

University of Arizona

A N N U A L R E P O R T
of the Librarian

1940/41

Tucson, Arizona
August 1941

University of Arizona

TUCSON, ARIZONA



August 1, 1941

To President Alfred Atkinson:

It is my privilege to here submit a report of library activities for the fiscal year ending June 30, 1941, my fourth annual report and the twenty-eighth in the series of written library reports.

BUDGET AND EXPENDITURES

	1939-40		1940-41	
	Budget	Expend.	Budget	Expend.
Wages (Student assistants)	\$3,250.00	\$3,289.95	\$3,475.00	\$3,494.12
Office Supplies	1,235.00	1,715.44	1,225.00	3,494.12
Freight and Express	300.00	274.69	300.00	383.12
Bookbinding, General Library	3,075.00	3,037.42	2,900.00	2,998.20
Bookbinding, Law Library	150.00	149.85	150.00	148.89
Capital Expenditures				
Books and Periodicals				
General Library	11,810.00	11,472.94	11,413.60	11,202.34
Law Library	2,000.00	1,875.35	2,050.00	2,088.58
Equipment	1,191.00	1,188.76	580.00	524.56
<u>Total</u>	<u>23,011.00</u>	<u>23,004.00</u>	<u>22,093.60</u>	<u>22,087.10</u>
Salaries	17,149.00	17,148.33	18,403.16	18,402.80
GRAND TOTAL	\$40,160.00	\$40,152.33	\$40,496.76	\$40,489.90

The total of \$40,489.90, exceeding last year's record expenditures by \$337.57, is the highest annual expenditure ever made by the University for routine library maintenance. To an approved budget of \$39,331.00, there was added, at various times during the year, from general and departmental funds, \$163.60 for the purchase of books, \$25.00 for additional office supplies, \$275.00 for wages, \$65.00 for equipment and \$660.00 for salaries. The greater part of these funds was included in a transfer of \$1,025.00 on December 2, 1940, from the unbudgeted balance of the University, for the express purpose of expediting the cataloging of a large number of gift books. The results of these substantial transfers will be evident, in various ways, throughout this report.

ACQUISITION OF MATERIALS

	1939-40	1940-41
Number of volumes, beginning of year	131,363	138,804
Purchase, General Library	2,208	2,400
Law Library	1,161	1,414
Gift and Exchange	3,186	3,960
Binding	1,106	1,385
Government Documents, unaccessioned	---	400
Miscellaneous	<u>38</u>	<u>--</u>
Total added	7,699	9,559
Reinstated	<u>4</u>	<u>20</u>
Net Total	<u>7,703</u>	<u>9,579</u>
Books withdrawn	<u>264</u>	<u>179</u>
GRAND TOTAL	<u>7,439</u>	<u>9,400</u>
Total volumes at end of year	138,804	148,204

The net growth of 9,400 volumes is by far the greatest annual increase in the history of the library. It will be noted that acquisitions increased in every category, and particularly in the gifts and exchanges classification. This sharp increase in the assimilation of materials into the library is a direct reflection of the additional funds made available for library purposes during the year. It is interesting to note that the library has more than doubled in content since 1928, when it contained about 72,000 volumes. While two separate small additions have been made to the stack unit during this period this rapid increase has created an acute shelving situation, which, since no relief is in sight during the biennium we are just entering, will become increasingly difficult.

The war impinges directly on libraries, probably more than on any other of our American institutions. Our extensive acquisition of materials from the European countries has been drastically restricted. In common with many learned American libraries, and upon recommendation of the American Library Association, we have asked our dealer in Germany to hold all our German subscriptions, for safe delivery after the close of hostilities. In spite of these specific and repeated instructions, the scientific journals continue to come, haphazardly, from Germany. In June a large shipment of German volumes, complete for the year 1940, reached us from Switzerland, but others, reported as sent, did not arrive. As a result of these erratic mailings our recent files of many learned journals are becoming increasingly broken. We have had nothing from France, Denmark, and Norway since their occupation. This includes many subscriptions from France, and a number of very valuable exchange publications from the other two countries, and particularly Denmark. A few exchange publications continued to reach us, haphazardly, from Sweden. Japanese journals have come through regularly, and from England material has continued to arrive fairly promptly, and with little loss. We are continually amazed by the "business as usual" atmosphere of the English book trade, as evident in journals, dealers' catalogs, and correspondence.

The effect of the war dislocations has been most evident in the sciences and particularly in Chemistry purchases. Before the war, funds allotted to the Chemistry Department were entirely consumed in acquiring, on standing order, many expensive German serials and handbooks. This meant that the department could buy no textbooks and monographs whatsoever. The release of a good portion of the funds ear-marked for German publications has made it possible for the department to inject new blood into the Chemistry collection by securing numerous current monographs, dictionaries, and other reference books. This change, in the opinion of the Librarian, is to a limited extent, one beneficial result of the war situation.

The new order routines developed by Mr. Cromwell, and put into effect at the beginning of this year, have, as predicted in last year's report, worked smoothly, with a considerable reduction in clerical detail and an increase in efficiency. From the order records we are now able to inform any department of the university, promptly, the exact status of its library affairs, periodicals subscribed for, books purchased and on order, with actual titles if desired, and funds remaining for additional purchase. While comparative figures are not available the Librarian is certain that, as compared with the former system, the total per book time in ordering, checking in books and approving bills has been reduced substantially.

We have been making a definite effort to order books in quantity, through jobbers, and to reduce the individual ordering of books to a minimum. As a result we are now writing several hundred less requisitions annually than in previous years. This reduces work and expense, not only at the library, but for the purchasing agent, business office, and state auditor. A review of the orders placed during the year indicates that considerable further progress can be made in reducing the number of orders written.

In last year's report the division of book funds among the departments of the University, together with the Librarian's efforts to devise some formula for such allocations, was commented on at length, with the conclusion that no satisfactory formula could be arrived at. The Librarian has continued his study of this problem and has gathered, from eleven colleges and universities, data on departmental allocations, which have been summarized into two tables. This comparative data will be made available to the Library Committee when it meets to consider departmental allocations next fall. Ordinarily these allocations are made in the spring, but because of the necessity of adjusting our operations to a reduced budget the forthcoming year, book fund allocations have been postponed until we can determine more clearly, how much our book and periodical funds will need to be reduced.

A scanning of our acquisitions for the year reveals substantial and worthwhile growth. A definite effort was made to acquire basic reference books and services and to fill in gaps in existing sets. Because of limited funds this could, of course, be done only on a modest scale. A considerable number of important bi-lingual dictionaries were secured and several periodical sets, by exchange and purchase, were brought to completeness. Some interesting additions were also made to our collection of southwestern Americana and Arizoniana, although it is our policy to buy cautiously in this field, which abounds in arbitrarily inflated book values.

Some of the more interesting and expensive purchases of the year are as follows:

Reichard: Sand painting of the Navajos. \$36.00
Stillwell: Incunabula in American libraries. \$18.00
Wagner: Cartography of the northwest coast. \$20.00
World list of scientific periodicals, 2d ed. \$13.80
Encyclopedia of Canada. \$55.00
Abrams: Illustrated flora of the United States. \$15.00
Candolle: Prodrromus systematis. \$42.50
Oudemans: Enumeratio systematica. \$40.00
Reichard: Navajoe medicine man. \$28.80
Chambers cyclopaedia of English literature,
rev. ed. 3v. \$22.50
Elseviers encyclopaedia of organic chemistry, as far
as published. \$36.00
National cyclopedia of American biography, 12v to
complete set. \$108.00
International bibliography of historical sciences,
10 v to complete set. \$98.20
Roediger: Ceremonial costumes of the pueblo. \$15.00

Gifts and Friends of the Library

A formal dinner meeting of our "Friends of the Library" group, organized last year, was held in the Pioneer Hotel on May 2. Thirty-two persons attended and heard an interesting address by Mr. Samuel R. T. Very, architect and free-lance journalist, who was for a number of years the sole representative, in the Canary Islands, of the New York Herald-Tribune, on his library experiences in Portugal, Africa, and the Canaries. Dr. Jeremiah Metzger of Tucson was re-elected President of the group.

Gifts to the Library for the year May 1, 1940, to May 1, 1941, as summarized and presented at the "Friends" dinner, total 3,929 volumes, with an estimated value of \$6,700. Almost half of this amount is accounted for by the continuing generosity of Mr. T. E. Hanley of Bradford, Pennsylvania, who, during the period, presented 1,401 books for addition to the collection on fine arts and drama which he is developing for us.

An exceptionally valuable gift was the 300 volume private botanical library of Mr. Thomas H. Kearney of Washington, D. C., long a staff member of the U. S. Department of Agriculture, containing runs of several important botanical journals, some of them complete, as well as many important monographs, several of particular value here, as they deal with the culture of cotton. As a result of this gift the Library was able to complete its sets of the Bulletin of the Torrey Botanical Club, Torreya magazine, and Torrey Botanical Club Memoirs. Another outstanding gift in the sciences was the private astronomical and mathematical library of Mr. Milton Updegraff of Prescott, containing 342 volumes, including a complete set of the important and out-of-print "Catalog of Stars" issued by the Astronomischen Gesellschaft

of Germany, in eighteen parts. Mr. Updegraff, a retired naval officer, was at one time head of the astronomy department at the University of Missouri, and devoted his entire life to the study of astronomy. From these two science collections the Library was able to sell duplicates to the amount of \$275.

A valued gift, by last will and testament, was the private library of Prof. Sarah Dudley, deceased, of our English faculty. This collection, the third faculty library to come to us during the present Librarian's incumbency, contained 591 volumes in English literature and criticism. While there were many duplicates, the collection strengthened our English holdings materially.

A unique and particularly valued gift from our former Senator Ashurst was a printed copy of the 1919 treaty of peace with Germany, personally inscribed by most of the members of the sixty-sixth senate. Many of the holograph inscriptions, which cover a number of tipped in pages make characteristic remarks, including one by Wm. E. Borah, "It is dead, thank Heaven!" This volume, which has been carefully locked up, will be one of our treasured and distinctive rarities.

Other individuals who gave books to the library in quantity were Benjamin Shantz, David Patrick, Herman Hendrix, Mrs. Alice Peters, and Byron Cummings. There is no evidence that any of these gifts were the direct result of the organization of our Friends of the Library group. Nevertheless, the Librarian believes that the organization of this group, for which a special letterhead and descriptive folder have been printed, was a wise step. While it can never be said of our Library, as it has been of that of Harvard University, that its history is the history of its benefactors, still gifts have been very important and it is appropriate that we should continue to encourage them.

A May inventory of the Hanley collection, which by far represents the most generous gifts the Library has ever received from one individual, showed 3,706 volumes, cataloged, 483 in the process of cataloging, 679 waiting to be cataloged, and 936 uncataloged duplicates held in reserve, making a total of 5,759 volumes. The value of this rapidly increasing collection, which contains many fine and beautifully illustrated books, and some rarities, is conservatively placed at \$20,000. When Mr. Hanley came to Tucson in May he brought with him 81 eighteenth century plays of outstanding rarity and value. No decision on the disposal of the uncataloged Hanley duplicates, now numbering almost a thousand, has been reached, but the Library has continued its policy of cataloging only those duplicates, from whatever source received, for which it is clearly evident that additional copies are needed.

Binding

All the Library binding during the year has been done by the Hertzberg Craftsmen of Des Moines, Iowa, to our complete satisfaction, and at a very appreciable saving over the charges of our former binder. The war-induced failure of many serials, particularly German and French, to reach the Library, has disrupted our normal binding routines and expenditures markedly. As

a result more rebinding has been done than in previous years, including large sections of early fragile sheep-skin bound government documents. We were also able to bind, from General Library funds, a large arrearage of material for the Law Library, amounting to \$150, and to transfer from our binding budget to our capital account, \$175 for the purchase of equipment. While there was no obligation on the General Library to assist the Law Library with its binding arrearage, and the funds so used could have been devoted to General Library needs with great advantage, the Librarian felt, from the standpoint of the effective operation of the entire library system, that this transfer of funds was justified. The funds so used, and the \$175 equipment transfer, were more than made up by numerous economies over our previous binding expenditures, including particularly substantial savings on these bindings and the use of buckram for many titles previously bound in more expensive materials. Total binding expenditures for the year were \$2,985. The Librarian believes that, including, of course, the various new binding procedures detailed in last year's report, this is one of the most improved phases of the Library's work.

Serials and Exchanges

The Library receives 718 periodicals by purchase, 298 by gift, and 218 by exchange, or a total of 1,334. The considerable number of exchange subscriptions represents a direct dividend to the Library on the publication program of our own University. The work of this entire department has been facilitated by moving it to more ample quarters in room 202. Miss Lutrell, who had occupied this room, was transferred to the staff room on the third floor. The resulting large increase in office space, amounting to 625 square feet, was of direct benefit to the entire library, permitting an expansion of the catalog department into the room vacated by the serials department, and giving the Circulation Librarian a desk in room 202, where she can retire for work, free from the interruptions always arising at her desk behind the main circulation desk. A new Kardex unit added to the equipment of the serials department and the availability of an experienced student checker further aided the work of the department. Offsetting this was the haphazard receipt of subscriptions from Europe and our inability to secure reliable information on the status of many subscriptions or to have our specific instructions for handling them followed.

The steadily increasing activity of our misnamed piece-for-piece exchange, largely made possible by the availability of WPA help, is indicated by the following figures:

Years	Sent	Received
1937-38	1,770	690
1938-39	2,920	874
1939-40	3,333	1,801
1940-41	3,882	1,606

It will be noted that far from being a piece-for-piece exchange, we send out more than twice as many pieces as we receive. This has been partly due to

the fact that we have concentrated on sending rather than securing, to keep our crowded basement shelves from overflowing in confusion. Even so, our many incoming duplicate gifts continue to fill our shelves about as rapidly as we empty them. The fact that we send so much more material than we receive should occasion no concern. Many libraries are as much interested, in exchange work, in disposing of duplicates where they will be used effectively as they are in securing a return in kind. This is indicated by the fact that during the year we received 103 pieces from the Cleveland Public Library and sent them only 1; and 224 pieces from Bucknell University to whom we send only 62. On the other hand, we sent 483 pieces to the College of the Pacific and received only 2; 311 pieces to Pittsburgh University, and received only 15. All of this free and easy trading of materials in the aggregate strengthens libraries everywhere. It is an activity of which American libraries can well be proud.

After much experimentation we have begun listing materials available for exchange on 3 by 5 cards, which are readily revised. With this new system we hope to be able to keep our records of duplicate materials continually in order, eliminating the necessity of complete periodic revisions. This will, we hope, permit us to devote more attention to securing material from other libraries.

The number of institutions we had exchange relations with increased this year from 31 to 44. This desirable development can undoubtedly be extended to include still more libraries next year. One new phase of our exchange work is a considerable trading in government documents. More than one-third of the pieces sent out were documents. While only 152 of the pieces received were documents, they were, for the most part, early and rare numbers of the serial set.

New foreign institutions with which we opened exchanges during the year were:

Instituto Brasileiro de Geografia e Estatistica, Rio de Janeiro
Revista Brasileira de Estatistica.

Mexico. Escuela nacional de ciencias biologicas.
Anales.
Boletin.

Mexico. Instituto de Biologia.
Anales.

Mexico. Secretaria de educacion publica.
El Libro y el Pueblo.

Minas Gerais. Universidade. Bello Horizonte, Brazil.
Faculdade de Odontologie e Pharmacia, Anales.

Museu Paulista, Sao Paulo, Brazil.
Arquivos de Zoologia.

Paraiba, Brazil. Diretoria de Arquivo e Biblioteca Publica.
Miscellaneous unnumbered series.

Tashkent, U. S. S. R. Cotton Institute.
Publications.

Tashkent, U. S. S. R. University of Central Asia.
Trudy. Botanica ser., nos. 15-19, 22-24, 26-29.

Here again the war influence is evident through the almost complete absence of European institutions and the considerable increase of Latin American institutions, reflecting the effort to draw the Americas closer together culturally.

American institutions with whom new exchanges were undertaken during the year are:

Cranbrook Institute of Science, Bloomfield Hills, Michigan
Bulletin.
Scientific papers.

Kentucky. University. Department of anthropology and archaeology.
Publications.

Lloyd Library and Museum, Cincinnati.
Lloydia.

Rutgers University.
Studies in Philosophy.

Utah Academy of Science, Arts, and Letters. Salt Lake City.
Proceedings.

SERVICES TO FACULTY AND STUDENTS

For the second consecutive year the recorded use of the library has declined. The circulation figures for the past two years are:

Number of books lent for home use	1939-40	1940-41
Students	<u>28,429</u>	<u>28,081</u>
Faculty	6,597	6,374
Reserve book room	<u>7,775</u>	<u>11,287</u>
Total home use	<u>42,801</u>	<u>45,742</u>
Number of books lent for reading room use		
Main desk	61,699	57,805
Reserve book room	<u>85,199</u>	<u>81,536</u>
GRAND TOTAL	189,699	185,083

A library in any educational institution is of value only to the extent to which it is used. Branscomb, in his recent study, Teaching with books, says, "The usefulness or value of a college library can never be measured, for the library is an educational institution, and education, according to the best liberal arts tradition, is an awakening and a growth." Nevertheless, this reduced circulation, which is not drastically less than that of last year, but far below our record year of 1938-39 and the lowest during the present Librarian's tenure, gives us concern. While recorded library use is not necessarily evidence of a loss of effectiveness in the use of printed materials in the instructional work of a university, ordinarily it may be considered as evidence of such loss.

In order to better understand and interpret circulation trends, the following table, going back to 1933-34, the earliest year for which comparable figures are available, recording student use and total circulation in relation to enrollments, has been compiled.

Student enrollment and library circulation
University of Arizona, 1933-41

Years	Total enrollment	Graduate enrollment	Total circulation	Student home use	Total circulation		Home circulation	
					Per all students	Per graduate student	Per all students	Per graduate student
1933-34	2,291	194	148,420	28,802	63	148	12.5	764
1934-35	2,613	189	191,324	29,563	73	155	11.3	1,011
1935-36	2,719	216	184,901	25,890	78	119	9.3	851
1936-37	2,721	202	189,385	25,445	69	125	9.0	837
1937-38	2,827	195	191,586	26,608	67	131	9.4	982
1938-39	2,873	211	210,319	30,367	74	143	14.0	996
1939-40	2,906	192	189,699	28,429	65	147	9.7	988
1940-41	2,922	191	185,020	28,018	63	146	9.6	968
Average	2,734	198	186,331	27,890	69	139	10.6	924

Graduate enrollment has been entered on this table in a separate column with the thought that some explanation of circulation fluctuations could be drawn from these figures. Per capita use, as related to graduate students, does not, however, substantiate this supposition. 1935-36, the year of greatest graduate enrollment, shows a lower per capita graduate and total student circulation than 1934-35, the year of least graduate enrollment. Faculty use of the library, which is usually expected to correlate fairly well with student use, was not entered on the table because reliable comparable figures are available only for the last three years. While extensive non-teaching research carried on in land grant colleges, such as ours, reduces the significance of

faculty circulation as related to student library use, these last three years faculty use has remained remarkably constant, averaging 33 per faculty member in 1938-39 and 31 in the two succeeding years. This variation does not seem enough to be of great significance in explaining reduced use, although it is interesting to note that faculty use was greater in the record year of 1938-39.

If home use per student, which is usually considered the most significant type of circulation, is taken as the basis of comparison, then the table reveals 1936-37 as the year of least extensive use of the library, and 1938-39 as the year of greatest use. If total circulation per all students is compared, then 1933-34 and the year now under review were the years of least use and 1935-36 was the year of greatest use.

The Librarian had thought that the Table might possibly yield some evidence that our more rigid control of student use of the Library, including issuance of books only upon presentation of matriculation cards, use of non-privilege lists at both desks, evening supervision of the reading rooms, and improved effectiveness in fines collections, might have been reducing student use. Good library administration requires as few barriers as possible between students and books, but it also, particularly as an institution grows larger, requires regulations such as those outlined above. If increased rigidity of student controls reduces use of books, then the years from 1936-37 on should show definite decrease in per capita use. This, however, is not the case, and 1938-39, when all these newly instituted controls were in effect, is the greatest use year in the history of the library.

It is the considered opinion of the Librarian, that our more careful regulation of student readers, and particularly our non-privilege lists for students with unpaid fines, does drive away some student readers. Losses from this cause, however, are not believed to be significant, and for the most part, are not "quality" losses, as they include the least serious and reliable students. It would certainly be a simple, and for our circulation department a pleasant, matter to eliminate or relax our various controls. The Librarian should have this done at once if he were convinced that the Library would be more effectively used as a result.

It is believed that educators and librarians will agree that, granting a properly financed and reasonably well stocked and administered library, reading is dependent upon the degree to which a faculty is instrumental in stimulating a student body. If this is true, and if we can assume that our Library is well administered, then the fluctuations in the above Table may, in considerable degree, be attributable to variation in teaching methods and the instructional effectiveness of our faculty. It is quite possible, too, that unsettled and uneasy world conditions may have an adverse effect on library use. While this situation might be expected to, and undoubtedly has caused more reading in certain directions, it has been clearly established that the use of public libraries has been steadily falling off in recent years. Much of this is undoubtedly due to people being too busy to read extensively, but the will to read may also definitely have declined generally.

Branscomb, in the study cited above, summarized seven different and independent analyses of college library use, including 51 institutions and involving over 20,000 students, which indicate book withdrawals for home use, varying from 10.28 per student to 13.86 per year. With full recognition of the dangers of comparison, because of the varied way in which libraries record use, it is interesting to note that our use, as given in the Table above, is rather closely in accordance with these figures. While per capita student use the last two years is below any of them, in 1938-39 it was above any of them, and our eight-year average of 10.6 per capita compares fairly well. Our withdrawals of reserve books, however, which for the past two years were 31 and 32 per student, are very much below per capita figures of 51, 53, and 60, summarized by Branscomb from three different studies.

It must be pointed out, in comparing our record with Branscomb's figures, that our home use circulation covers a complete calendar year and includes summer school and non-student readers other than faculty. If these figures could be carefully excluded, then our use would be considerably below the averages given by Branscomb. Further evidence that our library use may be below average is a study at Dickinson College, during the first semester of 1938-39, showing that 13.5 per cent of the student body withdrew no books during that period. In comparison, during the period Sept. 14, 1937, to January 1, 1938, 26.9 per cent of our students withdrew no books for home use. As still another indication of below average use, one of the studies included by Branscomb in his summary is that made by Waples for the North Central Association of Colleges and Secondary Schools. Our circulation, in comparison with the Waples study, would rank us, among 233 colleges and universities, in the lowest twenty per cent in student withdrawal of books for home use. Even if it is agreed that student reading depends primarily on the teaching methods and quality of the faculty, we must not overlook the fact that our Library is also definitely below libraries generally in financial support. It seems reasonable that this situation, too, with its attendant understaffing of the Library, should be reflected in library use.

While circulation will obviously continue to fluctuate up and down, it is hoped that cooperation between faculty and library staff can be increased and that our financial support will be brought up to standard, to the end that there will be more ups than downs and that our students and faculty may derive greater and increasing benefit from the printed materials accumulated for their use.

Reserve Books

The work of this department was facilitated by the erection of shelving in room 103, adjacent to the reserve stacks, for the housing, when not in use, of all titles, duplicated in quantity, such as those purchased for the Humanities Courses. During the first semester 1,086 titles, amounting to 2,392 books were on reserve and during the second semester 1,235 titles of 2,448 books. Several years of checking the number of titles placed on reserve and reporting to the faculty those that were unused, have resulted in a reduction of the number of books reserved annually from 1,600 titles to the present figures. Because it was felt that unnecessary reserving of books had been pretty well eliminated by these checks, reports were not made to the faculty,

as previously, at mid-term. Apparently such constant checks are required to keep instructors from reserving books which they do not require used, because in the absence of a report the second semester, to those instructors whose books remained unread, books that were not called for a single time jumped from 78 titles, or 7.2 per cent of all reserves the first semester, to 214 titles, or 17.3 per cent of all titles reserved during the second semester. This means that about one-fifth of the work we did in reserving books and taking them off reserve the second semester was a complete waste and that in addition, these 214 titles, some of which might have been withdrawn for home use, were tied up, by professorial request, for an extensive use which entirely failed to materialize.

Reserve reading was disturbed more than any other phase of the library work by the use of the reserve rooms and shelves, for a four-day period during the fall, by the exhibitors of the Arizona Education Association. The mechanics of transferring our reserve activities worked more smoothly than we had thought they would. We closed business as usual at ten on Tuesday and next morning, with numerous signs to guide a surprised student body, opened with books housed in room 202 and circulated over a table across the double doors. The process was reversed, after the close of the Library on Saturday, with everything ready to operate as formerly the following Monday morning.

We found playing host to the Education Association more trying than we had thought it would be. We had expected noise, confusion, and disruption of our normal activities, but we were not quite prepared for the various sound equipment very audibly on display, including circus barkers to draw attention to exhibits and a variety of hillbilly and jazz tunes, in all degree of volume. Much of this noise could be heard half way across the campus, so it can be readily understood that conditions in the library for student reading and staff work were highly unfavorable. Under the circumstances we may, perhaps, be forgiven for not being very gracious hosts, as well as a devout hope that a similar arrangement for the Education Association exhibitors will not again be made.

Miss Betty Didcoct, who has been in charge of reserve work, has resigned to assume direction, at a considerable increase in salary, of the Science Library at Stevens College. Mrs. Robert, now assistant cataloger, is being transferred from the cataloging department, to complete charge of the reserve room, including evening supervision. She will give all her time to this work, and will not be responsible, as Miss Didcoct has been, for a schedule of hours at the main desk.

Fines

A further improvement in the collection of library fines and lost book assessments was achieved through the new system, set up in the Business Office with the opening of the first semester, of encumbering, on cards, the records of all students owing funds of any kind to the University. Under this system no student can register without first clearing his record. The cards for library fines were prepared in the library well in advance of

registration. As a result \$187 in library fines were collected at the fall registration, and \$260 at the mid-winter registration. Total fines collected for the year were \$1,160.47, an increase of \$369.09 over 1939-40, and an increase of \$735.97 over 1937-38, the year before our fines system was completely revised.

A fines system exists, not to collect revenue, but to prevent intrusion of the inevitable careless percentage of borrowers upon the rights of others. One reason increases in collection have been so spectacular is that under the former system students were under no compulsion to pay, except at graduation. As a result more fines were ignored than paid, and careless borrowers continued to violate library regulations flagrantly. While comparative figures do not exist, evidence that the new compulsions are becoming increasingly effective in preventing infractions of rules are a decrease in the amount of clerical time required for sending notices, and a sharp decrease, particularly noticeable this year, in the number of printed forms and letterheads used.

Stack and Privilege Cards

The Librarian has continued his liberal policy of issuing privilege cards to alumni and other qualified persons with serious work planned or in progress, for which the facilities of the Public Library are not found adequate. One hundred and forty-four such cards were issued during the year, a considerable reduction from the 175 given out last year. Fifty-four cards were issued to alumni, 22 to extension students, 15 to authors, 20 to local school teachers, 25 to members of staffs affiliated with the University, and 21 to winter visitors, several of them faculty members of other institutions. Included among those given cards were a U. S. army colonel, a retired Major of Marines, a member of the English nobility, the director of the Institute of International Education, an aviatrix, an actor, a painter, a rancher, and a radio announcer.

One hundred and thirty-eight stack permit cards were issued, as compared with 135 last year. A rather large number of these were given to undergraduate students upon the requests of their instructors. Many of these were Fine Arts students given access to the Hanley Collection. Less than one-half of the Fine Arts students, however, recommended by their instructors for stack cards actually applied for them.

Noise in the Library

Visiting and general noisiness in the Library has been a long-standing problem which has been commented on at length in earlier reports. It is pleasant to report that our evening supervision of the reading rooms has solved this problem to the extent where, granting a continuance of supervision, it will not require attention in future reports. It is the opinion of the Librarian that student library conduct is now, on the whole, good. While the Library is still very noisy at times this is due chiefly to classes meeting on the third floor and the unfortunate acoustics of the building. The reading rooms are now ordinarily quiet.

Extension Loans

This work was transferred in October from the Serials Librarian to the Circulation Department, where it logically belongs. Loans for the last two years are indicated by the following figures:

	1939-40	1940-41
Requests within state	203	185
Books loaned	494	543

It will be noted that while requests decreased, the number of books mailed increased. Books were sent to 58 different Arizona communities, several of them in the most remote sections of the state, and covered a great variety of subjects, including surprisingly, an intensive and sustained study of Cercospora, or leaf spot in bananas, by a Phoenix borrower. For the first time in the history of the Library, books loaned through extension failed to return. This was due, not to the negligence of the borrowers, but to loss by fire in a railway mail car, when a train entering Tucson struck an oil truck. We have yet to record the failure of a single extension borrower to return books sent him.

Inter-Library Loans

	1939-40	1940-41
Books borrowed	186	180
Books loaned	69	102
Transportation fees	\$58.66	\$75.00

Books borrowed were secured from 52 different libraries in all parts of the United States. Books loaned, which increased sharply over last year, went, surprisingly, to 47 different libraries. We have continued our policy of not charging faculty members transportation on loans, even though a single ambitious individual sometimes makes us question the wisdom of this policy.

EXHIBITS

Twelve colorful and interesting exhibits were arranged during the year in the lobby display cases. These reflected increasingly the uneasy trend of the times. One display, "The Pen and the Sword" examined the phenomenon of Europe's submerged literary front in exile in America, one was devoted to recent propoganda techniques, another to "Hemispheric Solidarity", and still another to Portugal, escape hatch of Europe. Other exhibits included a very carefully arranged and planned display on early Arizona history, coinciding with the premiere of the motion picture, "Arizona", one on western literature, timed with the rodeo season, another on the Hanley Collection, and another on wildlife. Probably most successful of all in arousing student and faculty interest was a display of early cook books, enlivened, as all the exhibits are, by pictures from our WPA prepared picture collection. These exhibits, which this year drew unusually favorable publicity from the Wildcat and the local papers, have been completely arranged and largely planned by Miss Paylore, with results which would compare favorably with the better exhibits in libraries elsewhere.

CATALOGING

That portion of the cataloging for which statistics are kept, is enumerated below, with similar figures for last year.

	1939-40	1940-41
Main entries (typed)	513	657
Main entries (printed)	<u>3,681</u>	<u>4,432</u>
Total main entries	4,194	5,089
Cards added to public catalog (typed)	1,772	2,882
Cards added to public catalog (printed)	17,892	23,499
Cards added to official catalog	5,273	6,473
Cards added to shelf list	4,012	4,961
Cards added to Law Library catalog	1,743	1,913
"See also" references	139	54
Miscellaneous cards	<u>157</u>	<u>223</u>
Total cards added	30,952	40,075

Added copies

	1939-40		1940-41	
	Titles	Volumes	Titles	Volumes
Bound continuations	1,156	1,485	1,115	1,624
Unbound continuations	618	1,136	667	1,247
Law Library continuations	331	661	396	791
Second copies	148	251	284	363
Reserve book room	2	29	8	109
Total added copies	<u>2,105</u>	<u>3,282</u>	<u>2,185</u>	<u>3,683</u>

Law Library - New titles

Typed	50	190	52	91
Printed	<u>188</u>	<u>298</u>	<u>172</u>	<u>516</u>
Total new Law titles	238	488	224	607
Recataloging and reclassification	857	1,232	564	961

For the fourth consecutive year Miss Eckert has brought a greater amount of cataloging to completion. The increased tempo of cataloging activity is indicated by the fact that this year more than 40,000 new cards, printed and typed, have taken their places in the public catalog. This is very nearly twice as many as in 1936-37, the year before Miss Eckert joined us, and 10,000 more than last year. Much of this year's increase, of course, is due to the addition of a full-time cataloger, Miss Frances Rucks, to the department, with

supporting clerical help, to permit progress on a large cataloging arrearage brought about by numerous gifts. The effectiveness of this extra help, available for a six month period, is indicated by the fact that cataloging of the Kearney, Guild, Updegraff, and Dudley collections was largely completed and uncataloged Hanley books were reduced to less than 500. In spite of this satisfactory progress, a large arrearage of miscellaneous cataloging, the accumulation of many years, awaits attention. For this reason it was a matter of great regret to the entire library staff, that Miss Rucks, who proved herself an exceptionally capable Librarian, could not be permanently retained on our staff.

On the recommendation of Miss Eckert the book strap to hold circulation cards in the back of books was replaced in May with regulation, full size pockets. The accession number was eliminated from the back of the book and from the book card. This change, while it reduces considerably the clerical work of processing a book, requires more expensive materials. It was adopted somewhat reluctantly because it was feared that it would increase cataloging costs. While this procedure is too new to permit a definite statement, it seems probable, on the basis of two months operation, that labor savings will more than compensate for the more expensive pockets.

Branscomb, in his study of college libraries, gives, on the basis of three different cost studies, the cost of cataloging a book, for labor alone, as approximately seventy-five cents. While it is not clear from his discussion just what constitutes the "titles" and "volumes" he mentions, on a nearly a comparable basis as can be determined, our costs, for labor, professional and clerical, for all phases of processing and cataloging a book is approximately fifty cents, or substantially below average costs. This figure is arrived at by the simple method of dividing total labor cost of \$4,802 by the 9,756 pieces processed by the department during the year. It probably would not be increased more than fifteen cents per volume, by generous estimate, for the printed cards and supplies used, making a total cataloging cost, exclusive of light, heat, equipment and general upkeep, of sixty-five cents per volume, a very low cost indeed, comparatively. Much of this is due to the high efficiency of the cataloging department, evident in the last four annual reports, but our satisfaction with these figures must be tempered by the realization that it is partially due, also, to the low salaries, of which we can hardly be proud, received by our catalogers.

It is planned to replace Mrs. Robert, when she assumes charge of the reserve room, with a clerical assistant, if someone of exceptional calibre can be found. This transfer and replacement is entirely experimental and can be easily altered if it does not prove successful. It is expected that it will result in a reduction of finished cataloging next year. It is hoped, however, that the net effect will be beneficial to the operation of the library as a whole.

ARIZONA STATE BUREAU OF MINES

The Arizona State Bureau of Mines has, for years, maintained a separate collection of books in the Mines Building. This collection, which has been rather static, with only limited additions, has not been under the supervision

of the Librarian. The Dean of the newly created College of Mines has decided to cease further development of this collection and to make all additional acquisitions through the established library channels. In cooperation with this policy the Library will follow a liberal policy of charging out books to the faculty of the Mines College (on a limited scale) on a more or less permanent charge. The Library will also, if it ever has time, take over and catalog the books now in the Bureau of Mines collection. Many volumes of geological surveys have already been sent from the collection to the Library. They were used to fill out the Library sets, but 532 pieces, proving to be duplicates, were returned to the issuing offices. The change of policy in regard to this collection, together with the requirement that all books purchased by all departments of the University be acquired through the Library, brings all library activities of the University into complete integration in one system.

WPA and NYA ASSISTANCE

WPA work at the Library was reduced sharply the latter half of the year, with our staff cut from five to two, and no certainty that we can retain even this many. Previous reports have stressed the great value of WPA assistance to the Library. There is no question that our Library is much better organized than it would be if this extra and valued help had not been available. Without it, our extensive exchange work, which is now beginning to bear real fruit, could not be carried on. In addition to continuing activity on exchange work, our WPA helpers have done an extensive amount of temporary binding, shifted the entire public catalog and re-lettered the trays, shifted books in the stacks, prepared stack markers, continued work on the picture collection, and numerous other details. Much of the progress in assimilating our many gifts, including Hanley books, has been due to a preliminary listing, checking for duplicates, preparing slips for Library of Congress printed card orders, and similar details. The two remaining workers, Juanita Gallardo and Lucien Serventi, are intelligent, industrious assistants, who are a real asset to our staff. Complete loss of this type of assistance would be a serious blow indeed for the Library.

NYA help in the Library was reduced, by the Appointments Office, from 5,668 hours, with a compensation of \$1,983 last year, to 5,107 hours and \$1,755 this year. This loss of 561 hours of student assistance was, due to the fact that the Library was used less intensively during the year, less noticeable than it would otherwise have been. For the first time the Library this year had several football players among its NYA assignees. From the Library's standpoint this proved unsatisfactory, as these young men did not fit in with the rigid schedule of hours and the high standards of work we must demand of our student assistants. The fact that, while less satisfactory, they were paid more than our other NYA assistants was hardly conducive to student morale. As emphasized in previous reports the Library has come to rely heavily on NYA assistance. We sincerely hope that it can be continued as least at the present scale. Its complete loss would be equivalent to a library budget cut of between \$1,500 and \$2,000.

LIBRARY NEEDS

The Library is seriously understaffed and spends much less for books and periodicals than institutions with similar teaching and research programs generally do. This statement is substantiated by a detailed study of library support and needs, on file in your office, which indicates that for average performance the Library requires at least four new assistants, annual book expenditures of \$20,000 and a total budget of \$58,000. In his first annual report the Librarian stated that his chief and foremost objective would be to bring the financial support of the Library up from its present sub-standard status. After four years of effort only small and minor improvements in this direction can be reported. Indeed, with a decreased budget for the next biennium, the Library will actually lose ground from its present status.

One apparent reason for the difficulty of improving library support is that the University budget is now pretty well set, and in the absence of increased state appropriations, the support of the Library could be improved only at the expense of the operation of other departments. The difficulty of extensive budget improvement for any one division of the University, under the existing situation, should be apparent to anyone reading, as the Librarian has recently done, the reports of the various departments of the University, presenting many and varied unfilled needs. This does not alter the fact, of course, that in the long run a University will spend its money for those services and divisions deemed most important in its operation. In the years when appropriations were increasing rapidly, the University, apparently, either was not conscious of the importance of the Library in modern education, or else the case for the Library was not effectively presented to the administrative authorities. Whatever the causes the Library has not, through the years, been given the financial support which libraries in the better educational institutions receive.

Since the Librarian's efforts to correct this situation have been largely ineffective, he suggests that the University have a complete and impartial survey of its entire library situation made by a committee or group of librarians of recognized ability and authority. If such an investigation is made, no member of the Library staff, of course, should have any part in either selecting the surveyors or conducting the survey, other than freely supplying all factual data needed. The Library is frequently said to be the heart of the University. Every individual, desiring to keep himself in condition for the most useful living possible, has an occasional examination made of such an important organ as his heart, particularly when there is real evidence that all is not well with it. A similar expert examination of the condition of the heart of this University would seem in order. In the opinion of the Librarian such a survey would pay real dividends in increased effectiveness of the instructional and research work of the entire institution.

PERSONNEL

The Library personnel has been much more stable this year than last, when we had three leaves of absence. Miss Eloise Kelsey returned to service as Documents Librarian on July 1, after completion of a year of instruction

at the University of Illinois Library School, and Miss Louise Milligan resumed direction of our circulation department on September 1, after completing a second year of instruction at the School of Library Service of Columbia University. It is a pleasure to record this additional professional study by these two staff members. Miss Rucks' temporary appointment brought a competent and highly promising young librarian to our staff for a too-brief six month period. She left us on July 1, at the termination of her contract, for a cataloging position, at a considerable increase in salary, at the University of Idaho. Miss Betty Didcoct, who goes to Stevens College, has been a valued staff member who will be difficult to replace. Her colorful personality and ready wit will be missed in the Library and on the campus.

Miss Eckert, Miss Paylore, and the Librarian attended the conference of the Southwestern Library Association at Albuquerque in October. The Librarian was one of two speakers at a Friends of the Library dinner at this meeting, reading a paper on Library Philanthropy in the Southwest. The Librarian and Miss Paylore attended the meeting of the Arizona Library Association in Phoenix in April. The Librarian conducted a panel discussion at this meeting, of the development of library service throughout Arizona, and Miss Paylore took the initial steps in organizing an Arizona section of the Junior Members Division of the American Library Association.

Mr. Cromwell served as a member of the American Library Association Committee on Library Supplies and Equipment, and was elected First Vice-President of the Arizona Library Association. Miss Eckert continued to serve as an advisory member of the American Library Association Cataloging Committee on Code Revision, Miss Paylore became Chairman of the state chapter of Junior Members Division of the American Library Association.

An article by the Librarian, "Library Resources in the Land of Little Water", was published in the Bulletin of the American Library Association in October. Another article, "Library Philanthropy in the Southwest", adapted from the paper read at Albuquerque, was published in the January 18, 1941, issue of School and Society. The Librarian's article on Scandinavian book collections in the United States, published last year in Scandinavian Studies was summarized in Swedish and published in Nordisk Tidskrift för bok-och biblioteksväsen, v. 26, no. 4, under the title "Skandinaviska boksamlingar i Förenta Staterna".

A definite forward step in integrating library service with the teaching program, has been the appointment of the Librarian as a member of the Coordinating Committee. Since this committee is in charge of all curriculum changes and additions, the Librarian is placed in a strategic position for adjusting library development and service to curriculum trends.

IN GENERAL

Last year's report closed on a note of apprehension. There has been nothing in the immediate experience of the year to justify this anxiety. In some ways it has been one of the more satisfactory years in the history of the Library. Contributing to this has been the largest maintenance budget the Library has ever had, the most numerous book gifts ever received in one year, substantial progress in reducing our cataloging arrearage, improved

working quarters for the staff generally through the use of room 202, additional equipment for the cataloging and serials departments, the smooth functioning of our new order routines, and continuing sympathetic administrative interest in the Library and its problems. On the debit side are chiefly the disturbing, although not marked, decline in library use, an increasing crowding of the library shelves, with no relief in prospect, and above everything a reduction of \$1,265 in the 1941-42 library budget, which will be part of next year's story.

In spite of this fairly satisfactory record, ominous and steadily gathering thunder on the international horizon and rapidly mounting taxes and debts, nationally, certainly do justify anxiety for the future on the part of librarians and educators generally. In one sense keepers of the books are close to the basic and fundamental problems at issue in the epic world struggle now in progress. Free assemblage and use of printed materials stands directly athwart the path of the dictators and symbolizes, probably more than anything else, the difference between the heavy and stultifying hand of totalitarianism and the free, invigorating, hope-inspiring atmosphere of democracy. The Librarian is certain that his staff shares with him a very real sense of privilege in living in a free country and working in a free library.

Lest the constant, and possibly wearying emphasis that has been placed by the Librarian in this and earlier reports, in special studies, budget requests and elsewhere, on the below-standard financial support of the Library be misunderstood, let it be clear that everyone at the Library will, whether standards go up or down, whether more money is available for the Library or less, give his or her best thought and loyal effort to giving the University, in a truly American sense, the best library and library service that prevailing conditions and existing staff abilities will permit.

Respectfully submitted,

Wm. H. Carlson
Librarian