

University of Arizona

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

of the Librarian

1937/38

Tucson, Arizona
August 1938

August 15, 1938

To President Alfred Atkinson:

I here submit my first annual report as librarian, which is, I believe, the 25th written report of library activities and problems that has been made.

A good many changes have been made in staff organization and various routines and procedures. These will be commented on in order in discussing the various phases of the library's work. An amplification of the policy begun by Mr. Gjelsness of putting all routines and procedures in writing, with dates, indicating changes in policy, has been carried out. It is hoped, by this method, to have a written and orderly record of the many details of procedure essential to the functioning of a library, ready to assist any new Librarian or department head, who may in the future take over administration of the Library or one of its departments.

BUDGET AND EXPENDITURES

	1936-37		1937-38	
	Budget	Expend.	Budget	Expend.
Wages (Student assistants)	2,100.00	2,044.10	2,800.00	2,758.21
Office supplies	900.00	1,104.44	1,100.00	1,222.92
Freight and express	400.00	388.08	300.00	328.00
Bookbinding & replacements	2,675.00	2,749.44	3,075.00	2,992.17
Bookbinding, Law library	150.00	135.48	150.00	134.83
Capital expenditures:				
Books & periodicals, general library	11,000.00	10,312.17	11,891.30	11,965.22
Books, Law library	2,000.00	1,972.26	2,000.00	2,080.84
New equipment	---	470.10	590.00	6,417.69
New stacks	---	---	6,010.00	
	<u>19,225.00</u>	<u>19,176.07</u>	<u>27,916.30</u>	<u>27,899.88</u>
Salaries	<u>16,359.00</u>	<u>16,108.72</u>	<u>16,884.00</u>	<u>16,946.62</u>
GRAND TOTAL	35,584.00	35,384.79	44,800.30	44,846.50

For comparative purposes the budget and expenditures for 1936-37 and 1937-38 are given. Eliminating the \$6,010 expended

for the new stack installation, the budget for the year was, including a transfer of \$491.30 for general courses books, \$38,690.30, which is an increase of slightly more than 7% over the budget of 1936-37 and is, with the exception of 1929-30, when abnormally large expenditures were made to bring the Law Library up to the minimum standards required by the Association of American Law Schools, the largest budget the library has enjoyed. Most of the increase is represented by the restoration of salary cuts, increases in student assistants wages and office supplies. Only \$400 of the increase went for the purchase of books and periodicals. The overdraft of \$46.20 is accounted for by a greater expenditure for salaries than the amount budgeted. This was due to the fact that the salary of the previous Librarian was paid at a higher rate in the month of July than the amount budgeted for the Librarian.

Even though the present budget is an advance over the previous year, it is, as shown in my separately submitted survey of library needs, far below the requirements of a university of our size. As pointed out in that survey, a budget of at least \$58,000 per year is necessary to permit development of our library resources and services on a basis comparable with university libraries generally.

ACQUISITION OF MATERIALS

The growth of the library for the past two years is indicated by the following statistics:

	1936-37	1937-38
Number of volumes (approximately)		
at beginning of year	114,292	120,039
Purchase, general library	1,927	2,307
Law library	743	805
Gifts and exchanges	1,888	1,234
Binding	1,325	1,188
Total	<u>5,883</u>	<u>5,534</u>
Reinstated	---	28
Total	<u>5,883</u>	<u>5,562</u>
Books withdrawn	<u>136</u>	<u>262</u>
Grand total	5,747	5,300
Total volumes (approximately)		
at end of year	120,039	125,339

It will be noted that the chief decrease this year, over last, is in the number of gifts and exchanges, which is partly, at least, accounted for by the fact that the Martin law library was presented to the Library in 1936-37. In both years the proportion of books added by gift and exchange, much of which is not the most vital and significant material, is far too high in relationship to the number of books purchased.

Under Miss Guild's experienced hand the purchasing of books and periodicals has proceeded smoothly. The small increase in book funds was used to increase the library allotments of a few departments, and to enter subscriptions for 56 new periodical titles. Most of these new subscriptions were to continue sets for which departments had been buying back volumes, by years, for a considerable period of time. The current subscriptions were entered, effective January 1, 1938. In many cases this left a considerable gap, varying from six months to a year, in sets. The library has now entered orders for back numbers to fill these gaps, but it is problematical if all can be secured.

Some of the outstanding purchases of the year are as follows:

American book prices current, index 1923-32	\$45.00
American institute of electrical engineering, Transactions (various back volumes)	42.00
Bradford. Bibliographer's manual of American history	10.00
Britton & Rose. Cactus	27.50
Chemical abstracts, 3rd decennial index	40.00
Conspectus of American biography	15.00
Deutsches Buecherverzeichnis	310.00
Dictionary of American biography, index volume	12.50
Dictionary of national biography	140.00
Eberhard. Handbuch der astrophysik, Nachtragsband	36.77
Encyclopaedia Britannica, 14th edition	134.00
Freeman. R. E. Lee, a biography	15.00
Jepson. Flora of California, v.1-2	16.50
Lancaster. History of French dramatic literature, 6v.	30.00
Marshall, John. Life of George Washington	15.00
Scientific encyclopedia	10.00
Stevenson, Burton. Home book of Shakespeare quotations	10.00
Studies in philology (various back volumes)	38.00
Tilney. Brain from ape to man	25.00
Union list of newspapers	48.00
Who's who in engineering	10.00

Binding

The increase in the binding budget over the previous year has been most welcome. The use of certain Federal documents, such as the Bulletins of the Bureau of Mines, Farmers bulletins, Water supply papers, Agricultural experiment station bulletins, Geological survey bulletins, etc., is so frequent that all of these and many other sets need to be bound. Some of them have not been bound in the past and the library is now engaged in binding many back volumes of these important sets. The binding of Federal document sets alone constitutes a heavy drain on our budget. On the whole, however, our binding program is keeping reasonably abreast of our acquisition of unbound materials and our rebinding needs.

The library binding has, for a considerable period of years been done by the Pacific Bindery of Los Angeles. This is a large, reputable firm, turning out a high quality of work. Binding prices throughout the entire country advanced slightly at the beginning of the year, but to offset this advance, the Pacific Bindery, at the Librarian's insistence, reduced the charge for binding theses from \$2.25 to \$2.50 per copy, down to a flat rate of \$1.75 for the same quality of binding. This effects a saving of about \$50.00 per year.

As an economy measure, the first copy of theses have, for the last few years, been bound in volumes, two or three theses in a book. This has caused some complications in cataloging and circulation. The plan has therefore been abandoned, and each thesis is now being bound into a separate book, as was formerly done.

Gifts

The outstanding gift of the year has been a collection of 75 titles of Art books presented to the University by the Carnegie Corporation of New York. These books, if purchased, would have cost about \$375 or \$400. They constitute an important and valued addition to our Art Collection.

The next most important gift is the announcement by Phi Delta Kappa, professional education fraternity, of its intention to purchase \$250 worth of books in the field of education, to be presented to the Library. These books will be ordered through our order department, just as our regular purchases are. So far, about thirty titles have been ordered. The remaining ones will come in during the next fiscal year.

One favorable development of the year has been the administrative insistence that all book gifts to the University are to be placed in the University Library, for cataloging and circulation. This policy will preclude the unorganized and largely unsupervised accumulation of collections like that now in the Art department, will halt a trend toward the establishment of departmental libraries, and will permit more careful husbanding and more efficient use of book gifts than has been present in the absence of any clear cut policy on this important matter.

In addition to the two large gifts noted above, gifts worthy of mention are:

From the Philadelphia Society for the Promotion of Agriculture: Six early tracts, in the original, of the period 1818-40, dealing with the development of Agriculture.

From F. Foglio Miramontes of Mexico: Geografica economico-agricola del estado de Michoacán. 4v.

From Ruth Gordon: A typescript biography of Mary Elizabeth Post, 1841-1934. Miss Post was the first white school teacher at Yuma. This biography is now being copied by the Arizona Pioneers Historical Society, for their files.

From Carl Hickerson: Farish, History of Arizona, 8v.

From Matthew Josephson, well known author, who was extended the facilities of the library during the winter: An inscribed copy of his book, The Robber Barons.

From Prof. V. Frederic Koenig: His volume, Le conte de Poitiers; and Romain's Les hommes de bonne volonté, v.7-12.

From Rudolph Nekola of Czechoslovakia: A German translation, "Das Land der sieben Städte" of the same work, written in Czech while in residence in Tucson a few years ago.

From Sigma Xi, Arizona chapter: Scientific papers contributed by members of the chapter, 1937 - leather-bound volume.

From Ray Lyman Wilbur: Wilbur and Hyde, The Hoover policies.

Exchanges

New exchange relationships have been established during the year with the following institutions:

University of Alabama
Brooklyn Museums, Brooklyn, N. Y.
Jardin Botanique de l'Etat, Brussels, Belgium
Temple University, Philadelphia
Taylor Museum for Southwestern Studies, Colorado Springs
Académie Royale des Sciences des Letres et des Beaux-Arts, Brussels

One of the important WPA projects during the year has been a careful check of our holdings of the publications of the various agricultural experiment stations, recording of our holdings on a new type of check card, and a request to all stations for their publications which the check revealed that we did not have. As a result, 1,687 pieces of material missing from our files were secured on exchange account, which exceeded our most optimistic hopes. More important, our library was placed on the mailing list of the various stations, to receive publications directly as published, instead of depending on having them forwarded to the library from the College of Agriculture, as, in the case of many stations, had been done and which was the cause of the many missing numbers in our set.

Aside from these important additions to the library 690 pieces were received on piece for piece exchange from 27 different libraries and 1770 pieces were sent out in return. This shows a definite credit in favor of our library which is rather unusual for a small library. This extensive exchange has been possible only because we have had WPA workers available to list the materials we have available for exchange.

SERVICES TO FACULTY AND STUDENTS

Circulation

The extent to which the library is used is shown by the following figures:

	1936-37	1937-38
Number of books lent for home use:		
Students	25,445	26,608
Faculty	3,550	3,963
Reserve book room	<u>6,211</u>	<u>7,481</u>
Total books loaned for home use	34,206	38,052
Number of books lent for reading room use:		
Main desk	63,477	68,657
Reserve book room	<u>89,578</u>	<u>83,345</u>
Grand total books used	187,261	190,054

These figures show an increase in every kind of library use recorded except reserve books, which, in the opinion of the Librarian, is a definitely healthy trend. When fewer students read books under compulsion and more read them on their own initiative, as has been true this past year, we can feel that we are making real educational progress. An analysis of our library use will be commented on later.

The circulation service at both desks is greatly handicapped by the lack of professional librarians and sufficient student help. We should have a trained librarian in charge at each desk during all open hours, to supervise the work of student assistants. With our small staff we are unable to do this and the reserve desk must go largely unsupervised.

Although we had \$700 more to spend for student help this year than in the previous year, this was more than offset by the loss of a large portion of NYA student help which the library had in the previous year. As a result our desk attendants, at both desks, frequently worked under high pressure. Many evenings student assistants and staff members have had to stay as late as 10:30 to clean up accumulated work and clear the desks for the next day's work, entirely without compensation for this extra time.

We need sufficient student help at the main desk so that one full-time staff member can be at the desk continuously

to direct students and generally supervise operations. With our existing staff this is impossible and our professional staff members frequently are required to run books, that is, to serve in effect as pages. Until sufficient help is available to correct this situation our desk service will not be as efficient and prompt as it should be.

The entire circulation routine and the procedure for circulating books was personally revised by the Librarian before the beginning of the fall semester. The Library had since its early days used the so-called Brown system of circulation, which required a small 2 1/2" x 3" pocket in the back of the book. When the book was circulated the signature of the borrower was written on a small narrow slip of paper, which was then inserted in the pocket and filed under the date the book would be due. The insertion of this small slip into the pocket, as well as its extraction, was always troublesome. The use of the small pockets was therefore eliminated. A new home use call slip was devised and printed in its place. Now this slip is filed under the date the book is due. Members of the desk personnel who have worked with both systems report our new procedure as much less troublesome and time-taking.

Reserve books

An analysis of the books on reserve during the six weeks period March 1 - April 15, and their circulation, has been made ⁸⁵ a WPA project. We found that during that period there was a total of 1,609 titles on reserve, amounting to 3,279 books in all. Of these 672 titles, or 1,636 books were not called for a single time during the period of the study and 220 titles, or 371 books, were called for only once. This means that almost 50% of the books which instructors had asked to have reserved as required reading for their students remained on the shelves untouched.

It is a common failing of instructors to be too optimistic about the reading their students will do and our study shows definitely that the University of Arizona faculty are no exception. On a conservative estimate 15 minutes per title is required to secure books from the main stack, charge them to reserve, prepare two cards for the reserve room files, transport the books to the first floor reserve room, file the cards and place the books on reserve, and then reverse the process when the books come off reserve. Approximately 70 hours of work were required to place these 672 titles on reserve and take them off, 70 hours of work which, during the six weeks period in the heart of the semester, bore no dividends whatsoever. One additional undesirable feature of the placing

of books on reserve which students are not required to read is that the books are tied up for use for a two hour period and are not available for general circulation, where they might be much more effectively used. We have frequent requests for books for home use which cannot be loaned because they have been reserved.

This tendency to put too many books on reserve will be called to the attention of the faculty at the beginning of the 1938-39 academic year, with a plea for a restriction of reserves to actually required readings. Another analysis of the use of reserve books, this time throughout the entire fall semester, is then planned.

The former system of posting lists of books on reserve for each course on large bulletin boards has been abandoned. These books are now listed on cards, filed behind guides arranged alphabetically by the name of the course number. This arrangement is much more convenient for students and does not clutter up the reserve room with bulletin boards and a heterogeneous group of lists in all states of revision.

Analysis of library use

To determine just who uses the library, an extensive analysis of library use has been made, as a WPA project, by checking the number of books each student and faculty member took from the main circulation desk for home use and library use, during the period September 15 - January 1, 1938, inclusive. This analysis has been most revealing. It showed that 43% of the Freshmen, 28% of the Sophomores, 21% of the Juniors, 16% of the Seniors, and 14% of the graduate students withdrew no books whatsoever during this period. From the student body at large 30% of the students withdrew no books. It was found that the average grade of this 30% of the students for the semester under investigation was 3.325. As compared with this, the 296 students using 15 or more library books during the period had an average grade of 2.798.

This analysis is not yet completed. When finished it will at least give us considerably more information about just who our library users are than we have ever had before. It should have some implications of value to the teaching faculty. It must be emphasized that the analysis covers only the use of books from the main circulation desk, that is books withdrawn on the student's own initiative. It is, of course, quite probable that some students who did not withdraw a single book from the main desk, read extensively in the reserved book room.

Reference Work

More than any other phase of our activities this part of the library's work suffers from our lack of sufficient help. Miss Milligan must devote the major portion of her work to supervision of our desk and reserve service and has only a small residue of time for hurried attention to reference questions. As a result we do not have a reference service worthy of the name and certainly not one of the kind that is found in well administered and well staffed libraries. We need a full time reference librarian with a desk in the main reading room, where she will be near the most essential reference books and easily available to the entire library clientele. Such service can be provided only with the addition of a full time professional librarian to our staff.

Noise in the Library

For several years there has been much criticism from faculty and students of the noise and visiting in the Library at certain periods, particularly in the reserve book room. This has been largely due to the fact that we have had no supervision at all in our main reading room and have had to rely chiefly on student assistants, and NYA assistants at that, for supervision of our reserve reading room.

A determined effort was made during the year to correct this noise situation, with only small success. Staff members and student assistants were specifically charged with the necessity of maintaining more order and decorum. For a three month period we did achieve order in the reserve book room. During Miss Hewlett's absence Mrs. Daily substituted for her. She was placed on duty in the reserve book room each evening, Monday through Thursday, with specific instructions to maintain order. She did so firmly but pleasantly, to the great improvement of the situation there. With the return to our old schedule under student assistants the situation gradually reverted to its former status and by the close of the spring semester was again definitely unsatisfactory. Continued effort will be made to control this situation but a real solution awaits a considerable increase in our professional library staff.

Fines

A total of \$424.90 was collected in fines this year, as compared with \$466.70 last year. The only purpose of a library

fine is to prevent infraction of library rules and intrusion on the rights of other library users. Our present fines system largely fails to achieve this purpose because we have no effective system of collecting fines as they occur. As a result students frequently let them accumulate without paying them, under the impression that they will get by without doing so. We frequently have students with accumulated fines of \$10 or more. At the close of the spring semester we had a list of 578 students with unpaid fines, which we had no effective way of collecting. Under our present system the only compulsion we have over the students is that they are required to pay fines before diplomas are granted. Students frequently come to graduation time with a large accumulation of fines, the payment of which often causes hard feelings.

Inter-library loans

	1936-37	1937-38
Books borrowed	109	103
Books loaned	84	57

The 103 volumes secured for the use of graduate students and faculty members were borrowed from libraries all the way from New England to California. The greatest number of loans (20) were made from the University of Chicago libraries and the next greatest number (11) from the University of California.

Most of our loans were made to smaller libraries in the Southwest but loans were made as far away as Cornell and Rochester universities.

One of our needs, which will be increasingly urgent, is a projector for microfilm, which will enable us to take advantage of the service now offered by the larger libraries, by borrowing bulky and expensive materials on film, at considerably less expense and risk than the borrowing of the actual books themselves.

Extension loans

In the absence of any central library agency in the state, the Library has always loaned books, through the mail, to citizens of the state. The extent of these loans is indicated by the following figures.

	1936-37	1937-38
Requests from within the state	116	178
Pieces loaned	300	413
Requests from outside the state	14	12
Pieces loaned	4	19

These statistics show an increasing service to the citizens of the state. Undoubtedly it is a good policy for the University to continue these loans, but the work involved is a considerable drain on our small staff. The out of state loans were all made to persons who had work in progress at the University.

EXHIBITS

Exhibits of the year were: Books relative to Horace Mann; Modern cartoons; The Constitution of the United States (in connection with Constitution day); Andrew Jackson; Christmas in American Literature; Fine Bindings of Hazel Dreis, a craftsman of Santa Monica, California; Pan American countries, (in connection with Pan America day); Boulder Dam in Print; Anti-war exhibit, planned and arranged by the Student Peace Council; Man's Conquest of the air (progress of aviation). Of these the Student Peace exhibit, the aviation exhibit and the Christmas exhibit attracted most attention.

CATALOGING

The cataloging done during the past two years, as nearly as this type of work can be enumerated statistically, is shown below:

	1936-37	1937-38
Main entries made (typed)	577	734
Main entries made (printed cards)	<u>3,435</u>	<u>3,550</u>
Total main entries	4,012	4,284
Cards added to Public catalog (typed)	3,190	3,053
Cards added to Public catalog (printed)	11,856	14,077
Cards added to Official catalog	---	3,837
Cards added to Shelf list	---	2,721
Cards added to Law Library catalog	---	951
Miscellaneous cards	---	121
"See also" references	<u>---</u>	<u>648</u>
Total cards added	21,272	25,408

	1936-37		1937-38	
	Titles	Volumes	Titles	Volumes
Continuations added	1,187	1,814	1,324	1,918
Second copies	160	259	141	322
Temporary cataloging	---	---	772	990
Law Library continuations	28	37	202	435
Recataloging and reclassification	100	131	1,346	2,218

Under the competent guidance of Miss Eckert, who assumed the position of Head Cataloger in May 1937, the work of this entire department has taken on new vitality and direction. The many changes in procedure, routine, and policy which she has instituted have definitely increased the quality and quantity of the work being done. She has also definitely come to grips with much of the inaccurate and careless cataloging done in the past, as is indicated by the fact that 1346 titles, representing 2218 books were recataloged as compared with 100 titles and 131 books in the preceding year.

Many of the changes made are too detailed and technical to be presented in a general administrative report. Some of the highlights, however, summarized from Miss Eckert's annual report are:

1. Reorganization of the cataloging work under two full time persons, instead of four part time, with a reassignment of duties, placing the Head Cataloger in a definitely supervisory position.
2. Discontinuance of listing order information and accession number on back of Official Catalog and main Public catalog card and listing it on the face of the Shelf list card, instead of the back, as formerly. One-third less typist time is now required for this work.
3. Listing library holdings on the main entry card for all continuations. This is making the public catalog increasingly intelligible and useful to library users.

The progress of recataloging and reclassification and the work involved is indicated by the following numbered items taken directly from Miss Eckert's report:

1. To bring together all sets, some of which had previously been classed together, some

- separately, and to provide suitable contents or series cards for them. The chief example of this nature is the series, Contributions to education, issued by Teachers College of Columbia University. About 75 volumes of this series has been classed independently, the others together.
2. To eliminate the duplicate numbers for sets of periodicals or series that were found when the dummies for cards in the periodical trays were filed in the Shelf List. About 50 sets were involved in this reclassification.
 3. To bring various editions of separates together, by assigning dates as parts of the call numbers rather than the arbitrary a, b, c. work marks formerly used.
 4. To bring the titles of an author's works in the same class together alphabetically by using work marks derived from the first word of the title and to eliminate the arbitrary a, b, c work marks formerly used.
 5. To counteract the havoc created by the wholesale adoption of an expanded new edition of Dewey which results in placing dissimilar material in the same class number: for example, the Crusades and the World War in the same classification number.
 6. To bring together the works of standard authors according to the scheme devised before 1937-38.
 7. To make a collection of early Library acquisitions for the Arizona collection. Separates with accession numbers below 100 were placed in this collection. Only separates were chosen because the Arizona collection affords no shelving space for continuations or long sets.
 8. To bring into conformity with the present edition of Dewey self-made changes or additions.

A few years of continued cataloging activities at the level of the past year will do much to counteract the errors of the past and will make the resources of the library more readily available to students and faculty alike.

STAFF REORGANIZATION

Under the former library administration, the work of many staff members was divided among several departments, probably

on the theory that every staff member should be familiar with as many phases of the library's work as possible. In an effort to centralize responsibility and activities within a certain field the entire staff has been reorganized.

Under the former organization every staff member, with the exception of Miss Guild and the Librarian, worked at least some hours at the circulation desk, but no one was responsible for the service there. Four persons did some cataloging. Under our reorganization Miss Milligan is in charge of and responsible for circulation work, assisted full time by Miss Hewlett and by Mr. Cox all of the one-half time he gives the Library. Miss Eckert and Mrs. Robert are free to concentrate their energies entirely on cataloging, Miss Guild is responsible for no cataloging duties. Two persons then carry the cataloging work formerly distributed part time to four, and three persons devote all their time to circulation assisted for a limited number of hours by two others. It has been the whole plan of this reorganization to concentrate the efforts of each person, as nearly as can be done with the limited staff we have, on a specific part of the library's work, to enable him or her to thoroughly master that phase of the work and be responsible for it, and to have a clearly fixed responsibility for each of the three major phases of our work, ordering books, organizing and cataloging them, and circulating them.

PERSONNEL

There have been two changes in our professional personnel. Mr. Rudolph Gjelsness, after five years of service as Librarian, resigned to accept a position as Professor in the Department of Library Science at the University of Michigan. He was succeeded by the present Librarian August 1, 1937. Miss Ruth Hewlett resigned her position as Circulation Assistant, effective July 1, 1938, to take graduate work in Library Science at the University of Michigan. She has been succeeded by Miss Marian Iwert of Iowa City, Iowa, who assumed her duties August 1, 1938.

A detailed statement of the qualifications of our present staff, and our needs for additional staff members and a higher salary scale is set forth in my special survey of library needs.

All staff members have served loyally and faithfully throughout the year, and have graciously adapted themselves to the always trying adjustments of a new administration of the library.

All staff members attended some or all of the sessions of the Arizona Library Association and the Library section of the

Arizona Education Association, meeting in Tucson October 11 and 12. The Librarian discussed the qualifications and training of High School Librarians before the Library section of the Arizona Education Association, and before the Arizona Library Association he presented a paper, "Growing pains in the Library Profession". At the meeting of the Arizona Library Association in Phoenix, April 9, he presented a statistical analysis of the support of high school libraries and public libraries in Arizona. This meeting was also attended by Miss Guild, Miss Eckert, and Mr. Cox.

An address was also made by the Librarian before the Tucson Woman's Club and an article on microphotography was published in the Arizona Daily Star. The Librarian's Carnegie Fellowship study on the support of seven western and north-western university libraries, completed at the University of California last year, was published by the University of California Press in June.

WPA

From six to seven WPA workers have been employed at the Library continuously during the year. Planning and supervising the work of these people, as well as training them, has been a considerable burden on all staff members, and particularly the Librarian. The most important work undertaken has been the compilation of a bibliography of all the published writings of the University faculty, at which Mr. Ira Cowart has been steadily at work since early fall. The compilation has now been completed and typed. Dr. Esther Payne has continued her work in developing our picture collection of over 25,000 pieces, and presided at a week-long public exhibit of cartoons from the collection, held in Old Main, February 21-26.

Most of the work carried on with WPA workers could not be undertaken with our regular staff. It has been of direct and lasting benefit in bringing order to the disorganized sections of the library.

OBJECTIVES

Since this is the first report of the present Librarian it is appropriate to list, in the order of their importance, the major objectives toward which the Librarian and his staff will strive.

- First: A closer integration of the Library with the teaching function of the University. The Library will be considered and administered as predominantly a teaching division of the University, rather than an administrative division, as it so often is, and every effort will be made to have it supplement and aid the instructional efforts of the faculty. Our analysis of Library use and reserve books are our first modest steps in this direction.
- Second: A Library staff of sufficient numbers and high qualifications and a book fund adequate for a University of our size. Our separately submitted survey of library needs, calling for an annual budget of \$58,000 and four new staff members, and improved salaries, is a major effort to achieve this objective, for which we have great hopes.
- Third: Placing our house in order. We hope gradually to eliminate inconsistencies and errors in cataloging, and to organize all our materials, including duplicate and rarely used materials on the shelves in neat and orderly fashion. Librarianship has many of the elements of good housekeeping and order and neatness are necessary for quick and efficient location of materials. Much of our WPA work has been an effort toward this objective, but real achievement of the objective will not be possible until the library stack unit is completed in its entirety, to provide badly needed shelf space.
- Fourth: Improvement of the library plant, including particularly air conditioning and improved lighting. The lighting of the main reading room has just now been brought to the highest recommended standard. Other sections of the Library await improvement. Air conditioning for summer and forced ventilation for winter are essentials of the effective modern library, which it is entirely possible for us to achieve.
- Fifth: Instruction in use of the Library. Nothing of significance is done in this field now. A semester credit course should be offered for Freshmen and a course in bibliographical methods for graduate students. This objective, too, awaits increased personnel.

CONCLUSION

If this report has been longer than it should be it has been because it has been felt necessary to portray the many changes and developments of the year, as a matter of library history. Future reports can undoubtedly be considerably briefer.

The Librarian has found his first year here a stimulation professionally as well as a pleasant personal experience. It has been particularly satisfying to work with a University administration conscious of the needs of the Library and sympathetic to the development of a greatly improved library service. It has also been a pleasure to work with the loyal and willing group of persons who constitute the Library staff. With continued administrative and staff support high hopes are entertained for achieving the objectives outlined above and making the library a more vital and effective division of the University than it has been.

Respectfully submitted

Wm H. Carlson

Wm. H. Carlson,
Librarian