



University of Arizona

A N N U A L R E P O R T

of the Librarian

1939-40

Tucson, Arizona
August 1940

UNIVERSITY OF ARIZONA

TUCSON

August 1, 1940

To President Alfred Atkinson:

I here submit a report of library activities and problems for the fiscal year ending June 30, 1940, my third annual report and the twenty-seventh in the series of written library reports.

BUDGET AND EXPENDITURES

	1938-39		1939-40	
	Budget	Expend.	Budget	Expend.
Wages (Student Assistants)	\$2,860.00	\$2,835.20	\$3,250.00	\$3,289.95
Office Supplies	1,200.00	1,040.06	1,235.00	1,715.44
Freight and Express	300.00	314.50	300.00	274.69
Bookbinding, General Lib.	3,075.00	3,047.93	3,075.00	3,037.02
Bookbinding, Law Library	150.00	135.44	150.00	149.85
Capital Expenditures				
Books and Periodicals				
General Library	11,460.83	10,644.54	11,810.00	11,472.94
Law Library	2,050.00	2,190.02	2,000.00	1,875.35
New Equipment	<u>920.00</u>	<u>993.93</u>	<u>1,191.00</u>	<u>1,188.76</u>
Total	22,015.83	21,201.62	23,011.00	23,004.00
Salaries	<u>17,538.88</u>	<u>17,538.16</u>	<u>17,149.00</u>	<u>17,148.33</u>
GRAND TOTAL	\$39,554.71	\$38,739.78	\$40,160.00	\$40,152.33

The total of \$40,152.33 is the highest annual expenditure ever made by the University for routine library maintenance and development. Beginning the year with an approved budget of \$38,805.00, we had, in the course of the year, the following transfers to the budget: \$400.00 from general funds to our wages account, to provide evening supervision of the reading rooms; \$40.00 from general funds for the purchase of reserve books for the philosophy department; \$145.00 from the History department for the purchase of books; \$35.00 from general funds for a "Friends of the Library" leaflet; \$510.00 from general funds for the purchase of equipment; and \$210.00 from General Courses for the purchase of books, a total of \$1,355.00.

These several transfers are evidence of an administrative interest in the Library and an awareness of library needs which we at the Library find

most encouraging. As a result of them our work has gone forward with a definite increase in morale and enthusiasm. The addition of three new typewriters, a new desk, a new book truck, two sixty-tray catalog cases (costing \$658.00), and a microfilm reader, made possible by this extra money and salary savings on a number of leaves of absence, have brought the physical equipment of the library up to probably the highest level since the occupancy of the new library building in 1925.

While we are gratified by the transfer of these substantial sums, it must be pointed out, that a library budget of \$40,000 is far from adequate for a university with an extensive curriculum and research responsibilities such as ours. As emphasized in the Librarian's special report on the financial needs of the library, forwarded to you in October of 1938, our library support has consistently been far below accepted standards. A budget of not less than \$58,000 is required to provide, for this University, library services and facilities equal to those found in the average university of our class. Such a budget would be approximately 4 $\frac{1}{2}$ % of the present income of the University, exclusive of capital outlay, which is in line with minimum library standards. Such an average budget will continue to be the major objective stressed by the present Librarian, because without it library service and development of true university calibre cannot be supplied.

ACQUISITION OF MATERIALS

	1938-39	1939-40
Number of volumes (approximately) at beginning of year	125,339	131,365
Purchases - general library	1,869	2,208
Law Library	1,327	1,161
Gifts and exchange	1,458	3,186
Binding	1,498	1,106
Miscellaneous	28	38
Total added	<u>6,180</u>	<u>7,699</u>
Reinstated	71	4
Total	<u>6,251</u>	<u>7,703</u>
Books withdrawn	225	264
GRAND TOTAL	<u>6,026</u>	<u>7,439</u>
Total volumes (approximately) at end of year	131,365	138,804

The net growth of 7,439 volumes is the greatest in the history of the library, with the exception of the year 1929-30, when a total of \$18,769 was spent for books, of which \$7,887 was a forced expenditure for the Law School to bring its library up to the point required for admission to the Association of American Law Schools. The increase in the number of books acquired by purchase is a healthy sign of library vigor, reflecting the additional amount of money spent during the year for books. The very large increase in books added by gift and exchange is more than accounted for by the cataloging of 1,947 Hanley books during the year. Without these gifts, the gift and exchange additions are approximately 200 less than in 1938-39.

In last year's report it was indicated that several departments of the University felt that the existing apportionment of book funds to departments was inequitable. The writer has felt, ever since he assumed the Librarianship here, that some of the complaining departments have had a legitimate grievance, and particularly, that the allocations made should take into consideration every type of printed material purchased for a department, including periodicals, instead of being limited only to books, which has been the existing practice at the Library. He felt, however, that a re-allocation on the basis of existing available funds would be most difficult, because the only way some departments could be increased would be to decrease others. For this reason no action was taken on this matter for two years, in the hopes that the greatly increased budget, projected in 1938, would be realized.

With the reluctant acceptance of the fact that a substantial increase in book funds is problematical, an investigation of the entire matter of departmental book expenditures and allocations was undertaken during the year. As a first step, our periodical subscription list was broken down, and the various periodicals assigned to appropriate departments. This involved a good deal of correspondence and many conferences with departments, lasting from October through March, and including a good bit of "horse trading" over certain titles. Departments were also asked to indicate any journals taken not deemed essential to the work of the department, or not worth the money being expended on them. As a result a list of 30 suggested cancellations was compiled, which was circularized to the entire faculty. Twenty-one of these journals with an annual subscription cost of approximately \$250 were finally cancelled. Some of the most expensive titles dropped were Chemisches Zentralblatt, \$58; Brookmire Economic Service, \$30; and Mathematische Annalen, \$40.

After the assignment of periodicals to departments was agreed upon, the total expenditures, books and periodicals, for each department, was computed and an analysis of total expenditures by major subject fields, regardless of college, was made. An attempt was then made, experimentally, to devise a formula, based upon the number of B.A. graduates, M.A. graduates, and semester credit units offered by each department, with weighting for work at the Master's level and course units which depend, first, largely upon the library, and second, entirely upon the library for their book materials. The results of this formula varied widely from existing allotments.

All of the data gathered, including the formula, was distributed to the Library Committee, together with a letter stating that the formula should not be considered an explicit guide for an allocation of funds, because of many factors, such as faculty research, existing library resources in each field, rate of publication, etc., which could not be readily incorporated in it. An allotment of funds was also suggested which did not depart drastically from existing allotments, but which did increase somewhat the funds available to the social sciences, and languages and literature, chiefly by reducing slightly amounts available to a few science departments, the General Library, and more extensively, Fine Arts, because of the extensive Hanley gifts in that field.

The Committee meeting to consider this difficult matter developed probably more heat than calm and balanced consideration of the many factors involved. Discussion centered almost entirely around the fact that the analysis of existing allotments showed, exclusive of funds reserved for the General Library, that 55% of the available funds were being spent for the science departments of the University. So prolonged was this discussion that it was necessary to hold a second meeting of the Committee, at which the teaching load of each department, exclusive of enrollment, was considered. This showed the science divisions carrying 34% of the teaching load, as compared with 15% in the social sciences. The allotments as finally decided upon, increased allocations to the Social Sciences by \$230 and decreased the Sciences by \$72. In per centages the final allocations gave the Sciences 53% of available funds, Engineering 7%, Languages and Literature 16%, Social Science 20%, Fine Arts 1.4%, and Physical Education .8%.

These allocations, in the opinion of the Librarian, are only a very small step in correcting discrepancies in our existing allotments. On the other hand, our allotments have probably not been as far out of line as some committee members seem to feel. The Librarian is at present gathering data on allotments from a number of representative smaller university libraries which are being analyzed and will be submitted to the Library Committee when department book funds are considered next year.

The entire routine of ordering books was this year under the direction of Mr. Frederick Cromwell, who assumed the Assistant Librarianship in August. Mr. Cromwell carried this work with such efficiency that he did not require the help of a half-time assistant formerly needed for this work. He has, during the year, worked out an entirely new and simplified routine for the work of the entire department, which has been put into effect with the beginning of the fiscal year 1940-41. It is expected that the resulting elimination of certain unnecessary procedures, and the simplification of others, will, on a cost accounting basis, reduce the cost of ordering books appreciably. Certainly the details of the new system are easier to grasp and operate than our former rather cumbersome procedures.

The purchase of materials from abroad, and particularly from Germany, has, of course, been badly disorganized during the year because of the war. A good deal of the scientific literature from Germany has, in one way or another, reached us, but we have also paid for a good many journals which have not been received. We have an agreement with our German agent to hold all material that cannot be safely forwarded, for which we will pay about seventy per cent of the cost. This will then be forwarded to us en bloc at the close of hostilities.

Some of the most important titles acquired during the year are as follows:

Wagner. Bibliography of the plains and the rockies.	\$12.50
Kayser's Bucherlexikon, 36 v.	270.30
Orbis. Encyclopedia of the extra-European countries	21.50
Dictionary of American History	45.00
Oxford English dictionary, 13 v.	110.00

Encyclopedia Americana	\$102.30
Sabin. Dictionary of books relating to America, 24 pts.	88.00
Boettger. Physikalische methoden der anal. chemie.	38.70
Manly. Text of the Canterbury tales, 8 v.	25.38
Redlich. Procedure in the house of commons	22.72
Harrison. Wave length tables.	15.00
Nomenclator Zoologicus	27.00

BINDING

Probably the most satisfying development of the year has been the improvement of our binding routines and substantial savings in binding costs. Upon the retirement of Miss Guild the binding work was turned over to Miss Paylore, Serials Librarian, who has been handling it with characteristic dispatch and efficiency. Through her work of checking in serials she knows immediately when a volume has been completed. She has instituted a system for gathering completed volumes from the shelves regularly instead of the former rather planless wandering through the stacks to find completed volumes and has devised a system of charging labels which are placed on the shelves when current issues are picked up for binding. We have also adopted a policy of sending material to the binder in small frequent shipments instead of concentrating on two or three large shipments per year, as has formerly been done. It is now our practice to have one shipment at the binder's and another one in process of preparation continually.

Under our previous system volumes were gathered up, sometimes far in advance of shipment, but no record of them was made until the entire shipment was forwarded to the binder, when a typed list was filed at the circulation desk. This meant that frequently there was a period of several weeks when there was no record of where current magazines were. Under the new procedure only a comparatively few magazines are at the binder's at any one time, and a record is on file at all times of the whereabouts of all volumes. While figures are not available, we are certain that the average length of absence of volumes from the stacks for binding has been reduced appreciably. The circulation department reports that the new system has robbed it of its favorite excuse for not being able to produce current periodical material. It can no longer say that it thinks the material is at the bindery.

Another significant improvement in binding procedure has been, with the cooperation of the circulation department, to systematically forward to Miss Paylore worn volumes in need of rebinding. This practice is already beginning to be evident in the better condition of our book stock on the shelves. Because rebinding had been pretty much neglected, there has been a large amount of work of this kind done during the year, not, however, at the expense of binding current periodicals. As the book stock in general is brought into better condition, this kind of work will not be the heavy load on the binding budget which it has been this year.

The writer has commented in earlier reports, on the expensive types of binding used by the library for a good many sets, and the frequency of extra charges of every kind made by our binders, the Pacific Library Binding Company of Los Angeles. Frequent protests of extra charges were entered with this firm. Their rate for binding theses was reduced from an average of about \$2.10 to \$1.75, but not much success was achieved on our other protests. For this reason our binding was transferred this winter to the Hertzberg Craftsmen of Des Moines, Iowa, at a substantial reduction in binding costs. The Librarian had used this same firm while at the University of North Dakota and knew their work to be eminently satisfactory. The change, with its attendant extra work for Miss Paylore, has been amply justified by the high grade of binding secured and the appreciable cost savings, which will enable us to get at least \$300 more worth of binding out of the same annual expenditure.

This change of binders was used as an excellent time to abandon our white duck and other expensive bindings, including the unsatisfactory lettered labels used on so many volumes at an extra cost of twenty to forty cents per book. This has meant a change in appearance of a good many sets but this is more than justified by the savings. All our magazines are now bound, without exception, in durable buckram, lettered directly on the back. This means many extra dollars saved for other binding.

GIFTS

A significant development of the year has been, with your helpful cooperation, the organization of a "Friends of the Library" group. Considerable thought and discussion was given towards and means of bringing such a group into existence. It was finally decided to begin with a small group of university faculty members and townspeople, who were invited to be the guests of the University at an organizational dinner meeting at the University Commons on April 30. Twenty-four people were invited of whom twenty-three attended. Dr. Frank Lockwood talked most interestingly of three libraries, the Munk Library of Arizoniana at Los Angeles, the Huntington Library, and the Edward Ayer collection in the Newberry Library at Chicago. The Librarian explained briefly the "Friends" movement, an informal constitution was adopted, and Dr. Jeremiah Metzger of Tucson was elected President of the group and the Librarian Secretary-Treasurer.

It is hoped to have at least one annual meeting of the group, for which an attempt will be made to secure some speaker of national prominence. It is also planned eventually to have some printed means, either a leaflet, bulletin, or page in the alumni journal, to communicate regularly to members of the group outstanding library developments and needs. Some indication of what can be accomplished through such a group is the fact that shortly after its organization was announced in the press, the Library received, from several sources, gifts of several hundred books, as well as an autographed typescript poem by John Masfield and an autographed photograph of Selma Lagerlöf.

The most important gift activity of the year has been the cataloging of 1,947 volumes of the books presented by T. E. Hanley of Bradford, Pennsylvania, truly a "Friend" of our Library. We have now developed a smoothly operating procedure for adding all of Mr. Hanley's books to the library. As of July 1, 1940, we had, in addition to the volumes cataloged, 608 volumes waiting to be cataloged, 799 volumes in process of cataloging, and 706 duplicate volumes which we have decided not to catalog, making a total of 4,147 volumes. Mr. Hanley states that his records show the gift of almost 5,000 volumes to the University, but the above figures represent fairly accurately the number of volumes which have to date reached the library. Possibly some of the discrepancy is accounted for by the musical scores he has given, which have been retained in the Fine Arts College.

The large number of duplicates in the Hanley gifts has been one of the difficult features of processing this collection. Unfortunately, Mr. Hanley had been encouraged to believe that the University would welcome (and use) any number of duplicates. The writer has felt, however, that it would be a waste of badly needed shelf space, as well as labor, to add these duplicates indiscriminately. We have, therefore, established a routine system of checking every Hanley duplicate against the record of use of the volume already owned. This data is then turned over to the Librarian, who decides, on the basis of it, which of the duplicates shall be cataloged. To date, 139 duplicates have been cataloged, or about one out of every eight.

Mr. Hanley, at first, was quite insistent that every book given us be cataloged. When he visited the library this spring, however, he seemed to see the logic of our present procedure and to be better satisfied than formerly with the handling of the entire collection. For the first time he seemed to realize that the University already had a good many books in his fields of concentration. He is now giving some thought to ways and means of avoiding, in future gifts, the extensive duplication which has occurred. Incidentally, some idea of the cost of accepting gift books is indicated by the fact that we have spent \$229 for printed Library of Congress cards alone, for the Hanley books already cataloged.

Aside from the Hanley books, there have been, during the year, 1,009 books of miscellaneous nature presented to the library. By no means all of these books have been, or will be, cataloged. It is our policy to accept every gift of any kind which is offered us, but we attempt, very definitely, to look every gift horse in the mouth, and to add to our cataloged collection only such donated books as are of real value. Usually a large percentage of material received is already owned by the library.

Some of the more important gifts of the year have been from the following donors:

Senator H. F. Ashurst	108 volumes
David F. Brinegar	12 volumes
Dell B. Judd	186 volumes
Jack O'Connor	34 volumes
Benjamin Shantz	53 volumes
Sophia Hart	1 photograph, 1 poem, both autographed.

SERIALS AND EXCHANGES

Due to the technical nature of handling serial material, the variety of languages that the material comes in, and the necessity for being familiar with the habits and peculiarities of various periodicals, student assistants helping with this work require a good deal of training and must be above average in intelligence. This year, for various unforeseen reasons, we have had unusually bad luck with three different changes in serials student assistants. In spite of this, the checking in of material and the prompt claiming of numbers that have failed to arrive has proceeded satisfactorily. Next year we plan to train some Tucson Freshman student for this work with the hope of having him or her available the year round for the next four years.

In last year's report we announced with some satisfaction that Miss Paylore had completed the listing, on cards, of all our serial holdings, for inclusion in the Union List of Serials to be published by the H. W. Wilson Company of New York City. Although this work was done in exactly the way specified by the editors, they reported after it was turned in that they were unable to use our records in card form and asked us to indicate our holdings in a checklist. This meant that Miss Paylore was required to start all over again on a laborious task which will now not be completed until January of 1941. The Union List is one of the most valuable reference tools that libraries have, so we have felt compelled to cooperate in its preparation, in spite of the extra work which this lack of editorial foresight has caused us.

New institutions with which we have opened exchange relations during the year, with series received from them, are as follows:

- California. University, at Los Angeles.
 - Publications in the Biological Sciences
 - Publications in the Social Sciences.
- Idaho. University.
 - School of forestry, Bulletins.
- Marquette University.
 - Dissertations.
- Michigan State College.
 - Dissertations.
- Minnesota. University.
 - Studies in economic dynamics.
- New York University.
 - Adult study guide.
 - School of Education, Abstracts of theses.
- Utah Historical Society.
 - Review.
- Wayne University.
 - School of public affairs and social work, Reports.

It is significant that there is not a single foreign institution on the list of new exchanges this year, whereas for the past few years there were several each year, a reflection, possibly, of the present unhappy and

unsettled state of international affairs. One favorable exchange development of the year has been the issuance of several publications during the year by our own University, thereby increasing our trading stock.

Piece-for-piece exchange, consisting largely of duplicate magazines, is continuing to increase rapidly, as indicated by the following figures:

1937-38		1938-39		1939-40	
Sent	Received	Sent	Received	Sent	Received
1,770	690	2,920	874	3,333	1,801

These transactions were had, this year, with only 31 universities and colleges and could not have been carried out if we had not had WPA help available to list our material, to keep it in order on the shelves, and select from it numbers requested. For next year we intend to mimeograph our lists, with some increase in expense, but, we believe, with a compensating increase in activity. One of the satisfying features of this year's work is that the material we received more than doubled over last year. Our receipts would be greater still if we had time to check, immediately upon receipt, the lists received from exchange libraries. Failure to do so permits other libraries to snap up the most choice material. Some of our sets which we have been able to largely complete with exchange material are:

- Psychological Monographs
- Art Digest
- American Physical Education Review
- American Journal of International Law
- American Naturalist
- American Magazine of Art
- Mentor

SERVICES TO FACULTY AND STUDENTS

The recorded use of the library for the past three years is given below:

	1937-38	1938-39	1939-40
Number of books lent for home use:			
Students	26,608	30,367	28,429
Faculty	5,497	6,835	6,597
Reserve book room	<u>7,481</u>	<u>9,754</u>	<u>7,775</u>
Total home use	<u>39,486</u>	<u>46,956</u>	<u>42,801</u>
Number of books lent for reading room use:			
Main desk	68,657	64,807	61,699
Reserve book room	<u>83,345</u>	<u>98,628</u>	<u>85,199</u>
GRAND TOTAL	191,586	210,391	189,699

The circulation figures for three years are given because they exhibit an interesting fluctuation in use, showing a decisive loss of 20,692 volumes over last year, which we are somewhat at a loss to account for. In last year's report we commented with satisfaction on the large increase in circulation over 1937-38, to the highest figure in the history of the library. This year we are concerned over the loss of this increase, with our total circulation falling slightly below the figures for 1937-38. If this decrease is analyzed, it will be noted that 2,176 less volumes were borrowed from the main desk for home use, 3,108 less for reading room use, 1,979 less reserve books for home use, and 13,429 less reserve books for library use. The heaviest loss is in reserve books, which may to some extent be explained by the abandonment of the physical sciences general courses, but it is obvious that the entire tempo of library use, for some reason, slowed considerably over the previous year, or conversely, for some reason, 1938-39 was a year of unusual library activity. The reasons cannot be found in enrollment, which has been fairly stable. One interesting feature of the decrease is that most of it occurred during the first half of the year. From January on, monthly circulation figures averaged about the same as the previous year.

It should be pointed out that our recorded circulation does not by any means reflect the total use of the library. A great deal of use is made of books in the stacks and main reading room of which we have no record. A good many professors also have large numbers of books charged out to themselves, which are used, under their direction, by students, without any record of such use being made.

As emphasized in last year's report, our circulation figures, while they indicate a healthy use of the library, do not compare favorably with library use in the better colleges and universities. The writer has long been of the opinion that, other things being equal, the most used libraries are the best supported libraries, and that circulation figures bear a direct ratio to the amount of money spent on a library.

The entire work of the circulation department has this year been under the direction of Miss Marian Iwert, last year in charge of reserve books, who has taken the place of Miss Louise Milligan, Head of the Department, while she has been absent on leave at Columbia University for a second year of graduate work. Taking Miss Iwert's place as Reserve Librarian has been Miss Betty Didcoot of Nashville, Tennessee. The work of the department has proceeded smoothly and harmoniously under this arrangement. Miss Milligan will return on September 1, 1940, Miss Iwert is resigning to be married, and Miss Didcoot will continue in charge of the reserve book room in a permanent capacity.

RESERVE BOOKS

We are continuing, as a regular policy, our analysis of reserve book reading by checking the use that is made of the copies placed on reserve the first semester of each year. The effect of our various analyses

on the number of books placed on reserve is interesting and revealing. In 1937-38, when our first check was made, 1,609 titles, amounting to 3,279 books in all, were placed on reserve, of which 672 titles, representing 1,636 books, were not called for a single time during a six-weeks period. This situation was reported to the entire faculty with the result that only 1,483 titles were reserved the next year, of which 16.4% were used not at all during an entire semester. This analysis was also reported to the faculty, resulting in only 1,156 titles being reserved during the first semester of 1939-40, of which 16.8% were still not used a single time. In spite of this drastic reduction in books reserved there has been no falling off in the number of reserve books read, traceable to this policy, as fewer books were withdrawn when there were 1,600 titles on reserve, than last year when there were 1,100 titles reserved.

Most of the faculty have welcomed this analysis and have cooperated splendidly in not reserving books unnecessarily, but a few, unfortunately, have felt that we were, by pointing out the number of titles not read, in some way reflecting upon their teaching ability. Since this analysis has saved our Reserve Librarian well over 100 hours of unnecessary work each semester, we intend to continue it regularly, reporting only to those faculty members whose reserved books remain unread.

NOISE IN THE LIBRARY

For many years there has been much criticism by students, faculty, (and even parents), of visiting, dating, and general confusion in the main reading room and reserve book room. Various methods of controlling this situation with student assistants and our regular staff were tried, by the present Librarian and his predecessor, in each case with scant success. Last year the Librarian asked for an additional \$400 on our wages budget to provide supervision of both reading rooms by mature persons during the four busiest nights of each week, Monday through Thursday, stating that if proper supervision could be secured during these periods the situation would improve during all open hours.

This request was repeated again this year and granted. As a result we were able to put older persons in charge of each reading room; in the Reserve Room, Mrs. E. D. Sibley; and in the Main Reading Room, Miss Lela Burns, and later, when Miss Burns was placed on the full-time staff, Mrs. Lena Bixler, formerly on the faculty at Ball State Teachers College in Indiana. We were exceptionally fortunate in the availability of these persons, all of whom handled the students tactfully, diplomatically, but firmly.

The advent of these ladies in the reading rooms was greeted with surprise and some irritation by those students who had, more or less, had the run of these rooms for social purposes. For the first few weeks the attendants frequently found it necessary to ask students to be quieter. As time went on, however, less and less of this was necessary, and with a few exceptions, students cooperated well, even though some of them resented

this "high school" treatment. Probably not the least to benefit by this supervision were our own desk attendants in the reserve book room on whom we had previously had to depend for quiet in the room! During the whole year the attendants found it necessary to report only one individual to the Librarian. Not a single complaint about disturbance in the reading rooms came to the Librarian during the year, whereas in the two previous years he had had several each year. Particularly gratifying was the improved daytime conduct of students in the library which was commented on by several faculty members.

One by-product of this supervision was the demonstration of the place a full-time reference librarian, with a desk in the reading room, could take in the library. While Miss Burns, who is a trained and experienced librarian, was in charge of the reading room, she assisted many students with their library problems. She was increasingly busy, as the year went on, and as students learned to look to her for reliable and efficient assistance. The present Librarian and his predecessor have both frequently stressed the need of a full-time reference librarian. The requests for help which immediately came to Miss Burns show how active and useful such a person would be. Such a staff member, found in all university and college libraries of consequence, would pay rich dividends in more effective use of the materials in the library by students and faculty. It is sincerely hoped that this position can be provided for in next year's budget.

FINES

The fines system inaugurated last year has continued to be just about twice as effective in inducing students to pay fines as the previous system, with \$791.38 collected in fines and for lost books by the Comptroller, as compared with \$817.19 in 1938-39 and \$424.90 in 1937-38. That the system is still far from perfect is indicated by the fact that there are now \$824.99 in fines outstanding, many of these, however, going back for several years and incurred by students who have dropped out of school.

The Comptroller is now setting up a system of encumbering, on cards, the records of all students who owe the university money, including library fines. We understand that this system will be commenced with the fall registration. If it functions as planned, it will be an important forward step in perfecting our fines system, automatically eliminating with each registration the non-privilege list of active students owing fines at the library.

One of the undesirable features of the present system has been that students on the non-privilege list, who are denied books under their own name, occasionally borrow the matriculation cards of friends and take books on them, and through a continuance of careless habits, incur fines under the friend's name, too. While the person loaning his card is entirely responsible, still such a transfer of cards is not a healthy situation.

PRIVILEGE CARDS AND STACK PERMITS

The present librarian has followed a liberal policy in extending the library's facilities to qualified persons not members of the faculty or student body. With the establishment of our rule last year, requiring students to show matriculation cards before books are issued, we discovered that many people, not officially connected with the University had been using the library regularly. These persons ranged all the way from high school students to housewives, and some of them were quite incensed when asked for some evidence of their right to use the library.

The extent of this type of use is indicated by the fact that we now have 315 persons who carry library privilege cards. 172 such cards were issued during the year, and 39 were retired. These cards were given to the following persons: 31 alumni of the University; 11 persons carrying extension work in the University; 23 visiting faculty members and students from other universities; 16 authors, 13 local teachers, 14 members of government agencies associated with the University; 5 doctors of medicine; 1 Jewish rabbi; 1 miner; 1 insurance man; 2 business men; 1 Methodist minister; 1 Red Cross worker; 1 investment man; 1 realtor; 1 architect, and a number of miscellaneous winter visitors.

The extensive number of these cards is sufficient to give us pause. Certainly our alumni, the visiting faculty of other universities, and possibly the local school faculties and clergy should have access to the library, but it is possible that we shall have to restrict sharply the issuance of cards to other individuals. The large number of cards now out does not mean by any means that anyone asking to use the library is given permission to do so. Cards are not issued to persons who have no apparent serious purpose in mind, but certainly it would seem ungracious of us to refuse the use of the library to a university professor, a recognized author, a lawyer, or a doctor wintering here. The trouble is that there are so many of these persons and some of them use the library intensively. One of our most constant library users a year ago was a professor from Western Reserve University. During that same year we gave library privileges, including the use of a seminar room, to an author of national prominence, who withdrew a tableful of books. It seems that we can hardly refuse to extend such courtesies, but they do mean extra work for our inadequate staff. An appropriate fee charged for library privileges would bring in considerable revenue, but that, too, seems ungracious to the Librarian, even though it is a policy followed by many of the larger universities.

Cards were also issued during the year giving 135 persons access to the stacks. In addition to this, many of the persons carrying privilege cards were given permission to enter the stacks, as well as undergraduate students from the College of Fine Arts, who were given access to the Hanley Collection. Including the faculty, probably as many as 500 persons have access to the stacks. The large number of persons in the stacks during the year undoubtedly contributed to an unusual amount of disorganization of the books on the shelves, which became so great as to seriously handicap our service. A determined effort will be made this year to secure

more careful shelving of books on the part of student assistants, and to read shelves more frequently. If in spite of these measures, we are unable to keep the books in accurate order, we may have to restrict access to the stacks, at least for undergraduates.

INTER-LIBRARY LOANS

	1937-38	1939-39	1939-40
Books borrowed	103	102	186
Books loaned	57	67	69
Transportation fees		\$15.87	\$58.66

It will be noted that there was a sharp increase in books borrowed during the year, which were secured from 44 different libraries, located in twenty states and the District of Columbia. It is the present policy of the library to pay the transportation costs on all books borrowed for faculty members, but to require graduate students to pay transportation costs both ways. If loans continue at the rate of the present year, it may become advisable for us to charge transportation costs to faculty members also.

EXTENSION LOANS

For the first time in recent years the number of volumes loaned throughout the state through the mails decreased, as indicated by the following figures:

	1938-39	1939-40
Requests within the state	217	203
Books loaned	573	494

Probably only about twenty-five per cent of these loans are made to support courses taken by extension at the University. The remainder represent an "extra-curricular" service of the library, which it is not obligated to provide, but which it has carried on for years in the absence of any legally designated library lending agency in the state. Because of our small staff, we should possibly view a decrease in these loans with relief. On the other hand, they do constitute an intimate contact for the library (and the university) with the people of the state. Miss Paylore, who has handled this work for ten years, has found a real and satisfying reward in its human relationships, and the opportunity for personal service to individuals in remote communities.

EXHIBITS

A series of eleven exhibits in the lobby display cases was prepared during the year, the most successful of which was created around the private zoological libraries of Professors Clair A. Hannum and Wm. H. Brown, who loaned many rare items for this purpose. An exhibit provoking considerable discussion was "Women in Modern America". Other displays included: Finland; In Review: Ten Years, 1929-39; Books Around the World; Utopia; 500 Years of Printing, 1540-1940; with a companion exhibit, Tubac and the Beginning of Printing in Arizona; The Negro in Contemporary American Cultural Life; and the Douglas Mines Building, arranged in conjunction with the dedication of this building in May.

CATALOGING

That portion of the cataloging done during the year which can be enumerated statistically, is shown in the following figures, compared with last year:

	1938-39	1939-40
Main entries made (typed)	495	513
Main entries (Printed cards)	<u>3,336</u>	<u>3,681</u>
Total main entries	3,831	4,194
Cards added to public catalog (typed)	1,843	1,772
Cards added to public catalog (printed)	16,857	17,892
Cards added to official catalog	4,060	5,273
Cards added to shelf list	2,666	4,012
Cards added to Law Library catalog	2,219	1,743
"See also" references	1,516	139
Miscellaneous cards	<u>232</u>	<u>157</u>
Total cards added	29,393	30,952

	1938-39		1939-40	
	Titles	Volumes	Titles	Volumes
Additions:				
Bound continuations	1,399	2,009	1,156	1,485
Unbound continuations	646	1,094	618	1,136
Law Library continuations	377	888	331	661
Second copies	132	194	148	251
Reserve book room	<u>25</u>	<u>497</u>	<u>2</u>	<u>29</u>
Total added copies	2,045	3,103	2,105	3,282
Recataloging and reclassification	992	1,532	857	1,232
Law Library, new titles				
Typed	44	277	50	190
Printed	<u>333</u>	<u>611</u>	<u>188</u>	<u>298</u>
Total new Law titles	377	888	238	488

Miss Eckert has maintained the high standard of accuracy and efficiency of cataloging throughout the year. As indicated by the above figures, the work turned out by the department is substantially above that of last year which in turn was a marked increase over 1937-38 and which was in turn a large increase over 1936-37. Miss Eckert is somewhat apprehensive that this continuing annual increase in quantity of work done, achieved only by a reorganization of the department and the addition of some student help, is at the sacrifice of quality, an apprehension not shared by the Librarian. A good deal of it is due to our policy of particularly careful selection of student assistants for this department and Miss Eckert's special aptitude in securing a high grade of work from them.

The purchases of the year proceeded through the department to their places on the shelves with a minimum of time and in addition, as noted above, 1,947 Hanley gift books were cataloged, far more than we thought possible at the beginning of the year. With a continuance of activity at the present level, all the Hanley books now in hand will be cataloged during the forthcoming year, but this will by no means reduce the heavy pressure on this department, because after the Hanley collection is completed, we have the Guild Library waiting, after that the Post Library, and after that the excellent botanical library of T. H. Kearney of Washington, D. C., just received in eight large wooden shipping boxes, and after that about 800 uncataloged books turned up in the reorganization of the basement. If we did not purchase a single volume all next year, the catalogers would be continually busy bringing up this back-log of work. As it is, due to our many gifts, they have, in spite of increasing output, been falling behind. The department is badly in need of a well trained, experienced cataloging assistant, who can be intrusted with accurate administrative supervision of some of the work.

Definite progress has been made during the year in translating the recommendations of Miss Eckert, made in 1937, into reality. Colored dummies are now being placed in the catalog for all cards withdrawn, binding shipments are smaller and more frequent, thus not cluttering up the department, progress has been made in placing cards in the catalog for unbound, unclassified periodicals, a number of savings in typing time have been effected, two new sixty-tray catalog cases, a new typewriter, and two new steel trucks have been purchased. In addition, we have this year abandoned the time-honored accession book, including all the information formerly placed in it on the shelf list card. This move, we estimate, will reduce cataloging costs definitely, possibly as much as one and one-half cents per volume. The annual cost of the form accession book alone has been about \$15.

While the mounting load of work ahead is oppressive and possibly weighs too heavily on Miss Eckert, a backward glance at work completed and improvements and economies effected is heartening and ample cause for satisfaction.

WPA AND NYA ASSISTANTS

Earlier library reports have commented frequently on the value to the library and the university, of the WPA project which has operated continuously at the library since 1935. A tremendous amount of useful work has been done during this period, as a result of which the library is in much better condition and a more efficiently functioning organization than it would otherwise have been.

This year we have particularly tangible evidence of work done because we have finally very nearly reached the end of a long reorganization project of the materials in our basement, including the removal, with the cooperation of the department of Botany, of the plant specimens belonging to Dr. Thornber. This plant collection had long constituted a very real fire hazard in the library which we are decidedly relieved to have gone.

It is only possible to appreciate the very great amount of work that has been done in the basement by having seen it in its former state of disorganization. Now we have all duplicate government documents together, in one series, carefully arranged by department, all non-duplicate documents shelved in the basement because of lack of space in the main stacks, in another series, all duplicate Arizona documents carefully organized, all duplicate magazines organized and listed for exchange purposes, all duplicate books similarly organized and listed, and all non-duplicate, uncataloged books, which the reorganization yielded up, in another series, alphabetically by author, awaiting attention from our overburdened catalogers. The duplicate experiment station bulletins are now also in careful order, and the large collection of catalogs of other universities and colleges has been reorganized alphabetically by the name of institution.

In addition to this improvement in our housekeeping, work has been continued on our picture collection, many books in the stacks have been shifted, some progress has been made in typing cards for uncataloged periodicals, and numerous volumes of newspapers and government documents have been placed in temporary binding. Not a little of the excellent progress that has been made with the Hanley collection has been because we have had WPA workers available to do the preliminary checking. To Miss Louise Norton, district director of the Women's and Professional Project of the WPA, for excellent cooperation in sending to our project persons well adapted to our type of work, and to Mr. Edward Eddy and Mr. Lucien Serventi, WPA staff members, for cheerful, industrious, and intelligent application to any task whatsoever assigned them, the Librarian is truly grateful.

Eighteen NYA workers were assigned to the Library this year, receiving \$1,960 in compensation. We have come to rely heavily on this type of assistance, even though our own wages budget has been increased from \$2,100 to \$3,200 during the period of its availability. If NYA assistance should be dropped, our wages budget would need to be increased by at least \$1,800 to permit us to maintain service at our present standard.

PERSONNEL

The year has been marked by a number of staff adjustments made necessary by three leaves of absence, without pay: one of one month to Eloise Kelsey, to permit her to attend the 1939 summer session of the University of Illinois Library School, a second leave of five months to Miss Kelsey, for completion of the first year of work at Illinois; and a leave of an entire year to Louise Milligan for attendance at the School of Library Service, Columbia University. Miss Milligan's position as head of the Circulation Department has been filled by Marian Iwert, Reserve Librarian, Miss Kelsey's first leave was not filled, and her position during her second leave, was taken by Miss Lela Burns, an experienced librarian from Peoria, Illinois, who had been forced to come to this climate because of a sinus infection. Miss Burns filled this position most efficiently. While it occasioned some difficulty, we were glad to release her one month early in order to permit her to accept a permanent position at the Tucson Public Library.

While two simultaneous leaves of absence on a small staff such as ours, are, of course, much more difficult to arrange than in a larger library, the Librarian definitely feels that this liberal policy on leaves is justified. Our personnel situation, both actually and for accrediting purposes, is now much more satisfactory than it was three years ago. In the special survey of the library submitted to you in October of 1938, the following statement was made:

"The writer is convinced that in any survey of our library by an outside agency, note would be taken of the fact that only four of nine staff members have had a year or more of graduate library instruction."

For next year we will have on our permanent staff no one who has not had some library instruction, and only one person (who, however, holds a Master's degree) who has not completed a full year of library school instruction. This marked improvement in the professional preparation of our staff is a development we view with special satisfaction.

Mr. Frederick Cromwell, who assumed the assistant librarianship last August, has definitely strengthened our staff. Miss Betty Didcoct, too, who was with us in a temporary capacity last year, and who will now be on a permanent appointment, is a valued addition to the staff, reconciling us somewhat to the loss of Miss Iwert. As far as we know now, there will be no leaves of absence for next year, and with no new staff members, library service and development should proceed smoothly.

Miss Eckert has continued to serve as an advisory member of the American Library Association committee on code revision, Mr. Cromwell has been appointed a member of the Committee on Library Supplies and Equipment, the Librarian has served and will continue to serve on the Committee on Membership, and has also been appointed a member of the Committee on Bibliography. He also served as President of the Arizona

State Library Association, editing its News-Letter, conducting a round-table discussion on the possibility of statewide library service at the annual conference in Phoenix, and also presiding at an author's luncheon there. This convention was also attended by Mr. Cromwell and Miss Didcoct.

Miss Eckert and the Librarian attended the annual conference of the American Library Association in Cincinnati in May, where the Librarian read a paper entitled "Library Resources in the Land of Little Water" before a joint meeting of the Board on Resources of American Libraries and the University Libraries section. An article by the Librarian on collections of Scandinavian Literature in the Libraries of the United States was published in Scandinavian Studies and Notes in August 1939.

The relationships of staff members to each other has continued to be harmonious and the work of the library has gone forward in a spirit of cheerful and loyal willingness which we hope, has been reflected in our services to students and faculty.

IN CONCLUSION

Looking forward at the multitude of needs and work remaining to be done by our small staff, and particularly at the continuance of our below standard financial support, it would not be difficult to be pessimistic. We prefer rather to be cheerful over the real progress which we believe has been made during the year, and grateful for sympathetic faculty support which has been given us, as well as for the sincere and friendly administrative effort to improve the status of the library, as evidenced in numerous ways pointed out in this report. As we face the uncertain future in a turbulent world where battleships have unhappily become more important than books, we are apprehensively aware that the time may come when \$40,000 a year may seem a magnificent sum indeed to spend on such a relatively civilized institution as a university library. Whatever the future may hold, I am certain that I speak for the entire library staff when I say that we are determined to give the University the best library service of which we are capable.

Respectfully submitted,

Wm H. Carlson

Wm. H. Carlson
Librarian