

ANNUAL REPORT
OF THE
UNIVERSITY LIBRARIAN
TO THE
PRESIDENT
FOR THE
1973 - 1974 YEAR

UNIVERSITY OF ARIZONA LIBRARY

TUCSON, ARIZONA

SUMMARY

On July 27, 1973, ground was broken for a new University Library building. This historic event set the tone for the year's work. Throughout the intervening months many members of the library staff have been involved in preparing for the transition to the new facility. Several furniture manufacturers have made presentations to the Library Building Committee and to the library staff. Also, many staff members have worked with the Interior Designer in developing floor layouts. This work is almost complete.

Last year's annual report emphasized organizational change. This trend has continued. Traditionally most libraries, including the University of Arizona Library, have relied on assistant university librarians to give administrative leadership and direction to the public service and technical service areas of the library. This year the twelve public service department heads, as a committee, have assumed this responsibility on an experimental basis. The experiment was in many ways a success. For example, communications between the public service departments was improved. However, at the end of the year the group voted in favor of re-establishing the more traditional pattern of having an Assistant University Librarian for Public Services. A search for someone to fill this post will be begun early in the FY 1975.

Professional librarians have met regularly throughout the year in an effort to develop a structure which will provide an opportunity for them to participate more fully in the recommendation of policy for the University Library. Departmental by-laws have been drafted. The staff has also given consideration to the criteria which should be used as a basis for the recommendation of professional librarians for promotion and tenure. For the first time, a library committee reviewed the credentials of those librarians being evaluated for tenure, and made recommendations to the University Librarian.

Three administrative appointments were made. Dr. John McKay, formerly Interlibrary Loan Librarian, was appointed Chief Humanities Librarian. Mr. Donald M. Powell, who has been Acting Head of Special Collections, was appointed Head of that department. And after several months of search by an elected advisory committee, Mr. James Myers was appointed Assistant University Librarian for Technical Services. He replaced Mr. Charles M. Peters who has assumed a staff assignment in the area of library systems development.

A number of changes have been made throughout the year in an effort to improve our services to library users. An information desk in the lobby of the Main Library Building was manned by volunteer staff members during most of the year. Its success led to the establishment of a similar service in the Science/Humanities Library beginning with the first summer session in June. Interlibrary Loan Service has shown extraordinary growth. Particular attention should be called to our service to Arizona residents through CHAIN, a state-wide interlibrary referral and loan service operated in cooperation with the Arizona State Library Extension Service. Materials and services provided by the University of Arizona Library CHAIN agent increased by 147% during the year.

Each year there is an increase in the bibliographic and research information available through computer based data banks. This year the Library applied for and received two grants that will be used to make some of these sophisticated tools available to library users early in FY 1975.

Other improvements in service include the development of a new loan policy and the signing of a contract for new data collection terminals which will greatly facilitate the charge out procedures of the Loan Department. Plans have also been made for a new Library Science Library.

MAJOR STRENGTHS

Among the many assets of the Library to which attention might be called in a report of this nature, one that clearly stands out is the energetic and efficient career staff of the Library. Led by skilled line supervisors, these individuals responsibly strive to maintain the resources and environment needed by library users. Though often unrecognized, the importance of their contribution to the University can hardly be overstated.

The enduring base of any scholarly library is made up of its collections. The strength of these is the result of the dedication, scholarship, and resourcefulness of generations of librarians, faculty, and administrators of the University. The University of Arizona has much of which to be proud, but we are a young library with a great deal remaining to be done. Perhaps our greatest asset is the twofold opportunity which lies before us: the opportunity to continue to build a strong, professional staff, and the opportunity to develop library collections of distinction. The expanding acquisitions funding which we have received over the past two years has provided the financial support necessary for the undertaking of this task.

There has been a continuing effort on the part of professional librarians to upgrade their own performance standards, particularly in the area of creative research. This year three members of the library staff have had material published. Mary Dale Palsson was co-editor of Jews in the South, published by Louisiana State University Press; John Liu's Resources on the History of Chinese Books and Prints was published in Hong Kong; and Stephen Bahre wrote the "Arizona in Maps" section of the 1974 Arizona Blue Book.

Finally, not to be overlooked among our strengths is the enthusiasm that is generated throughout the campus as a new general library facility takes shape.

MAJOR LIMITATIONS

Our major limitations fall into three broad areas: personnel, access to needed resources, and computer based systems. We will begin Fiscal Year 1975 with 58 librarians, 90 career staff employees, and 11 full time employees on wages. Our ratio of career staff to professional librarians is 1.7:1. Although improved from previous years, we continue to need additional clerical support if we are to efficiently use our manpower. Many librarians feel that a ratio of 2.5:1 is perhaps the most efficient. As we add new clerical staff to support additional services in the new library building, we should be able to achieve a better balance.

Perhaps our most severe limitation is professional isolation. The University of Arizona Library has not yet achieved a national reputation. As a result, professional librarians must work harder to establish those contacts that are so vital if they are to keep abreast of the latest developments in their fields. The University needs to find ways to provide added support in this area. Closely related is a tradition which has not emphasized continuing need for research into library methods and techniques on the part of professional librarians. Through staff development programs and improved evaluation techniques this must be gradually reversed.

There are also problems to face as we attempt to provide library materials needed by the University community. It is no longer economically feasible for any single library to purchase all of the resources that are needed. Therefore, we must be selective in our development of collections, and we must depend more on cooperation with national centers and other institutions for some materials. Fortunately at the present time increased acquisitions funds are making it possible to broaden the scope of our collections and to strengthen the holdings of retrospective materials in some fields. These two factors make it increasingly important for librarians to be fully aware of the direction and commitment of the University. Librarians must improve their communication with teaching faculty and must be included in those committees and other bodies which plan the current and future emphasis of the University. Only in this way will we be able to develop locally held collections which will match the current and future emphasis.

As the library collection grows, access to particular items needed by individual researchers becomes more and more difficult. In many instances the time and effort that must be expended to obtain appropriate information outweighs the value of the information. Users as a result rely upon easily obtained information from tools with which they are already familiar, those that they locate through serendipity, and those obtained through information from others working in the field. This can only result in impoverished research. The major intellectual task confronting librarians is the development of tools to overcome these obstacles. Access to information in serials is particularly difficult at the University of Arizona Library and printed book catalogs of serials holding of the University Library

would greatly facilitate research. However, since such a catalog would need to be updated two or three times a year, the only feasible method of creating and maintaining such a catalog is through a computer based system.

A large university library is particularly confusing to beginning undergraduates with limited library experience. We must improve our ability to provide a satisfactory orientation for the 5,000 or so new students each year.

In last year's report attention was called to the special need of the Music and Fine Arts Departments for expanded library facilities. This continues to be a major concern.

Finally, in addition to a computer based serials records system, an issue to which we have already spoken, the Library should give consideration to machine assisted systems for cataloging and accounting.

PLANS

In order to improve user access to the collection two major changes are under consideration. First, we are seeking a librarian with the training and experience necessary to develop and implement a library instruction program for undergraduates. Hopefully, both formal and informal programs can be developed which will enable the beginning undergraduate to more quickly master basic library techniques. Advanced students and faculty members usually find that library subject specialists, in those institutions that have them, can greatly facilitate their research. As we begin to modify our staffing patterns to meet the needs of the new general library building, consideration is being given to such subject specialists. A corps of reference librarians with advanced subject knowledge, who can assume responsibility for collection development in their respective areas of expertise, provide bibliographic instruction for beginning researchers and other specialized assistance as is appropriate, should greatly strengthen library service to and communication with graduate students and faculty members.

Continued attention will be given to other aspects of public service. Applications are now being accepted for the position of Assistant University Librarian--Public Services. The individual selected will have chief responsibility for merging reference services into one central reference department, organizing and staffing a micro-film room and a periodicals reading room, and determining how best to provide access to information now commercially available through such media as video cassettes, among others.

As has already been mentioned, a new Assistant Librarian for Technical Services has been appointed and will be joining the staff very soon. This important addition to our staff will provide us with the necessary manpower to begin to review carefully both the organizational structure and the procedural systems in all areas of technical services. We hope that this will allow us to use our resources more efficiently. Particular attention will be given to staffing patterns in the Acquisitions Department, where traditionally the University of Arizona Library has concentrated collection development. If we develop a team of subject specialists with collection development responsibilities in the public services departments, we will need to make some adjustments in the responsibilities of the Acquisitions Department in this area. Another area which will soon receive attention is the production of cataloging data. Many libraries are beginning to find it economically feasible to purchase cataloging data from regional centers or commercial vendors who have created large computer based files. Many such possibilities are opening for libraries to consider. We must keep a watchful eye on the national scene and continue to develop local cost data.

APPENDIX A
BOOK RESOURCE STATISTICS

	<u>1972/73</u>	<u>Added 1973/74</u>	<u>Total</u>
Bound Volumes	831,876	45,103	
Serial Parts		<u>24,256</u>	
Withdrawals		69,359	
		<u>-1,861</u>	
		67,498	899,374
Government Documents	550,460		
Depository		24,321	
Non-Depository		<u>11,627</u>	
		35,948	586,408
Non-Bound Holdings	531,420		
Microfilm Reels		4,793	
Microfiche		8,236	
Maps		<u>7,333</u>	
		20,362	551,782
Audio-Records**		1,227	2,430
Total Cataloged Holdings			2,039,994
Uncataloged Microforms	232,317	69,747	302,064
			2,342,058
		TOTAL HOLDINGS	

**Does not include music.

APPENDIX B
CATALOGING STATISTICS

	<u>1973/74</u>	
<u>Main Entries Made:</u>		
Catalog	30,206	
Serials	5,916	
Oriental Studies	1,695	
	<u>Original</u>	<u>Printed</u>
<u>Cards Added, Main Catalog:</u>		
Catalog	124,710	208,556
Serials	24,945	37,740
TOTAL	642,247	
 <u>Reclassifications:</u>		
Periodicals (titles)	341	
Serials (titles)	94	
Monographs (titles)	3,396	

APPENDIX C

LIBRARY USE STATISTICS

	<u>1972/73</u>	<u>1973/74</u>
Home Use:		
Main Loan Desk	282,566	423,324
Science Loan Desk		
Music Loan Desk	24,510	27,415
Map Collection	6,818	4,479
Instructional Materials Collection	58,709	40,357
Oriental Studies	<u> </u>	<u>2,704</u>
Subtotal	372,603	498,279
Building Use:		
Main Library Reserve	70,785	72,019
Science Library Reserve	26,570	46,464
Music Reserve	50,147	57,846
Instructional Materials Reserve	12,890	20,908
Special Collections	7,870	6,484
Map Collection	23,240	32,402
Library Science	--- a	--- a
Oriental Studies	<u>2,810</u>	<u> </u>
Subtotal	194,312	236,123
TOTAL	566,915	734,402

a. Records not kept.

APPENDIX D
SPECIAL USE STATISTICS

	<u>1972/73</u>	<u>1973/74</u>
Reference Inquiries Answered:		
General Reference	39,484	42,250
Humanities	18,213	17,878
Fine Arts	5,576 ^a	--- ^a
Social Science	7,948	12,333
Documents	4,357	6,411
Science	15,194	14,695
Instructional Materials	--- ^b	--- ^b
Maps	6,079	4,446
Music	4,714	4,784
Oriental Studies	<u>1,095</u>	<u>--- ^b</u>
TOTAL	102,678	102,797
Interlibrary Loan:		
Borrowed	2,415	2,832
Loaned	<u>3,442</u>	<u>6,014</u>
TOTAL	5,857	8,846
Photographic Services:		
Microfilming	31,800 ft. ^c	34,100 ft.
Photocopies Produced	558,548	1,027,820

a. Discontinued as a separate service December 1972.

b. No records kept.

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

SYSTEMS & FACILITIES

UNIVERSITY OF ARIZONA LIBRARY

ANNUAL REPORT OF THE
ASSISTANT LIBRARIAN FOR SYSTEMS & FACILITIES
TO THE UNIVERSITY LIBRARIAN
FOR THE 1973/1974 YEAR

I. SUMMARY

I started the 1973/74 fiscal year in the position of Assistant Librarian for Technical Services at the University of Arizona Library. This position had responsibility for the Acquisitions, Cataloging, Loan and Serials Departments of the University Library. I was given a new position with differing responsibilities on 3 October 1973. The nature of the responsibilities for this position are given in a general memorandum issued by the University Librarian.

"Effective immediately Charles Peters is assuming a new title and new responsibilities within the University Library system. Chuck's new title is Assistant University Librarian for Systems and Facilities. In this new staff (or support) position, he will be responsible for overseeing construction of the new main library building on behalf of the Library as well as coordinating, maintaining, and directing the ongoing smooth operation of our current facilities. At the same time we are formalizing another assignment which Chuck has had for several years: the development and implementation of computer and other automated applications to our various processes and operations. And, I suppose it goes without saying that, as will all Library administrative position, this new one contains the jargonistic phrase, 'Other duties as assigned.'"

I was also issue editor of the LARC COMPUTERIZED CIRCULATION SYSTEMS SERIES, vol. 1 no. 1, devoted to the University of Arizona Circulation System.

II. MAJOR STRENGTHS

During the past year I assisted Mssrs. Barney and Ford in the Business Office in establishing a methodology for them to follow in connection with the Library's role in the research area vs. the instructional area of the University. This study was done in connection with the overhead allowances given by various agencies of the U.S. Government for their contract research at the University. The problem lies in the fact that no precise dividing line separates research from instructional activities in libraries either in their operations or in their book collections. The same books, services and personnel are available to all patrons regardless of the use to which they are put. The government auditors believe we should just base our data in this regard on the amount of books circulated which are charged to students or researchers. Books, however, are only a small segment of our collections. Journals, microformat materials, research reports, and rare books are non-circulating materials, and we do not keep statistics on their use. Yet these are the materials most heavily used by the research segment of our clientele. I wrote a report on this topic for the Business Office which explains this problem and gives reasons why circulation data alone are not sufficient for the purpose of showing the extent of library use by research workers at the University.

I was also responsible for writing the grant proposal to secure a grant of \$5000 from Title IIA of the Higher Education Act of 1965. The grant proposal was to strengthen our library resources in the area of American Indian studies. In pursuit of this goal, an acquisitions proposal was made that would add to our holdings those periodicals in the Princeton University Library's BIBLIOGRAPHY OF AMERICAN INDIAN PERIODICALS. The money was granted and the program is underway at this time. The expenditure of these funds must be accomplished by June 30, 1974. The Serials Department requested me to oversee the expenditure of this fund in March, 1974.

I was also involved in coordinating the activities of the group of interns from the Graduate Library School in the summer of 1973. This program was given to me with only a week's notice that I would be responsible for the Library's portion of it. The Director of the Graduate Library School and the person teaching the course expressed appreciation for the assistance the Library rendered them in bringing practical experience to their course work.

I also wrote the proposal for which the Library received a small subvention from the Vice President for Research to give on-line literature searching to University of Arizona students, faculty and staff.

III. MAJOR LIMITATIONS

The need to improve our intellectual and physical access to our library holdings is somewhat hampered by the lack of funds in the operations portion of the University Library's budget. The addition of the TWX alternate to the teletype unit in the Main Library gave us good access to the DEC 10 on campus. This, however, is for staff use. It would not be suitable for public use in the accessing of machine-readable data bases. Considerable expertise resides in the University Library's personnel in the area of applications programming, system analysis and information system design. In order to adequately exploit this expertise, additional terminals, telephone lines and other operational equipment are needed to give the system personnel in the Library the tools they need to achieve faster intellectual access to materials for our clientele. If the University Library is to become more than a repository of bibliographical materials and take a more active part in the area of information transfer, such tools are needed.

The continuing effort to upgrade the Library's unreliable data collection equipment is still going on. The contract negotiations with the Mohawk Data Systems Corporation appear to be finally coming to fruition in this forthcoming fiscal year.

IV. Future Plans

The effort to upgrade our present data collection equipment will continue this year. In addition, we hope to make program changes that will achieve certain economies of operation beneficial to both the University Computer Center and the Library.

Machine-readable data base service will be offered for the first time to University Library clientele. We hope to make this service a continuing one if this trail program proves successful.

Continued analysis of the Serials Department will be done this year in an effort to automate certain portions of this important department.

ANNUAL REPORT
OF THE
ACTING HEAD ACQUISITIONS LIBRARIAN
TO THE
UNIVERSITY LIBRARIAN
FOR THE
1973-74 YEAR

UNIVERSITY OF ARIZONA LIBRARY

TUCSON, ARIZONA

SUMMARY

The year 1973/74 was for the Acquisitions Department both eventful and tragic. The Department found itself deprived of guidance when the Assistant Librarian for Technical Services assumed other duties within the Library. Then toward the end of the year our accountant resigned, but we were fortunate to find an excellent replacement. The events found their tragic culmination on June 2 when our Chief Acquisitions Librarian suddenly died, leaving the Department in a crucial period--the time for requests for capital and personnel expenditures, general book budget as well as the annual report. These matters were taken care of with varying degrees of expertise by the staff with the help of a sympathetic and understanding Administration. The Bibliographer for Collection Development was appointed as the Acting Head of the Department immediately following the lamented passing away of the Chief Acquisitions Librarian.

The most important issue confronting the staff of the Acquisitions Department was that of intellectual control and accountability of each item processed: was the Department performing a creative and intellectual function in processing the book order requests from the faculty, library staff, and to a lesser degree from the students? Was the monitoring of various "blanket" or "approval" plans a quality control safeguard to be pursued by the Acquisitions Department? Could these routine, but nevertheless creative functions be expanded by formalizing various areas in which the staff of Acquisitions Department is the only defactor selector?

In spite of these troublesome "identity crisis" questions in the realm of professional eschatology, the Department managed to process an awesome amount of material with a notoriously small staff, thus repeating its past excellent performances which were duly noted in the Swank Report of 1972.

The Department, in order to encourage selections from the faculty and staff, managed not to get them overly involved with the concerns over the budgetary control, especially after receiving a generous increase of \$300,000. Thus the negative battle cry "no money" was very seldom, if ever, evoked. The presiding attitude became that of "affirmative action" on any selection with a commitment to process it with a minimum of deliberation and unnecessary delay.

During that tragic and eventful year, the Department was confronted more and more with explaining its function to other Departments of the Library. With the position of Assistant Librarian for Technical Services being unfilled for the whole year, many policies and problems had to be brought out before the Technical Services and Public Services Committee. The Chief Acquisitions Librarian submitted various written reports to the Committees, explaining Acquisitions' routines, especially those in regard to Abel's "approval" plan and its "form selections" as well as the general organization or "pre-sorting" of books before their delivery to the Catalog Department.

Toward the end of the year, a couple of months before his sudden death, a few operational changes were instituted by the Chief Acquisitions Librarian--namely those concerning the decentralization of preorder searching and verification by assigning full-time and part-time verifiers to each librarian, making the librarians also responsible for the placement of orders within the broad areas of their responsibility: Science, English Literature, foreign material and the material of the branch libraries such as Music, Instructional Materials and Library Science. This change enabled the professional staff to be directly responsible for orders in their general areas.

The Acquisitions staff continued to monitor Abel "approval" order form selections, referring a few of the dubious copies to the Public Service Librarians. The selection from Abel's forms--so called "form selection"-- became logically a cooperative effort, with some unavoidable overlapping between the Acquisitions and Public Services staff. By and large, the Acquisitions staff tended to be more receptive and inclusive while the Public Services Librarians tended to emphasize their direct areas of responsibility, stressing the reference material.

The monitoring of Abel approval books presented us with quite a considerable problem when the firm announced its "cost-plus" charging, which meant that they were adding a visible service charge to each book, while continuing to pass on to us the original discount from the publisher. Suddenly, the less expensive books--those under \$8.50--became visibly expensive because of the service charge. While the firm insisted that the grand total of our "approval" expenditures would be in our favor--and a sample study done on an ad hoc basis corroborated that assertion--the psychological impact was quite the opposite: many less expensive books (e.g., non-mass market and original paperbacks), with an average surcharge of \$2.50 had to be returned and ordered elsewhere. This change in Abel's policy--fortunately abandoned in the spring of 1974--illustrates that the "service" aspect of approval books isn't all free in spite of the enormous budgetary commitment on our part--\$127,340 or 10 percent of our book budget.

MAJOR STRENGTHS

The Department was able to process effectively a staggering number of books and related material without developing any acquisitions backlogs. The efficient monitoring of various standing orders, not only in the English language, but also those in "area" category (Latin America, German literature, books on musicology) contributed a great deal toward an overall impressive picture.

In addition to these more or less "automatic" services, for which the dealers expertise should be complimented, individual orders for obscure, hard to get and out-of-print books were easily processed, in most of the cases, or wisely abandoned, not without previous notification of the recommender.

This successfully managed routine did not prevent the Acquisitions Staff from becoming a mere "ordering machine"--a considerable amount of creative effort went into selecting of materials, while not neglecting the day-to-day processing obligation: duplicate copies of outstanding current interest books were added to those coming on "approval" plan; individual selections were made in such fields as contemporary English and American Literature, Hispanic and Latin Americana, science, both current and rare.

Because of the considerable "bookish" interests of the staff, many good relationships with various antiquarian dealers were developed, and many an acquisitions was accomplished during their visit, after de visu examination of the books offered. The Acquisitions Department tried to involve as many Public Service Librarians as possible, by encouraging their selections during dealers visits.

This fruitful combination of business orientation and "bookishness" resulted in good contacts all over the world. As a result, the Department kept abreast with special events like auctions and sales, and became an active participant in some, like the Richard Abel overstock sale, where 800 books were purchased at an average price of \$8.00 per volume, since the discounts offered were quite generous, ranging between 33 percent and 60 percent. Then a sizable collection of rariora was purchased through our agent at the Parke Bennett auction in Los Angeles, comprising rare ornithological works and other early books, predominately in the field of science.

These accomplishments would not have been possible without the generous financial base, provided by the Library Administration and the President of the University. The President's involvement in the development of our history of science holdings resulted in acquisitions of many a prestigious volume. This undoubtedly is our greatest achievement.

LIMITATIONS

While the financial limitations were not our overriding concern, there existed a general feeling that the Department performed its considerable duties with a basic minimum of staff. While one can hope that the present expansion of our acquisition activities will continue, some serious thought should be given in regard to the staff expansion, be it professional, or high-level non-professional. Some sections in the Department, especially the Gifts and Exchanges, show quite visibly that an extra full-time helper could be put to a good use--helping to sort gift materials, usually arriving in large quantities. There may be, of course, the possibility of our all-to-ready acceptance of gifts for which we cannot find any use, and which aren't easy to dispose of.

This leads to another, related limitation or a problem--that of accumulation of duplicates, which could be more easily negotiable for exchange, were they assembled in an organized way. This particular problem is related to the work overload, especially for the "bookman" on our staff. The pressing day-to-day routines tend to relegate this problem to lower priority, which results in cluttering of our working space.

Although there was no visible backlog of unprocessed orders, there were some areas where the selection was not done systematically, and dealers form selections--those from Harrassowitz and "Aux Amateurs de Livres" were allowed to accumulate. This was caused to some degree by our disappointment with faculty's response to the "form selections"--as well as our own budgetary overconsciousness; as European book prices are on an average twice as much--or more--compared to those of the United States. Nevertheless, this backlog will be cautiously absorbed into our 1974/75 acquisitions program.

FUTURE PLANS

1. To prepare ourselves for the exigency of switching over to another blanket order jobber, in case Richard Abel performance is curtailed or ineffective. Since no dealer can offer such a wide scope of material, this could only be done by streamlining our acquisitions mechanics--be they manual or automated. Once the Abel plan is abandoned--and one hopes that this would never happen--all Library Staff would have to take over the book selection.
2. To develop additional standing order plans and more active retrospective selection for Argentina, Brazil, and Chile--areas somehow neglected in our collection.
3. To integrate out-of-print desiderata file with our Orders Outstanding and Received file. This means that the items searched for, but not actively ordered, would be interfiled with firm orders.
4. To reorganize our duplicates--both in the Acquisitions Department area and in the basement, by forming well organized and labeled subject units, to facilitate their exchange when the opportunity presents itself.
5. To encourage more spending from Gift and Memorial funds or to spend those funds by our own selections, according to the wishes of the donor.
6. To develop our own statistics for books purchased, by initiating a weekly count of books delivered to the Catalog Department.
7. To convert our "package order" system of ordering books (i.e. many books on one numbered order) to "one book--one order number" system.

SIGNIFICANT
ACQUISITIONS

HISTORY

- ALTA CALIFORNIA... Philadelphia, 1847.
- Bernard, Edward. CATALOGI LIBRORUM MANUSCRIPTORUM ANGLIAE ET HIBERNIAE. Oxford, 1697.
- Bougart, Alfred. MARAT, L'AMI DU PEUPLE. 2 vols. Paris, 1865.
- Burckhardt, Jakob Christoph. DIE KULTUR DER RENAISSANCE IN ITALIEN. Basel, 1860.
- Catlin, George. LETTERS AND NOTES ON THE MANNERS CUSTOMS, AND CONDITIONS OF THE NORTH AMERICAN INDIANS. 2 vols. London, 1841.
- Cozzens, S.W. VOYAGE DANS L'ARIZONA. 2 vols. Paris, 1876.
- Daniel, Samuel. THE COLLECTION OF THE HISTORY OF ENGLAND. London, 1626.
- Dwinelle, John W. THE COLONIAL HISTORY OF THE CITY OF SAN FRANCISCO. San Francisco, 1866.
- Farnham, Thomas Jefferson. ...TRAVELS IN THE GREAT WESTERN PRAIRIES, THE ANAHUAC AND ROCKY MOUNTAINS, AND IN THE OREGON TERRITORY. Ploughkeepsie, 1843.
- Florence, Biblioteca Mediceo Laurenziana. CATALOGUE CODICUM MANUSCRIPTORUM. 3 vols. Florence, 1764-70.
- France, Assamblee Nationale. COLLECTION GENERALE DES DECRETS RENDUS PAR L'ASSEMBLEE NATIONALE. 37 vols. Paris.
- Garneir-Pages, Louis Antoine. HISTOIRE DE LA REVOLUTION DE 1848. 8 vols. Paris, 1866.
- Garrido, Fernando. HISTORIA DE LAS PERSECUCIONES POLITICAS Y RELIGIOSAS OCCURIDAS EN EUROPA DESDE LA EDAD MEDIA HASTA NUESTROS DIAS. 6 vols. Barcelona, 1863-68.
- Grotius, Hugo. ...DE IURE BELLI AC PACIS. Amsterdam, 1650.
- Gusev-Orenburgskii, Sergei Ivanovich. KNIGA O EVREISKIKH POGROMAKH. Petrograd, 1920.
- Hayward, John. FIRST PART OF THE LIFE AND RAIGNE OF KING HENRIE IIII. London, 1599.
- Hertzen, Aleksandr Ivanovich. SOBRANIE SOCHINENII. 30 vols. in 34. Moscow, 1954-65.
- Kautsky, Karl. DIE MATERIALISTISCHE GESCHICHTSAUFFASSUNG. 2 vols. Berlin, 1929.
- Kennett, Basil. THE ANTIQUITIES OF ROME IN TWO PARTS. London, 1713.
- Marmol Carvajal, Luis de. HISTORIA DEL REBELION Y CASTIGO DE LOS MORISCO DEL REYNO DE GRANADA. Malaga, 1600.
- Martinez de Zuniga, Joaquin. HISTORICAL VIEW OF THE PHILIPPINE ISLANDS. 2 vols. London, 1814.
- Maurin, Albert. GALERIE HISTORIQUE DE REVOLUTION FRANCAISE. 5 vols. Paris, 1849-50.
- Melon, Jean Francois. ESSAI POLITIQUE SUR LE COMMERCE. Paris, 1736.
- Miliukov, Pavel Nikolaevich. GOSUDARSTVENNOE KHOZIAISTVO ROSSII. St. Petersburg, 1905.
- Perrault, Charles. LES HOMMES ILLUSTRES QUI ONT PARU EN FRANCE PENDANT CE SIECLE. 2 vols. in 1. Paris, 1696-1700.
- Philipon, Charles. MUSEE OU MAGASIN COMIQUE DE PHILIPON. 2 vols. 1842-43.
- Proudhon, Pierre Joseph. LES CONFESSIONS D'UN REVOLUTIONNAIRE. Paris, 1849.
- Vespucci, Amerigo. THE LETTER OF AMERIGO VESPUCCI DESCRIBING HIS FOUR VOYAGES TO THE NEW WORLD. 1497-1504. San Francisco, 1926.

LATIN AMERICA

- Alcedo, Antonio de. DICCIONARIO GEOGRAFICO-HISTORICO DE LAS INDIAS OCCIDENTALES O AMERICA.
5 vols. Madrid, 1786-89.
- Cabrera y Quintero, Cayetano de. ESCUDO DE ARMAS DE MEXICO. Mexico, 1746.
- Carrillo y Perez, Ignacio. PENSIL AMERICANO, FLORIDO EN EL RIGOR DEL INVIERNO. Mexico, 1797.
- Cortes y Larraz, Pedro. INSTRUCCION PASTORAL. Guathemala, 1773.
- Dunn, Henry. GUATIMALA. [sic] New York, 1828.
- Hippisley, Gustavus. A NARRATIVE OF THE EXPEDITION TO THE RIVERS ORINOCO AND APURE.
London, 1819.
- Houch, Lewis. THE SPANISH REGIME IN MISSOURI. 2 vols. Chicago, 1909.
- Jesuits Letters From Missions. LETTRES EDIFIANTES ET CURIEUSES... 26 vols. Paris, 1780-83.
- Lindley, Thomas. NARRATIVE OF A VOYAGE TO BRASIL. London, 1805.
- Lopez de Ayala, Pedro. CORONICA DEL SERENISSIMO DON PEDRO. Pamplona, 1591.
- Lozano, Pedro. HISTORIA DE LA CONQUISTA DEL PARAGUAY, RIO DE LA PLATA Y TUCUMAN, 5 vols.
Buenos Aires, 1873-75.
- Mayerne, Louis Tourquet de. THE GENERALL HISTORIES OF SPAINE... London, 1612.
- Medina, Jose Toribio. EL VENECIANO SEBASTIAN CABOTO... 2 vols. Santiago, 1908.
- Ordonez de Ceballos, Pedro. HISTORIA Y VIAGE DEL MUNDO. Madrid, 1691.
- Popol, Vuh. POPOL VUH. LE LIVRE SACRE ET IES MYTHES... Paris, 1861.
- Rengger, Johann Rudolph. ESSAI HISTORIQUE SUR LA REVOLUTION DE PARAGUAY. Paris, 1827.
- TRAVELS OF THE JESUITS INTO VARIOUS PARTS OF THE WORLD. 2 vols. London, 1743.
- Vergennes, Charles Gravier de. MEMOIRE HISTORIQUE ET POLITIQUE SUR LA LOUISIANE. Paris, 1802.
- Vernon, Edward. ORIGINAL PAPERS RELATING TO THE EXPEDITION TO PANAMA. London, 1744.

LITERATURE

- Auden, Wystan Hugh. TWO SONGS. New York, 1968.
- Aurelius Antoninus, Marcus. MEDITATIONS. London, 1634.
- Barrington, Daines. MISCELLANIES. London, 1781.
- Blackmore, Richard. PRINCE ARTHUR. London, 1695.
- Blake, William. THERE IS NO NATURAL RELIGION. London, 1971.
- Blunt, Wilfred. THE LOVE-LYRICS AND SONGS OF PROTEUS. London, 1892.
- Bradbury, Ray. DARK CARNIVAL. Sauk City, 1947.
- Browne, Sir Thomas. HYDRIOTAPHIA... 1658.
- Burney, Sarah Harriet. CLARENTINE... 3 vols. London, 1796.
- Clare, John. POEMS DESCRIPTIVE OF RURAL LIFE AND SCENERY. London, 1820.
- Cooper, James Fenimore. NOTIONS OF THE AMERICANS. Philadelphia, 1828.
- Cruikshank, D.W. THE COMEDIAS OF CALDERON. 19 vols. Westmead, 1973.
- Dante, Alighieri. THE COMEDY... 3 vols. San Francisco, 1929.
- Douglas, Norman. CAPRI: MATERIALS FOR A DESCRIPTION OF THE ISLAND. Florence, 1930.
- Edgeworth, Maria. CASTLE RACKRENT, AN HIBERNIAN TALE. London, 1800.
- Gray, Thomas. ODES. Strawberry Hill, 1757.
- Green, William. THE TOURIST'S NEW GUIDE... London, 1819.
- Groto, Luigi. ORATIONI VOLGARI. Treviso, 1609.
- Guzman, Francisco de. FLOR DE SENTENCIAS DE SABIOS. Amberes, 1557.
- Heliodorus, of Mnesa. THE ADVENTURES OF THEAGENES AND CHARICLIA, A ROMANCE. 2 vols. London, 1717.
- Heywood, Thomas. GYNAIKEION. London, 1624.
- Hill, John. AN ACCOUNT OF THE LIFE AND WRITINGS OF HUGH BLAIR. Edinburgh, 1807.
- Lawrence, David Herbert. LOVE POEMS AND OTHERS. London, 1913.
- Lawrence, David Herbert. THE VIRGIN AND THE GYPSY. London, 1930.
- Lawrence, T.E. CRUSADER CASTLES. 2 vols. London, 1936.
- Leger, Alexis St. Leger. ANABASIS, BY SAINT JEAN PERSE. London, 1930.
- Madariaga, Salvador de. DON QUIXOTE. Newtown, 1934.
- Milbourne, Luke. NOTES ON DRYDEN'S VIRGIL... London, 1698.
- Milton, John. AREOPAGITICA... London, 1903.
- Morgenstern, Christian. ALLE GALGENLIEDER. Berlin, 1932.
- Peacock, Thomas Love. THE MISFORTUNES OF ELPHIN. Wales, 1928.
- Perez, Antonio. LAS OBRAS Y RELACIONES. Geneva, 1675.
- Quevedo y Villegas, Francisco Gomez de. OBRAS EN PROSA. Madrid, 1653.
- Raabe, Paul. INDEX EXPRESSIONISMUS, 1910-1925. 18 vols. Nendeln, 1972.
- Radcliffe, Ann. THE MYSTERIES OF UDOLPHO. 1794.
- Riccoboni, Luigi. AN HISTORICAL AND CRITICAL ACCOUNT OF THE THEATRES IN EUROPE. London, 1741.
- Shelley, Percy Bysshe. LETTERS FROM PERCY BYSSHE SHELLEY TO ELIZABETH HITCHENER. 2 vols. London, 1890.
- Shelley, Percy Bysshe. LETTERS FROM PERCY BYSSHE SHELLEY TO JANE CLAIRMONT. London, 1889.
- Suckling, John. FRAGMENTA AUREA. London, 1648.
- Teresa de Jesus, Saint. THE FLAMING HEART OR... 1642.
- Trollope, Anthony. HE KNEW HE WAS RIGHT. 2 vols. London, 1869.
- Vega Carpio, Lope Felxi de. CORONA TRAGICA. Madrid, 1627.
- Voltaire, Francois Marie Arouet de. EL TRIUNFO DE LA MORAL CHRISTIANA. Madrid, 1788.
- Whitman, Sarah Helen. EDGAR POE AND HIS CRITICS. New York, 1860.
- Whittier, John Greenleaf. IN WAR TIME. 1864.
- Vepes, Diego de. VIDA VIRTUDES Y MILATROS DE LA BIENAVENTURADA VIRGEN TERESA DE JESUS. Zaragoza, 1606.

PHILOSOPHY AND RELIGION

- Amerpoel, Johannes. CARTESIUS MOSAIZANS SEU EVIDENS & FACILIS CONCILIATIO PHILOSOPHIAE CARTESII. Leovardiae, 1669.
- Aristotle. RHETORIC. London, 1686.
- Barron, William. LECTURES ON BELLES LETTRES AND LOGIC, 2 vols. London, 1806.
- Beccaria, Cesare. ESSAY ON CRIMES & PUNISHMENTS. London, 1769.
- Berkeley, George. ALCIPHON. Dublin, 1755.
- Cheyne, George. PHILOSOPHICAL PRINCIPLES OF NATURAL RELIGION. London, 1705.
- Colerus, Jean. LA VIE DE B. DE SPINOZA. La Haye, 1706.
- Condillac, L'abbe Etienne Bonnet de. ESSAI SUR L'ORIGINE DES CONNOISSANCES HUMAINES. 2 vols. Amsterdam, 1746.
- Condillac, L'abbe Etienne Bonnet de. LA LOGIQUE. Paris, 1780.
- Condillac, L'abbe Etienne Bonnot de. TRAITE DES SYSTEMES. 2 vols. La Haye, 1749.
- Condorcet, Marie Jean Antoin. ESQUISSE D'UN TABLEAU HISTORIQUE DES PROGRES DE L'ESPRIT HUMAIN. Paris, 1795.
- Descartes, Rene. MEDITATIONES DE PRIMA PHILOSOPHIA. Amsterdam, 1654.
- Diderot, Denis. PENSEES SUR L'INTERPRETATION DE LA NATURE. 1754.
- Fichte, Johann Gottlieb. VERSUCH EINER KRITIK ALLER OFFENBARUND. Königsberg, 1793.
- Fontenelle, Bernard le B. de. ENTRETIENS SUR LA PLURALITE DES MONDES. London, 1687.
- Gisborne, Thomas. ENQUIRY INTO THE DUTIES OF THE FEMALE SEX. London, 1797.
- Hobbes, Thomas. ELEMENTS OF PHILOSOPHY. London. 1656.
- Hume, David. PHILOSOPHICAL ESSAYS CONCERNING HUMAN UNDERSTANDING. London, 1751.
- Hume, David. POLITICAL DISCOURSES. Edinburgh, 1752.
- Kant, Immanuel. CIRTIK DER URTHEILSKRAFT. Berlin, 1790.
- Kant, Immanuel. ANTHROPOLOGIE IN PRAGMATISCHER HINSICHT ABGEFASST. Konigsberg, 1798.
- Kant, Immanuel. PROLOGOMENA ZU EINER JEDEN KUNSTIGEN METAPHYSIK DIE ALS WISSENSCHAFT. Riga, 1783.
- Mably, Gabriel Bonnot. DES PRINCIPES DES NEGOCIATIONS. Amsterdam, 1757.
- Malthus, Thomas Robert. ESSAY ON THE PRINCIPLE OF POPULATION. London, 1803.
- Mercier de la Riviere, Pierre Francois Joachim Henri. L'ORDRE NATUREL ET ESSENTIEL DES SOCIETES POLITIQUES. Paris, 1767.
- Paley, Willaim. PRINCIPLES OF MORAL AND POLITICAL PHILOSOPHY. London, 1785.
- Rousseau, Jean Jacques. DISCOURS SUR L'ORIGINE ET IES FONDEMENS DE L'INEGALITE PARMIL LES HOMMES. Amsterdam, 1755.
- Rousseau, Jean Jacques. J.J. ROUSSEAU CITOYEN DE GENEVE, A MR. D'ALEMBERT. Amsterdam, 1758.
- Smith, Adam. WEALTH OF NATIONS. Dublin, 1776.
- Stael de Holstein, Germaine Necker. LETTRES SUR LES ECRITS ET LE CARACTERE DE J.J. ROUSSEAU. Paris, 1814.
- Stewart, Dugald. ELEMENTS OF THE PHILOSOPHY OF THE HUMAN MIND. London, 1792.
- Stock, Joseph. AN ACCOUNT OF THE LIFE OF GEORGE BERKELEY. London, 1776.
- Swedenborg, Emanuel. SAPIENTIA ANGELICA DE DIVINO AMORE ET DE DIVINO SAPIENTIA. Amsterdam, 1763.
- Swedenborg, Emanuel. SHORT ACCOUNT OF THE HONOURABLE EMANUEL SWEDENBORG. London, 1790.
- Vauvenargues, Luc de Clapiers. INTRODUCTION A LA CONNOISSANCE DE L'ESPRIT HUMAIN. Paris, 1781.
- Voltaire, Francois Marie Arouet de. THE PHILOSOPHICAL DICTIONARY FOR THE POCKET. London, 1765.
- Wollaston, William. THE RELIGION OF NATURE DELINEATED. (Printed by Benjamin Franklin). London, 1725.
- Wollstonecraft, Mary. VINDICATION OF THE RIGHTS OF MEN. London, 1790.

ADDENDA

- ANTA SANCTORUM. 69 vols. Paris, 1863.
- CTIONNAIRE DE THEOLOGIE CATHOLIQUE...SOUS LA DIRECTION DE A. VACANT. 30 vols. in 15. Paris, 1903-50.
- Hume, David. THE LIFE OF DAVID HUME. London, 1777.
- Locke, John. SOME FAMILIAR LETTERS BETWEEN MR LOCKE AND SEVERAL OF HIS FRIENDS. London, 1708.
- Migne. PATROLOGIAE LATINE. Paris, 1864-1902.

MICROPRINT

- AMERICAN CULTURE SERIES II. 542 reels. Ann Arbor.
- Georgia. Constitutional Conventions. COLLECTION OF DOCUMENTS OF GEORGIA CONSTITUTIONAL CONVENTIONS. Greenwood, 1973.
- Kentucky. Constitutional Conventions. COLLECTION OF DOCUMENTS ON KENTUCKY CONSTITUTIONAL CONVENTIONS. Greenwood, 1973.
- Maryland. Constitutional Conventions. COLLECTION OF DOCUMENTS ON MARYLAND CONSTITUTIONAL CONVENTIONS. Greenwood, 1973.
- Mississippi. Constitutional Conventions. COLLECTION OF DOCUMENTS ON MISSISSIPPI CONSTITUTIONAL CONVENTIONS. Greenwood, 1973.
- North Carolina. Constitutional Conventions. COLLECTION OF DOCUMENTS ON NORTH CAROLINA CONSTITUTIONAL CONVENTIONS. Greenwood, 1973.
- South Carolina. Constitutional Conventions. COLLECTION OF DOCUMENTS ON SOUTH CAROLINA CONSTITUTIONAL CONVENTIONS. Greenwood, 1973.
- Stephens, Alexander. COLLECTION OF MANUSCRIPT PAPERS. 57 reels. Washington, DC.
- Texas. Constitutional Conventions. COLLECTION OF DOCUMENTS ON TEXAS CONSTITUTIONAL CONVENTIONS. Greenwood, 1973.
- U.S. Laws, Statutes, etc. UNITED STATES STATUTES AT LARGE, VOL. 1-46, 1789-1931. Washington.

MANUSCRIPTS

- Auden, Wystam Hugh. IN TIME OF WAR. [Signed].
- Auden, Wystam Hugh. THE QUEST: A SONNET SEQUENCE. [Signed].
- Bellow, Saul. COLLECTION OF 25 TITLES BY...
- COLLECTION OF MANUSCRIPTS AND TYPESCRIPTS BY AND ABOUT CAPT. JOHN G. BOURKE. 11 Items.

COLLECTIONS

- COLLECTION OF 75 BOOKS ON THE HISTORY OF CHILE AND THE ANDEAN REGION.
- COLLECTION OF 72 MEXICAN BOOKS AND PAMPHLETS ON MAXIMILIAN OF MEXICO AND HIS TIME.
- COLLECTION OF 292 BOOKS ON EIGHTEENTH CENTURY PHILOSOPHY WITH MANY FIRST OR CONTEMPORARY EDITIONS.

ART

- Benjamin, Asher. WORKS. 7 vols. New York.
- Charlot, Jean. PICTURE BOOK 2 [delux-edition]. Los Angeles, 1973.
- Day, Charles Russell. THE MUSIC AND MUSICAL INSTRUMENTS OF SOUTHERN INDIA AND THE DECCAN. London, 1891.
- Deazillier d'Argenville, A.J. L'HISTOIRE NATURELLE ECLAIRCIE DANS UNE DE SES PARTIES PRINCIPALES, LA CONCHYLIOLOGIE. Paris, 1757.
- Dossie, Robert. THE HANDMAID TO THE ARTS. 2 vols. London, 1758.
- Bode, Wilhelm von. DIE ITALIENISCHEN BRONZESTATUETTEN DER RENAISSANCE. 3 vols. Berlin, 1907.
- Ferre, Jean. WATTEAU. 4 vols. Madrid. 1972.
- Glaser, Curt. EDVARD MUNCH. Berlin, 1917.
- Gonzati, Bernardo. LA BASILICA DI S. ANTONIO DI PADOVA. 2 vols. Padua, 1852-53.
- Goya y Lucientes, Francisco Jose. GOYA, 1746-1828. PAR JOSE GUDIOL. 4 vols. Paris, 1970.
- Grabar, I. ISTORIJA RUSSKOGO ISKUSSTVA. Moscow, 1909-16.
- Leroquais, Victor. LES BREVIARES MANUSCRITS DES BIBLIOTHEQUES PUBLIQUES DE FRANCE. 5 vols. including Atlas. Paris, 1935.
- Maffei, Grancesco Scipio. A COMPLETE HISTORY OF THE ANCIENT AMPHITHEATRES. London, 1730.
- MANTOVA: AL STORIA, LE LETTERE, LE ARTI. 11 vols. Verona, 1960-61.
- Matthiae, Guglielmo. MOSAICI MEDIOEVALI DELLE CHIESE DI ROMA. 2 vols. Roma, 1967.
- Mourao, O. Noemia. ARTE PLUMARIA E MASCARDS DE DANCA DOS INDIOS BRASILEIROS. Sao Paulo, 1971.
- Mozart, Johann Georg Leopold. VIOLINSCHULE. Augsburg, 1770.
- Piranesi, Giambattista. MAGNIFICENZA DI ROMA. Introduction di Mario Praz. Milano, 1972.
- Pope, Arthur Upham. SURVEY OF PERSIAN ART. 12 vols. including supplement. New York, 1965-67.
- SEMINARIUM KONDAKOVIANUM. Prague, 1927-37.
- Comerville, W. HOBBIOL, FIELD SPORTS AND THE BOWLING GREEN. London, 1813.
- STUDI DI BIBLIOGRAFIA E DI STORIA IN ONORE DI TAMMARO DE MARINIS. 4 vols. Verona, 1964.
- Testi, Laudedo. LA STORIA DELLA PITTURA VENEZIANA. 2 vols. Bergamo, 1909-15.
- Weigelt, Curt H. DUCCIO DI BUONINSEGNA. Leipzig, 1911.

EARLY SCIENCE IMPRINTS

- Alembert, Jean d'. RECHERCHES SUR LA PRECESSION DES EQUINOXES. Paris, 1749.
- Alembert, Jean d'. TRAITE DE L'EQUILIBRE ET DU MOVEMENT DES FLUIDES. Paris, 1744.
- ATLAS OF SPECTRAL DATA AND PHYSICAL CONSTANTS FOR ORGANIC COMPOUNDS. Cleveland, 1972.
- Bartoli, Cosimo. DEL MODO DI MISURARE LE DISTANTIE... Venice, 1589.
- Belidor, Bernard. ARCHITECTURE HYDRAULIQUE. 2 vols. Paris, 1750.
- Biancani (Biancanus), Giuseppe. SPHAERA MUNDI. Bologna, 1620.
- Bohr, Niels. OM ATOMERNES BYGNING. 8 vols. Copenhagen, 1923.
- Bonvicino, Valeriano. MATEMATICHE DISCIPLINE. Padua, 1666.
- Boyle, Robert. THE PHILOSOPHICAL WORKS. 3 vols. London, 1738.
- Boyle, Robert. SEVEN TRACTS. Geneva, 1682.
- Browne, Thomas. PSEUDODOXIS EPIDEMICA. London, 1646.
- Burnet, Thomas. TELLURIS THEORIA SACRA. Frankfurt, 1691.
- Chiaramonti (Claramontius) Scipio. DE SEDE SUBLUNARI COMETARUM. Amsterdam, 1636.
- Descartes, Rene. LES PRINCIPES DE LA PHILOSOPHIE. Paris, 1659.
- Descourtilz, Jean Theodore. OISEAUX BRILLANTS ET REMARQUABLE DU BRESIL. London, 1960.
- Dodoens, Rembert. COSMOGRAPHICA IN ASTRONOMIAM. Antwerp, 1548.
- Dodoens, Rembert. PURGANTIUM ALIARUMQUE EO FACIENDUM... Antwerp, 1574.
- Einstein, Albert. ENTWURF EINER VERSLIGEMEINERTEN RELATIVI TAETSTHEORIE. Leipzig, 1913.
- Einstein, Albert. UBER DIE SPEZIELLE UND DIE ALLGEMEINE... Braunschweig, 1917.
- Esnault-Pelterie, Robert. L'EXPLORATION PAR FUSEES. Paris, 1928.
- Feraï, E. INTRODUZIONE ALL FISION ATOMICA. Bologna, 1928.
- Ferrerrio, Giovanni. LA VERA SIGNIFICATIONE DELLA COMETA. Florence, 1577.
- Cne, Oronce. DE MUNDI SPHAERA. Paris, 1533.
- fine, Oronce. OPERA. Venice, 1670.
- Galilei, G. INSTITUTIO ASTRONOMICA. London, 1653.
- Galilei, G. SYSTEMA COSMIEUM. Strasburg, 1635.
- Gallucci, Giovanni P. DELLA FABRICA & USO DEL NOVO HOROLOGGIO. Venice, 1590.
- Gesner, Conrad. HISTORIA PLANTARUM, vol. 2. Zürich, 1973.
- Hutton, C. A PHILOSOPHICAL AND MATHEMATICAL DICTIONARY. 2 vols. London, 1815.
- Huygens, Christianus. THE CELESTIAL WORLDS DISCOVERED. London.
- Kircher, Athanasius. ARS MAGNA LUCIS ET UMBRAE. Roma, 1646.
- Littrow, J.J. POPULARE ASTRONOMIE. 2 vols. including Atlas. Vienna, 1825-39.
- Mauro, Fiorentino. ANNOTATIONI SOPRA LA SACRO BOSCO...CALCULO. Florence, 1550.
- Michell, John. A TREATISE OF ARTIFICIAL MAGNETS. Cambridge, 1751.
- Newton, Isaac. A TREATISE OF THE SYSTEM OF THE WORLD. London.
- Palisey, Bernard. OEUVRES. 4 vols. Paris, 1777.
- Parkinson, James. AN EXAMINATION OF THE MINERALIZED REMAINS OF THE VEGETABLES AND ANIMALS OF THE ANTEDILUVIAN WORLD. 3 vols. London, 1833.
- Planck, Max. DAS PRINZIP DER ERHALTUNG DER ENERGIE. 8 vols. Leipzig, 1913.
- Planck, Max. VORLESUNGEN UBER DIE THEORIE DER WARMESTRAHLUNG. Leipzig, 1906.
- Ramsay, William. ASTROLOGIA RESTAURATA. London, 1653.
- Strabon. GEOGRAPHIEORUM LIBRI 17. 1539.
- Wilkins, John. A DISCOVERY OF A NEW WORLD...PLANETS. London, 1684.

For other items in the area of history of science, received directly from President Schaefer, see next page.

PRESIDENT SCHAEFER'S GIFTS, HISTORY OF SCIENCE

Agricola the Elder. LIBRI QUINQUE DE MENSURIS ET PONDERIBUS. Paris, 1533.
Amicus. DE MOTIBUS CORPOREUM. Paris, 1540
Archimedes. DE INSIDENTIBUS AQUAE. Venice, 1565.
Beguin. LES ELEMENS DE CHYMIE. Rouen, 1626.
Burton. THE ANATOMY OF MELANCHOLY. Oxford, 1624.
Descartes. DISCOURS DE LA METHODE... Paris, 1668.
Digges. A GEOMETRICAL PRACTICE. London, 1571.
Euclid. THE ELEMENTS (in Greek). Basle, 1533.
Galileo, Galilei. SYSTEMA COSMICUM. London, 1663.
Libavius. PRAXIS ALCHYMIÆ. Frankfurt, 1504.
De Medina, P. L'ARTE DEL NAVIGAR. Venice, 1554.
Napier. MIRIFICI LOGARITHMORUM. Edinburgh, 1619.
Ramusio. DELLA NAVIGATIONE ET VIAGGI. Venice, 1563.

The President's ambition for strength and breadth in the History of Science Collection is considerably enhanced by additions in the following areas:

APPLIED SCIENCES AND ENGINEERING: Accum on GAS-LIGHT, Banks on MILLS, Fulton on CANAL NAVIGATION, Greathead on LIFEBOATS, Hancock on INDIA-RUBBER, Leiste on PUMPS, de Lesseps on the SUEZ CANAL, and Vale on the TELEGRAPH. Early works on electricity are particularly strong; including Adams, Aepinus, Ampere, Beccaria, Cavallo, Confalonieri, Read, Tyndall, and Wiedemann.

CHEMISTRY AND PHYSICS: Angstrom, Baume, Bayle, Faraday, and Van T'Hoff.

OPTICS, ACOUSTICS, MICROSCOPY: Born, Chladni, Delaval, Joblot.

MEDICINE: Bartholow, Pinel, Rush.

SOCIAL AND PSYCHOLOGICAL: Boulton on WITCHCRAFT AND SORCERY, Freud on DREAMS, Marie Stopes on CONTRACEPTION, and the two original KINSEY REPORTS. Malthus and Godwin on POPULATIONS.

EARLY AERONAUTICS AND SPACE SCIENCE: Popper and von Zeppelin's 19th Century works on FLYING, through Ananoff on INTERPLANETARY NAVIGATION (1935), and Esnault-Pelterie on ASTRONAUTICS (1928-35)

Previous holdings of the works of Huygens, Humboldt, Pepys, Newton, Lord Rayleigh, and Strabo are enriched by additional gifts from John P. Schaefer.

Of more recent vintage, a reference set of Sarton's INTRODUCTION TO THE HISTORY OF SCIENCE has been donated by the President for Special Collections, so that its staff can enlarge backgrounds and appreciation of these valuable additions.

CONSOLIDATED EXPENDITURE STATISTICS

By Type of Income

State Funds		
Books	\$549,793.70	
Serials	347,676.64	\$897,470.34
Special Grants		226,869.86
Gifts and Memorials		1,026.72
	Sub-total	1,125,366.92
Binding		84,983.35
Capital Equipment		<u>17,358.98</u>
	Total Expenditure	\$1,227,709.25

EXPENDITURES BY LIBRARY ALLOCATIONS

(State Budgeted Funds)

Fiction	\$ 2,841.22
Art	15,031.74
General Reference	4,382.13
Humanities	9,476.09
Science	7,930.06
Social Science	13,643.36
Special Collections	43,734.59
Instructional Materials Collection	6,426.57
Map Collection	4,929.75
Music	15,603.96
Oriental Studies Collection	10,972.22
Oriental Studies	6,131.48
General Library	59,118.71
Latin American Books	15,202.39
Replacements	4,197.65
Spanish & Portuguese Books	10,947.55
Abel Approval	127,340.83
Documents	5,367.31
English	17,040.43
Foreign Form Selection	9,208.70
German	9,855.65
History	33,202.73
Laird Discretionary Fund	10,263.88
Romance Languages	5,796.66
Recurring Charges	49,901.53
Serials	347,676.64*
Book Continuations	51,246.51

EXPENDITURES BY TYPE OF MATERIAL

Periodical Subscriptions		\$265,391.58
Newspaper Subscriptions		4,511.26
Periodical Backfiles		215,641.01
Periodical Replacements		1,500.74
Interlibrary Loan Costs		782.65
Catalog Card Costs		9,224.59 ^a
Pre-made cards from other libraries	\$ 525.50	
Xerox rental	8,699.09	
U. S. Government Documents		1,985.00

NON-BOOK MATERIALS

Maps		3,707.80
Manuscripts		1,900.00
Photographs		1,149.77
Magnetic Tapes		1,117.61
Microprint and Microfiche		16,333.30
Microfilm		
Separates	\$9,392.45	
Backfiles	75,513.02	
Periodical Subscriptions	5,260.68	
Newspaper Subscriptions	5,111.10	
Music Scores		7,048.18
Phonorecords		3,009.48
Musical	\$2,814.38	
Spoken Arts	195.10	
Memberships		3,545.00
Multimedia Material (for I.M.C.)		2,387.24

^aExcludes \$7,959.37 from supply budget for card stock.

GIFTS AND MEMORIALS

	<u>Available</u>	<u>Spent</u>
William H. Hattich Memorial	\$ 369.17	\$ 300.00
Charles U. Pickrell Memorial	573.21	99.20
Pistor-Stanley Scholarship in Agriculture	100.00	82.74
Sarah K. Schmier Memorial	724.01	23.24
Revolving Fund ^a	2,451.35	521.54
Total 1073/74 Expenditures		\$1,026.72

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

SPECIAL GRANTS-

Special \$30,000.00 Appropriation of June 24, 1971 for purchase of books for the School of Library Science Departmental Library. (1030-2120-01)	\$30,000.00	\$5,530.87	\$20,651.45
Special appropriation of April 27, 1973, of \$300,000.00 for resource development. (1015-7580-02)	\$300,000.00	\$216,338.99	\$268,628.66
United States Office of Education appropriation for the purchase of the Bibliography of the American Indian Periodicals in Princeton University Library. (5010-7580-02)	\$5,000.00	\$5,000.00	\$5,000.00

CATALOG DEPARTMENT

UNIVERSITY OF ARIZONA

ANNUAL REPORT OF THE
HEAD OF THE CATALOG DEPARTMENT
TO THE
ASSOCIATE LIBRARIAN - ADMINISTRATION
FOR THE
1973/1974 YEAR

SUMMARY

In 1972/73, we lost seven of our ten catalogers; in 1973/74, the Typing and Preparations Sections lost nine of their fourteen clerks. Our efforts during the past year were of necessity directed towards rebuilding and training of these many decimated groups. Our work was slowed down but never seriously interrupted.

The number of uncataloged titles in the Catalog Department rose from 6,700 to 8,900; but the backlogs in Special Collections decreased from ca. 4,000 to 2,650, and in the Near Eastern Languages Section from ca. 3,000 to less than 1,500.

Considerably more uniformity in cataloging procedures was achieved by the transfer of the Music and Instructional Materials catalogers to the Department; by extending some degree of control over the Far Eastern languages catalogers; by replacing a whole group of home-made call number schemes with the Library of Congress classification system; and by creating a uniform terminology for non-book materials.

The conversion of the Public Catalog into a true Union Catalog is progressing. Since July 1973, main cards for Music Collection phonorecords and Instructional Materials books and audio-visual materials have been filed in the catalog. Changes in location stamping policies will facilitate physical access to our many collections: Public Catalog cards for titles located in all reference collections and all branches will show the appropriate location symbols.

A Library of Congress card cataloging section was created, and in a short period of time proved its usefulness.

A small departmental reference book collection was purchased.

Besides the normal flow of work, several special projects were carried out or started:

1. Expansion of the author/title section of the Public Catalog.
2. Writing of parts of a new cataloging manual, a task which is more difficult and time-consuming than anticipated.
3. Participation in a Library School program exposing students to actual work in a cataloging department.
4. Duplication of main cards for 8,000 Music Collection phonorecords for the Public Catalog.
5. Location stamping of 20,000 cards in the Public Catalog representing the holdings of the Library Science Collection.
6. Reclassification of the Herbarium Collection.
7. Reclassification of ca. 1,000 titles in Special Collections for the general stacks.
8. Study and evaluation of automated information retrieval and card production systems.
9. Preliminary processing of the first 150 titles in our neglected collection of books in Hindi.
10. Providing consultation on media cataloging to Business and Public Administration and setting up a sample catalog for its commercial archives.

MAJOR STRENGTHS

Two years ago, our cataloging operations appeared quite modern. Today, it is felt that the depository card file, the Copy Cat camera and the Xerox copier are unsatisfactory. The trend is to put one's faith in automation.

Regardless of supportive technology, our strength is and will always be the quality of our staff. We have a competent group of catalog librarians and an intelligent, well-trained career staff led by some highly efficient supervisors. Half of the Department's members are relatively newcomers, but the spirit of responsibility and cooperation remains unchanged.

The Library Administration has shown much interest in our work. Moral and financial support given to us was felt as a source of encouragement and strength.

Our raison d'être, the Public Catalog, is becoming larger and more complete. Undeniably, this is an improvement; however, we know that for many untrained users it will just be an additional complication of a tool which is already difficult to understand. It is hoped that the new Orientation Librarian will give a fair amount of his time to instruction in the use of the Main Catalog.

Other achievements have been listed on the previous page.

MAJOR LIMITATIONS

Our great limitation is the poor ratio of cataloging to non-cataloging staff, presently 13:12, excluding Preparations and Bindery. Of seven new clerical positions assigned to us during the last five years, only one could be added to the already existing sections, three were needed for LC cataloging, two for the Recataloging and Reclassification Team, and one for the Science Bindery. This situation quite often puts the career staff under undue stress; it forces professionals to do non-professional work, it prevents effective shifting of staff in critical situations, and makes continuity dependent on the presence of a few highly experienced supervisors.

Fortunately, the assignment of a new clerical position and the allocation of a larger wages budget for 1974/75 will solve some of our difficulties.

Turnover of staff is too high. Typists, ranked as Clerks I, yet expected to perform a variety of tasks, have no possibility of being promoted except by transfer. While we may agree that some change is beneficial, there is no question that we spend an unreasonable amount of time on the training of new clerks. It is hoped that the University will accept the new classification scheme proposed by the Library and that some of our clerical positions can be up-graded and thus be made more attractive.

On July 1, 1974, the Recataloging and Reclassification Team will be transferred to Cataloging. The team is too small for its tremendous assignment. Its insufficient staffing burdens our Typing Section with much additional work: Typing has to maintain its separate and quite extensive reclassification program (ca. 4,000 titles in 1973/74) and, in addition, has to file the large amount of cards produced by the team.

Cataloging of books in Near Eastern and South Asian languages continues to be a problem. Our possibilities of training and supervising catalogers are severely limited. In addition, we have to cover materials in five or more languages with only one cataloging position assigned to the task. We will have to continue splitting this position between two or three part-time catalogers. If the Oriental Languages Department plans to maintain or expand its curricula, the creation of a cataloging position for South Asian languages (Urdu, Hindi, Bengali, Sanskrit) should be considered.

Production of cards of good quality has been a sore point for years. While we hope that the recently ordered new Xerox 2400 copier will bring some improvement, we have become convinced that the final solution will be the change to computer-printed or commercially printed cards.

FUTURE PLANS

The following plans are almost identical with the "Goals" submitted to the University Librarian in March 1974:

- 1. Introduction of a cost-effective automated system which is more than a card production device and which will eventually integrate acquisitions, cataloging and serials procedures. The Catalog Department's specific goals are the abolishment of the unmanageable depository card file, maximum retrieval of cataloging information, reduction of original cataloging, and production of finished sets of cards of good quality. Realization of this project depends on the availability of funds; the Department's contribution will be limited to the know-how of some of its members and to the general willingness to accept change.
- 2. Completion of the new cataloging manual.
- 3. Integration of the Recataloging and Reclassification Team.

The following changes have been initiated:

- 1. Reduction of the number of "general catalogers" and strengthening of areas where original cataloging is most needed. A start was made in April with the part-time transfer of Mrs. Norvelle to Special Collections cataloging and Mrs. Vidor to Music cataloging. Processing of media is our most critical area and will be given special attention.
- 2. Delegation of more supervisory responsibilities to qualified staff. Here too, a first step was made with the recent appointment of Ms. Kacena as Assistant Head of the Department.
- 3. Introduction of reasonable performance standards acceptable to staff, department head and administration. The Library's search for new evaluation and self-evaluation methods should eventually provide us with the necessary guidance and advice.

Some other projects, not vital but useful, will be given consideration if time, staffing and funding permit: Duplication of the Instructional Materials card catalog for our Public Catalog; change of outdated terms (tape, film, disc) on older cards for audio-visual materials; creation of guide-cards for voluminous authors represented in the Main Catalog; and "see also" reference in our Authority File.

CATALOG DEPARTMENT
 Cataloging Statistics
 July 1, 1973 - June 30, 1974

	<u>Titles</u>	<u>Volumes</u>
New titles	30,209	34,207
1- Catalog Department		
Original	7,723	
Printed	22,486	
2- Oriental Collection	1,695	2,362
Additions		
Added volumes (Continuations)		1,424
Added copies	2,351	2,678
Analytic entries	200	200
Microforms		
Microfilms	92	402 reels
Microfiche	37	5,040 sheets
Audio-Records		
Phonodiscs (Music)	579	1,040 discs
Phonodiscs (Spoken Arts)	42	63 discs
Audiotapes	98	109 reels
Audiotape Cassettes	8	15 cassettes
Visual Records		
Filmloops	7	7 loops
Filmstrips	2	5 rolls
Filmstrips (with disc or tape)	42	98 rolls
Slides	2	76 slides
Transparencies	6	38 sheets
Pictures, art prints, teaching devices, etc.	23	23
Multimedia Kits	38	38 kits
Reinstated	44	45
TOTAL ADDITIONS	35,475	47,870

Withdrawn

1,512

1,861

Reclassified

3,396

4,083



CATALOG DEPARTMENT
 Class numbers assigned by LC classes
 July 1, 1973 - June 30, 1974

A	98	General works
B-BJ	700	Philosophy
BL-BX	1199	Religion
C	247	History (auxiliary sciences)
D	2548	History of Europe, Asia, Africa, Oceanica
E	1151	America. History of the U. S. (general)
F	1765	History of the U. S. (local); Latin America
G-GA	143	Geography (general, mathematical, astronomical)
GB-GC	81	Physical geography; oceanography
GF-GN	103	Anthropogeography; anthropology
GR-GV	319	Folklore; manners and customs; sports
H-HJ	1859	Economics
HM-HX	1177	Sociology
J	619	Political science
K	323	Law
L	820	Education
M	2076	Music
N	1105	Fine Arts
P-PA	286	Philology (general); classical philology
PB-PH	245	Modern Western European languages
PG	261	Slavic languages
PJ-PM	1076	Asian, African, American Indian languages
PN	587	Literary history
PQ 1-3999	435	French literature
PQ 4000-5999	75	Italian literature
PQ 6000-8999	582	Spanish literature
PQ 9000-9999	99	Portuguese literature
PR	1488	English literature
PS	1402	American literature
PT	519	German, Dutch, Scandinavian literatures
PZ 2001	298	Science fiction
Q-QE	1234	Pure sciences
QH-QR	867	Natural sciences
R	531	Medicine
S	477	Agriculture
T	1194	Technology
U	87	Military science
V	27	Naval science
Z	847	Library science; bibliographies

Others:

016	226	Bibliographies
Arizona	596	in Special Collections
Juvenile	437	in Instructional Materials Collection

CATALOG DEPARTMENT
 Preparations Statistics*
 July 1, 1973 - June 30, 1974

Repairs		
Old books		2,743
New books		1,146
Miscellaneous		
Pam-binders		2,993
Signs		75
Cut pages		178
Records, etc.		704
New books processed		
Government Documents		207
Oriental Collections		1,474
Maps		57
Special Collections		3,226
Film		5,749
Music		
Red rope folders		662
Pam-binders		668
Hand-lettered		675
Special lettering		
Special Collections, Bindery, Perma-bind, etc.		4,768

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

CATALOG DEPARTMENT
Bindery Section Report
1973/1974

The operation of the Bindery Section was changed July 1, 1974 to combine the Main Library and Science Library Binderies under the supervision of the Head of the Main Library Bindery Section. A clerk was hired for 40 hours a week to handle the Science Library Bindery and to work with the Main Library Bindery as needed.

Efforts of the Bindery Section were concentrated on setting up permanent bindery records in the Science Library and on dealing with the large backlog of science periodicals needing to be bound.

Our statistics show that inspite of a slight cost increase from the Roswell Bookbinding, approximately the same number of items were bound as the previous year. The small increase in the budget over the previous year held the figures to the same level.

CATALOG DEPARTMENT
 Bindery Section Statistics
 July 1, 1973 - June 30, 1974

Budget for the year	\$ 85,000.00
Spent	\$ <u>84,983.35</u>
Unencumbered	\$ 16.65

<u>Item</u>	<u>Total bound</u>
Journals	8,742
Books	3,561
Theses	987
Special items	170
Plastic bind	483
Overseas binding for Oriental books	1,118
Music	<u>861</u>
Total items	<u>15,922</u>

CATALOG DEPARTMENT
 Miscellaneous statistics
 July 1, 1973 - June 30, 1974

1. Cards			
Cards made			
Original		124,710	
Printed		<u>208,556</u>	
TOTAL		333,266	
Cards filed in Public Catalog		276,150	
Cards sent to National Union Catalog		23,000	
2. Titles cataloged for branches			
Instructional Materials Collection		741	
Library Science Collection		814	
Music Collection		1,613	
Oriental Collection		<u>3,973</u>	
3. Original titles by language			
English		5,717	or 74.1%
French		341	4.4
German		412	5.3
Italian		82	1.1
Latin		182	2.3
Portuguese		139	1.8
Russian		68	0.9
Spanish		704	9.1
Other languages		<u>78</u>	<u>1.0</u>
TOTAL		7,723	100 %
4. Titles for Oriental Collection by language			
Arabic		1,994	
Bengali		1	
Chinese		1,296	
Japanese		399	
Hindi		75	
Persian		56	
Urdu		<u>152</u>	
TOTAL		3,973	

ANNUAL REPORT
OF THE
HEAD CENTRAL REFERENCE LIBRARIAN
FOR THE
1973-1974 YEAR

Appendices: Report of the
Interlibrary Loan Section
Report of the
Microforms Section

1. SUMMARY

The Central Reference Department serves as the first point of contact between library users and library materials. To encourage the smooth flow of information, orientation is provided on an individual basis as well as to organized groups. Instruction is given in the use of the card catalogs and in a wide range of other reference materials; detailed reference service is provided in the various fields of the Fine Arts; referrals are made to other departments of the Library System for similarly detailed work in other disciplines.

The work of the department has continued at an uninterrupted and efficient pace, with only a few developments:

a. The name of the department was recently altered from General Reference to Central Reference. This largely unnoticed change is another of the continuing steps in the eventual formation of a true Central Reference Department in the new building.

b. The Interlibrary Loan and Microform sections have been re-organized, and these now report to the Head Central Reference Librarian.

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 indexing and bibliographical tools; and the selection of library materials in the fields of reference and fine arts. Several staff members have found time to teach or to complete academic courses, and have also kept an active interest in various professional organizations at the local, state, and national level.

Published papers:

Thesis and dissertation checklists. 1970, 1971, 1972, 1973.

Papers in preparation:

Thesis and dissertation checklist. 1974

Five-year cumulation, 1967-71.

Index to the Arizona Daily Star, edited for publication. 1966-68

Questions answered:

Central Reference, 1973/74	42,250
(1972/73)	39,500
(1971/72)	43,700

2. MAJOR STRENGTHS

The strength of the department lies in the knowledge and skill of the Central Reference Staff, which is supported by the fine nucleus of the recently reorganized reference collection. While each Librarian and Assistant 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 knowledge to the assistance of the library patron.

We have been fortunate in finding talented and conscientious graduate assistants, and can commend the cheerful fortitude and the responsible judgment which they have exhibited at the reference desk.

The professional and career staff must also be commended for unusual industry in the preparation of papers for publication.

It is a particular pleasure to draw attention to the good work done by Susan Spaulding, who has handled her increased responsibility as Head of the Interlibrary Loan Section with quiet skill.

3. MAJOR LIMITATIONS

The department is over-dependent on student assistants. For almost 20% of our staffed hours, these are required to serve alone. To be sure, these are late night or other awkward hours, but one would still like to see service provided by full-time staff for a greater part of the time. Indeed, during the Midnight to 2:00 A.M. period, the department cannot be staffed at all, leaving the catalogs unattended. Few irregularities in any of the card catalogs can yet be attributed to this cause, but the spectre of misuse or vandalism remains.

It will be noticed that although the volume of questions answered has surpassed last year's total, it has still not reached what it was before the 1972 move. The approaches to the department have been greatly improved by renovations to the newspaper lobby, but we still miss the front-door accessibility we had before.

The department would like to consider assuming responsibility for the area known as the Bibliography Alcove. Presently maintained by Technical Services, much public assistance is given here by the Central Reference Staff, which perforce receives the blame for the difficulties encountered there. This might require a modest amount of reclassifying and recataloging, but would surely pay dividends in patron good-will.

4. FUTURE PLANS

The department expects to continue our close cooperation with Interlibrary Loan and Microforms. We expect also to continue to refine our service through increased interaction with other departments. In this respect, we will be drawing on the reference potential of the catalog and acquisition departments; we feel that the establishment of a Lobby Information Desk staffed in part by members of these departments has encouraged this spirit of cooperation.

The indexing and editorial projects undertaken by the department are progressing well. We are hopeful that a way can be found for publication of a significant portion of the Index to the Arizona Daily Star.

In association with other Public Services Departments, particularly Social Sciences and Humanities, plans continue to be formulated for the eventual creation of a true Central Reference Department in the new building.

HUMANITIES DEPARTMENT

UNIVERSITY OF ARIZONA LIBRARY

ANNUAL REPORT
OF THE
HUMANITIES LIBRARIANS
TO THE LIBRARIAN
FOR THE 1973-1974 YEAR

Summary

The continuing work on the backlog for the card catalog has meant fewer calls to Central Reference for help. In May and June this work received an extra boost from two student assistants, working twenty hours a week on filing and typing cards for the catalog.

One of the first projects of the new head of the department was to visit the book chairmen of the various teaching departments in the Humanities spheres. These visits have resulted in greater cooperation between teaching departments and the Humanities Library in collection development. Specifically, we have been working with the German and Philosophy departments in filling gaps in our periodical holdings. Also, we are concentrating on bolstering our holdings in nineteenth and early twentieth century English and American literature. Concurrently with the visits, the department started sending lists of new acquisitions to the book chairmen.

All members of the department have been active in establishing ties with teaching departments. Lois Olsrud gave a talk on library resources to a graduate class in Psychology. Karen Seibert presented a talk to graduate students in HPER. Gladys Bean has been working closely with the Poetry Center in tracking down material for acquisition and compiling bibliographies of poetry in journals.

A number of special bibliographies have been compiled by members of the department (list given under Major Strengths). We have also been compiling locator guides for all the major indexes. These are especially useful because the visible index gives only periodicals in our department and omits journals which come out irregularly or less than three times a year. Older locator guides, such as the one for Psychological Abstracts, have been revised.

A vertical file was started this year, partly motivated by the decision of the Acquisitions Department not to catalog books with less than 50 pages. Subject cards are filed in our catalog referring patrons to material in the vertical file.

Lois Olsrud and Karen Seibert have been attending classes on Plato IV which will enable them to prepare a programmed course on the use of the Humanities materials in the library.

The department's plans for building a collection of tapes of the spoken word were set back when two cassette tape-players were stolen just after they had been received by the department.

From the end of April onwards working conditions have become increasingly difficult because of a breakdown in the cooling system, which has still not been fixed by June.

Major Strengths

To strengthen ties between the Humanities Library and the teaching departments, the department head has been discussing with book chairmen (sometimes the head) of each major department that uses the Humanities Library, ways in which we can offer them better service. Apart from finding out what they wanted, he also explained to them services which we currently offer, such as bibliographic talks to classes and preparation of special bibliographies on request. One of the immediate benefits gained from these discussions has been guidance from these departments, notably Philosophy and German, in our collection building, for instance in choosing journals.

Concurrently with the visits, we have started sending lists of new acquisitions to the book chairmen. The lists are produced by photocopying the upper portions of the new catalog cards as they are received. Each member of the Humanities staff has assumed responsibility for certain subject areas. Response from the teaching departments to these lists has been very favorable.

A number of bibliographies were prepared by members of the department: "A Selective Bibliography for Graduate Students in Psychology" by Lois Olsrud, "The Clear Majority: A Selected Bibliography on Women" by Karen Seibert, "Research in UA HPER" by Karen Seibert, "Books & Articles on the Teaching of Great Literature" by John McKay, "List of Pulitzer Prizes in Journalism" by Karen Seibert.

The department has operated under the assumption that our holdings in Spanish are strong and that collection development in this area is being responsibly carried out by Mr. Makuch of the Acquisitions Department and the staff of the Romance Languages Department. The strength of our holdings in other subjects is not so clear and further work with bibliographies is needed to find out. It would appear that our holdings in modern philosophy, psychology, linguistics and contemporary American literature are satisfactory.

Major Limitations

Mutilation and theft of periodicals and books continues to be a major problem. A considerable portion of the department's time is spent on work connected with this: deciding whether to order replacements, checking catalogs and pulling cards from the public catalog and shelf list. No immediate solution to this problem is envisioned.

All members of the department have strived to make up for the inconvenience of a divided library. We have continued building up our catalog, the key tool in helping us make research easier for library users. There has been a noticeable drop in the number of phone calls to Central Reference as we have been able to rely more on our own catalog.

It was a special help to the department when extra wages money allowed us to hire two student assistants in April and May to work twenty hours a week until July 1 on filing and typing from the backlog of cards for the catalog.

Otherwise wasted work has been put to good use by the decision to file in our catalog as a temporary record a copy of each book order which is found by the Acquisitions Department to be already in the library.

Although we have a strong collection of Spanish material, the holdings in closely related subjects are often comparatively weak. This is particularly noticeable in older linguistics material in neighboring Romance languages. For instance, we lack many of the older standard works on the French language. With the end of "free" interlibrary loan in sight, it will become increasingly important that we obtain our own copies of these.

In areas of current ferment, such as philosophy, linguistics and psychology, the library ought to be more active in acquiring non-trade material. As long as librarians shy away from such things as technical reports, they will not be serving these fields adequately. A researcher who relied only on the publications of the established trade in these fields would be about two years behind current research.

Future Plans

As the time for moving into the new library approaches, the filing of cards into our catalog will lose importance. Adjustment to this fact will occur after July 1 of this year, when we will lose the extra student help working on the catalog. Filing work done by the regular members of the department is usually given low priority on the work schedule.

The most consistent comment from book chairmen with whom the department head has held conferences has been on the need to fill in gaps in our journal holdings. We have started a systematic effort to correct this. We are presently cooperating with the German and Philosophy Departments in compiling want lists for journals in these subjects.

A major project in this line is checking the list of serials indexed in the International Bibliography of the Modern Language Association against our holdings and deciding what new subscriptions to ask for.

We plan to enter holdings on the locator guides compiled by the department for the various indexes in the reference collection. These locator guides are very important, since the selective nature of the Visible Index of periodicals, the incompleteness of the Humanities Catalog and the fact that many of the journals indexed are in other parts of the library system all combine to aggravate the researcher looking for journal articles.

We hope to evaluate our holdings of older monographs in major subjects by checking suitable guides to the literature in those fields.

The department is currently working on a new issue of Folio, which we hope to bring out before the next academic year.

The Psychology Department has asked that the talk given by Lois Olsrud to graduate students become a regular annual event.

REFERENCE QUESTIONS RECORDED
by the HUMANITIES DEPARTMENT OF THE LIBRARY, U.of A.
FOR THE YEAR JULY 1973 to JULY 1974

1973

JULY	801
AUGUST	679
SEPTEMBER	1,531
OCTOBER	1,785
NOVEMBER	1,856
DECEMBER	1,213

1974

JANUARY	731
FEBRUARY	1,882
MARCH	1,930
APRIL	2,468
MAY	881
JUNE	763

16,786

Additional reference
questions from part-
time desk

1,092

17,878 TOTAL REFERENCE QUESTIONS

New Book Acquisitions, Humanities Dept.,
July, 1973 - June, 1974

Total by Month:

JULY	429
AUGUST	656
SEPTEMBER	739
OCTOBER	645
NOVEMBER	479
DECEMBER	396
JANUARY	489
FEBRUARY	722
MARCH	759
APRIL	1107
MAY	940
JUNE	694

Yearly Total: 8055 * (excluding "Z" classification 2/74-6/74)

Total Number of Books Broken Down into LC classification:

016	94
A	94
BF	272
B-BJ (excluding BF).....	497
BL-BX	872
GR-GV	404
P	117
PA	157
PC	87
PG	262
PB-PH (excluding PC).....	139
PJ-PM	492
PN	513
PQ	1142
PR	1259
PS	1157
PT	486
PZ	216

INSTRUCTIONAL MATERIALS COLLECTION

ANNUAL REPORT

1973-1974

SUMMARY

The Instructional Materials Collection continued in its effort to assist student-teachers in the location, selection, and use of instructional materials for teaching. The year began with the search for two replacements of full-time staff who had either transferred or resigned. Once again the staff is trained and stable. Enrollment of student-teachers in the College of Education decreased slightly affecting the circulation figures. Yet the enthusiasm of faculty for Orientation of students to materials in subjects ranging from kindergarten through twelfth continued to require the librarian's assistance. At the request of a faculty member an exhibit of instructional materials by commercial representatives was organized by the librarian in February. This kind of exhibit will be repeated in the coming year with the addition of a program and registered attendance. In addition a travelling book exhibit of elementary and secondary books was provided in the IMC.

A decision was made to cease being the sole collector of books about children's literature. Library Science Collection will now cover this area.

With the arrival of a new cataloger the decision to place all new books in the Main Library Catalog was made, causing changes in subject headings in the IMC catalog. Professional books are classed in the LC system to facilitate with Main consistency and children's trade books remain in the Dewey system. Anticipating growth in media throughout the library system, categories of audio-visual materials were relabelled for clarity and consistency. Open-reel videotape facilities were moved from the Reading and Secondary Education Departments in order to enable students to view materials assigned by faculty at any time the library is open. Other audio-visual materials are on reserve serving students in the same way as reserve books. Faculty are using more audio-visual materials in teacher education than ever before. IMC facilities for viewing and listening undoubtedly contributes to this activity as does commercial production.

The greatest challenges to the IMC library are the questions, "How can I teach this topic to children?" "Do you have any unique materials to teach this subject in an interesting way?"

MAJOR ACHIEVEMENTS

The staff of the IMC heartily embraced the concept of new ways to serve the faculty and students. When the video tape facilities were installed, all were willing to learn how to operate and clean the equipment. When evening students have difficulty getting books in and out of the library, special arrangements are made for them. So that many students could evaluate learning centers, science students were encouraged to construct and display learning centers in the IMC. To ensure quality selection of audio-visual materials, many materials were acquired for preview by the faculty and librarian. Acquisitions lists are created each month to inform faculty of new materials. The librarian has worked with the Special Education Department to collect instructional materials with that department's funds. When a career education project began, the librarian assisted the staff in locating and organizing materials. To know the needs of the developing multicultural program, the librarian attended committee meetings. Bulletin board space is provided students demonstrating their ability to teach with that medium. Teachers in the professional community outside the College of Education are permitted to borrow materials. Their comments on the learning effectiveness of materials are welcomed by the librarian. The librarian contacts faculty whose students are using the collection to discover if the collection is adequate for the purposes of the course. Materials are put on temporary reserve when whole classes are required to examine a section of the textbook collection. As new needs present themselves, the staff strives to meet them. Usually a way can be found that is satisfactory to all.

MAJOR LIMITATIONS

Budget for materials and appropriate storage space of audio-visual materials are the major problems facing the IMC. The increase in the materials budget in the last fiscal year enabled the IMC to continue selecting one more month but the file of materials rejected because of budget limitations is painful to see. It is so large. There is much more demand from the faculty for expensive audio-visual materials, with prices starting at \$60 and running to \$125. The preference for kits of multiple items rather than single audio-visual aids or books is strong among the faculty. It is hoped that the library system will recognize this changing demand on the IMC and will support the faculty in its choices by continuing to increase its materials budget.

One of the storage containers for audio-visual materials was acquired thus emptying book shelves, but others needed or requested have not yet been provided. The IMC still needs filmstrip cabinet bases, large picture drawers, proper record containers, and kit cabinets. Possibly the redesign of the former small listening rooms will accommodate large kits and projectors. If the IMC

had a microfiche reader, curriculum guides could be prepared in that form and thus reduce the need for bulky filing cabinets.

The librarian is still not equipped with the best tools for locating and evaluating instructional materials. The Dean of the College of Education has alleviated some of this problem by providing Research in Education to the library. The acquisitions department varies in its willingness to provide duplicate copies of materials in other libraries. There has been some confusion with Serials regarding duplication of periodicals. The IMC believes a subscription has been ordered and over time finds out differently. These problems are minor but occasionally upsetting.

FUTURE PLANS

The IMC will continue to keep itself flexible so that faculty and student requirements can be met when requested. One professor has suggested that collection in the secondary area might be tied closely to assignments to be made so that evaluation of student's work by faculty can be more effective. Knowing faculty assignments facilitates service to students as well as promotes learning.

If funds are available for special projects, putting IMC cards in the Main Library Catalog would improve access to resources on this campus. On the secondary education level teachers of methods courses are drawn from other departments, such as mathematics, home economics, and geography. While an effort is made to reach faculty outside the College but serving the College, cards in the Main Library Catalog would ensure these faculty knowing of resources useful to training teachers.

More requests will be made for storage of audio-visual materials so that shelves can be released for books. Weeding will be done not only to keep the collection up-to-date but also to make room for more timely materials. Collecting for student-teachers is a bit different from collecting for a school library. Student-teachers wish to work with current subjects while school libraries have fixed curriculums to be supported.

The IMC will continue to encourage faculty to work with students in the library so that knowledge and use of varied instructional materials will increase.

INTERLIBRARY LOAN SECTION

UNIVERSITY OF ARIZONA LIBRARY

ANNUAL REPORT OF THE
INTERLIBRARY LOAN SECTION
TO THE CHIEF CENTRAL REFERENCE LIBRARIAN
FOR THE 1973-1974 YEAR

I. SUMMARY

Interlibrary Loan handled a fifty-eight per cent increase in requests through May of this fiscal year in comparison to the same period in 1972-1973. There has been a seventeen per cent increase in requests from University of Arizona faculty, staff, and students resulting in a twenty-two per cent increase in filled book and microfilm requests, and an eleven per cent increase in filled photocopy requests. There has also been a seventy-nine per cent increase in the requests for University of Arizona Library materials from other libraries. This resulted in an increase of ninety per cent for filled photocopy sent, and an increase of fifty-eight per cent in books loaned.

Much of the increase in the requests received from other libraries was due to the tremendous growth of CHAIN (Channeled Arizona Information Network). CHAIN requests, including location requests and reference questions, have increased one hundred and forty-seven per cent from a total of 2547 requests (July, 1972 - May, 1973) to 6296 requests (July, 1973 - May, 1974). The CHAIN agent handles all interlibrary loan requests to the library which originate in Arizona.

II. MAJOR STRENGTHS

Interlibrary Loan was reorganized in February in order to speed up the turn around time for out-of-state requests. One person now has primary responsibility for all out-of-state lending and photocopy requests. These had been handled by two people and, at busy times, were secondary to other duties. The person in charge now has much better control of and gives better service to out-of-state requests.

The Arizona State Department of Library and Archives, having obtained federal funds, is again supporting CHAIN activities through a number of grants to help regional and resource libraries fund necessary personnel and equipment. The University Library is once again the recipient of one of these grants after having financed CHAIN throughout the current year from the wages budget.

Since July we have served as the state resource center for the USDA's experimental Documents Delivery System. We received eight hundred and eighty requests through May and filled five hundred and forty-nine of these from our collection. The remainder were forwarded to the University of California at Davis which administers the program and the grant from the National Agricultural Library paying for photocopy, verification, forwarding, and postage. According to information received from the University of California at Davis, the USDA Documents Delivery System will continue in its present form after the current fiscal year. It will no longer be funded by a grant, but on a contractual basis.

III. MAJOR LIMITATIONS

The major limitation of interlibrary loan remains the slowness of our service to our faculty, staff, and students. Much of this is still due to the processing time required by the libraries from which we borrow, but more time is now being taken up in the mail. Books and packages coming fourth class still take about seven days in the mail, but photocopy coming fourth class now takes an average thirteen days. It is not unusual for a photocopy order to take three weeks in the mail after spending several weeks being processed at the lending library.

In a recent sample, one third of our photocopy requests were automatically mailed first class or air mail without this special service having been requested. These orders were received in an average of four days. If this trend toward mailing xerox first class continues, our service in this area may improve. In the meantime, we are recommending that patrons concerned about getting xerox quickly pay for special mailing either by first class mail or by air mail.

The increase in the number of requests interlibrary loan has received this year has also slowed our service, especially during our busiest periods from October through mid-December and March through mid-May. This problem has been aggravated by an increasing number of patrons trying to use interlibrary loan for short-term projects and as their major source of research material rather than as a supplement to the University of Arizona's library collections. We are trying to screen requests more carefully and warn new patrons of the time required to obtain material on interlibrary loan. Many students need material for a talk or a paper due in a relatively short time, and they make requests hoping the material will arrive by their deadline. Very frequently the book or xerox is no longer needed even if it has been obtained by a rush request to one other library. During busy periods we have been forced to limit the number of requests which can be submitted by one person each week since continual extremely heavy use by one patron inevitably slows service to others. One faculty member has had ninety-five completed requests in the last five months and has thirty-seven still in process. More and more patrons are coming to interlibrary loan with long lists of references they need quickly and want processed immediately. We are not able to do this to their satisfaction much of the time since we must limit the number of requests done for one person each week.

IV. FUTURE PLANS

Our major need is additional help, especially for the CHAIN agent. Help could also be used during peak periods to type requests, open packages, and check in books coming to our patrons. This would free more time to verify and process new requests from our faculty, staff, and students. Our goal is to send out new requests within twenty-four hours, but, at present, this frequently is not possible.

More central organization and clearer delineation of procedures are needed for CHAIN. The new federal funding should enable the State Department of Library and Archives to work on these problems, and we hope to help make the network more effective. Many of our present CHAIN functions are carried out through informal agreements between individual libraries which are confusing and inefficient.

Microfilmed copies of the catalogs of the Arizona State University Library and the Northern Arizona University Library would be very useful both for CHAIN referrals and for processing requests from our patrons. We now have to telephone or TWX our "Do you own's" and wait for replies which are sometimes slow in coming. If we had microfilm of the catalogs, we could use them as we use the Intermountain Union List of Serials and automatically check each book request for an in-state location as we check periodical requests. An in-state location is preferable because we can usually obtain the item in one to two weeks rather than the three or four required for out-of-state locations.

TABLE II
CHAIN STATISTICS 1973-1974

Month	Rq's rec'd	Rq's filled	Rq's not owned	Rq's not poss. to lend**	Turn-around time***	Rq's asking locations	Locations provided	Locations within Ariz.	Locations provided by Ariz.	Locations provided by reference materials-3	Illegal-imate rq's***	Queries made to provide locations
July	271	154	98	19	1.1	21	17	3		1		48
Aug.	234	122	147	5	1.3	7	7	3				10
Sept.	492	212	271	17		2	10	5		2		4
Oct.	494	298	193	6	1.3	0	8			3		3
Nov.	480	256	189	6	1.9	0	6	1		2		0
Dec.	535	325	199	4	1.5	0	31	0	20	2		20
Jan.	650	318	211	41	1.4	0	72	2	10	3		
Feb.	656	360	281	5	1.5	44	26	18	--	1		
Mar.	507	348	245	6	1.9	19	17	2				
Apr.	982	590	358	14	2.4	42	22	20	--	0		
May	825	475	347	3	2	45	15	20	--	0		
June	573	307	261	5	1.6	39	23	16	--	0		

* Includes requests for specific author/titles, for photocopies, for subject requests and reference questions.

** Includes reference, non-circulating.

*** Includes those not following regional ILL code.

**** Number of working days, including Saturdays and Sundays, at your ILL level, operating on those days.

TABLE III

INTERLIBRARY LOAN REPORT

July 1, 1971 - June 30, 1974

	<u>1971-1972</u>	<u>1972-1973</u>	<u>1973-1974</u>
<u>BORROWED</u>			
Books and Microfilm Requests	831	1178	1461
Photocopy Requests	612	965	1045
TOTAL FILLED	1443	2143	2506
UNFILED REQUESTS	138	272	326
TOTAL NUMBER OF REQUESTS SENT	1581	2415	2832
<u>LOANED</u>			
Books loaned (No. of requests)	1320	1809	2931
Photocopy sent (No. of requests)	1557	1633	3083
TOTAL FILLED	2877	3442	6014
UNFILED REQUESTS	1431	1410	2635
TOTAL NUMBER OF REQUESTS RECEIVED	4308	4852	8649
COMBINED TOTAL OF FILLED REQUESTS (RECEIVED & SENT)	4320	5585	8520
COMBINED TOTAL OF ALL REQUESTS (RECEIVED/SENT, FILLED/UNFILED)	5889	7267	11,481

LIBRARY SCIENCE COLLECTION

UNIVERSITY OF ARIZONA LIBRARY

ANNUAL REPORT OF THE
LIBRARY SCIENCE LIBRARIAN
TO THE UNIVERSITY LIBRARIAN
FOR THE 1973 - 1974 YEAR

I. SUMMARY

The purpose of the Library Science Collection is mainly, although not exclusively, to serve the students and faculty of the Graduate Library School. Because of this close relationship we share this year in the school's success for its accreditation by the American Library Association. The visit of the accreditation committee, which took place last November, included the Library Science Collection in its evaluation for one of the prerequisites to meet ALA standards is a strong supportive library science collection. The report of the committee pointed out the strengths and limitations of the LSC. These will be detailed later.

The Library School was selected to be part of a study on library education conducted by Dr. and Mrs. Ralph Conant. Again the LSC was considered important in its support of the GLS curriculum and in the facilities and services it offers to the students and faculty. When the Conants were here last Spring Mrs. Conant visited the LSC and interviewed the librarian, meeting with full cooperation.

Besides serving the Library School, the LSC serves members of the community. Among the people taking advantage of our services were: Two members of the staff of the Arizona Daily Star wanting to learn how to set up a vertical file; a columnist from the same newspaper consulted our collection of Horatio Alger books and wrote about it; a school librarian who had not worked for a few years wanted to update her skills; a Tucson public librarian studied public library reports; an industrial executive brought a staff member to be taught how to set up a library in his plant.

Early in the year the librarian was invited to take part in the GLS faculty meetings with voting privileges.

A standing committee for collection development was formed. It is chaired by the Library Science librarian and its members are: Dr. Maxwell, Ms. Risebrow, and Mr. Van de Voorde who represent different fields within librarianship. This committee met three times during the year; its purpose is to assess the strengths and weaknesses of the collection and recommend ways to implement it. However all faculty members and students are invited to suggest titles for purchasing.

II. MAJOR STRENGTHS

The most important asset of the Library Science library is the excellent rapport between the librarian, the faculty and the students. This friendly atmosphere makes for better productivity. Questions and requests are met with alertness and good will. Every effort is made by the librarian and the student assistants to serve efficiently.

The Library Science Collection is still small, but it has been considerably increased in all areas and is developing in a definite direction. It was decided to strengthen the collection in support of two courses which have gained excellent student response: History of Children's Literature and History of Books and Printing. Books from the Gjelsness Collection which were stored in the Main Library were transferred adding considerably to those areas; also juvenilia formerly housed in Special Collections was brought over, this in addition to our Redfern Collection of children's books promises to be the basis of an outstanding historical collection.

We have also added substantially to the titles dealing with school libraries or media centers, to support the course in School Library Administration.

In new fields such as Library Automation and Library Management almost all current titles are acquired.

For the first time an effort is being made to obtain as many titles as possible in microform in order to save both money and space. For the most part we shall acquire reports, conference proceedings, etc. in microfiche since it is not the kind of material one curls up with anyway.

Our Reference Collection is quite adequate for the support of reference courses. Existing series are kept current, in some cases new editions of needed tools and occasionally samples of new tools are added, but it is not the goal of the LSC to maintain an extensive reference collection of costly works which would for the most part duplicate the holdings of the Central Reference Department, to which our students have easy access.

In our periodicals collection we have attempted to subscribe to every national journal indexed in Library Literature, including most of the publications of professional associations, Canadian and British as well as American. We are also adding to our foreign subscriptions in modern European languages. We have now 220 cataloged periodicals and 150 uncataloged ones.

III. MAJOR LIMITATIONS

Two problems which have beset the librarian all year are coincidentally ones which the ALA accreditation committee pointed out and for which they urged a prompt resolution. One is lack of space, and the other is the division in the collection. Actually the first problem has a bearing on the second.

A year ago it was hoped that the LSC might expand into the classroom next to it, but that was not possible and the operation of the library was carried on under extremely trying circumstances. In our cramped quarters students sit elbow to elbow, overflowing into the hall. The level of noise prevents concentration. There is no work area for student assistants other than the librarian's desk. Bookshelves are filled to capacity and in order to make room for new books, backfiles of periodicals were sent to storage. Although this was a regrettable step it has not inconvenienced the users because pieces are retrievable in 24 hours when requested.

A large part of the collection, books dealing with library science which were left in the Main Library when this library was established, have yet to be reclassified and transferred. The space situation being what it is, it is understandable that the Catalog Department did not yet undertake the major reclassification project that is needed, but the reasons are mostly economical. There has been no problem in reclassifying individual titles as they were, at various times, requested. We have always received cooperation from the Technical Services Departments.

The lack of clerical help is a third problem. It results in the librarian devoting a large part of her time to non-professional routine tasks when she could be taking up more creative endeavors.

The space problem is about to be solved, at least temporarily, when the Graduate Library School and the Library Science Collection move to new quarters in an old fraternity house on 1st. Street. The building is pleasant and apparently spacious. The seating capacity will be doubled. The students will have a lounge so that they may benefit from group discussions without impinging on the right of those who require a quiet atmosphere to study. The librarian will have a small office, and there will be some work space for student assistants. The increased shelving capacity will permit relocation of periodicals now in storage and encourage transfer of the materials still in the Main Library.

If the librarian does not get increased assistance the problem will only be aggravated in the new building because of the larger locale and the longer distance from the Main Library necessitating more time to get to and from meetings and such.

IV. FUTURE PLANS

We are looking forward to moving into more attractive and spacious quarters. The larger locale will permit us to set up exhibits of some of the interesting and valuable material we have.

This will be the best time to get on with the massive effort of reclassifying and transferring the materials still in the Main Library.

Materials now in storage will be moved to 1st. Street with the rest of the collection.

We will continue to buy materials in microfiche and microfilm as well as cassettes.

The librarian plans to contribute timely topics from the professional literature to student discussion groups.

Given adequate clerical help the librarian will be free to review reference books, write bibliographies, and increase her cooperation with the faculty and service to students.

The librarian appreciates the cooperation and support she has received during the year from the library administration.

APPENDIX

<u>HOLDINGS</u>	1972/73	1973/74
Monographs	4800	5771
Periodicals	200	226
Non-book materials	0	30
Redfern Collection	227	227
* Juvenile Collection		200

CIRCULATION

Home Use	2636	4112
----------	------	------

REFERENCE QUESTIONS

	991	1205
--	-----	------

RESERVE BOOKS

Summer II	54 titles for 4 courses	82	
Fall	132 titles	12 courses	164 for 11 courses
Spring	292 titles	17 courses	174 for 14 courses
Summer I	66 titles	6 courses	42 for 4 courses

* This Juvenilia was transferred to LSC from Special Collections and IMC and is still in the Dewey classification, that is why it is counted separately.

LOAN DEPARTMENT

UNIVERSITY OF ARIZONA LIBRARY

ANNUAL REPORT OF THE
HEAD OF THE LOAN DEPARTMENT
TO THE
UNIVERSITY LIBRARIAN
FOR THE
1973/74 YEAR

SUMMARY

The policies for loaning materials in the University Library system have undergone careful review this year by the administration and staff of the Library and the members of the Campus Library Council. The result has been a written policy defining different types of borrowers and the loan periods for each. Variations are indicated for the reserve book rooms and the various branches. Only one major change has been recommended from the policy now in effect. This is to alter the loan period for faculty and staff from an indefinite period to six months, with renewal if desired.

Problems with reshelving books and periodicals in the Science-Humanities Library were reviewed. Areas of responsibility and training techniques for student assistants have been redefined. The stacks supervisor appointed in January, 1974, is doing a good job of organizing the work load. A study was conducted of time spent and pieces handled by student assistants between February 1 and April 30. The results of that study are shown in Appendix A.

The storage areas on 6th Street were inventoried to provide an accurate listing of the materials located there.

Reclassification projects in the Library have required another 20 hours a week for keypunching in the Loan Department to handle the extra work load for making new master book cards and deleting the old call numbers from the master book file.

We have flowcharted activities surrounding search procedures and the re-ordering of books and periodicals declared lost. The procedure has been expanded to include notification of the search requester if the piece has not been found after one month, and reorder at this time if desired.

Procedures for disbursement of order slips were simplified in the Loan Department with the consequent shift of responsibility for this task from Acquisitions to those Public Service areas not already handling them.

Recently, we agreed to circulate reserve materials from the Main Library Reserve Book Room for the Graduate School of Social Services Administration at Arizona State University, for the benefit of Tucson students commuting to Tempe. This is a further step in reciprocal activities with Hayden Library.

Major shifts in the stacks in both Libraries have provided more room for expansion where needed and better sequential order in Dewey classed books. Extra shelving recently received will also alleviate shelving problems.

Meanwhile, the daily business of the Loan Department, the circulation of Library materials and accounting for their location, has continued as usual, in spite of the continued periodic breakdown of electro-mechanical charge-out equipment. Circulation has shown an increase over fiscal 1973 as indicated in Appendix B. Overdue notices have been mailed weekly as a courtesy to borrowers and encumbrance notices sent out monthly. An estimated \$83,500 in Library fines were paid in 1972/73.

MAJOR STRENGTHS

The extended loan service provided for graduate students each semester during the regular school year is one of the major strengths of the Loan Department. Any graduate student, including Law School and Medical School students, may keep books they have checked out until the official last day of classes on the main campus. The books are renewable if there has been no intervening request for them. In addition, Ph. D. candidates working on dissertations are granted extended loan periods during the summer months.

As a balance for this service, any book may be recalled from another borrower after he has had it for two weeks. This is a strong advantage for the undergraduate who may want material being used by a graduate student or a member of the faculty and staff.

A daily circulation list is provided to help locate material in the Main and Science-Humanities Libraries. It indicates where any book may be found that is not in its place in the stacks. This is now available on microfiche at no increase in cost and considerable savings in print time and paper output at the University Computer Center.

Books may be returned at any building or branch within the University Library system. Thus, borrowers near the Education Building may return Main Library books to the Instructional Materials Collection, etc.

The quality of work performance that Loan Department personnel ask of themselves has been a strong asset. The spirit of cooperation and the attention to detail in carrying out work assignments, in an atmosphere of friendliness with each other as well as the public, is a vital aspect of our daily operations. Furthermore, the Library administration's backing of this Department's many day-to-day decisions, especially regarding fines, is truly appreciated.

MAJOR LIMITATIONS

The automated circulation system continues to be an off-line, batch-processed system. Therefore, the daily circulation list is out-of-date when received each morning and 2 1/2 hours behind by the end of each day. Furthermore, the process of checking each returned book to see if it has been requested by another borrower is a time-consuming and therefore costly operation. An on-line system would select "hold" books as they are discharged, thus eliminating the checking step at a later point. Looking in the stacks for missed "holds" would no longer be necessary. Approximately 60 hours per week would be saved.

Each day, new borrower applications and modifications must be processed. During rush periods at the loan desk, borrowers not on the master borrowers' file or with incorrect ID cards may have books checked out to them erroneously, a mistake which could be continued each time thereafter when that person checks out books. Although updating is processed daily, we get updated paper printouts only on a monthly basis. Therefore, much duplication of effort occurs, too. An on-line system would automatically check for borrower validity as part of each check-out routine.

The Library's encumbrance procedure is still too dependent on the activity of the Accounts Receivable Office. Our encumbrance notices itemize the fines, listing what books were overdue, their due dates and when they were returned. This gives a more complete statement than the Accounts Receivable billing. The problem lies in the fact that the Accounts Receivable Office processes their paid encumbrances on an irregular schedule before returning the cards to us for clearing. Thus, we may bill someone for an encumbrance he has already paid. When the Accounts Receivable Office reaches the point where accounts are cleared routinely, this problem should take care of itself. Meanwhile, we continue to work closely with them.

The Library is hampered in the service it can give by those faculty members who will not return books that have been requested by other borrowers. Currently, the faculty member's department and dean (if necessary) are notified of failures to comply with such requests. However, when these measures fail, we have no further recourse since billing does not require payment.

FUTURE PLANS

The Loan Department is still looking forward to the time when the electro-mechanical charge-out devices presently in use will be replaced by solid state equipment available from Mohawk Data Corporation. The reduction in machine errors will help tremendously in smoothing out our operations.

The second advantage to the Mohawk Data equipment is its adaptability to on-line operations. A totally on-line system may be some years in the future. However, a proposal has been made to convert the borrowers' file to on-line inquiry of files in the DEC-10 in the Computer Center via the TWX already available in the Library. It bears careful consideration, for it could alleviate one of our major limitations.

APPENDICES TO
ANNUAL REPORT OF THE
HEAD OF THE LOAN DEPARTMENT
TO THE
UNIVERSITY LIBRARIAN
FOR THE
1973/74 YEAR

APPENDIX A

SHELVING WORKLOAD - FEBRUARY - APRIL, 1974

	<u>February</u>	<u>March</u>	<u>April</u>	<u>Totals</u>
<u>Main Library</u>				
Pieces discharged	7,976	11,868	14,700	34,544
Pieces cleared	13,506	14,996	20,861	49,363
Total shelved	<u>21,482</u>	<u>26,864</u>	<u>35,561</u>	<u>83,907</u>
Total shelving hours	425:35	530:25	695:10	1651:10
Pieces shelved per hour	50.5	50.6	51.16	50.75 (average)
Time spent other than shelving (security, ILL, newspapers, shelf reading, computer run, etc.)	404:25	401:05	372:50	1178:20
<u>Science-Humanities Library</u>				
Pieces discharged	10,666	14,361	18,787	43,814
Pieces cleared	21,954	22,934	29,347	74,235
Total shelved	<u>32,620</u>	<u>37,295</u>	<u>48,134</u>	<u>118,049</u>
Total shelving hours	982	1146	1150	3,278
Pieces shelved per hour	33.21	32.54	41.82	35.86 (average)
Time spent other than shelving (security, new science periodicals, computer run, shelf reading, etc.)	340:30	331	292	963:30

APPENDIX B

Circulation Statistics

	1972/73	1973/74
Home Use		
Main and Science-Humanities		
Loan Desks (automated system)		411,298
Main Loan Desk (manual system)		3,731
Science-Humanities (manual system)		8,205
Total	282,566	<u>423,324</u>
Instructional Materials Collection	58,709	40,357
Map Collection	6,818	4,479
Music Collection	24,510	27,415
**Oriental Studies Collection		<u>2,704</u>
	Sub Total	372,603
		498,279
Building Use		
Main Library Reserve	70,785	72,019
Science-Humanities Library Reserve	26,570	46,464
Instructional Materials	12,890	20,908*
Map Collection	23,240	32,402
Music Collection	50,147	57,846
Special Collections	<u>7,870</u>	<u>6,484</u>
	Sub Total	191,502
		236,123
	TOTAL	564,105
		735,402

* 1972/73 statistics did not include A-V equipment use.
1973/74 A-V equipment use was 4479 of the total 20,908.

** Not included in 1972/73 statistics

MAP COLLECTION

UNIVERSITY OF ARIZONA LIBRARY

ANNUAL REPORT OF THE
HEAD, MAP COLLECTION
TO THE UNIVERSITY LIBRARIAN
FOR THE 1973-1974 YEAR



SUMMARY

The word that best describes the work of the staff this year is involvement. Staff members cooperated with the teaching faculty in selecting and securing needed materials for curriculum development, and in making special arrangements for their students to use the map reading room as a cartographic laboratory. The department's instructional program was organized to provide students with information on the use of maps, the resources of the collection, mapping programs, and the important new thematic works in various disciplines. During the year the staff participated in several University community service projects.

Special borrowers used the collection's resources to find information on many subjects, however the current energy crisis was of predominant importance. Geologists, who are associated with oil and mining companies, as well as consulting geologists gathered data required for mineral and petroleum explorations in Angola, Morocco, the Sub-Saharan countries, the western part of the United States, Central America, Mexico and Canada. Tucson land developers made extensive use of large scale topographic maps of the southwestern states.

New acquisitions included the orthophotoquadrangles of the Tucson and the Phoenix areas, the EROS Data Center's Earth Resources Technology Satellite-1 color composite imagery of selective Arizona locations, and a radar mosaic of Yellowstone National Park. The reference section was strengthened by the addition of the Bibliography of Cartography, which was compiled over a twenty year period by the Geography and Map Division of the Library of Congress. The U. S. Geological Survey continued to provide topographic and geologic coverage of the United States, works on lunar geology, and special mapping projects. New sheets of the large scale topographic depository sets were received from the U. S. Defense Mapping Agency. The new Union catalog of maps was one of the most significant titles acquired this year.

A MARC Test Tape for Maps was purchased for the purpose of making additional bibliographic information available to the map cataloger. Over a period of several months the usefulness of the print outs to the cataloger will be determined.

A long standing goal was realized last September with the acquisition of a lockable map case for housing valuable old maps. Original sheet maps with pre 1900 publication dates were removed from the map stack and refiled into this new case. These maps date from the 15th century, and represent the works of many early European cartographers.

During the year the annual inventory was completed, thematic carto-bibliographies were checked, index maps for large sets were prepared, the topographic quadrangle collection was shifted, and a large number of damaged maps were repaired and mounted.

The new Library was a major staff concern. Much time was spent working with the University's interior decorator in determining equipment and furniture needs for the Map Collection's new quarters.

MAJOR STRENGTHS

Because staff turnover in this department has been minimal, the individual members have attained a capability in their respective positions, which enables the operational procedures to function without undue difficulty. This continuity has also given the staff an opportunity to gain a stronger control and a greater knowledge of the collection, so that in depth reference service can be given. Without a competent staff to offer assistance and to interpret the map user's requests, this highly specialized collection could be of little use to patrons, who are unfamiliar with cartographic materials. The fact that the department does provide public service to the University community, the Tucson area, and to citizens in other parts of the state is a credit to a dedicated staff.

Several instructional programs on maps and map libraries were conducted in the Map Collection. The first to be scheduled was a series of lectures and discussion sessions held for nine Graduate Library School interns. Although technical processing of cartographic materials was the primary interest of the participants, all phases of map library work were covered. To accommodate a night class in civil engineering, that was composed of Tucson and Pima County surveyors, special arrangements were made for a member of the staff to meet with them after closing hours. The purpose was to provide an opportunity for the surveyors to secure information about current maps and to learn more about new mapping programs. A similar arrangement was made for a Library Science class, Literature of the Social Sciences.

Two lectures on cartographic reference materials and the organization of the map collection were given to the Geographic Techniques class. This preparation enabled each student in the class to complete an independent map study during the second semester.

For the first time the Map Collection participated in several University of Arizona community service projects. These included You and the "U", Wildcat Country Week Celebration, and the El Con Homecoming Celebration. Exhibitions featuring atlases, raised plastic relief maps, charts, wall maps, globes, sheet maps and departmental publications were used to provide the general public with an indication of the Library's cartographic holdings.

MAJOR LIMITATIONS

The most pressing departmental needs are concerned with additional space for growth. The present facility lacks adequate space for a sufficient number of reading tables, more map cases are required to sustain collection development, and an enlarged work area is critically needed for technical processing.

Although very little can be done to improve working conditions at this time, the staff has worked with the University Librarian in an effort to develop a departmental plan for the new University Library which will eliminate these problems.

FUTURE PLANS

With the completion of the new University Library it is the hope of the staff that collection building can be greatly accelerated. Adequate storage should be available at that time to permit expansion of the reference section, and the acquisition of many more large scale topographic sets.

Working in cooperation with the teaching faculty, the goal of the staff will be to acquire those materials which will support research and curriculum development.

APPENDIX

<u>Acquisitions Statistics</u>	1973/1974	Totals
Bound Volumes	181	
Single Maps		
Depository	4,448	
Gifts	1,302	
Purchased	1,683	
Aerial Photographs	8	7,433

Holdings of the Map Collection

Aerial Photographs	14,586
Bound Volumes	2,041
Globes	9
Single Maps	110,418
	<hr/>
	127,054

Public Service Statistics

1973/1974

Circulation

Library Use	32,402
Home Use	4,479

Reference

Inquiries Answered	4,446
------------------------------	-------

MICROFORMS SECTION
MAIN LIBRARY

UNIVERSITY OF ARIZONA LIBRARY

ANNUAL REPORT OF THE
CHIEF MICROFORMS LIBRARIAN
TO THE
CHIEF GENERAL REFERENCE LIBRARIAN
FOR THE YEAR 1973-1974

SUMMARY

Other statistics on the occurrence of film damage and minor maintenance factors have been kept in the Microforms Section during fiscal 1973/74. The following, however, are included here because they present an overview of the salient factors of operation over the past year.

<u>Viewing Equipment</u>	<u>Film Viewers</u>	<u>Microfiche/card</u>	<u>Total</u>
Microforms Section	9	4	13
5th Tier	2		2
Social Science		3	3
General Reference	1	2	3
Technical Services	1		1
In storage		6	6
		Total . .	28

<u>Microforms Holdings</u>	<u>June 1973</u>	<u>June 1974</u>
Film rolls	24,000 (est.)	28,000 (plus)
Microfiche/cards	65 linear ft.	76 linear ft.

<u>Accessions and Additions</u>	<u>Films</u>	<u>Microfiche/cards</u>
New accessions	81 (2,330 rolls)	6 (11 linear ft.)
Adds (mainly newspapers)	1,646 rolls	0

Uncataloged Backlog

Est. 6,000 rolls of newspaper backfiles due in July or August.

Projected Transfers (from Science Library)

Est. 11 1/4 linear ft. of microcards (Early American Imprints).

Room Use (Rm. 301 only)

These figures are being kept to determine if the available viewing equipment meets prevailing patron use of the facilities. The figures reflect only the average and highest (*) count of patrons present at peak hours.

	10-11:00 AM	2-3:00 PM	7-8:00 PM
July-Sept.	2 (4)	2 (3)	1 (2)
Oct-Dec.	3 (6)	3-4 (8)	1-2 (4)
Jan-Mar.	3-4 (8)	2-3 (7)	1-2 (3)
Apr-June	3-4 (5)	2 (7)	1 (4)

MAJOR STRENGTHS

Increased student assistance has greatly improved both room service and general progress in the organization and maintenance of the Microforms Section through the past year. With the installation of a phone, the section operates in better liaison with the Social Science and General Reference departments. The addition of tables in the room and a shelf for guides and indexes have also expedited use of the facilities without overcrowding the work area.

At present, the microforms viewers are adequate both in number on hand and general operating condition to carry us through the coming year. Three additional microfiche readers have been moved from the Microforms Section to convenient locations in or near the Social Science and General Reference departments, thus making three viewers available to each department, and all viewing equipment has been scheduled for general maintenance checks and parts replacement work next month. The microforms storage situation has been improved with the acquisition of six new microfilm cabinets and adaptation of several old filing cabinets to meet our needs for microfiche storage. Conditions surveys of our films are nearly complete. As noted in the summary, the extent of damage to film holdings in the past has been minor, and plastic reels have been ordered to replace rusted and bent metal reels during the next year.

With regard to content of the incoming materials, significant new acquisitions cover a wide range of research areas, the census records of India (1872-1951), the reports of the American Indian Rights Association and the National Archives climatological records (560 rolls) being representative of many extremely useful sources acquired this year. But, with regard to both volume of input and general focus of research interest, the prevailing emphasis has remained largely upon American newspapers and periodicals. Our newspaper coverage is strongest in the eastern cities, however, the backlog mentioned in the summary consisting mainly of backfiles of the New York Herald, Washington Post and the New Orleans Times-Picayune. To give the collection better balance, we have requested purchase of the backfiles of the Los Angeles Times and index, now being offered by Bell & Howell.

Work has commenced on the compilation of guides to uncataloged microfilms which the University Library made several years ago in the civil and parish archives of Sonora, which will facilitate cataloging and subsequent research in these materials. Guides are also being prepared for various newspaper miscellanies and film series that contain disparate bodies of documentation.

The Microfilm Section has had the opportunity to give special help to the Tree Ring Laboratory in locating various sources of historical data, such as the "Shipping Intelligence" sections of port city newspapers and the weather data on the logs of U. S. naval vessels, which will help in the calibration of tree-ring data.

MAJOR LIMITATIONS

The abovementioned backlog of some 6,000 rolls of film and preparations to transfer the Early American Imprints from the Humanities Department to the Microforms Section, Main Library, will require making about twelve range sections of shelves available to accommodate this input. We have six sections open at present. To gain another six sections, it is suggested that we "appropriate" an additional range immediately to the left of the door leading into the 5th Tier, or install wooden shelving on the floor space in that area, placing them immediately above the range supports below, on the 4th Tier.

With regard to improving the present short-comings in our newspaper coverage of the Far West, it has already been noted that the backfile to the Los Angeles Times and index have been ordered. To provide better balance, it will also be suggested to the Serials Committee that we consider purchasing films to the backfiles of the San Francisco Chronicle and the San Diego Union, which contain much material relative to Arizona and the Far Southwest. These purchases should be followed by acquisition of a major newspaper from Santa Fé and El Paso, when the budget permits. Over the past year, there has been an increasing demand for newspaper coverage from 1900 through World War II, these decades being lacking in most of our newspaper holdings since we did not commence regular microfilm subscriptions until the early 1960's.

FUTURE PLANS

In the report for fiscal 1972/73, it was noted that the Microforms Librarian and representatives of interested University departments were attending planning sessions with the project directors of the recently established Northwest Regional Center at Hermosillo who have been charged with the survey and evaluation of the civil and church archives of Sonora under the auspices of the National Institute of Anthropology and History at Mexico City. In connection with these developments, the Microforms Librarian had commenced drafting a proposal to the National Endowment for the Humanities for support in calendaring the backlog of Sonoran microfilms generated by the University Library and the Arizona Historical Society during past filming projects in Sonora. Over the past year, communication has continued with the directors of the Northwest Regional Center. With regard to the proposed calendaring work, however, the original plan to appeal to NEH for support has been postponed tentatively in favor of utilizing this work as a training project to be undertaken as a joint inter-tribal endeavor by Arizona Indian students now enrolled at the University of Arizona, since much of the documentation in the Sonoran films relates to Arizona Indian history. At present, a proposal is being drafted for presentation to the Arizona Council for the Humanities, Mr. Emory Sekaquaptewa, Assistant Coordinator of Indian Programs being very interested in encouraging our Indian students to undertake this work, either for unit credit or with limited financial support, if the latter can be obtained. The details of the proposal are now being worked out, and it is hoped that much more will be said regarding this project in the annual report for the coming fiscal year.

MUSIC COLLECTION

UNIVERSITY OF ARIZONA LIBRARY

ANNUAL REPORT OF THE
HEAD OF THE MUSIC COLLECTION
TO THE
UNIVERSITY LIBRARIAN
FOR THE 1973-1974 YEAR

SUMMARY

As noted on the following pages the current year has been one of exceptional activity. The Staff has performed its work well, with enthusiasm and with a commendable sense of service to the University community. Final figures for the fiscal year are not available at this time, but a computation to this date show that the circulation of materials has exceeded any previous year.

In July, 1973, a new head was appointed to the School of Music. Effort has been made throughout the year to be supportive of changes and future plans by working closely with the Administration and faculty. Collection development has been in line with the projected plans for the school. Activity has been geared to the growing enrollment, to the increase in the use of library services and to the many special activities such as music workshops and visiting lecturers.

Broader aspects of the year's work which touched the national library scene included the establishment of a center for flute music, the nucleus of which was a gift of over 700 compositions for flute by the National Flute Association. Articles concerning the Music Collection as a flute center appeared in State and National journals. Products designed by the Music Collection for circulation of sheet music are now distributed by a national library supply house. The Swedish and Belgian governments sent substantial gifts of national recordings and scores. Liaison was made between a recording company and a Navajo student for the production of recordings of Indian children's songs to be used in music education.

Lack of space in the present quarters and the need for additional staff continue to be outstanding problems. Present indications are that the problem of staffing the library will be alleviated somewhat in the coming months. Two possible solutions for future quarters are discussed herein.

The helpful response to all problems brought before the Library Administration and its support and assistance throughout the past year are deeply appreciated by the entire staff.

MAJOR STRENGTHS

Of major importance was the appointment of a new head of the School of Music at the beginning of the school year. Every effort was made to support the new administration and the Library and the School of Music have worked in close rapport throughout the year. The head of the Music Collection was invited to attend Music Faculty Meetings on a regular basis. Purchasing was brought in line to meet new curriculum requirements; new services were devised to assist the music faculty; in-depth tours were conducted for incoming freshmen.

The Library received national recognition when it became a center for flute music upon the establishment of the National Flute Association Collection in the fall of the year. Articles concerning this collection appeared in national and state magazines.

A special fund made available during May and June provided for much-needed work upon a number of indexing projects which will add to the usefulness and availability of reference sources.

Special use was made of cassette tapes which were prepared by professors for lesson assignments; concert and recital tapes recorded in the School of Music are again available for student use after programs, a service which was suspended for some years and recently reinstated.

Reserve book services have increased approximately two-thirds. This reflects both the growing use of the Music Collection by students and the response to the re-establishment of the policy permitting books from the Main Library to be placed on reserve in the Music Collection.

A major library supply house has adopted music-carrying cases designed by the Music Collection into their sales line.

Activity with regional music concerned planning or purchasing of materials for an Indian music workshop with Dr. Louis Ballard of the Office of Indian Affairs in Washington. The recording of Navaho children's songs by a talented Indian student on campus was promoted. Future planning for music for the Bicentennial is in process and will feature colonial Spanish and Indian music in the Tucson area.

Approximately 3,000 gifts were received, outstanding among which were a collection of recordings from the Swedish Information Center in Stockholm; a large gift of recordings by Belgian composers from the Belgian government; 700 flute compositions from the National Flute Association. Over 200 recordings of Chinese music were added. These were acquired in Hong Kong through the assistance of the Oriental Studies Collection. In addition, sets of monumenta and complete works were purchased; these add scholarly dimension to the collection.

Staff Activities: Elsie Phillips, Secretary, Tucson Area Library Council.
Elsie Phillips, (article) "New Center for Flute Music",
Summer, 1974, Woodwind World.

MAJOR LIMITATIONS

Our most urgent needs center upon the lack of space and staff. The Library Administration has been most supportive in attempting to find solutions to these two problems. Reports submitted over past years have discussed them in detail and it is therefore unnecessary to include an extended discussion of them here.

It may, however, be appropriate to emphasize the fact that the crowding in study, storage and staff work areas will shortly become untenable. The loan desk area has used all available space to store a growing body of materials that require a restricted area of storage; book stacks are full and no floor space exists to erect additional shelving. Listening facilities for students are far less in number than those for smaller or comparable size institutions. At peak periods over 700 records may be borrowed in one day for use in the 16 listening stations. The office area is substandard as concerns work space. Our staff share desks and typewriters. Crowding causes confusion and lessens working efficiency.

Need for additional staff can be shown by the following: Although circulation statistics for the current fiscal year are not available at this writing, an analysis made earlier in the year which was based on the last available annual circulation figures shows a striking comparison between staff and circulation in this and other library agencies:

*Music Collection has slightly less than 1/3 the circulation of the Main Library (29^o/o) whereas Main has seven times more career staff.

Music Collection has slightly less than 1/2 the circulation of Science/Humanities (43^o/o) whereas Science/Humanities has six times more career staff.

During the past year a report prepared jointly with Mr. Paul Barton outlined specific plans for the adaptation of a portion of the main floor of the Main Library into a library for the Fine and Performing Arts (music, art, architecture, drama, dance) at the time of the completion of the new central library building. Decision as to the use of this space is still pending. It would be most unfortunate if this space were to be allocated to another campus agency since the plan would provide a practical interim solution for the needs of the College of Fine Arts and Architecture within the space of a few minutes' walk from the northwest corner of the campus.

No plans for a separate fine and performing arts library building exist at the present time, nor has the School of Music plans for expansion in which this branch could be included. It therefore appears that if quarters are not provided in the Main Library at the time the new building is completed we should consider moving into the new library building. Although this would be an unfortunate choice as to location, such a step would provide the necessary room for expansion and coordination with like materials. There the inter-related music and art materials would at least be available in one area.

*Exclusive of Technical Services (except Loan) and Administrative Office, Maps, Oriental Studies.

FUTURE PLANS

Foremost in our plans is to determine what future steps can be taken to acquire appropriate quarters. Where and when we will move will influence many of the decisions and activities of the coming year.

Work is underway to continue to support the projects and teaching plans of the new administration of the School of Music through closely coordinated selection and purchasing particularly in the areas of ethnomusicology and in simple performance music for instrumental education workshops. We will continue to acquire scholarly reference works to support doctoral programs.

It is hoped that a multi-copy cassette machine can be purchased which would copy tapes at high speed. This will help to alleviate problems at crowded service areas by providing multiple copies of tapes to circulate when listening assignments are given to large classes. It would be the one possible solution to increasing our listening facilities where lack of space precludes the addition of more equipment or listening stations.

Plans are made to have our present loan procedures analyzed and evaluated in order to plan improvements which could be brought about by a change in charging equipment and/or methods. Mrs. Mona Frontain, who supervises our loan desk, has done an unusually fine job in the face of staff shortages and restricted working quarters, but we should plan to search for methods to update and simplify loan procedures.

Walls in the public areas are badly in need of repainting. We are applying for assistance to have the library painted. Colorful walls, together with the work of local and student painters whom we plan to exhibit throughout the coming year, should make the atmosphere more pleasant. Fine Arts students are quickly sensitive to attractive surroundings.

MUSIC COLLECTION STATISTICAL REPORT
 July 1, 1973 -- June 30, 1974

CIRCULATION STATISTICS

Building Use

Records	45,737
Tapes (included with records)	
Other	12,109

Home Use

Records	9,856
Other	17,559

Total Circulation	85,261
-------------------	--------

STOCK STATISTICS

	<u>Added</u>	<u>Withdrawn</u>	<u>Total Holdings</u>
Scores	1,391	13	21,451
Sheet Music	1,515	0	15,205
Teaching Materials	55	27	15,796
Collection			
Classroom Collection	92	3	1,235
Records	1,073	9	14,825
Tapes	78	0	236
Microcard	0	0	506
Pamphlets	<u>1</u>	<u>13</u>	<u>763</u>
Total Holdings	4,205	65	70,017

REFERENCE SERVICE

4,784

MUSIC COLLECTION STATISTICAL REPORT
 July 1, 1973 -- June 30, 1974

CIRCULATION STATISTICS

Building Use

Records	45,737
Tapes (included with records)	
Other	12,109

Home Use

Records	9,856
Other	17,559

Total Circulation	85,261
-------------------	--------

STOCK STATISTICS

	<u>Added</u>	<u>Withdrawn</u>	<u>Total Holdings</u>
Scores	1,391	13	21,451
Sheet Music	1,515	0	15,205
Teaching Materials	55	27	15,796
Collection			
Classroom Collection	92	3	1,235
Records	1,073	9	14,825
Tapes	78	0	236
Microcard	0	0	506
Pamphlets	<u>1</u>	<u>13</u>	<u>763</u>
Total Holdings	4,205	65	70,017

REFERENCE SERVICE

4,784

ORIENTAL STUDIES COLLECTION

UNIVERSITY OF ARIZONA LIBRARY

ANNUAL REPORT OF THE
HEAD ORIENTAL STUDIES LIBRARIAN
TO THE UNIVERSITY LIBRARIAN
FOR THE 1973-1974 YEAR

SUMMARY

The Oriental Studies Collection began the fiscal year with some major shifts in organization reflecting changes in Library policies: 1) All branch collections' cataloging on technical procedures and problems was placed in direct supervision of the main Catalog Dept. Middle Eastern languages catalogers were previously set up in the Catalog Department. 2) Mrs. McWhorter was made responsible for book selection and acquisition of Japanese materials and for Public Services. 3) Regular staff meetings were established and held during the year.

In January and February of this year Mrs. McWhorter was in Japan, during which time she did Japanese Book buying, made new contacts for solving special problems in the searching and acquisition of Japanese materials for which Acquisitions Dept. granted \$1,000. She began research on scholarly publishing in Japan.

In April the Library received a \$10,000 grant and graciously met the matching funds stipulation from the Japan World Exposition Commemorative Association for OSC Japanese acquisitions.

This year about 200 Hindi books have been cataloged. PL-480 Arabic language materials continue to arrive at the rate of around 2,500 vols. annually with 1,880 cataloged so far this year. Artef Ziko has been cataloging Arabic materials and John Pitcher, Persian.

Due to extra wages being available this spring, the Oriental Studies Collection was able to complete several special projects:

- 1) Inventory of Chinese and Japanese collections.
- 2) General shift of Japanese collection, folios, uncataloged materials and duplicates.
- 3) Rearrangement of shelving, display shelves, storage on 3rd floor, Chinese and Japanese reference areas, and the periodicals and lounge area.
- 4) Replacing old guide cards for new tilt guides for the Chinese, Japanese and Arabic public catalogs.

Mr. Liu attended the Annual Meetings of the Association for Asian Studies in Boston in early April, 1974 where he participated as a member of the Committee on East Asian Libraries (CEAL). Major issues and recommendations were: 1) Library of Congress was to be urged to improve processing of catalog cards for Chinese books. At present, in Asian libraries nationwide, Library of Congress supplies only 10% of Chinese catalog cards, but 75% of cards are supplied for Japanese materials.

2) Harvard-Yenching classification is going to be revised and supplemented. 3) Asian libraries in the Southwest area are cooperating on exchange of catalog cards and speeding of interlibrary loan.

In October, 1973 Mrs. McWhorter attended the Western Conference of the Association for Asian Studies in Albuquerque N.M., where she participated in a panel for Asian librarians of the Western states to discuss problems and prospects for cooperative programs among the small to medium Asian libraries of the Rocky Mt. area. The executive committee for the conference voted that a permanent library committee be a part of the WCAAS organization.

Personnel changes during this year: Mr. Nay-chow Chan resigned after six years working in the OSC. He is editing and compiling a U.S. directory of Chinese businesses. Jan Baade, who was responsible for the Middle East public catalogs and circulation, graduated and left for graduate studies at U.C.L.A. after working since May 1972 in OSC. Shizuko Radbill has been working part-time since July 1973.

In the spring of 1974 Mr. Liu and Mrs. McWhorter taught Chinese Bibliography and Japanese Bibliography respectively.

MAJOR STRENGTHS

Reference--This year the Oriental Studies Department has had 18 full-time faculty, 6 teaching assistants, and 1,378 students enrolled in O.S. courses. This includes 338 graduate students. The subsequent increase in information, reference, and circulation demands has been met by having someone at the desk from 8-5 every day. We also have had an O.S. library faculty available for reference at all times.

Acquisitions--While a basic principle of OSC has been to establish a balance between retrospective and current materials, we also give great attention to supplying study and research needs of faculty and students of the university. For the first time since the Cultural Revolution in 1966, mainland China has begun publishing again, and OSC is now getting all periodicals and most books being exported by the People's Republic of China. Besides many new publications from Taiwan and Hong Kong, the Chinese collection has added valuable and noted reprints of rare books in the collection of the Imperial Library, such as Ssu ku chuan shu chen pen, series 4 & 5.

The Japanese collection concentrated on filling in missing items from sets and series, obtaining hard to get reference items, and acquiring the basic historical materials (about 250 items) from Kanai-Nitta-Yamagiwa bibliographical references in their Topical history of Japan.

Shogakukan Publications, Tokyo, Japan, donated a set of their Encyclopedia Japonica to the University.

Innovations--The Japan Area Faculty Library Committee was established and was very active during its first year, having regular meetings every other month plus two special sessions. All Japan area faculty, teaching assistants, and Japan area librarians attended the meetings. Long and short range goals, ordering, book selection methods, and budget were discussed, and the faculty was well pleased with the results in terms of filling individual course needs, of library support for graduate programs, and of building a quality Japanese collection.

Mrs. McWhorter began, and now Mrs. Shizuko Radbill continues preparing a list of books reviewed in scholarly Japanese journals in our collection. This has been circulated every month to the Japan area faculty. With the paucity of non-commercial annotated vernacular lists, the faculty finds this a very useful aid to selection.

A new book display was initiated this year and set up in the OSC lobby.

When Mr. Liu was in Boston for the Annual Meetings of the Assoc. for Asian Studies, he arranged for the exchange of catalog cards with the following West coast universities: Univ. of Calif. at Los Angeles, Univ. of Calif. at Santa Barbara, San Diego State University, and Claremont College.

The Chinese cataloger, Gene Hsiao, set up a Chinese series file and sent cards to the Serials Dept., was responsible for the new guide card project for the public catalogs, and did a complete revision of the Chinese public catalog.

MAJOR LIMITATIONS

Personnel--Realistically, we are aware of present budgetary limitations, nevertheless it is felt that it must be stated that the present number of hours for clerical assistance is inadequate for the ideal work-staff balance in the Oriental Studies Collection. Besides Oriental Studies, we also spend time in directional information and maintenance of 5th floor for the general public.

Chinese assistants for Mr. Liu and Mr. Hsiao are needed. More hours for clerical work are needed in Japanese cataloging. With Yaeko Putzar working only part-time (15-20 hours per week) and Mrs. McWhorter finding that her responsibilities in acquisitions, selection, processing, committee work and public services taking up almost all of her time, we need more clerical help in this area. Also much of the materials ordered this year will still be coming in, and extra items from the Expo. grant will place a heavier burden on the Japanese processing and cataloging.

As South Asia programs continue and expand new essential materials will be added for faculty and students, so qualified persons to catalog or help with cataloging of Hindi and Urdu materials are needed.

Space--If all uncataloged books were put on present shelves we would be filled in the Japanese and Middle East sections. Even now some of these materials are overflowing into the Chinese section. Anticipating the regular 1974 acquisitions, PL-480 Arabic materials coming in at around 1,900 vols. annually, and the orders from Mrs. McWhorter's trip, plus the expected Expo. grant items, cause us to look to the future placement of these materials with a concern which is ameliorated by the anticipation also of a whole floor for expansion when the new library is completed.

FUTURE PLANS

Space--When the new library is completed and Humanities moves from its present area, the Oriental Studies Collection hopes to move to 4th floor for the following reasons: As stated under major limitations we have inadequate shelf, office, processing, and storage space for our very near future. If we utilized the other half of 5th floor, which was originally planned mainly for stacks and study areas, it would have to be modified to suit our specific needs. Fourth floor, which already contains more office space and is set up infinitely better for our variety of activities, would need little or no changes. This proposed move would also give Science more stack space on 5th floor.

Personnel--In the future we hope to have more clerical help for Chinese and Japanese catalogers. With cataloging under Technical Services, assistants of Oriental Studies catalogers should be provided by the Catalog Department.'

At present there is a 1,665 volume backlog of uncataloged Japanese books. Although we are happy with a generous grant for extra books this year, this will add to that number greatly. With our present Japanese cataloger working part-time only it would seem unrealistic not to plan for more hours for Japanese cataloging and in the future for a professional Japanese cataloger.

Acquisitions--The Oriental Studies Department is now emphasizing interdisciplinary programs with History, Politics and Government, Anthropology, Art, and Economics. The Oriental Studies Collection will keep close track of the new trends and plan for materials and reference service in those areas.

The Oriental Studies Collection will continue to explore possibilities for grants or perhaps exchange of personnel with Asian countries, especially those countries like Japan which are eager to put money into such projects.

APPENDIX

STATISTICAL PRESENTATION

(1973-1974)

HOLDINGS AND NEW ACQUISITIONS

	<u>Old Holdings</u>		<u>New Acquisitions</u>		<u>Current Holdings</u>	
	Titles	Volumes	Titles	Volumes	Titles	Volumes
Chinese	30,213	47,908	1,496	2,082	31,709	49,990
Japanese	16,535	25,652	587	1,252	17,122	26,904
Arabic	9,500	12,500	400	500	9,900	13,000
Hindi	1,836	2,000	0	0	1,836	2,000
Urdu	1,000	1,122	0	0	1,000	1,122
Persian	489	923	0	0	489	923
Bengali	0	0	1	1	1	1
Sanskrit	3	30	0	0	3	30
Others	232	2,322	100	371	332	2,693
Total	59,808	92,457	2,584	4,206	62,392	96,663

CATALOGING

	Titles	Volumes
Chinese	1,296	1,640
Japanese	399	732
Arabic	1,994	2,496
Hindi	75	77
Urdu	152	187
Persian	56	73
Bengali	1	1
Sanskrit	2	23
Total	3,975	5,229

TOTAL CARDS ADDED TO THE CATALOG

Chinese	Japanese	Arabic	Hindi	Urdu	Persian	Bengali	Sanskrit	<u>Total</u>
6,480	1,995	9,970	375	760	280	5	10	19,875

CIRCULATION

Chinese	Japanese	Arabic	Hindi	Urdu	Persian	Bengali	Sanskrit	<u>Total</u>
1,280	1,010	321	2	74	17	0	2	2,706

REFERENCE QUESTIONS ANSWERED

An average of 4 reference questions were answered each day.

APPENDIX

STATISTICAL PRESENTATION

(1973-1974)

HOLDINGS AND NEW ACQUISITIONS

	<u>Old Holdings</u>		<u>New Acquisitions</u>		<u>Current Holdings</u>	
	Titles	Volumes	Titles	Volumes	Titles	Volumes
Chinese	30,213	47,908	1,496	2,082	31,709	49,990
Japanese	16,535	25,652	587	1,252	17,122	26,904
Arabic	9,500	12,500	400	500	9,900	13,000
Hindi	1,836	2,000	0	0	1,836	2,000
Urdu	1,000	1,122	0	0	1,000	1,122
Persian	489	923	0	0	489	923
Bengali	0	0	1	1	1	1
Sanskrit	3	30	0	0	3	30
Others	232	2,322	100	371	332	2,693
Total	59,808	92,457	2,584	4,206	62,392	96,663

CATALOGING

	Titles	Volumes
Chinese	1,296	1,640
Japanese	399	732
Arabic	1,994	2,496
Hindi	75	77
Urdu	152	187
Persian	56	73
Bengali	1	1
Sanskrit	2	23
Total	3,975	5,229

TOTAL CARDS ADDED TO THE CATALOG

Chinese	Japanese	Arabic	Hindi	Urdu	Persian	Bengali	Sanskrit	<u>Total</u>
6,480	1,995	9,970	375	760	280	5	10	19,875

CIRCULATION

Chinese	Japanese	Arabic	Hindi	Urdu	Persian	Bengali	Sanskrit	<u>Total</u>
1,280	1,010	321	2	74	17	0	2	2,706

REFERENCE QUESTIONS ANSWERED

An average of 4 reference questions were answered each day.

SCIENCE DIVISION

UNIVERSITY OF ARIZONA LIBRARY

ANNUAL REPORT OF THE
HEAD OF THE SCIENCE LIBRARY
TO THE UNIVERSITY LIBRARIAN
FOR THE 1973-1974 YEAR

I. SUMMARY

To a considerable extent, the Science Library followed closely the pattern it set last year. That is, no major changes were made but we did introduce a number of improvements which have proven useful. In addition to carrying out our regular tasks and routine planning, we began to grapple with the problems connected with Science's expansion into the area Humanities will vacate.

The innovations alluded to above have helped us do our work more efficiently and broaden our services. The more noteworthy of them are: our accessions lists are now mostly computer-produced, reducing the number of pages to be typed from 25 to 5; a shelf list was created for the Microforms Room; our Serials File records were streamlined to permit new volumes to be added more quickly; slips for periodicals on order now appear in the Serials File; we began interfiling by title the Medical Library's catalog cards with our own; with the help of various teaching faculty, we selected from those titles we had once transferred to the Medical Library the ones most likely to be needed here and we will soon request their return; the "R & D" file was dismantled and many of its reports were added to our documents and cataloged collections; and our current periodicals display area was rearranged so our users could find journals more easily.

Our primary concerns, of course, are to help patrons, to process the materials we receive, and to improve our collection. In these areas we were not idle either. We are answering reference questions at a record or near record rate; the books, journals and documents sent to us are being processed smoothly; and the business of replacing missing titles, searching for new books to order, and ferreting out "soft" spots in our collection proceeds apace. By 1 July, we will have answered about 15,000 reference questions and added over 9,000 bound volumes to our holdings, our Documents staff will have checked in something like 40,000 items and our Catalog staff processed hundreds of new journals, technical reports and microforms, besides filing something like 35,000 catalog cards. Our total holdings, at this moment, are already well past the 650,000 mark.

II MAJOR STRENGTHS

As we noted in last year's Report, the Science Library's holdings are substantial in virtually every field the University itself is interested in. Of course there is much we lack, even in our strongest fields. Thus a fair amount of our efforts have been expended on searching out lacunae and on seeking materials which will fill these gaps. We were aided as usual by the teaching faculty and by other librarians; and some of the following accessions, in fact, came to Science without any effort on our part.

Our holdings in the History of Science were notably augmented by the addition of the MEMOIRES DES ACADEMIE DES SCIENCES and by various other acquisitions as well. Because Photography is a sub-branch of Optical Sciences, we have sought to improve our holdings here too; our purchases and the reclassification of the Dewey photography books have given us now a unified and representative collection. Science's already fine collection of weather materials was enhanced by the acquisition of 564 reels from the National Archives of the CLIMATIC RECORDS, 1819 - 1892; these will prove useful to Dendrochronology as well as to Meteorology. Through gifts, reclassification and purchase, our Railroad materials were more than doubled. No area was unimproved, though some like Oceanography, Ecology and the Environment, fared relatively better than others.

The Science reference staff is even stronger this year. The loss of an agricultural specialist was more than offset when we obtained in his place a librarian who is well grounded in the physical and computer sciences. And, while we twice lost a competent Library Assistant, the current Assistant is already doing well. In addition, we now have two Clerks who can help with the Interlibrary Loan work if need be and one of them can also fill in at the Reference Desk. This ability to "pinch hit" gives us greater flexibility. Lastly, staff members have taken courses, attended seminars and sat in on lectures, all of which has helped them become more useful to the Library.

III MAJOR LIMITATIONS

Science's limitations are, by and large, little different from what they were a year ago. Our collection does not yet equal in depth or breadth that of a major research library. To achieve this goal, we need to add more books and journals; to purchase a second or third copy of some of our more heavily used materials; to fill in gaps in our periodical back-files, and to extend our serials files, preferably back to volume 1, where our sets begin with later numbers. We also need to have more journals bound and large numbers of our monographs rebound.

A shortage of staff limits us in various ways, most visibly at the Reference Desk where, during our busier hours, our patrons are often forced to wait several minutes before we are free to help them. To alleviate this we have been providing, when possible, a second person at the Desk, but we shan't be able to continue double-staffing when the Information Desk is in operation. Less obvious, but equally important, are the behind-the-scene tasks and projects which may be neglected. While the Catalog and Documents offices and the rest of reference team can cope with their regular duties and the routine problems that arise, some other matters, albeit less urgent, are simply left waiting.

The burgeoning field of microforms presents us with another problem. Our users can not obtain photocopies of fiche or film quickly and inexpensively. Students, and faculty too, oftentimes give up when they learn how time-consuming it may be and how costly it is to produce hard copy. The Library receives so much material in microformat that what is now a modest demand for handy and cheap copy is bound to become a heavy one. It would be better if we could act now rather than react later.

IV FUTURE PLANS

Our planning falls into two broad categories, immediate and long range. An example of the former is the Information Desk which the Science Building staffs began in mid-June. We at Science had felt for some time that such a service was highly desirable. Consequently, when enough volunteers signed up, Science Reference and Loan staff members worked out the details, including a rearrangement of the Science Card Catalog. Although this is an "experiment", we believe it will succeed. We also investigated the possibility of installing in the near future a locked cage for our more valuable books. This was finally voted down, chiefly because we felt it would be better to wait and incorporate it into our overall expansion arrangements. In addition, we worked out a list of journals and reference materials to be returned to us by the Medical Library. The final list reflects both our needs and our awareness of the burdensome costs of subscriptions and backfiles.

The staff's long-range efforts were devoted to planning how we could best make use of the space we will inherit on the Fourth Floor when Humanities leaves and how our present arrangement of materials should be altered. At this time, we expect to fit our current unbound periodicals into the South Wing of the Main Floor, move Documents to the Fourth Floor, and install an "Ecology and the Environment" reading section on the Third Floor, in the space now occupied by our Current Periodicals Reading Area.

ADDENDA

APPROXIMATE HOLDINGS 667,000

Books and Bound Periodicals

	<u>Titles</u>	<u>Volumes</u>
As of 1 July 1973	78,200	194,000
As of 1 July 1974	82,700	204,000

<u>Other Materials</u>	<u>Microforms¹</u>	<u>Documents²</u>	<u>Misc.³</u>	<u>Total</u>
As of 1 July 1973	278,599	134,391	5,168	418,000
As of 1 July 1974	315,400	142,765	4,790	462,955

REFERENCE QUESTIONS	<u>1972/73</u>	<u>1973/74</u>
Information Desk (began 10 June '74)	15,194	14,041 654

INTERLIBRARY LOAN TRANSACTIONS

Requests Received from Other Libraries	1,212	651
Materials Requested by Science Library	445	335
	<u>1,658</u>	<u>986</u>

MICROFORMS USE	<u>Film</u>	<u>Cards</u>	<u>AEC</u>	<u>Fiche</u> <u>NASA</u>	<u>Others</u>	<u>Total</u>
1972/73	720	520	510	90	110	1,900
1973/74	1,039	176	571	55	225	2,066

- 1. Microcards 91,000
- Microfiche Documents 214,100
- Other Microfiche 8,862
- Microfilm 1,484

2. Excludes documents on microform

- 3. Agricultural Pamphlet File 3,625
- Pamphlet Collection 425
- Scientific American Offprints 750
- Paperback Collection Not really available to the public,
so it is no longer being counted
- R & D Reports This collection no longer exists

SERIALS DEPARTMENT

UNIVERSITY OF ARIZONA LIBRARY

ANNUAL REPORT OF THE
CHIEF SERIALS LIBRARIAN
TO THE UNIVERSITY LIBRARIAN
FOR THE 1973-1974 YEAR

1. SUMMARY.

Besides keeping abreast with the routine responsibilities of the Serials Department to acquire, catalog and process new serial and periodical titles, and to maintain all the necessary records; the Serials Department staff has been actively engaged this year in planning and working toward a Central Serials Record and in completing a number of public service oriented projects.

The first step was taken toward a Central Serials Record by establishing a separate Serials Shelf List which isolates all serials held by the Library. This shelf list will be an indispensable tool for centralizing records and will, also, be a time saver for the staff in many routine procedures. The whole staff has diligently worked on the project, although the process is laborious and requires attention to detail in order to quickly recognize serial and periodical titles.

Several public service projects were undertaken and completed by the staff.

Although the Serials Department is routinely responsible for reclassification and recataloging of serials and periodicals on an continual basis, a special team was formed to complete the reclassification and recataloging of all the Dewey's (excepting the 016.0's) found on the Visible Index in Central Reference.

This year saw the full cataloging of all U. S. Government Documents found on the Visible Index and cards now can be found for these publications in the Public Catalog. The cataloging was done from information provided by the Documents librarian. This is an invaluable aid to users who may not be aware that the Documents Department has these titles.

Processing of Corporation annual reports are an ongoing project. Until this year only hard-copy was involved; however, the Library now subscribes to a microfiche service which necessitated the reorganization of the procedures involved in the record keeping and the conversion of records to reflect the purchase of the microfiche. This was done this year.

In the acquisitions of serials and periodicals, an effort has been made to identify areas that need special concentration and to develop these areas, so that the collection can meet the needs of the users. In this, the Serials Department has been ably assisted by the members of the Serials Committee. The department works closely with the Committee to establish general policies for the acquisition of current and backfile material.

Serials Receiving Section completed the job of cleaning out the Revo Files - claiming items, removing dead items, and in general making this file more current and workable. Many problems were brought to light and cleared up. Also, new policies and procedures were successfully introduced to speed up the claiming functions and to alleviate some of the bottle-neck problems.

1. SUMMARY, CONT.

Another achievement within the department was the compilation of a procedural manual. This manual describes all the functions which the staff performs. Such a manual will be useful in the future to the staff and for analysis of the departments functions.

2. MAJOR STRENGTHS:

The major strength of the Department this year, as every year, has been in the staff. The staff is highly motivated to provide service to other departments in the Library and the Library user. Many of the new procedures and policies are the result of the efforts of the individuals who in the course of their work have identified and solved the problems related to their job.

The completion of the special projects mentioned in the Summary could not have been done without the staff's ability to work as a team, coordinating and organizing the work successfully. This was done despite being short 1 person for approximately 3 months.

The Serials Shelf List, especially, is the result of the whole staff's effort to solve a problem. It has been a group effort from its inception to devising the mechanics for doing the job and finally doing it.

3. MAJOR LIMITATIONS.

The lack of a Central Serials Record is a major problem for both the Serials Department and the Library as a whole. We have begun trying to eliminate the worst aspects by planning to combine Revo (check-in) file and the Key-sort (payment) file into one. A plan has been formulated to accomplish this. A completely centralized file, however, will require time, money, personnel, and planning to fully realize.

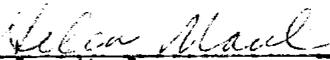
Another major limitation of the Department is its inability to produce a book catalog of the Library's Serial holdings. Such a tool would greatly aid the library user and the librarian. It is hoped that from the shelf list, a book catalog can be manually produced given time and funds.

4. FUTURE PLANS.

It is the goal of the Serials Department to continue to develop a general plan for centralizing its records. This is the single most important goal to be realized.

The staff and I will endeavor to proceed along this path.

Respectfully submitted



Helen Maul
Chief Serials Librarian

SERIALS DEPARTMENT

Annual statistics 1973/74

	<u>Titles</u>	<u>Volumes</u>
New titles cataloged	5,916	*3,656
Printed cards 2,489		
Original cataloging 4,126		
Additions		
Continuations (Bound)	3,866	3,876
Continuations (Unbound)	4,201	10,623
Added copies (Bound)	82	173
Added copies (Unbound)	31	73
Microfilm reels added	213	4,391
Units of other microfilm added	89	3,196
Bound volumes of periodicals added	3,983	5,855
Discs	0	0
Total	<u>13,671</u>	<u>28,568</u>
Cards added		
Printed cards 24,945		
Original cataloging 37,740		
	<u>62,235</u>	
New periodical titles 964		
Other new serial titles 731		
Reclassified		
Periodicals	341	11,706
Serials	93	1,757
Total	<u>434</u>	<u>13,463</u>

*Of these 1,998 were bound volumes

SERIALS DEPARTMENT

1973/74 LC Statistics

(Shows proportion of titles falling in each class)

A	106
B	32
C	11
D	182
E	30
F	85
G	112
H	393
J	37
L	109
M	87
N	114
P	129
Q	267
R	39
S	55
T	171
U	3
V	2
Z	124

TOTAL 2113

SERIALS DEPARTMENT

Revofile statistics 1973/74

Periodicals added:	
June 30, 1973	8,860
1973/74	709
June 30, 1974	9,569
Serials added:	
June 30, 1973	7,853
1973/74	498
June 30, 1974	<u>8,351</u>
Total: Periodicals & Serials	17,920
Dead titles removed from Revos	418
<u>TOTAL</u> for 1973/74	17,502
Periodicals ordered	787
Serial gift publications added	131
Periodical gift publications added	149
Paid periodical subscriptions added	560
Paid serial subscriptions added	367
Replacement issues ordered	1,826

SOCIAL SCIENCE DEPARTMENT

UNIVERSITY OF ARIZONA LIBRARY

ANNUAL REPORT OF THE
HEAD, SOCIAL SCIENCE DEPARTMENT
TO THE UNIVERSITY LIBRARIAN
FOR THE 1973-74 YEAR

I. SUMMARY

Ground was broken for the new building on July 27, 1973. It is impossible to overemphasize the improvements which will evolve from this expansion of service to the University community.

It was a pleasure this year to welcome the new Associate University Librarian, Mr. J. Robert Adams.

The Social Science Department is pleased to report a dramatic increase in use statistics. The number of reference inquiries handled was 12,333, as compared with 7,948 for the previous year. The staff is convinced that the accelerated program of formal library instruction is responsible for the increase. (For statistics see APPENDIX I).

Reference to the ERIC microfiche collection shows remarkable improvement, from 3,353 to 5,481 for fiscal 1973/74. A systematic explanation of this resource to education classes accounts for the greater activity.

The staff gave formal lectures to 2,114 students during the year, and 1,433 last year. We welcome the addition of a new overall position of Orientation Librarian who can coordinate this activity for the entire system, and plan for more instruction on the lower division level. (See APPENDIX II).

Accreditation of the Graduate Library School was a high point of the year. Faculty and students can now proceed with the confidence which only this form of recognition can bring.

An information desk was established by cooperative effort in the lobby of the main library, and proved to be a timesaver for the patron.

Miss Virginia Rice was awarded a sabbatical leave in order to carry out an oral history project.

Mrs. Edith Ferrell will work with Dr. Paul Leung on a federally funded drug education center.

Mr. Alan Stein was responsible for the addition of a significant microfiche collection, the 10-K and annual report series. He worked closely with the faculty of the College of Business in order to bring this about.

Mrs. Higley continued to concentrate on service to the faculty and university administration, and teaching duties. She began a foundations course for career staff in conjunction with the continuing formal course, 289.

Miss Dawn Wilson maintains her high quality performance in many ways: assisting students, maintaining records and the periodical section.

II. MAJOR STRENGTHS

Effective reference service is dependent upon qualified personnel and a sound, current collection of informational sources. The Social Science Department is proud to have both.

Miss Rice combines a depth of knowledge in the field of history with a sincere desire to share with others. Her current indexing of Arizona materials results in a constant updating of information. Long experience in the Department equips her to work easily in all social science disciplines.

Mrs. Ferrell earned tenure this year. She has a superb foundation in the systems approach, which prepares her admirably for work with such tools as ERIC. She is concentrating on international documents, an area which needs attention in our service. Special education is another deep interest, as well as drug education.

Mr. Stein has brought to the Library a specialized approach to business reference service. He is equally concerned with the needs of the research specialist and the unsophisticated freshman. He is on the alert for new sources, and has built the business collection into one of strength.

Miss Wilson is a most dependable staff member. Her judgment is excellent, and her manner with students is enviable. She is completing her fifth year in the Department.

Building the collection is of concern to all. In addition to keeping up with specialities, each person feels a responsibility for the broad spectrum of disciplines included in our definition of social science. With the inauguration of the automatic buying plan, much of the tedium of ordering has been eliminated, but there are still major acquisitions to consider, and the output of smaller publishers. The cooperation of the staff in this activity results in effective use of the departmental acquisitions budget. (See APPENDIX III).

III. MAJOR LIMITATIONS

The most critical need of the Department is for more clerical assistance. At present, each professional staff member must spend a certain amount of time in pure clerical work. This is an uneconomical use of manpower, and limits the amount of professional work which can be accomplished. More time could be spent in collection development if routine checking of the catalog could be provided.

The separation of the staff from the card catalog is a major disadvantage. Patrons continue to find their way to our Department without call numbers. Use of the subject catalog often calls for knowledge which only a specialist can provide.

There has been, and still is, an urgent need for mass orientation on the lower division level, campus-wide. We are pleased that the position of orientation librarian has been approved, which will alleviate the problem.

We strongly recommend that the Library join the Center for Research Libraries. This is especially important in the social science area, since the collection is weak in foreign government documents. We have many requests for this material from the history and government faculties.

A shortcoming which cannot be corrected until the new building is completed is the lack of display area for bibliographies and abstracting services. These sources would be more heavily used if they were visible to the patron.

IV. FUTURE PLANS

The Department is proud of its accomplishments in formal instruction this year. Out plan is to extend this program to the additional areas of sociology, government and anthropology.

Closer cooperation with the other universities in the state, and the Tucson Public Library, is indicated, particularly in acquisitions.

APPENDIX I
STATISTICS*

	<u>1972/73</u>	<u>1973/74</u>
Reference Inquiries Answered	7,948	12,333
Use of ERIC Microfiche	3,353	5,979
Use of 10 K Reports		1,041
Use of Annual Reports		114
Use of HRAF Microfiche	70	489
<hr/>		
ERIC Microfiche Received	16,087	15,381
10 K Reports Received		3,006
Annual Reports Received		1,245
HRAF Microfiche Received	4,830	5,592
<hr/>		
Reference Books Added		
New Titles		282
Number of Volumes		439

* Estimate included for the month of June, 1974

APPENDIX II

FORMAL CLASS PRESENTATIONS

<u>Course</u>	<u>Professor</u>	<u>Librarian</u>	<u>Number</u>
Anthropology 226	Baker	Higley	25
Bilingual Practicum	Saldate	Higley	10
Business Education 204	Antrim	Stein	18
Civil Engineering	Newlin	Ferrell	28
Educational Research 303	Anderson	Rice	35
	Anderson	Higley	35
	Brown	Rice	25
	Brown	Ferrell	35
	Claridge	Ferrell	32
	Claridge	Rice	35
	Claridge	Stein	30
	Elliott	Ferrell	40
	Grant	Ferrell	35
	Gyves	Higley	21
	Knoblauch	Stein	35
	Lyon	Stein	40
	Prentice	Ferrell	40
	Sabers	Higley	35
	Vornberg	Rice	32
	Zimmerman	Ferrell	35
English 2	Lucia	Ferrell	35
	Lucia	Ferrell	40
Finance 142	Abrahamson	Stein	10
Finance 241	Emery	Stein	45
	Emery	Stein	45
	Hawkins	Higley	20
	Hawkins	Stein	28
	Hawkins	Stein	25
Finance 244	Dietrich	Stein	20
Finance 357	Emery	Stein	15
Geography 157	Worden	Higley	15
Historiography 291	Corson	Rice	15
	Gaines	Rice	14
	Gaines	Rice	13
Historiography 292	Guy	Rice	15
	Guy	Rice	15
Home Economics 209	Anderson	Ferrell	15
Home Economics 210	Manning	Ferrell	25
Library Science 387	Dickinson	Stein	20
Library Science 399s	Holloman	Ferrell	10
	Holloman	Higley	10
Library Science 280	Power	Ferrell	25
	Power	Ferrell	25
	Power	Rice	40
	Power	Rice	21

Public Administration 229	Putt	Stein	39
	Putt	Stein	39
	Putt	Stein	39
	Putt	Stein	39
Secondary Education 131	Brown	Ferrell	40
	Brown	Ferrell	40
	Brown	Higley	30
	Brown	Higley	40
	Brown	Higley	40
	Smith	Ferrell	38
	Smith	Ferrell	37
Sociology 390	Bowers	Higley	8
Special Education 203A	Champion	Ferrell	40
	Champion	Ferrell	40
	Champion	Ferrell	35
	Champion	Ferrell	35
	Meredith	Ferrell	40
	Champion	Ferrell	32
Special Education 213	Koss	Stein	32
Speech 2A	Koss	Ferrell	30
	Koss	Ferrell	30
Speech 2	Sankey	Ferrell	35
	Sankey	Stein	25
	Sankey	Stein	24
	White	Stein	25
Urban Planning Law 280	Martin	Stein	40
	Martin	Stein	40

72 classes

Total

2,114

APPENDIX III

NOTABLE ACQUISITIONS

- Barros, James, comp.
The International Law of Pollution. New York, Free Press, 1974.
- Blaustein, Albert P., comp.
Constitutions of the Countries of the World. Dobbs Ferry, N.Y.,
Oceana, 1971- 11 v.
- California. University. Institute of Governmental Studies. Library.
Subject Catalog ... Boston, G. K. Hall, 1970. 26 v.
- Commerce Clearing House.
Consumer Product Safety Guide. 1973- Chicago.
- Dictionary of the History of Ideas. New York, Scribners, 1973. 4 v.
- Directory of Consumer Protection and Environmental Agencies.
Orange, N.J., Academic Media, 1973.
- Directory of Registered Federal and State Lobbyists. Orange, N.J.,
Academic Media, 1973.
- Energy Users Report. 1974- Washington, D.C., Bureau of
National Affairs.
- Public Affairs Information Service.
Bulletin: Cumulative Author Index, 1965-1969. Ann Arbor,
Pierian Press, 1973.
- Prentice-Hall.
Public Personnel Administration. 1973- Englewood Cliffs,
N.J.
- Social Sciences Citation Index. 1973- Philadelphia, Institute
for Scientific Information.
- Standard and Poor's Corporation.
Daily Stock Price Record. 1973- New York.
- U.S.-China Business Review. 1974- Washington, D.C., National
Council for U.S.-China Trade.
- Urban Affairs Abstracts. 1973- Washington, D.C. National
League of Cities and United States Conference of Mayors.
- Washburn, Wilcomb E.
American Indian and the United States, a Documentary History.
New York, Random, 1973. 4 v.

SPECIAL COLLECTIONS DEPARTMENT

UNIVERSITY OF ARIZONA LIBRARY

ANNUAL REPORT OF THE
SPECIAL COLLECTIONS LIBRARIAN
TO THE UNIVERSITY LIBRARIAN
FOR THE 1973-1974 YEAR

SUMMARY

Growth of Special Collections continued at a steady pace (see statistics in Appendix I) but the overall total growth was somewhat less than in former years because of the number of withdrawals of books sent to the general stacks - books that no longer fit the new collection policy for Southwestern materials. Withdrawals will continue for the next few months. Total holdings now amount to 38,940 pieces, 907 linear feet of manuscript material, and an uncounted number of photographs, broadsides, press ephemera and uncataloged pamphlets.

Emphasis has been placed this year on strengthening the collection of materials relating to the Southwest. Miss Ball completed arrangement of the large collection of papers of former Tucson attorney Selim Franklin and the splendid collection of photographs from the Harvey restaurant chain. A beginning has been made on the collection of the papers of former Secretary of the Interior, Stewart Udall.

A plan was worked out with the Catalog Department whereby oral tapes are given brief cataloging in Special Collections, and the tapes made by Mr. E. Schaaf who died suddenly in November have been added to the collections.

Use of the collections declined somewhat. However, 1973/74 figures reflect only 11 months use as we now plan to keep statistics from June through May to allow the annual report to be submitted early in June.

For the first time a count of reference questions asked was kept. The 488 questions recorded, however, is probably no indication of the number of times the staff has assisted patrons with the use of the catalog, suggested additional sources of information, or consulted with research workers about their problems and the progress of their work.

Visitors and research workers included Evelyn Kirmse who is preparing a revised history of the university, Dan Thrapp, noted expert on the Apache wars, William Eshelman of the Wilson Library Bulletin, David Myrick who is preparing a book on Arizona railroads, Richard Lingenfelter of UCLA, and Robert Young of the University of New Mexico.

A list of some notable additions to the collections is given in Appendix IV.

MAJOR STRENGTHS

The major strength of Special Collections continues to be in the area of Arizona materials, the oldest collecting area, one in which we attempt completeness of printed materials so far as possible. During the year there has been a shift of emphasis from the West, broadly defined to encompass a geographical area from the Mississippi west to and including many Pacific islands, to the Southwest defined as Texas west of the 100th meridian, New Mexico, Arizona, of course, and the Colorado desert section of southern California, Sonora, and Chichuahua. We feel that this limitation will enable us in the next few years to build a collection in greater depth than was formerly possible, and we have been buying heavily with this in mind as well as transferring scarce materials on the Southwest from the general stack. Western books outside of the newly defined Southwest are being rapidly transferred to the general collection. In this area also we have begun to collect in the formerly rather neglected field of belles lettres.

To established author collections we have continued to add as opportunity permitted - D. H. Lawrence, W. H. Auden, Bret Harte, Byron, for example. We have also purchased a group of first editions of Gore Vidal, and have begun collections of two Arizona, or Arizona connected writers, Brian Garfield and Edward Abbey. Examples of the productions of fine presses, especially those of the Southwest, have also been added. The science fiction collection has also been augmented by current purchase.

President Schaefer has continued to add to the collection of outstanding works in the history of science. A list of notable additions in this field is appended. We have also purchased a number of titles in science from budgeted funds with the assistance of Miss Flick in the Acquisitions Department.

The manuscript collections have been augmented by gift and purchase. A group of papers of Edward Abbey, author and conservationist, has been received. Correspondence concerning the Desert Laboratory, formerly on Tumamoc Hill, was the donation of the Carnegie Institution. Additions to the papers of Lewis W. Douglas have begun to arrive. The important collection of papers of Selim Franklin, Tucson attorney, have been processed and are ready for use. Processing of the papers of former Congressman and Secretary of the Interior Stewart Udall is underway. It is hoped that this collection will be completed by the time of the opening of the new library building.

Depositions of materials from various offices continue to add to the university archives.

LIMITATIONS

A very considerable backlog of uncatalogued books has accumulated over the past six or seven years. Since the assignment of a cataloger to Special Collections this backlog is being vigorously attacked and is dwindling notably. A number of titles not appropriate to Special Collections have been weeded from the general stacks.

Only limited headway has been made on the backlog of Campbell duplicates and on the Campbell pamphlets. However, these are being sorted currently for titles to be retained in Special Collections; other titles will go to the general collection.

There exists a backlog of unprocessed manuscripts, some of fair size, notably the accumulating papers of Morris Udall and the Earle Forest Collection. Some materials from University offices also remain untouched. It is likely that most of these will have to remain in storage for the immediate future pending the processing, now under way, of the papers of the former Secretary of the Interior Stewart Udall.

With only one staff member to process manuscripts the work is slow in spite of the unusual work capacity of the particular staff member. There is an urgent need for an additional clerk to be assigned to the manuscripts librarian to do much of the routine sorting, arranging and filing. At some time in the not too distant future the department should also have a part time "field historian" free to travel and bring to the library by gift or purchase collections of manuscripts, records, and other materials to augment our strengths.

FUTURE PLANS

Plans for the immediate future call for the completion of weeding of the western materials. This may take up to another year, depending on how rapidly the catalog department can handle the flow. We hope too to eliminate any considerable backlog of uncatalogued books. Accelerated processing of manuscript collections, however, will probably have to wait on the appointment of an additional clerk.

APPENDIX I

Collection Growth Statistics

	Vols. Added
Arizona Collection	
Books	283
Serial volumes	132
Theses and dissertations	383
LC Classed Collection	
Books (new acquisitions)	2377
Reclassified from stacks	456
Serial volumes	53
Science Fiction	217
Withdrawals	1213
Total holdings (volumes)	
Arizona Collection	18,878
LC Classed Collection	20,062

Manuscripts

447 "Collections" for 907 linear feet.

APPENDIX II

Patron/Collection Use Statistics

By Collections	Jy-Je 1972/73	Jy-My 1973/74
Arizona	4756	4082
Lib. of Congress	1595	1602
Science Fiction	298	175
Holme	29	11
Vertical File	21	25
Photo File	397	105
Az. Mss.	507*	473
Ms Mss.	142*	81
Misc.	125	77
Total	<u>7870</u>	<u>6484</u>
By Month		
July	706	425
August	663	463
September	766	418
October	659	748
November	778	723
December	501	415
January	557	416
February	584	712
March	912	766
April	923	934
May	452	464
June	369	
Total	<u>7870</u>	<u>6484</u>
By type of Patron		
Undergraduate	1886	1684
Graduate	2006	1442
Faculty/Staff	967	929
Special Borrower	1028	1100
Total	<u>5887</u>	<u>5155</u>

*1972/73 figures for both manuscript collections may have been added to the total collection figures for the Arizona and Lib. of Congress collections.

APPENDIX III

Reference Statistics

July	52
August	48
September	51
October	59
November	38
December	25
January	57
February	61
March	63
April	61
May	<u>34</u>
Total	488

Apollonius Pergaeus.

...Conicorum libri quattuor. Unâ cum Pappi Alexandrini lemmatibus,
et commentariis Eutocii Ascalonitae.

Bologna, ex officina A. Benatii, 1566

Beda Venerabilis, 673-735

The history of the Church of England... Translated out of Latin
in to English by Thomas Stapelton.

Antwerp, J. Last, 1565

Dodoens, Rembert, 1517-1585

Purgantium aliarumque eo facientium, tum et radicum convolvulorum
ac deletariarum herbarum historiae libri IIII....

Antwerp, ex officina Christopher Plantin. 1574

Fananius, Joannes Chrysippus, 16th cent.

De arte metallica metamorphoseos liber singularis, quo omnia,
quae ad philosophici lapidis opus pertinent, apertissimè describuntur,
ad Philoponum.

Paris, G. Guillard, 1560

Hieronymi Fracastori Veronensis.

Opera omnia

Venice, Apud Iuntas, 1555

Strabo.

Strabonis Geographicorum lib. XVII...

Basle, Joannes Vualder, 1539

Bonvicino, Valeriano, d. 1667

Matematiche discipline per uso della illustrissima Academia
Dela de Padoua; dove in sei trattati brevemente si restringono artmetica,
geomotria, trigonometia pratiche...

Padua, per gli eredi di Paolo Frambotto, 1666

Browne, Sir Thomas, 1605 - 1682

Pseudodoxia epidemica; or, Enquiries into very many received tenents
and commonly presumed truths.

London, T.H. for E. Dod, 1646

Daniel, Samuel, 1562-1619

The collection of the History of England

London, Simon Waterson, 1626.

Barrington, Daines, 1727-1800

Miscellanies...

London, Printed by J. Nichols, sold by B. White [etc], 1781

Ercker, Lazarua, d. 1593

Aula subterranea, domina dominantum, subdita subditorum.

Franckfurt am Main, J.D. Zunner, 1703

- Gray, Thomas, 1716-1771
Odes...
Strawberry Hill, R & J. Dodsley, 1757
- Riccoboni, Luigi
An historical and critical account of the theatres in Europe.
London, , 1741
- Saussure, Horace Bénédict de 1740-1799
Essais sur l'hygrometrie...
Neuchatel, Chez S. Fauche père et fils, 1783
- Wollaston, William, 1660-1724
The religion of nature delineated...
London, printed by S. Palmer, and sold by B. Lintott [etc], 1725
- Burges, George, 1786-1864
Cato to Lord Byron on the Immorality of his writings.
London, Wetton, 1824.
- Edgeworth, Maria, 1767-1847
Castle Rackrent, an Hibernian tale.
London, Johnson, 1800
- Fragoso de Sequeira, Joaquin Pedro
Description abrege de tous les travaux...des fonderies.
Dresden, 1800
- Schellenberg, Johann Rudolf, 1740-1806
Genres des mouches dipteres...
Zurich, Orell, Fuesli et compagnie, 1803
- Auden, Wystan Hugh, 1907-1973
Spain.
London, Faber and Faber, 1937
- Bradbury, Ray, 1920-
Dandelion wine.
London, Rupert Hart-Davis, 1937
- _____, _____.
The dead man (In Weird Tales, July, 1945)
- _____, _____.
The Handler. (In Copy, vl, no. 1. spring, 1969)
- _____, _____.
Lazarus Come forth (In Planet Stories, Winter, 1944)
- _____, _____.
Pendulum. (In Super Science Stories. Nov. 1941)
- _____, _____.
October Country.
New York, Ballentine, 1955

- _____, _____.
The silver locusts
London, Rupert Hart-Davis, 1951
- Coleridge, Samuel Taylor. 1772-1834
The Rhyme of the ancient mariner.
London, Corwinus Press, 1944.
- Harte, Bret. 1839-1902
Mrs. Skaggs's husband.
Boston, J.R. Osgood, 1873
- _____, _____.
By shore and sedge
Boston, Houghto, Mifflin, 1885
- Lawrence, David Herbert. 1885-1900
Reflection on the death of a porcupine and other essays.
philadelphia, Centaur Press, 1925
- _____, _____.
The woman who rode away and other stories.
London, 1928
- _____, _____.
England my England and other stories
New York, Schtzer, 1922
- _____, _____.
Love poems and others
London, Duckworth, 1913
- Salisbury, Thomas
Mathematical Collections and translations.
London, Dawsons, 1967
- Vidal, Gore, 1925-
Burr
New York, Random House, 1973
- _____, _____.
Dark green, bright red
New York, Dutton, 1950
- _____, _____.
Reflections upon a sinking ship
Boston, Little, Brown, 1969.

Added to the ARIZONA COLLECTION, 1973/74:

Books	283
Serials (periodicals, annual reports, series)	
New titles	72
Bound vols.	132
Manuscripts (separate titles or "collections") ...	16
Linear feet	42
Pamphlets	0
Theses & Dissertations	383

ARIZONA COLLECTION STATISTICS as of June 1, 1974:

Books	7666
Serials (periodicals, annual reports, series)	
Separate titles ...	3418
Currently received..	1053
Bound vols.	3606
Manuscripts (separate titles or "collections") ...	333
Linear feet	774
Pamphlets	472
Records	4
Theses & Dissertations	7134

Apollonius Pergaeus.

...Conicorum libri quattuor. Unà cum Pappi Alexandrini lemmatibus,
et commentariis Eutocii Ascalonitae.

Bologna, ex officina A. Benatii, 1566

Beda Venerabilis, 673-735

The history of the Church of England... Translated out of Latin
in to English by Thomas Stapelton.

Antwerp, J. Last, 1565

Dodoens, Rembert, 1517-1585

Purgantium aliarumque eo facientium, tum et radicum convolvulorum
ac deletariarum herbarum historiae libri IIII....

Antwerp, ex officina Christopher Plantin. 1574

Fananius, Joannes Chrysippus, 16th cent.

De arte metallica metamorphoseos liber singularis, quo omnia,
quae ad philosophici lapidis opus pertinent, apertissimè describuntur,
ad Philoponum.

Paris, G. Guillard, 1560

Hieronymi Fracastori Veronensis.

Opera omnia

Venice, Apud Iuntas, 1555

Strabo.

Strabonis Geographicorum lib. XVII...

Basle, Joannes Vualder, 1539

Bonvicino, Valeriano, d. 1667

Matematiche discipline per uso della illustrissima Academia
Dela de Padoua; dore in sei trattati brevemente si restringono artmetica,
geomotria, trigonometia pratiche...

Padua, per gli eredi di Paolo Frambotto, 1666

Browne, Sir Thomas, 1605 - 1682

Pseudodoxia epidemica; or, Enquiries into very many received tenents
and commonly presumed truths.

London, T.H. for E. Dod, 1646

Daniel, Samuel, 1562-1619

The collection of the History of England

London, Simon Waterson, 1626.

Barrington, Daines, 1727-1800

Miscellanies...

London, Printed by J. Nichols, sold by B. White [etc], 1781

Ercker, Lazarua, d. 1593

Aula subterranea, domina dominantum, subdita subditorum.

Franckfurt am Main, J.D. Zunner, 1703

- Gray, Thomas, 1716-1771
 Odes...
 Strawberry Hill, R & J. Dodsley, 1757
- Riccoboni, Luigi
 An historical and critical account of the theatres in Europe.
 London, , 1741
- Saussure, Horace Bénédict de 1740-1799
 Essais sur l'hygrometrie...
 Neuchatel, Chez S. Fauche père et fils, 1783
- Wollaston, William, 1660-1724
 The religion of nature delineated...
 London, printed by S. Palmer, and sold by B. Lintott [etc], 1725
- Burges, George, 1786-1864
 Cato to Lord Byron on the Immorality of his writings.
 London, Wetton, 1824.
- Edgeworth, Maria, 1767-1847
 Castle Rackrent, an Hibernian tale.
 London, Johnson, 1800
- Fragoso de Sequeira, Joaquin Pedro
 Description abrege de tous les travaux...des fonderies.
 Dresden, 1800
- Schellenberg, Johann Rudolf, 1740-1806
 Genres des mouches dipteres...
 Zurich, Orell, Fuesli et compagnie, 1803
- Auden, Wystan Hugh, 1907-1973
 Spain.
 London, Faber and Faber, 1937
- Bradbury, Ray, 1920-
 Dandelion wine.
 London, Rupert Hart-Davis, 1937
- _____, _____.
 The dead man (In Weird Tales, July, 1945)
- _____, _____.
 The Handler. (In Copy, vl, no. 1. spring, 1969)
- _____, _____.
 Lazarus Come forth (In Planet Stories, Winter, 1944)
- _____, _____.
 Pendulum. (In Super Science Stories. Nov. 1941)
- _____, _____.
 October Country.
 New York, Ballentine, 1955

_____, _____.
The silver locusts
London, Rupert Hart-Davis, 1951

Coleridge, Samuel Taylor. 1772-1834
The Rhyme of the ancient mariner.
London, Corvixus Press, 1944.

Harte, Bret. 1839-1902
Mrs. Skaggs's husband.
Boston, J.R. Osgood, 1873

_____, _____.
By shore and sedge
Boston, Houghto, Mifflin, 1885

Lawrence, David Herbert. 1885-1900
Reflection on the death of a porcupine and other essays.
philadelphia, Centaur Press, 1925

_____, _____.
The woman who rode away and other stories.
London, 1928

_____, _____.
England my England and other stories
New York, Schtzer, 1922

_____, _____.
Love poems and others
London, Duckworth, 1913

Salisbury, Thomas
Mathematical Collections and translations.
London, Dawsons, 1967

Vidal, Gore, 1925-
Burr
New York, Random House, 1973

_____, _____.
Dark green, bright red
New York, Dutton, 1950

_____, _____.
Reflections upon a sinking ship
Boston, Little, Brown, 1969.

U.S. GOVERNMENT DOCUMENTS DEPARTMENT

UNIVERSITY OF ARIZONA LIBRARY

ANNUAL REPORT OF THE
HEAD DOCUMENTS LIBRARIAN
TO THE
ASSOCIATE UNIVERSITY LIBRARIAN
FOR THE 1973-74 YEAR

SUMMARY

U.S. government documents contain information on nearly every subject. Library patrons are becoming more aware of this vast information resource, and this awareness is evident in the increased use of the collection over the past few years. In 1970, the number of documents reference questions answered in the main Library was only 1,208. This year it passed 6,000. Four years ago the total number of documents circulated was 1,247, and this year it was over 3,600. A summary of statistics is appended to this report.

As always, a primary objective has been to facilitate the use of this important collection. This year complete entries were filed in the public card catalog for about 200 major government serials. This service has already resulted in increased use of the collection. Also, for the first time in several years, selected reference tools were annotated, so that our holdings in documents would be reflected in important guides to federal publications. Among the bibliographies chosen were the Catalog of United States Government Publications, 1790-1945, Popular Names of U.S. Government Reports, and the Catalogue and Index of the Publications of the Hayden, King, Powell, and Wheeler Surveys. As a result of a National Archives workshop held last fall, this Department is participating in a union list project which will incorporate the National Archives microfilm holdings of libraries in Arizona, Nevada, and southern California. Arizona holdings have been recorded, and the union list completion date is scheduled for this fall. Another project which proved worthwhile was a listing of federal documents in microform held in selected Arizona libraries. As in the past, efforts to promote the use of documents involved lectures on specific aspects of the collection, and tours of the documents area. Included in this category were talks on energy publications produced by the government, on materials relating to the American Indian, on documents pertaining to the Civil War and Reconstruction, and on legal materials available in the collection.

Several new developments should be mentioned. The U.S. Department of Housing and Urban Development has designated the Library as a depository for planning reports produced under the 701 Program. The National Park Service is depositing all Environmental Impact Statements relating to the Grand Canyon National Park in this Library. Last fall, this Department instituted a gifts and exchange program for federal publications. The program is used to obtain documents for this collection that are otherwise unavailable. In exchange, the Department distributes, for the cost of postage, duplicate material which has accumulated over the years. So far, the program has been very successful. One other important event occurred. The Government Printing Office has proposed making depository publications available on microfiche. Accordingly, the Superintendent of Documents distributed a 102-page questionnaire listing all material currently available to depository libraries. Each library was requested to select a portion of that material on microfiche. Our Department selected over 1/3 of the items listed on microfiche, and plans to increase that amount in the future as better facilities and indexes become available. If this project is successful, it will have a profound effect on the physical growth of the collection.

MAJOR STRENGTHS

Collection development has always been a major concern. This Library is one of two in the State that receives all federal documents designated as depository material. Primarily, these publications are printed at the Government Printing Office and are selected for distribution by the Superintendent of Documents if they have an educational value. Unfortunately, not all material produced by the U.S. Government is distributed in this manner. Therefore, the Library is attempting to acquire federal documents through other sources. Because of these efforts, the Library has two collections unavailable elsewhere in the State. One is the Atomic Energy Commission depository collection, and the other is the National Aeronautics and Space Administration depository collection. Both of these files contain a vast amount of information necessary to the research conducted at this University. The Library is also the only one in the State that possesses a current collection of Joint Publications Research Service translations. These publications, which have been produced in other countries, are a tremendous source of information on the sciences and the social sciences. Other important documents are purchased as funds permit. Because of constant efforts to obtain federal publications, the Library is currently receiving 88% of all items listed in the Monthly Catalog of U.S. Government Publications. Most of the material listed which is not received is for official use only, or is ephemeral in nature.

Undoubtedly, the Department possesses the most extensive collection of Congressional documents in the State. All of the known hearings conducted by Congressional committees have been acquired on microfiche for the period 1869-1935. The printed collection of hearings conducted since that time is fairly strong. Currently on order is the Witness Index to those hearings held before 1966. The Serial Set (Congressional Documents and Reports) is complete on microprint through 1882, and the printed collection since that date is nearly complete. This Department also holds the debates of Congress to the present date. As a result of these acquisitions, the Congressional collection is the most valuable and the most heavily used section in the federal documents area.

Gradually, access to federal publications is being improved. Several important reference works were purchased this year. Of all those acquired, the most significant is the American Statistics Index, which provides, for the first time, a comprehensive approach to the statistical output of the U.S. government.

Other significant documents acquired this year were the Executive Orders of the Presidents, 1862-1936; the U.S. Statutes at Large, 1789-1925; selected issues of the Official Gazette to 1900, which completed the holdings for this period; and several important 19th century Census publications.

In many respects, the collection of federal documents at this Library is the strongest in the State. However, its resources could not be tapped without the efforts of an experienced staff. Combined, the four full-time members of the Department can now draw on 16 years of work with U.S. government publications. As in the past, this staff has endeavored to promote the collection by providing courteous and efficient service. With the addition of another full-time staff member this year, many limitations mentioned in the last annual report were overcome. The technical processing backlog was reduced, bindery quotas were met, circulation records were improved, and reference service increased.

MAJOR LIMITATIONS

Most of the problems with this collection are intrinsic to documents work, and cannot be solved by one institution. Non-Government Printing Office publications are proliferating, and it is impossible to keep abreast of all the new reports being generated from hundreds of different sources. Some of these documents are being deposited with the National Technical Information Service, and can be purchased, but no library can afford to acquire and store them all. As a possible solution, this Library may begin to select certain categories of NIS material deemed necessary for research conducted at this University.

Another problem stems from the fact that this Library is tied to the government's rigid classification system for federal documents. Publications are arranged in the stacks according to the issuing agency. Each time an agency is reorganized, a new classification number is assigned to the materials it produces. Thus, the Census materials are filed in three different locations, and it is not unusual to find one serial publication shelved in five different areas. Furthermore, the only subject and title index to this collection is through the Monthly Catalog of U.S. Government Publications, which lists very few non-GPO documents. Therefore, it is extremely difficult to add documents to this collection which are acquired from other sources. If a classification number is invented and the document is shelved in the documents stacks, there will be no subject or title approach to this publication. Currently, the only record-keeping done for monographs is by agency. The files, such as they are, need revision and this will be a major project for the next fiscal year. An improved corporate author catalog will be helpful, but will not solve the problem.

The Government Printing Office is exacerbating an already difficult situation. The affairs of this Office have been described as a scandal. The depository mail is slow and often incomplete. Orders are being mishandled so that this Department has chosen to use the services of a vendor whenever possible.

During the past two years, documents librarians have organized on a national level. This has helped to disseminate knowledge about documents, and some of the major problems listed above may be mitigated through group effort. On the State level, the Arizona State Library Association Government Documents Round Table has been active in promoting shared-use of expensive collections, and has been an excellent forum for librarians in this area.

FUTURE PLANS

As mentioned in the "Major Limitations" section, the primary goal for the next fiscal year will be improving the records kept in the corporate author file. A manual for checking in and filing monographic entries by corporate author is urgently needed. Once the rules are spelled out, the entire documents staff will be used to revise the cards. Twenty-four drawers need to be redone and this project will take several years to complete.

More effort will be made to acquire important MTIS publications. A second set of the indexes to this collection has been purchased and will be circulated among the subject specialists on the library staff so that documents can be selected and ordered. The Library has also applied for a grant in order to purchase selected categories of MTIS publications. If the grant is received, the added material should be a great asset.

It is becoming increasingly apparent that the documents staff should establish a current awareness service in order to alert other members of the reference staff as well as the general public of important acquisitions. Accordingly, plans for a documents newsletter are being made.

As part of a State-wide program for continuing education in their field, documents librarians have invited the Superintendent of Documents of the Government Printing Office to speak at the Arizona State Library Association Conference this fall. In November, a team of experts from the Census Bureau will be presenting a workshop on the use of the 1972 Economic Censuses to librarians and businessmen of this State. The documents staff in this Library will be involved in the planning of both these programs, and it is hoped that the knowledge gained from these workshops will be of great benefit to this Library as well as to the University and the community.

Finally, when the new library is opened, it will be necessary to increase the size of the documents staff so that the reference desk in the Department will be covered during the evenings and on weekends. A minimum of five full-time people will be needed. Considering the size and value of the collection, this goal does not seem unreasonable.

APPENDIX -- U.S. GOVERNMENT DOCUMENTS STATISTICAL REPORT

Items Received	<u>1972/73</u>	<u>1973/74</u>
Depository	29,249	24,321*
Non-Depository (printed documents)	8,943	11,627
JPRS Microfiche	3,231	5,050
AEC Microfiche	20,980	30,353 (est.)
NASA Microfiche	10,154	9,120 (est.)
	<u>72,557</u>	<u>80,471</u>
Items Sent to Science (other than microfiche)		
Depository and Non-Depository	8,396	8,227
Reference Questions (Main Library)	4,357	6,411
Items Circulated (Main Library)	2,508	3,735
Items Bound (Main Library)	151	637
Estimated Number of Printed Documents in Library System	550,460	586,408

*The decrease in depository mail is partially due to budgetary cutbacks in various federal agencies. The Health, Education and Welfare Department alone terminated 275 serials.