

University of Arizona

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

1941-42

Tucson, Arizona
August 1942

August 1, 1942

To President Alfred Atkinson:

I here present a report of library activities for the fiscal year ending June 30, 1942, my fifth and final report and the twenty-ninth in the series of written library reports. Since I am leaving the Librarianship it seems proper that this report, in addition to portraying the work and problems of the year, should, in some degree reflect the five-year period during which I have had the privilege of directing the growth and operation of the Library.

BUDGET AND EXPENDITURES

	1940-41		1941-42	
	Budget	Expend.	Budget	Expend.
Wages (Student assistants)	\$3,475.00	\$3,494.12	\$3,600.00	\$3,521.05
Office Supplies	1,225.00	1,247.29	1,225.00	1,210.44
Freight and Express	300.00	383.12	250.00	359.24
Bookbinding, General Library	2,900.00	2,998.20	2,700.00	2,819.52
Bookbinding, Law Library	150.00	148.98	100.00	102.27
Capital Expenditures				
Books and Periodicals				
General Library	11,413.60	11,202.34	10,800.00	10,684.01
Law Library	2,050.00	2,088.58	2,000.00	2,000.00
Equipment	580.00	524.56	925.00	902.06
Total	22,093.60	22,087.10	21,600.00	21,598.59
Salaries	18,403.16	18,402.80	17,466.00	17,465.28
GRAND TOTAL	\$40,496.76	\$40,489.90	\$39,066.00	\$39,063.87

We began the year with an approved budget of \$38,066.00. To this amount \$1,000.00 was added from General Funds in October. This extra money greatly eased the budget situation and fortunately made it possible to secure needed equipment, including a number of electric fans, typewriters, and steel book trucks, before priorities restrictions went into effect. Even with this transfer the Library was left with \$1,426.00 less available funds than in the previous year. Obviously this sharp decrease has been reflected in a number of ways in the year's activities, as will be evident in various sections of this report. In his Special Survey and in repeated budget requests the Librarian has stated, with supporting evidence, that a \$40,000.00 a year budget is not sufficient for the growth and administration of a library to

service a University with as broad and varied a curriculum as we have here. For service and growth comparable to university and college libraries generally, the University should devote at least \$58,000.00 of its available annual funds to support of the Library. The present budget, by careful administration, can perhaps keep the Library a bit above mediocrity, but with the best of planning and penny pinching it will not permit that superior service and development generally found in the better colleges and universities, and essential for the most effective research and instruction.

ACQUISITION OF MATERIALS

	1940-41	1941-42	1937-42
Number of volumes, beginning of year	138,804	148,204	120,039
Purchase, General Library	2,400	2,443	11,226
Gift and Exchange	3,960	2,686	12,524
Binding	1,385	1,059	6,236
Government Documents, unaccessioned	400	917	1,317
Law Library	<u>1,414</u>	<u>1,692</u>	<u>6,399</u>
Total added	9,559	8,797	37,769
Reinstated	<u>20</u>	<u>4</u>	<u>127</u>
Net Total	9,579	8,801	37,806
Books withdrawn	<u>179</u>	<u>387</u>	<u>1,317</u>
GRAND TOTAL	9,400	8,414	36,579
Total volumes at end of year	148,204	156,618	156,618

In addition to the accession figures for the past two years, cumulative figures for the past five years are presented. The year now under review was the second most rapid year of growth in the history of the Library, being exceeded only by the previous year, when an extra professional cataloger was available for a six-months period. The fact that during the year 8,414 accessioned volumes moved in orderly fashion from the catalog department to their places on the library shelves is still another tribute to the exceptionally fine work of Miss Eckert, Head Cataloger. This year she was the only professional librarian in her department, achieving the excellent output of the year entirely with clerical assistance. In the opinion of the Librarian the University would look a long time to find another Cataloger equally productive of high quality work.

For the third consecutive year the Library grew more rapidly from volumes received by gift and exchange than it did by book purchases. This is due partly to generous outright gifts, in which the Library has been increasingly fortunate, and partly to the extensive exchange work we have been able to carry on with WPA assistance. The steady growth of the Library, carrying it this year above 150,000 volumes, consisting in the main of substantial materials directly supporting the work of the University, is equipping it to take an increasingly important part in the curricular and research work of the University.

The 36,579 volumes added to the Library the past five years are more than it added in its first thirty years, and 11,349 more volumes than were added in the previous five year period, although book expenditures were only \$6,202 greater during the last five year period. The 36,579 volumes represent 23% of the total growth of the Library. At the usual estimate of seven books per linear foot the books added have required 5,225 feet of shelving, or practically one linear mile. This situation is reflected in a crowding of the library shelves, which in the next biennium will become a major problem for the library.

If the Library grows an additional thirty-five thousand volumes in the next five years the stack unit must most certainly be completed or generous shelf space found elsewhere. A good many possibilities for shelf expansion exist in the present building before the additional stack unit, planned when the building was erected, becomes necessary. It is recommended that an opening be cut from the stack unit to the basement to give direct access through the stack elevator to the books now stored there. Eventually a single level of shelving can be installed under the major portion of the entire front and west wing of the building. This could be done with only minor excavation, with a ramp leading into the basement. This section, which would house a tremendous number of books, could then also be conveniently reached through the stack elevator. This solution plus the space still awaiting erection of shelving in the main stacks, would take care of shelving needs for a number of years.

The effect of the war on the Library's acquisition program was discussed in some detail in last year's report. All the problems and changes then noted are still present, but in greater degree. The changed pattern of library buying is most evident in the technical sciences and particularly Chemistry, where the many expensive German serials and continuations are being replaced with monographs and reference texts, chiefly from the English speaking world. While the war loss of standard library materials is a serious problem, it need not, in the judgment of the Librarian, be regarded with the gravity attendant to the same problem in the first World War. Because of the recent perfection of a number of relatively cheap methods of reproducing printed materials, any library can, after the war, secure whatever materials it has missed, which are still in existence anywhere in the world, at little more, if any, expense than would originally have been the case. Indeed, the free exchange, throughout the world, of ideas and facts, as recorded in print, will be an essential part of binding up the wounds of the present struggle.

Because of the reduced budget funds allocated for book purchase (exclusive of Law, which must spend the \$2,000.00 allocated to it to retain membership in the Association of American Law Schools) were reduced from \$10,950 to \$10,700. In the allotment of funds to the various departments, made by the Library Committee in October, the percentage of funds allocated to the science subjects was reduced from 43% of the total available funds to 39.9%, answering in part criticism of the previous allocations, which had been voiced in Committee. At the meeting of the Committee the Librarian presented detailed data on departmental book allocations at nine

universities, in the form of a table, which showed that our allotments were not seriously out of line with general university library practice and that we are by no means alone in spending a large proportion of our funds for materials in the sciences. This composite study, which included an analysis of credit units offered in the several subject fields at the various universities, was of real assistance to the Librarian, and it is believed to the Committee, in considering and arriving at final allotments with a maximum of objectivity.

In our allocation of funds this year we set up a special fund of \$200.00 to be assigned, at the discretion of the Librarian, over and above regular allotments, to those departments whose subject fields are either weak or in particular need of added materials to support work in progress. For this first year this sum was assigned to Prof. Ewing in American History. It has brought many additional history books, particularly dealing with Mexico, to the Library's shelves.

During the present Librarian's tenure a consistent effort has been made to order books in quantity, from a limited number of dealers and jobbers, and to reduce individual orders for small items to a minimum. This policy has been definitely followed in order to make less work for ourselves and the business office, as well as for the state auditor's office. Much progress has been made in reducing the number of requisitions written. We were distressed, therefore, to have the Auditor's office introduce a ponderous and unnecessary system of encumbering funds for each individual requisition, the net effect of which has been to make it inconvenient for the Library to order books in quantity (many of which may not be received for several months and some never) on a single requisition. Mr. Cromwell has struggled patiently with this new red tape, which, as far as book buying is concerned, has no value and no effect except to create unnecessary work and expense for everyone from the Auditor's office on down. It is hoped this encumbrance procedure will not continue to be applied to book purchases for the Library.

Mr. Cromwell has continued to direct the purchase of materials smoothly. Our policy of attempting to secure as many as possible of the basic reference books and to fill in as many gaps as possible has continued throughout the year, with some success. We have acquired a number of additional foreign language dictionaries, including such difficult languages as Japanese, Chinese, Croatian, Hungarian, and others. Some of the more important purchases of the year are:

Athenaeum (London), 1892-1905, 28v	\$54.00
Engineering Index, 1924-1939, 11v	240.00
Royal Society of London, Proc., v. 14-74	110.00
American book prices current, 7v	58.50
American journal of physical anthropology, v. 20, 22	18.00
Chronicles of Canada, 32v	57.60
London bibliography of social sciences, 4v and supplement	45.00
Universal Jewish Encyclopedia, 10v	90.00

Gifts

The gifts of the year, as summarized in a letter of May 1 to the members of our "Friends of the Library" group, were more generous even than the record gifts of the previous year. They were:

Phelps Dodge Corporation (Law Library)	4,700 volumes
T. E. Hanley	2,477 volumes
John Ross (Law Library)	49 volumes
Clarence V. Perrin (Law Library)	30 volumes
John H. Rapp (Law Library)	148 volumes
Cleveland Dodge Foundation, for the purchase of religious books	\$500.00
Thomas Wood Stevens Theatre Collection	190 volumes
Miscellaneous gifts	<u>333</u> volumes
Total number of volumes	7,737

The estimated value of these numerous gifts is \$13,700.00. It will be noted from the record of books added to the cataloged collection by gift and exchange, as noted above, that by no means all of these volumes have been incorporated into the Library. It has been a physical impossibility for our small cataloging department to assimilate this large number of books, in addition to our regular acquisitions. As a result our cataloging arrearage, stressed in previous reports, has increased throughout the year.

Mr. Hanley has been even more active than formerly in adding to the collection on fine arts and the drama which he has been developing for us the past several years. A detailed inventory of the collection has not been taken since May 1941, but our catalogers forwarded 1,767 volumes to the collection during the year, as compared with 1,692 volumes the previous year. This brings the cataloged volumes up to approximately 5,142. Adding to this, by estimate, 200 volumes in the process of cataloging and 650 volumes waiting to be cataloged, we get a figure of 6,262 volumes which will be in the collection when all books now on hand have been processed. In addition we have about 1,050 duplicate volumes we have decided not to catalog, bringing Mr. Hanley's total gifts to the University up to about 7,300 volumes. This collection, plus our regularly acquired holdings in the fine arts and drama, is giving the Library really notable strength in these subject fields.

Some idea of the cost to a library of even gift books is indicated by the fact that for the Hanley books already cataloged the Library has spent \$634.08 for printed Library of Congress cards alone. To this must be added at least \$3,500 in cataloging time, clerical and professional, making a cost of well over \$4,000 for the volumes so far placed in the collection.

The Phelps Dodge gift consisted of the working law library built up by the Corporation over a period of years and contained many court reports, session laws, and compiled statutes. A good many of these were already owned by the Law Library but the second and third copies made available by this gift will be useful and many will be valuable for trading to other libraries. An unexpected windfall for the General Library, from this gift, was the very substantial wooden boxes in which these books were shipped.

These have all been torn down and the lumber neatly stacked. It lends itself very well to shelf building. Some shelves have already been constructed and the remaining lumber will provide enough temporary shelving, providing funds for construction are found, to keep the library shelving problem from being too acute during the next biennium. Use of this wooden shelving, however, can be only a temporary expedient. Real solution of the shelving problem must await extensive construction of steel shelving.

The \$500.00 gift of the Cleveland Dodge Foundation is the only substantial cash gift for book purchases during the present Librarian's incumbency. The only stipulation attached to the gift was that it be used for the purchase of religious books. Since this is one of the weaker subject fields of the Library, we are particularly fortunate in this requirement. A committee consisting of Dean Riesen, Prof. Schneck, Mr. Leshner, and the Librarian, ^{has} with the collaboration of Professors Pattison and Ellis and Mr. Cromwell, prepared a basic list of religious books, which is ready for purchase early in the new fiscal year. This carefully prepared list will add freshness, as well as substantial scholarly strength, to our religious holdings.

Because of the war situation the annual meeting of our "Friends" group was not held this year. The group is, however, being kept together under Dr. Metzger's presidency. This is one phase of library work which should not be allowed to lapse. This University is in a particularly strategic position to encourage gifts. Much of the growth of the Library, especially during the latter years, has been by individual generosity. The Library should by all means, diplomatically continue to foster interest in its welfare on the part of Arizona citizens and winter residents, through the "Friends" group and in every other possible way.

Binding

On the principle that slack produced by not binding current accessions can be more readily taken up, with a return to a more generous budget, than any other phase of the library maintenance, \$375 of our budget cut was taken from the Binding allocation, reducing these funds from \$3,075 to \$2,700 or more than 12%. An increase of 10% in binding prices served to make further inroads on binding funds. Due, however, to substantial binding economies achieved in the previous two years, commented on at length in earlier reports, this reduction of funds has not proved as serious as would otherwise have been the case.

The war has brought additional disruption to our binding work through some minor delays in truck shipping and temporary labor trouble at the Hertzberg bindery in Des Moines. Adjustment to the difficulties and reductions of the year have been made by Miss Paylore with her usual efficiency. In spite of the various setbacks here noted the Librarian feels justified in continuing to regard the binding situation as one of the most improved phases of the Library's operation.

Serials and Exchanges

The big event of the year in this department was completion of the long-standing project of listing the Library's holdings of "uncataloged and unbound" periodicals, in pencil, on salmon colored cards. 2,110 cards were prepared in this work, with all titles carefully established according to the Union List of Serials. These cards have been interfiled with our catalog of bound periodicals and all cards, constituting a single list of the Library's holdings of any periodical whatsoever, have been placed in a new rotary card cabinet which is kept on the main desk, where it is equally available for the use of students and library staff. As a result a large section of material has been brought under complete organization and control and made increasingly available for use. Much searching (and disorganizing) of files on the shelves, to see if a certain magazine number is present has been eliminated. A procedure has been set up for posting these salmon colored cards from the Kardex checking files, as well as for recording new titles, which will periodically bring the list of holdings up to date. Much of the spade work which made the successful completion of this useful listing possible was done during the past several years, by WPA workers.

Our piece-for-piece exchange with other libraries, which also would not have been possible on anywhere near the present scale without much preliminary WPA work, has grown continuously during the past five years, as is indicated by the following figures:

Years	Sent	Received
1937-38	1770	690
1938-39	2920	874
1939-40	3333	1810
1940-41	3883	1606
1941-42	4838	2890

Well over 1,000 of the items sent out this year consisted of Government Documents, many of which we had not previously had listed for exchange. Incoming materials were selected through the careful checking of 178 general exchange lists and 13 government document lists, received from 51 libraries throughout the length and breadth of the land. In addition to the figures noted above, approximately 5,000 pieces of duplicate government documents were given to the Southwestern Forest and Range Experiment Station. Some indication of the substantial materials being added to the Library through our extensive trading with other libraries, most of which results in filling gaps in library sets, is indicated by the following list of materials received during the year:

- American journal of diseases of children, v. 1-2, 5-6, 11, 13-14, 16, 18-29, 34.
- American journal of obstetrics and gynecology, v. 17-33.
- American journal of ophthalmology, 3rd series, v. 6-10, 12-13.
- American philosophical society, Proceedings, 28 early numbers.
- American political science review, v. 7-9, 12-14.
- Classical review, v. 22-23.
- Entomological news, v. 38-39.
- Genetic psychology monographs, several early numbers.
- London Times index, 1906-1910.
- 7 early Mormon items.

These are only some of the more complete items received. They alone would have cost well over \$100.00. The bulk of the receipts were individual scattered numbers. Since WPA help will apparently not be available next year this trading can probably not be continued on the present active and productive basis.

New series added during the year to our incoming publications in exchange for the current publications of the University are:

Academy of Sciences, St. Louis, Transactions.
Colorado University, Historical series.
Dallas Archaeological Society, Record.
Excavators Club, Cambridge, Mass, Papers.
Georgia School of Technology, Atlanta, Educational series,
Psychology series, Sociology series.
Institute of Jamaica, Bulletin: Science series
Instituto Butantan, Brazil, Memorias.
Oklahoma A. and M. College, Review of business education,
Research monographs, Publications of the Social Science
Research Council.
Reading, Pennsylvania, Public Museum and Art Gallery, Scientific
publications.
Robert S. Peabody Foundation for Archaeology, Andover, Mass.,
papers.
Southern California Academy of Sciences, Bulletin.
Tucuman, Argentina, Universidad Nacional, Revista de Botanica
"Lilloa".
Wichita University, Studies.

In addition to the binding and exchange work noted above the arrangement of current periodicals on open shelves in both periodical reading rooms was completely revised, the departmental manual of procedure for binding and serials was completed (leaving exchanges still to be covered), available periodical indexes were carefully checked against the Library's holdings to see if they were present, and holdings of a large group of unbound periodicals cataloged in 1934 were brought up to date and a procedure instituted to keep them regularly posted up to date. As a result of this miscellaneous cleaning up and the improved routines of the department, it can be confidently reported that our periodicals are now in more orderly and useable shape than at any time in the history of the Library.

SERVICES TO FACULTY AND STUDENTS

Circulation figures for the past two years are:

Number of books lent for home use	1940-41	1941-42
Students	28,018	28,724
Faculty	6,374	5,710
Reserve book room	11,287	10,494
Total home use	45,742	44,928
Number of books lent for reading room use		
Main desk	57,805	51,689
Reserve book room	81,536	82,000
GRAND TOTAL	185,083	178,617

We present our circulation figures this year with some embarrassment. Apparently a serious error occurred somewhere in the recording of our reserve book room statistics, because when they were totaled they were found to be about 40% higher than the previous year and very much higher than any previously recorded annual circulation. The Reserve Room had not been noticeably busier than in previous years, there had been no important changes in teaching methods or courses, overnight circulation had decreased somewhat, student enrollment had decreased during the year, and circulation in other divisions of the Library had declined. There was nothing anywhere in the situation to account for such a phenomenal increase in reserve reading, which had, in previous years, been fairly consistent. In view of these facts the Librarian has discarded these circulation figures and in line with previous experience has estimated reserve room reading at approximately the same figure as last year, even though this arbitrary procedure is admittedly highly unsatisfactory. The resulting total circulation figures are considerably lower than those of last year and represent the least number of volumes circulated annually by the Library during the present Librarian's tenure.

In last year's report a detailed study of circulation trends was undertaken, in an effort to account for an apparent declining use of the Library from the all time high of 1938-39. That analysis showed the average home use of books per student for a ten year period to be 10.6 per student, with last year's use 9.6 per student. This year per capita home use (for which our figures are reliable) has been 10.3 per student, only slightly less than the ten-year average. Circulation in all categories is 64 per student as compared with 63 last year, but since a major portion of our figures for this year are by estimate this figure can be considered approximate only. It is probable, however, that on a per capita basis the total library use this year was somewhat greater than that of last year. Past and present book circulation does not, it is believed, indicate that the Library has been as vital and active a part of the University's operation as it should be.

One factor in the present year's use, worthy of administrative attention, is that the faculty was less active in using the Library than in the previous year, withdrawing 600 fewer books for home use. The Librarian has been interested in noting in the last report of the Librarian of the University of Michigan, that out of a total of 169,000 overnight loans 64,000, or about 38% were withdrawn by the faculty as compared with 20% of total withdrawals by the faculty here.

The Reserve Room service has this year been under the direction of Mrs. Robert, transferred to this work from the position of Assistant Cataloger. This transfer, which required a considerable reshuffling of the entire staff, was made experimentally. In effect it was achieved at the expense of the main desk service, where 20 hours of professional assistance were lost.

Under Mrs. Robert's direction books have been placed on reserve, circulated, and taken off, with about the same dispatch as in previous years, student assistants have worked effectively, and order in the Reserve Room has been excellent. Integration of the reserve work with other phases of library activity, however, has not always been smooth, and circulation statistics for the year have not proved reliable. Perhaps Mrs. Robert's greatest contribution to the reserve work has been an effective handling of student assistants and the securing of a greater degree of faculty cooperation in preparing lists of reserve readings promptly. The transfer, particularly in its effect on the main desk service, has not been as successful as the Librarian could have wished. A second year of experience should determine whether or not the arrangement can be made permanent to the advantage of all phases of the Library's work.

1,278 titles, amounting to 2,544 volumes were on reserve the first semester and 1,450 books the second semester. These figures show a substantial increase in the number of titles reserved and, the Librarian believes, indicate that a good many titles are again being reserved unnecessarily. For this reason it is recommended that a check of unused reserve books, similar to those made during the previous four years, be again made next year. By means of these earlier analyses and reports to the faculty, the number of titles reserved annually were reduced from over 1,600 to about 1,100. Apparently such periodic checks are needed to keep the number of books reserved from creeping up unnecessarily.

Maintenance of schedules and efficiency at the main desk was attended with unusual difficulties this year. The loss of 20 professional hours of supervision of the desk (referred to above), out to a total of 69, was felt severely, particularly because the senior page selected to work these 20 hours, left us at mid-year to assume a teaching position. A continuing loss of men assistants throughout the year, either to the armed forces or to more remunerative work, and some uncertainty in the latter part of the year as to the amount of NYA help which would be available from month to month, further complicated the problem of covering all open hours with properly trained desk attendants. We ended the regular year with more girl assistants than normal, and for the summer session it has been necessary to use girl pages almost entirely.

Fines

Fines collected during the year declined drastically from \$1,160.47 to \$641.53. This is real evidence that our fines procedure is now effectively achieving its major purpose, that of preventing students from committing infractions of the Library rules. Our non-privilege lists, plus the encumbering of the financial records of all students with long standing unpaid fines have made the students realize that a library fine can no longer be evaded. This is indicated by the fact that only \$67.90 in library fines was collected at the fall registration, as compared with \$187.87 collected in September 1940. Additional evidence of the reduced number of fines incurred is a still further decrease in the amount of clerical time given to fines and the number of form postal cards and letters used.

Stack and Privilege Cards

159 special privilege cards were issued by the Librarian during the year, as compared with 144 in the previous year. Included among the persons given cards were 20 alumni of the University, 2 former faculty members, 20 faculty members from other universities, 4 librarians, 7 authors, 4 ministers, 8 extension students, 13 students from other universities, 10 soldiers from Davis-Monthan Field, 19 teachers, 4 artists, and 27 unclassified winter visitors. Among a number of distinguished people given the privilege of the Library were two prominent authors, Mr. Ludwig Lewishohn and Mr. Winston Churchill.

Issuance of privilege cards is one phase of the library administration where the present Librarian has introduced a great deal of liberality. The former custom of requiring deposits has been abandoned and cards have been issued as an institutional courtesy, entirely upon the judgment of the Librarian. While there is some danger in such a free policy and some mistakes have been made, the Librarian is confident from numerous expressions which have come to him that this practice has been productive of considerable good will for the University.

Extension Loans

Loans through the mails, to citizens of the state, this year reached what is believed to be an all-time high, exceeding last year's mailing by 160 volumes. 228 requests were received from 57 Arizona towns, representing every county in the state. Several loans were made to the USO at Fort Huachuca, one in response to a telegram, books on church architecture and symbolism were sent post-haste to a small town librarian so that a new Methodist church might be properly dedicated; another librarian was sent books on marijuana for the use of her patrons, and suitable information was hurried to a northern Arizona woman who had been bitten by "a Wallapai Tiger, some kind of a terrible bug." Among other subjects on which mailings were made were infra-red photography, anthropometric phenomena, semantics, religion, chemistry, anthropology, glass .. re, Russian history and the lost mines of the Southwest. It is believed that answering these various requests from all parts of Arizona constitutes an excellent and desirable contact for the University with the people of the state.

Inter-Library Loans

	1940-41	1941-42
Books borrowed	180	123
Books loaned	102	91
Transportation fees	\$75.00	\$30.60

The books borrowed this year decreased sharply, reflecting a reduction in graduate enrollment and to some degree, it is hoped, a greater self-sufficiency on the part of our own library. Our borrowings were made from 46 libraries in all parts of the country. We were able to fill 63 requests reaching us from 40 libraries, including several asking for various works of Mexican literature.

EXHIBITS

Thirteen exhibits were arranged in the lobby display cases during the year. They were: American Vacation, illustrating the WPA state guides; two exhibits from the Hanley collections, one Some Significant Presentation Copies, and two, Early Editions of Classic English Plays; University of Arizona Founders Day; United States Navy; 150th Anniversary of the Bill of Rights; Arizona Christmases; Literary Cats, loved and hated; U. S. Marine Corps History; Pacific Ocean; Alaska, Uncle Sam's Ice-Box; Radio Goes to War; and Free China, our Ally.

Many of these displays reflected the war, either directly or indirectly. Arranged as in previous years by Miss Paylore, they were presented as much for their direct, positive, educative value in themselves, as for the purpose of calling attention to the library's resources. They brought us a number of favorable comments, including several from winter visitors.

CATALOGING

The recorded cataloging statistics for the past two years are:

	1940-41	1941-42
Main entries (typed)	657	711
Main entries (printed)	<u>4,432</u>	<u>4,495</u>
Total main entries	4,089	5,206
Cards added to public catalog (typed)	2,882	2,569
Cards added to public catalog (printed)	23,499	21,511
Cards added to official catalog	6,473	6,490
Cards added to shelf list	4,961	4,728
Cards added to Law Library catalog	1,913	2,403
"See also" references	54	1,168
Miscellaneous cards	<u>223</u>	<u>158</u>
Total cards added	40,075	37,577

Added copies

	1940-41		1941-42	
	Titles	Volumes	Titles	Volumes
Bound continuations	1,115	1,624	1,065	1,540
Unbound continuations	667	1,247	743	872
Law Library continuations	396	791	371	882
Second copies	284	363	197	275
Reserve book room	<u>8</u>	<u>109</u>	<u>5</u>	<u>66</u>
Total added copies	2,185	3,683	2,171	4,436

Law Library - New titles

Typed	52	91	47	146
Printed	<u>172</u>	<u>516</u>	<u>297</u>	<u>586</u>
Total new Law titles	224	607	344	732

Recataloging and reclassification

564	961	289	457
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The work of this department has this year proceeded with the usual efficiency and new harmony and smoothness. Mention has already been made, in this report, and frequently in earlier reports, of the good work of Miss Eckert, Head Cataloger. The finished work turned out this year, almost as great as that of last year when she had the help of one and one-half professional assistants, is really remarkable and serves to further reduce our already low per volume cost of cataloging, commented on at some length in last year's report.

The increased tempo of the cataloging work is indicated by the fact that in 1936-37, the year before Miss Eckert took over, a total of 21,272 cards were added to all catalogs. With very little more help Miss Eckert had almost doubled this output, as indicated by the addition of 37,000 cards this year. In addition this increase has been made with an accuracy and carefulness new to the Library. Part of this improved performance has been the result of a reorganization of the department, during the present Librarian's first year, placing the Head Cataloger in a definitely supervisory position, with complete authority, a systematic channeling of the more capable young women assistants to cataloging work, elimination of many former procedures, such as listing order information on the Official Catalog and the main Public Catalog card, placing the shelf-list number on the front of the shelf card instead of the back, altogether eliminating three separate typing operations), the elimination of the "accessions" book, in which all additions were noted in handwriting, and the addition of considerable new equipment to the department. These economies and changes, however, have been in large part taken up by correction of previous inconsistencies in classification, the addition of dummy cards to the shelf-list for all periodicals and serials, thus preventing assignment of duplicate call numbers, the application of consistency to classing sets, either putting all numbers together, or separately, correction of numerous errors revealed by inventory, and numerous other improvements. Fundamentally, however, our high cataloging output and low costs are due to Miss Eckert's good cataloging sense, her ability to lay out and direct student work, and her special aptitude in securing surprisingly good work from student assistants. It can be honestly said of our book collection that it is now better cataloged and our current acquisitions to it are much more efficiently and accurately processed than was true five years ago.

WPA and NYA Assistance

Each report of the Librarian has stressed the work that has been carried on at the library with WPA and NYA assistance. The work completed by WPA help during the past five years really occupied a fairly substantial place in the total accomplishment of the period, as is indicated by the following summary of the more important things done.

First, and possibly most important, our badly jumbled basement was put in passable order, including the organization and listing of a large quantity of duplicate material, thus making possible the extensive trading with other libraries already noted. Now that these materials have been brought under control and procedures developed for assimilation, they should not again reach their former confusion, even if the Library has no further WPA help. The entire book stock was shifted at least twice, and the less used cataloged materials pushed out of the stacks by overcrowding were brought together from a number of places in the building into one single series in the basement, a

large section of miscellaneous unbound magazines was organized and listed, uncataloged maps and posters were organized and listed, a large picture file was developed, a considerable collection of original cartoons was acquired, a bibliography of faculty writing which has been repeatedly useful was prepared, typed, bound and cataloged; a careful analysis of library use was made, in two phases, extending over two years; an inventory of the entire book stock was made; preliminary slips and typed lists of all the Hanley books were prepared; cards in the public catalog were shifted and new shelf labels prepared and much additional miscellaneous work of similar nature was completed.

This work has helped very much in the development of the Library, and has literally been worth thousands of dollars to the University. While the handwriting for WPA has been on the wall ever since Pearl Harbor, still it was with real regret that the Librarian saw this long continued and very useful project come to an end with the close of this fiscal year. The loss of this assistance plus NYA help will be the equivalent of a serious budget cut, which must be reflected in the future operation of the Library.

NYA assistance given the Library this year totaled \$1,598.00 as compared with \$1,755.00 last year, and \$1,983.00 in 1939-40. The large part that NYA has played in the operation of the Library is indicated by the fact that one-third of the student assistance employed by the Library was paid from these funds. Obviously the loss of this substantial subsidy, coupled with a library budget reduction, will have to mean either a reduction of library service or a diversion of funds from other divisions of the budget to make up for it. Probably a compromise between these two possibilities will be the most satisfactory solution.

THE LIBRARY AND THE WAR

The Library has gone to war in a number of ways. The war has been directly reflected in current purchases, in our new book displays, and in exhibits. A deliberate attempt has been made to acquire and promote the use of materials supporting the cause of the United Nations and the war activities of the United States. Books have been loaned directly to soldiers at Davis-Monthan Field, when requested. The men asking for this service were very fine representatives indeed of America's young manhood. One literary discussion group at the Field withdrew an average of about a dozen books per week. Within 24 hours after Pearl Harbor this group was gone. Several of the books they have strayed in but some have never been returned. However, the leader of the group, a private, wrote us from California offering to assume personal responsibility for all withdrawals. In addition to these loans about 100 books were sent to the Davis-Monthan Library, on extension loan, before books from the Victory Book Drive were available to it. The Library also cooperated in the Drive for books for the camps. Several hundred books were deposited in a Victory book box in our lobby, and over 100 books were given to the Drive from the Library's own duplicate collection.

Our most important war effort has been the acceptance of responsibility to serve as a Key War Information Center. The large upper division reading room, directly off the lobby on the first floor, and the most conveniently reached room in the building has been devoted to this work. War materials received from the enemy nations, the United Nations, and our own Federal government are here prominently displayed on two large tables, a display table for incoming mail is maintained, several shelves of books

dealing with the War and its background have been placed in the room and are available for reading there or for charging out, a vertical file of war materials has been commenced, a war picture clipping collection dealing specifically with all phases of Arizona's relationship to the war is being made, numerous maps and posters are displayed on the walls, and appropriate and attractive signs, calling attention to the various services available through the Center have been prepared. Attempts to use students as volunteer workers in the Center were not successful but when we turned to former faculty members and faculty wives we secured excellent response. Mrs. O. H. Wedel agreed to assume responsibility for the operation of the Center. She has been assisted by Mrs. Emmie Padgett, Mrs. Clara Gilbert, Mrs. A. F. Gogenheimer, Mrs. Richard Harvill, Mrs. J. B. Cunningham, Mrs. Melvin Solve, and Miss Clara Higgins. Included in this group are three former professional librarians. We are deeply appreciative of the assistance these ladies have given and are giving us. Mrs. Wedel is particularly to be commended for her enthusiasm for and interest in the work of the Center. The Librarian is confident that this Center will be increasingly important in Tucson and throughout the State, in promoting a better citizen understanding of the prosecution of the War, its objectives, and the peace to follow. Certainly through it a rich body of materials pertaining to the war is being gathered for the permanent enrichment of the Library's holdings.

PERSONNEL

The place of Miss Betty Didcoct, Reserve Librarian, who resigned effective September 1 to go to Stephens College, was taken by Miss Adah Allin, an apprentice girl in training for entering library school, who had proved herself especially competent. She was assigned to full time work in the Cataloging Department and Mrs. Robert, as previously indicated, was given responsibility for the reserve work. Miss Allin has temporarily postponed her library school plans and will, to our advantage, remain with us another year.

Mr. Cromwell and the Librarian attended the annual meeting of the Arizona Library Association in Phoenix in April. Mr. Cromwell, in his capacity as Vice-President of the organization, presided at the afternoon meeting, and the Librarian spoke at the morning meeting on the contribution of the University Library to the war effort and of his own designation, by the War Department, as Liaison Librarian for Arizona, to assist in the relationship of the libraries of the state with the armed services. Mr. Cromwell was elected President of the Association for the coming year.

The Librarian has served throughout the year on the five-member Post War Planning Committee of the American Library Association, representing college and university libraries, and geographically, the west. Work on this committee has involved two trips to Chicago, one in October and one in May, and participation in the deliberations of the committee at the conference of the A. L. A. held in Milwaukee in June. The work of the committee has resulted in a 79 page mimeographed restatement of public library standards. This has been filed with the National Resources Planning Board which has in part financed the committee. Deriving from his work on this Committee, the Librarian while at Milwaukee read a paper on post war library planning before the Junior College Librarians.

The Librarian has also served as a member of the Bibliography Committee of the A.L.A. and Chairman of the policy committee of the Southwestern Library Association. Miss Eckert has continued to serve as an advisory member of the A.L.A. Cataloging Committee of Code Revision, and Miss Paylore, as Chairman of the state chapter of the Junior Members Division of the A.L.A., has furthered the work of that chapter in indexing Arizona magazines. A second article by the Librarian dealing with Scandinavian book collections in the libraries of the United States was published in the November 1941 issue of Scandinavian Studies.

The Librarian believes sincerely that the University is fortunate in having the services of the faithful, hard working and capable group of persons who constitute the library staff. To have worked with these truly fine people has been a pleasure and a privilege which will always be cherished. Several members of the staff have aptitudes and abilities of a high order which would be noteworthy in a much larger library, and which are directly and demonstrably reflected in the operation of the Library.

ACHIEVEMENTS AND FAILURES

In his first report the present Librarian set down, with high hopes, five major objectives toward which he would strive. Since his period of service is now drawing to a close it is perhaps appropriate to restate these objectives and to give some indication of the progress toward them which has been made:

First: A closer integration of the Library with the teaching function of the University. No significant progress has been made in this direction, but something has been achieved through harmonious relations with the faculty, through the analyses of library use, and the reserve book situation, and through appointment of the Librarian to the Co-ordinating Committee, which is in charge of all changes and admissions of new courses to the curriculum.

Second: A library staff of sufficient members and high qualifications and a book fund adequate for a University of our size. This is the one objective the Librarian has striven for, in season and out, because directly and indirectly, all other progress depends on these factors. During 1937-38 a detailed survey of the financial needs of the Library, presenting statistical data, tables, charts and standards, all of which showed the Library to be below standard in financial support, was prepared. A bound copy of this survey, together with supporting letters from faculty department heads, is on file in your office. The needs of the library have continuously been stressed in budget requests, annual reports, and personal conferences, possibly at times with more zeal than diplomacy. While definite progress in development of the staff, through replacements and leaves of absence for advanced study has been made the substantial budget increases needed to bring the Library up to standard have not been secured and none of the badly needed additional assistants have been added to the staff. Part of this failure is probably due to a tight budget situation and expanding needs throughout the entire University, but whatever the cause the Librarian leaves the Library as he found it, definitely at a sub-standard level of financial support, not at all in keeping with the building it occupies or the standards of operation of the University in general. To offset this major failure, real satisfaction may be taken in the progress that has been made within

available funds and the extent to which staff members have developed professionally and responded to a clear delegation of authority. Particularly gratifying has been the response and growth of some of our young women who had been brought up in this Library in the tradition of referring even the smallest detail to the Librarian for decision.

Third: Placing our house in order. Real progress has been made here, much of which is indicated in the discussion of our WPA work. On the surface and behind the scenes the Library materials are now better organized and more readily findable than was true five years ago. Thanks chiefly to WPA we have in reasonable measure achieved that good housekeeping essential for the effective management of any library. Perhaps the Librarian's most directly apparent contribution has been in this field.

Fourth: Improvement of the Library plant. Some progress has been made toward this objective. Lighting in the upper reading rooms has been changed twice, until it has now been brought up to the highest standards. Lighting in the cubicles has also been improved by new lamps, and over-all white painting. Lighting in the stacks generally has been improved by installation of light bulbs of higher wattage. Two levels of steel stacks, arranged for by the previous Librarian, have been installed in the unused portion of the stack unit and are now filled to overflowing. The three chief problems remaining are additional shelving, a direct entrance from the stacks basement, and ventilation of the building. Preferably air cooling should be included, but the Librarian, as he has several times indicated, is of the opinion that with a good ventilating system through which a complete change to cool night air could be made every twenty-four hours, the building could be kept fairly cool and liveable during the hot summer months. Certainly ventilation, without air cooling, would improve winter study conditions tremendously. There has been more concern generally about air cooling the Library among the Regents, and elsewhere, than there has about the sub-standard Library budget. Fundamentally, however, an improved library budget is much more essential to increasing the year-round effectiveness of the University's operation than air cooling the building, which while highly desirable is still a secondary convenience, chiefly needed during the summer sessions.

Fifth: Instruction in the use of the Library. Little significant progress has been made toward this important objective. The Librarian has been given an hour with the entering class each Freshman week, and has lectured annually to the Business Administration Freshmen. Last year all students in Freshman English were brought to the Library in small sections, for an hour's lecture and demonstration of use of the Library. It is believed that this hour was more successful in facilitating student library use than anything else that has been done. This year, however, the English Department, due to a change in the methods of first year English instruction, could not integrate these library periods with its second semester's work, but plans were made for a Library period during the first semester of this coming year. Admittedly this is small progress on this very important matter. We have not known how to do anything more with the small staff available.

In resume, then, the struggle toward the five objectives has been attended with some progress and some serious failures. The chief additional changes and accomplishments of the five-year period, in what the Librarian believes to be the order of their importance, have been:

1. A complete reorganization of the staff with clearly delegated authority and responsibility for the major phases of the Library's work, and all staff members assigned to specific fields of work.
2. Reorganizing the handling of the Library's binding completely, including the elimination of many expensive types of binding, and a change to a binder doing better work at more advantageous rates. As a result of these changes at least \$1,000 more of binding has been secured from the expenditures of the period than would otherwise have been the case.
3. A complete change of the Library's circulation system, abandoning the so-called Brown system which the Library has used since its earliest days. An entire new circulation routine was developed by the Librarian personally during his first month of service.
4. Introduction of a complete new order routine, developed by Mr. Cromwell during his first year here and put into operation with the beginning of the following fiscal year.
5. Organization of a Friends of the Library group, with appropriate descriptive literature and letterheads.
6. A re-allocation of the use of office space, involving the transfer of Miss Lutrell to the third floor. This change provided an additional 625 square feet of floor space for the active work of the Library.
7. Complete reorganization of the Library's fines procedure, making the evasion of fines impossible and reducing the number of infractions of the library rules drastically.
8. Effective solution of a long-standing discipline problem through evening supervision of the reading rooms, which, in effect, was financed by increased fines collections.
9. A careful study of the allocation of book funds to departments, assigning periodical costs, as well as books, to departmental allotments, and changing somewhat the pattern of book and periodical buying in the major subject fields.

IN PARTING

It is with real regret that the Librarian leaves this progressive institution and this pleasant university community. Not the least of many permanent values that he will carry away from the experience here are your sound administrative control of the Library, as indicated by a complete delegation of authority, firmness when firmness seemed necessary, but above all personal friendliness and a sincere interest in the Library's welfare. The Library is left in the capable hands of Mr. Cromwell with the sincere hope that it will soon be given that support necessary to enable it to develop to a really distinguished status.

Respectfully submitted,

Wm. H. Carlson
Librarian