

ANNUAL REPORT

1928-1929

To the President of the University.

Sir: I have the honor to submit herewith my annual report of the University Library for the year ending June 30, 1929.

Library Statistics, 1928-1929

No. of days open in the year	304
No. of hours open each week, Gen.Lib.	84
Reserved Book Room	87
No. of volumes at beginning year, approximately	72,865
Total number of volumes at end of year, approximately	77,650
Total number of books lent for home use	28,481
Books charged for use in Reading Rooms	81,781
Total number of stack permits	205
No. of newspapers, periodicals and other serials currently received, approximately	665
Books accessioned	2,785
Purchased	915
Gifts and exchange	1310
Binding	560
Titles catalogued	1,686
Library apportionment	\$27,215.00
Fines collected	667.10
Rental collection receipts	166.95
Expenditures	
Books and Periodicals	6,344.95
Binding	1,301.15
Supplies	277.60
Mimeographing	127.35
Salaries	17,810.00

Extension Service

The University Library continues to serve the High School Debating League in the preparation of a bibliography and of organized package material for their annual debate. The subject for the year 1928-29 was; That the Philippine Islands should immediately be granted complete independence. In the preparation of this bibliography the Reference Librarian, Mr. A.W. Clark, read or checked up some 500 articles, and secured by letter a large number of duplicates for use in package libraries. The Library estimates that this service, which was spread over the summer and early fall required about three weeks full time on the part of the Reference Librarian. The Library sent a mimeographed copy of the bibliography to every high school in the state. Packages, totalling 511 pieces, were sent to nineteen high schools, as follows: Bisbee, Chandler, Clarkdale, Clifton, Douglas, Gilbert, Glendale, Holbrook, Jerome, Marana, Mesa, Miami, Peoria, Phoenix, Prescott, Scottsdale, Snowflake, Tolleson, Williams.

Double the number of towns over last year were reached by general extension loans in addition to the above. Requests covering 254 pieces were mailed to the following points: Benson, Bisbee, Casa Grande, Clarkdale, Clifton, Dos Cabezos, Douglas, Duncan, Elgin, Flagstaff, Florence, Gila Bend, Glendale, Globe, Inspiration, Jerome, Kingman, Kirkland, Litchfield, Park, Mammoth, Mesa, Miami, Nogales, Pearce, Peoples Valley, Pendergast, Phoenix, Pima, Prescott, Sells, Signal, Somerton, Tempe, Thatcher, Tolleson, Tombstone, Willcox, Yuma; Ceres, California; Long Beach, California; Sante Fe, N.M.; Sterling, Colorado.

An important loan from the University Library is that dispatched to Flagstaff for the summer session at the Northern Arizona State Teachers College, immediately following the close of our academic year. To list, collect, check and pack these books when the University library is closing up its own records for the year makes the task somewhat heavy. About 600 books were sent in the summer shipment this year.

Inter-Library Exchanges.

The Library borrowed books from the University of California, Stanford University, Lane Medical Library, University of Chicago, University of Nebraska, Iowa State College, University of Kentucky, University of Wisconsin, Library of Congress, a total of 58 volumes.

The Library loaned a total of 34 books to the following Universities: Vanderbilt University, New Mexico State Teachers College, New Mexico Agricultural College, University of Michigan, University of Kentucky, Massachusetts Agricultural College, University of Kansas. This service doubled that of last year.

Exhibits

Over thirty displays were presented during the year. Interest in them was manifested by the number of people to be seen observing them; newspaper comments on almost every exhibit; inquiries at the desk and increase in circulation.

Student opinion was expressed as follows:- Editorial in the Wildcat: "In the library lobby is always something worth looking at-- the exhibit windows in which we see an ever changing variety of interesting books and subjects." Student interview in the Tucson "Citizen": "I like the display windows in the University Library. The displays are attractive and they make you want to read the books."

Among the faculty members who have called the attention of their classes to specific exhibits for their educational value were those of the Agricultural, Art, Astronomy, Botany, English, Entomology, Geology, Law and Spanish Departments. One display of novels with characters based on real persons was assigned to English classes for written reports.

Following a display of posters soliciting the cooperation of the students in a search for lost books, there were returned to the Library three volumes of the Americana Encyclopedia, three volumes of Warner's Library of Best Literature, some bound periodicals and other books.

Displays which attracted the largest number of people from town were "The Desert in Spring", "Indians", and "Aviation's Silver Jubilee".

Those which seemed to have a special appeal for the students were "Home-coming Week"; "Novels with a Background of the Law"; "Byrd's Expedition"; "Smith-?-Hoover", "Book-binding"; and "The Last Word in Book Fashions".

Faculty members evinced the greatest interest in "Africa"; "Nobel Prize" (with a Millikan shelf, shown at the time of his lecture here); "South America"; "Book Illustration"; "Goya" and "100 Years Ago".

Displays of "Suggestions" for Christmas gifts, graduation gifts, and summer reading have been utilized by students, faculty and townspeople in making their individual selections.

It has been found necessary to keep lists of all books displayed in order to answer questions which continue to come in months after the exhibits have been withdrawn.

Frances Powner, Periodicals & Exhibits.

Catalogue Division.

The main work of the Catalogue Division in addition to the new acquisitions for the year 1928-29 has been the cataloguing of the large collection of foreign agricultural publications. These have been accumulating for a period of 25 years or more, and cover material from every country from Algeria to Turkey. They represent exchanges transferred from the Experiment Station to the General Library at the time of the consolidation of the two agricultural libraries on the campus.

As Library of Congress cards were obtainable for only one fourth of this material, and as most of it is unbound, its collation and cataloguing have been a slow and tedious piece of work. For example in Canada alone the number of separate entries was 93 an entry representing anywhere from 3 to 60 volumes. This work which is now half completed, represents a total of 267 separate entries.

Clara Larson, Head Cataloguer

The Loan Desk

The work at the loan desk varies from giving the time of day to preparing bibliographies on some of the class assignments. The type of person requesting service varies from the totally uninitiated to the graduate student or faculty member with the ability to locate his own references. Our aim is - the most accurate service to the greatest number of people with the least delay. In most cases the book or information can be secured at once; but if there is any difficulty the patron may leave a request for the matter to be further investigated and reported to him, with the privilege of having books reserved when they have been returned.

The answering of a questionnaire a few months ago required a check of the time required to secure the books requested at the desk during a certain period of time. The results were rather illuminating: out of a total of 126 requests for books - 22 were filled in 1-4 minute, 42 in $\frac{1}{2}$ minute, 22 in 3-4 minute, 22 in 1 minute, 5 in 1 1-4 minutes, 2 in $1\frac{1}{2}$ minutes, 7 in 2 minutes, and one in each of the periods: 2 1-4, $2\frac{1}{2}$, 3 and 8 minutes. In other words, 85 per cent of the requests were filled in one minute or less, while about 97 per cent. (or all but 4) were satisfied in two minutes or less.

Alvan W. Clark, Reference Librarian

Gifts

The most important gift of the year was the presentation of about 350 volumes from the library of Herbert Brown, presented by Mrs. Herbert Brown. In this way a number of out of print Government publications were secured which helped to complete the library files. The collection contained some interesting books of travel, of wild life, and of exploration. The most valuable was Wilkes: Narrative of U.S. Exploring Expedition during the years 1838-42, 5 volumes, a volume by Du Chailu: Land of the long night, Bayard Taylor: Travels in Arabia, a volume by P. T. Barnum: Wild beasts, birds and reptiles of the world, some others were Brehm: Animals of the world, Craig: Animal kingdom, Cruise of the Revenue-steamer Corwin in Alaska, and Birds, illustrated by color photography. An interesting Washington item, received from Mrs. Emily E. (Ford) Skeel, was a three volume edition of the letters of Mason Locke Weems, of "cherry-tree" fame together with a bibliography left unfinished by Paul Peicester Ford. This edition is a fine example of book-making and was limited to 300 copies. Members of the faculty have again presented us with useful volumes, such as Cameron Forbes: The Philippine Islands given by Prof. John Mez.

The Staff.

The members of the staff for the year comprised, Estelle Lutrell, Librarian; Mabel Guild, Assistant librarian; A.W. Clark, Reference Librarian; Mildred Doss, Assistant reference librarian; Clara Larson, Cataloger; Frances Powner, Periodicals, order and exhibits; Eloise Kelsey, Reserve book room and over-due books; Catherine Murphy, Typist; Dorcas Worsley, Circulation page; Fred Wall, Stack page; In addition to the above the Library gave part time employment to eight students in the Reserve Book room.

The absence of Miss Mabel Guild on sick leave for three months, from January to April, made a readjustment of work necessary, as no substitute was requested other than a student for four hours daily. Thanks are due the members of the staff, for cheerfully assuming extra duties on this account.

The Librarian attended a meeting in Phoenix in October called to plan a campaign for the passage of a County Library Law for Arizona. The campaign proved successful and the bill passed. In November the Librarian attended the annual meeting of the Arizona State Library Association. As an official representative of the University of Arizona Library she also attended the annual meeting of the American Library Association held in Washington, D.C., May 1929.

On invitation of the Woman's Club of Globe the Librarian delivered in May a lecture on "Arizona in recent literature."

All members of the Freshman class from 1928-29 were met by the Librarian and the Library Staff in October. Instruction in the use of the library was given and a library exercise assigned, the papers of which were corrected by the Staff. The students were brought to the library where the location and use of reference guides were carefully explained.

Recommendations.

- 1 Installation of at least one tier of steel stacks in the stack room will be needed to accommodate the accessions of 1929-30. The complete installation of four tiers has been estimated at \$17,000.00. One tier however, would satisfy immediate needs.
- 2 When feasible the cooling system might well be installed in the Main Reading room as provided for in the original plans. This room is very warm for the use of students in the months of September and October, April and May. Further, a comfortable place for summer readers and for professors at work on the campus during the vacation season would add greatly to the possibilities of library use throughout the summer months.

Respectfully submitted,

Estelle Lutrell
Librarian.