocks Erben Schilling und Weber.
1757.
- Musitanus, Carolus
Opera medica chymico-practica, seu trutina medico-chymica.
Coloniae. Allobrogum, Chouet, G. De Tournes. 1701.
- Mynsicht, Adrian von, 1603-1638
Caes. et diversorum... Thesaurus et armamentarium medico-chymicum.
Lubecae. A. J. Beckeri, H. Schmalhertzianorum. 1662.
- Neumann, Kaspar, 1683-1739
The chemical works of ... with large additions..by William Lewis.
London. W. Johnston. [et al] 1759.
- Orschall, Johann Christian
Ars fusoria fundamentalis et experimentalis. Tassel. J. B. Cramer.
1735.
- Pajot-des-Charmes, C
L'art du blanchimentdes toiles, fils et cotons de tout genre.
Paris. A. J. Dujour. 1800?

Primerosi, Jacobi

Ars pharmaceutica methodus brevissima. Amsteledami.
J. Janssoniuno. 1651.

Quadramio, Evangelista

La vera dichiarazione di tvtte la metafore, similitudini, &
Enimmi de. Roma. Appresso V. Accolti. 1587.

Thoulet, Julien, 1843-

Theses presentee a la faculte des sciences de Paris... Paris.
Gautheir-Villars. 1880.

Tollius, Jakobi, d. 1696

Sapientia insaniens, sive promissa chemica. Amstelaedami.
Janssonio-Waesbergios. 1689.

Tyndall, John, 1820-1893

Die warme betrachtet als fine art der Bewejung. Braunschweig.
Friedrich Vieweg. 1894.

Untzer, Matthias

Anatomia mercurri spagirica seu de hydrargyri natura, proprietate,
viribus at que usu. Hallaes-Saxonum. M. Oelschlegelii, P. Faber.
1620.

Wecker, Johann

De secretis. Libri 17 ex variis ahtoribus collecti... Basilae.
C. Waldkirchii. 1598.

Appendix V

Permanent Deposit of the United States National Parks from
Tumacacori Mission.

Castile. Laws, statutes, etc., 1252-1284 (Alfonso X)

Las siete partidas del sabio rey Don el Nono, nuevcamente
glossades, por el licenciado Gregorio Lopez, del Consejo Real
de Indias de su Magestad. Valladolid, D. Fernandez do Cordova, 1587.

Garcilago de la Vega, el Inca, 1539-1616

La Florida del Inca. Historia del adelantado, Hernando de Soto...
Madrid, N. Rodriguez Franco, 1723.

Spain. Laws, statutes, etc.

Novisima recopilacion de las leyes de España. Dividida en
XII libros... Megico, Galvan; Paris, Rosa, 1831.

Appendix VI

Material received from University offices:

Alumni Office (photos, etc. of Louis Slonaker)
 College of Liberal Arts (19 cartons of office files)
 Dean of Students (3 transfer files of material from former
 Dean of Men and Dean of Women)
 Office of Co-Ordinator of Research (5 cartons)
 President Emeritus Richard A. Harvill (3 transfer files of
 former Pres. Homer LeRoy Shantz)

Other Gifts:

Assorted glass slides (subsequently printed) of various
 campus scenes, discovered by Dr. Blitzer in Physics Dept.
 Faculty Women's Club: 7 v. of club records (minutes, scrapbooks,
 etc., 1930-1971)
 R. B. Streets, formerly head of Plant Pathology Dept. and now
 retired: various negatives, slides, photographs, miscel-
 laneous UA historical and personal items.
 William J. Bryan, Jr. (through Vice-Pres. Marvin Johnson):
 copy of his autobiographical reminiscences, "Family Lore."

Appendix VII
Manuscript Collections Processed

Arizona Series

- Adams, Ramon F. PAPERS, 1941-1969. 4 boxes.
- Arizona. University. Agricultural Extension Service. Various REPORTS, 1918-1967. (9 different series, 50 feet)
- Arizona. University. Army School for Special Training, 1918. STUDENT RECORDS, July-August 1918. 3 boxes.
- Arizona. University. INAUGURATION OF RICHARD ANDERSON HARVILL AS PRESIDENT OF THE UNIVERSITY OF ARIZONA, November 1951. 4 boxes.
- Arizona. University. Faculty Women's Club. BOOK OF MEMORIES [scrapbooks], 1930-1941.
- Arizona. University. HONORS ASSEMBLIES, 1927-1950. 1 box.
- Burns, Walter Noble. PAPERS. [manuscripts and related materials] 8 boxes.
- Easton, Robert O. BUFFALO JONES MATERIAL. 2 boxes.
- Ernenwein, Leslie. PAPERS. [manuscripts and related materials] 3 boxes & 1 v.
- Hereford, Francis Henry. PAPERS, 1888-1929. 3 boxes & 1 portfolio.
- Kimball, William F. LEGISLATIVE PAPERS, 1941-1954. 4 boxes.
- Montezuma, Carlos. PAPERS, 1899-1922. 3 boxes.
- New England and Clifton Copper Company of Arizona. RECORDS, 1901-1910. 8 boxes.
- Pickrell, Charles Ulen. PAPERS. 13 boxes (6 ft.).

Ms. Series

- Hodge Family PAPERS, 1752-1937. 7 boxes & 2 v. (3 ft.)
- Maximilian Collection, 1847-1967. 2 boxes & 1 portfolio.

UNIVERSITY OF ARIZONA LIBRARY
U.S. GOVERNMENT DOCUMENTS DEPARTMENT

ANNUAL REPORT OF THE
CHIEF DOCUMENTS LIBRARIAN
TO THE
UNIVERSITY LIBRARIAN
FOR THE 1972-1973 YEAR

SUMMARY

Last April, the U.S. Government Documents Section of the Library became a full department. Although the change in status did not greatly affect internal workings, it did lead to some far-reaching decisions concerning the relationship of this collection to the rest of the system. As stated in last year's report, policies and guidelines were urgently needed before documents could be efficiently processed for other branches and departments within the library. Official guidelines for the acquisition, processing, and location of U.S. government documents have now been issued which, when fully instituted, will reduce confusion and facilitate the work of the documents staff. Also, the relationship between the documents personnel in the Science Division and in the Main Library has been defined, thus relieving the uncertainty in the minds of the staff. All U.S. government documents within the library system will be the responsibility of the Chief Documents Librarian, but the physical location of science documents and the work assignments of the science documents specialist will be the responsibility of the Chief Science Librarian.

In spite of procedural improvements, the work load continued to expand. Reference statistics increased by 1,000 as did the circulation of documents. Part of this increase was due to additional service offered at night and on weekends. The Documents Department also received more referrals from the General Reference Department than ever before. The total number of received items also grew, and judging from past annual reports, the collection has doubled in size during the past eight years. (A summary of statistics is appended to this report.)

Although statistics on orders received have never been kept, the department is now processing hundreds of requests from the faculty and other library departments, not to mention its own in-house requests. Two years ago this work was handled as a sideline by the Documents Library Assistant. Now, this is practically a full-time job.

Conferences and committee meetings consumed a considerable amount of time, but they have proved invaluable. Two meetings in particular served to enlarge staff expertise in the field of documents. All three members of the department participated in the first state-wide Workshop on Government Documents held in Flagstaff last July. The report on this workshop has been distributed all over the country. Another important meeting was a Census Users Conference held in January. Over 125 librarians, educators, and businessmen attended this conference, which was conducted by a member of the Census Bureau at the request of documents librarians within the State of Arizona. The information gleaned at this conference has vastly improved service relating to census materials.

During this past year, the documents service grew in quality as well as in quantity. Combined, the three full-time members of the department can now draw on 12 years of experience with U.S. government publications. Also, interlibrary cooperation has improved to such an extent that a patron seldom departs without at least a partial answer. Considering the complex nature of the questions and the inadequacy of reference materials pertaining to documents, this represents a considerable achievement.

MAJOR STRENGTHS

The primary objective of the U.S. Government Documents Department is to offer maximum service. This objective requires a strong collection, experienced personnel, and a capability for making the holdings known to the public.

Collection development is therefore a major concern. Each member of the department endeavors to see that important material is acquired. In addition, special purchases are made as funds permit. This year the department acquired the microfilm version of the 1970 Census of Population and Housing; Fourth Count Summary Tapes for Arizona. The Fourth Count contains numerous statistical tables not published in the printed Census volumes. In order for patrons to use the microfilm easily, the Documents Librarian prepared a guide and brief index to the material. Also acquired this year was the last installment of the Congressional Hearings from 1869 to 1934 on microfiche. The collection of hearings for this period is now complete and offers a wealth of historical material.

Although the staff learns more about the collection every day, special seminars and conferences contribute to their overall understanding of the nature and content of federal publications. As mentioned previously the Documents Workshop in Flagstaff and the Census Users Conference in Tempe proved to be valuable meetings. For the Census Users Conference, the Documents Librarian prepared a "Source Directory of 1970 Census Information Available in Arizona." The directory has been useful in leading patrons to more complete sources of Census results both on computer tape and in printed form. The documents staff also strongly supports the Arizona State Library Association Government Documents Round Table which was formed this year for the purpose of greater cooperation among those working with government documents within the State of Arizona.

The use of the U.S. government documents collection has grown measurably. The staff's participation in the Documents Round Table has resulted in the increased usage of the collection by those outside the University community. The department is also becoming better known on campus. Each member of the staff has participated in special lectures and tours of the collection. The members of the General Reference Department, Social Science Department, and Science Division have also promoted the use of documents. This year, each person on the General Reference staff spent considerable time in the Documents Department and their efforts at night and on the weekends certainly expanded the documents reference service. During the past few months, the Catalog Department has increased its support of documents by providing guides to the collection in the main card catalog. Steps have recently been taken to expand this service further by filing author, title, and subject entries in the card catalog for major federal publications. Since the government documents collection is largely uncataloged, these measures should further enhance public awareness of these publications. As always, the members of the U.S. Government Documents Department have endeavored to promote the collection by providing courteous and efficient service.

MAJOR LIMITATIONS

This year, the growing reference service demanded a reduction in time spent on other operations within the department. Routine processing came to a halt on busy days, producing a temporary backlog. The situation became alarming when the U.S. Dept. of Commerce, the biggest producer of serial publications, was completely reorganized. For every resulting change in classification, approximately one hour of staff time was necessary. There simply were not enough people to do the job. As a temporary solution, the University Librarian has provided special funds to hire a new employee for one year.

Circulation records also became a problem. Because the number of documents circulated in the last two years has doubled, it is now necessary to institute regular procedures for recalling overdue publications. A new employee will also be helpful in this task.

Problems with stack maintenance are increasing. Due to the flimsy construction of most federal publications, special efforts must be made to bind journals and to put other publications in boxes. The growth rate of the collection has been so rapid that the staff has fallen behind in these chores. Again, a new staff member will probably alleviate this problem.

During the year, the department was the recipient of an unusually large number of gifts. Most of the publications received from the donors were duplicates, and the department lacked an efficient method of disposing of the material. Since many of the gifts are valuable, it would be a great waste to discard them. Other documents departments around the country have solved this problem by mailing out lists of unwanted documents. Any library may elect to receive these publications for the cost of postage. If such a program were adopted here, it would eliminate the wasting of important material.

Record-keeping within the department has also posed a problem. This year, while participating in a refileing project, the Documents Librarian discovered that the Documents Office files lacked many records of government publications listed in the public card catalog for other parts of the system. The first step in correcting this inadequacy has already been taken. A photocopy of every card in the U.S. section of the author-title part of the public card catalog was made. The next procedure will be to interfile these cards with the records already in the Documents Office files. At the same time the Documents Librarian will inform the Catalog Department of incorrect information found on the cards, so that mistakes in the public card catalog can be corrected.

As in other years, the major limitation is that most people do not know that the U.S. government documents collection is almost unlimited in scope. A better system for disseminating information about these publications must be devised. Although the problem is very apparent, a solution is yet to be found. This year the members of the department will be seeking new ways to overcome this deficiency.

FUTURE PLANS

Although the move to a new library may not take place for some time, plans for improved documents service within the new structure are already being made.

Since the U.S. Government Documents Department will be on a different floor from the General Reference Department, it is essential that the documents area be equipped with the tools necessary for a sophisticated reference service. This means that the reference collection should be expanded to include more commercial reference works pertinent to the field of documents, such as the Congressional Staff Directory, Congressional Quarterly, and the Dictionary of Report Series Codes. As funds permit, these publications will be acquired for the department during the next two years.

As mentioned on page 3, it will also be necessary to maintain a union list of holdings of all documents within the system. In spite of a policy to the contrary, many documents are cataloged; and the documents staff should be aware not only of their existence but also of their location. Hopefully this record-keeping project will be completed before the move to the new library.

It will be important for the documents staff to establish a current awareness service in order to alert other members of the reference staff as well as the general public of important acquisitions. This might be accomplished by distributing a quarterly accessions list to other librarians and potential patrons. A display shelf for new documents might also be advantageous. Special lectures and seminars might be conducted periodically.

If the library undertakes the computerization of serial holdings, documents periodicals should be included. Many patrons do not realize that Survey of Current Business, Children Today, Smithsonian Contributions to Botany, etc. are government publications. Even if such an ambitious project is not undertaken, major government serials should be listed in the public "Visible Index" and in the card catalog. As mentioned on page 2, this project has already begun.

Finally, it will be necessary to increase the size of the documents staff so that the reference desk in the department will be covered at nights and on weekends. A minimum of five full-time people will be needed. Considering the size and worth of the collection, this goal does not seem unreasonable. By 1976, the collection in the Main Library will comprise over 500,000 items on nearly every conceivable subject, and will span 200 years of United States history.

APPENDIX -- U.S. GOVERNMENT DOCUMENTS STATISTICAL REPORT

Items Received	<u>1971/72</u>	<u>1972/73</u>
Depository	26,009	29,249
AEC Microfiche	17,799	23,846 (est.)
JPRS Microfiche	4,787	3,231
NASA Microfiche	10,869	10,958 (est.)
Non-Depository (printed documents)	10,136	8,943
	<u>69,600</u>	<u>76,227</u>
Items Sent to Science (other than microfiche)		
Depository and Non-Depository	10,812	8,249 (est.)
Reference Questions (Main Library)	3,282	4,357
Items Circulated (Main Library)	1,570	2,508
Estimated Number of Printed Documents in Library System	530,415	568,607