

**ANNUAL REPORT**

**1924-1925**

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, 1925.

### A Year of Distinctive Growth

Our library year has been characterized by the following gratifying marks of development. 1. The most important of all was the recognition of its needs secured from the Legislature by the President. This took the form of the granting of sufficient funds to complete and in a measure equip the new library building for occupancy the coming year. 2. The attitude of the students towards the library manifested in the circulation records. 3. The increased library assignments by the faculty, particularly in the upper-class divisions of English and French. 4. The acquisition of valuable magazine sets. 5. The splendid work of the reference and Cataloguing Departments in handling an increase respectively of sixty-seven and thirty-three per cent over the work of last year.

### Use of the Library

The records of the year show a marked advance over those of last year in the withdrawal of books for home use. The total increase in outside circulation throughout the entire University stands at approximately sixty-seven per cent. Probably one half of this increase is due to the change of method in the assignment of required Freshman reading and its transference from the Annex to the General Library. However, the remaining thirty-odd per cent indicates a very encouraging attitude of the students towards independent reading. In the opinion of the reference assistants the new ruling which permitted the withdrawal of five books at a time, a larger number than previously granted, resulted in an extended home use. Circulation within the reading rooms also shows the very satisfactory increase both in the Annex and in the Main Library of fifteen per cent.

The detailed figures are:

Use within the libraries:	
General library	23,871
Annex	55,458
Home use	<u>28,637</u>
Total	107,964

This circulation was a severe tax on the reference assistants as the physical effort of waiting on the patrons without the help of pages, combined with the attempt to

give some guidance in the choice of material made a double demand on their energies.

### Extension Service

The Extension work shows substantial growth, the increase over last year in the loan of books and pamphlets being thirty-eight per cent. In fact, the library has been forced to discourage certain requests as beyond the limits of our time and equipment.

The statistics in this department for the year are as follows:

Schools, Clubs, and general requests	896 pieces
Summer school, Flagstaff	151 "
Total	<u>1047</u>
Letters	277

The above requests itemized are: Benson, 41; Bisbee, 3; Blackwater, 1; Bowie, 9; Buckeye, 12; Casa Grande, 115; Clarkdale, 24; Clemenceau, 2; Clifton, 12; Dos Cabezas, 9; Douglas, 30; Duncan, 60; Flagstaff, 155; Florence, 28; Glendale 33; Grand Canyon, 2; Hayden, 38; Holbrook, 5; Humboldt, 39; Jerome, 5; Kingman, 2; Kirkland, 2; Klondyke, 1; Mayer, 6; Mesa, 41; Miami, 17; Nogales, 7; Oracle, 1; Peoria, 16; Prescott, 41; Ray, 12; Safford, 22; St. David, 25; Skull Valley, 11; Snowflake, 27; Somerton, 10; Tempe, 4; Thatcher, 24; Willcox, 58; Williams, 3; Winslow, 6; Yuma, 1.

In addition to the above service the library prepared for the use of the State High School Debating League a fifteen page bibliography on the League of Nations, the subject chosen for the year. A large collection of pamphlet material on this subject was obtained by application in the summer months. A copy of the bibliography was mailed out to the participating schools and packages loaned upon request.

### Inter-Library Loans

Through Inter-Library loans we have obtained thirty-three volumes for eleven different professors from the following libraries: University of California, Leland Stanford University, University of Chicago, University of Wisconsin, Harvard University, New York Public Library, Boston Public Library, John Crerar Library, Southwest Museum, Library of the U.S. Geological Survey, U.S. Department of Agriculture Library.

### Order Division

The book and periodical purchases for the year were distributed approximately as follows:

Domestic Order, New books	49 per cent
Foreign orders " "	16
Foreign orders, Second hand	6
Current periodicals	20
Back files of periodicals	10
	<u>100 per cent</u>

Of the domestic orders about thirty-five per cent were placed with a single dealer, the larger portion of which were sent by freight, the other orders being widely distributed. In the total business transactions of the year contact was established with 220 dealers and publishers, while there were written in this connection five hundred letters and six hundred eleven requisitions.

The Librarian while in Chicago the summer of 1924 collated with the Union Catalogue in the University of Chicago a list of some three hundred books and periodicals recommended by the Department of English for the future growth of the library. Information there obtained from the catalogues and from the order department of the University will be of great value as the library is granted funds for the purchase of the books recommended.

When surveying the work of the order department it should be borne in mind that Arizona's remoteness from important books centers entails a large amount of correspondence in the case of out of print books, back files of magazines, and odd numbers of publications needed for special research problems.

Some important acquisitions of the year are as follows:

1. Serial sets

- 18 volumes American sociological society, Proceedings
- 20 volumes Annual register (London)
- 198 volumes Blackwood's magazine
- 17 volumes Boletin minero (Mexico)
- 7 volumes Bulletin of the Brooklyn entomological society
- 35 volumes Journal of philology
- 30 volumes Magazine of American history
- 6 volumes National country life conference, Proceedings
- 37 publications Queensland geological survey
- 24 volumes Review of applied entomology
- 6 volumes Royal society of London, Proceedings
- 12 volumes Shepard's Reporter citations
- 20 volumes Société geologique de France
- 5 volumes Sociedad "Antonio Alzate" (Mexico)
- 25 publications Tasmania geological survey

2. Volumes needed in sets previously acquired

- 30 volumes American journal of archaeology
- 3 volumes Bulletin of the American association of petroleum geologists
- 8 volumes Berichte der Deutschen chemischen Gesselschaft
- 11 volumes Geologisches Zentralblatt
- 5 volumes Metall und Erz
- 5 volumes Mining magazine (London)
- 3 volumes Modern language association of America, Publications
- 28 volumes Modern language notes
- 8 volumes National municipal review
- 4 volumes Optical society of America, Journal
- 5 volumes Radio broadcast

13 volumes Science (old series)  
7 volumes Southwestern historical quarterly  
16 volumes Torreya

### 3. Books

11 volumes Biochemisches Handlexicon  
80 volumes Columbia university, Teachers College publications  
10 volumes Genest, English stage  
12 volumes Kroninck, Faune calcaire carbonifere Belgique  
11 volumes Lowndes, Bibliographers manual of English literature  
20 volumes E.V. Lucas, works  
17 Miscellaneous volumes Mexican history  
25 volumes Nueva biblioteca de autores españoles

### New Periodical Subscriptions, 1924-25

American co-operative journal  
American farm bureau news letter  
American food journal  
Chemical reviews  
Educational screen  
Electrical review (London)  
Electrical review and western electrician  
Geographical journal (London)  
Harvard business review  
Illuminating engineer society, Proceedings  
International journal of ethics  
Journal of chemical education  
Journal of farm economics  
Nation's health  
Optical society of America, Journal  
Poultry science  
Quarterly review of economic statistics  
Revue générale de l'électricité (Paris)  
Royal society of London, Proceedings  
Telephony  
Textile world  
Times literary supplement  
Visual education  
Weekly letter service, Harvard university.

### Gifts

The gifts of the year show a widening interest and awareness of the University Library on the part of the citizens of the State, and many friends on the outside. We make particular mention of a valuable set of Engineering (London), 70 volumes, from Mr. W.M. Sawyer of Cleveland, Ohio, secured through President Marvin; a set of the Bulletin of the Mining and Metallurgical Society of America from Mr. N.H. Darton, Washington, D.C. Notable also is the handsome facsimile of the Seven Log-Books Concerning the Arctic Voyages of Captain William Scroesby in 1822. Three hundred copies only of the set were printed by the Explorers Club of New York, by whom a copy "No. 26" was presented to our library. From members of our faculty we have also

received desirable gifts, some of which are: a set of Voltaire in 92 volumes from Prof. A.H. Otis, 50 French texts from Dr. F.O. Reed, 50 miscellaneous volumes from President C.H. Marvin, 3 privately ptd. items, Cl. Shorter (Lond.)

Other donors of the year are as follows: Chicago College of Dental Surgery, Mr. H.F. Bell, Jewish Publication Society, Theodore W. Koch, Bankers Trust Company, Chemical Foundation, Universalist Publishing House, Oliver & Boyd, National Electric Light Association, Michigan Historical Association, Frank Shepard Company, L.A. Berenzniak, Bowman Hotels, N.Y., Fleming Revell, Associations Press, Mr. George M. Bartlett, Mr. Charles M. Remy, Current History Magazine, Acorn Press, Security Trust Company, Lexington, Mr. R.W. Gibson, Mrs. C. Braun, Mrs. Nettie Horch, C.W. Daniels Company, Bross Foundation, Imperial Institute of Great Britian, J.H. Derbyshire, G.H. Wyse, Aleck Makaroff, Edna Ritzenthaler, Chi Omega Sorcity, Dr. E.J. Brown, Prof. F.A. Conrad, Dr. F.C. Lockwood, Dean G.M. Butler, Dr. C.H. Vorhies, Dr. Forrest Shreve.

The Annals Committee of the Arizona Federation of Womens Clubs has been very active in gathering available material relating to the history of Arizona. There have been turned in to the library a thousand or more local items in the way of newspaper clippings, pioneer reminiscences, valuable maps, and a copy of the much-coveted Bashford Code of 1864-1871. The interest aroused throughout the State by Mrs. George F. Kitt, Chairman of the Committee in the collection of this type of material and her advocacy of the University Library as the suitable depository for such material when collected, are important steps in our behalf. As the citizens of the State become aware of the fire-proof storage facilities available in the new library building, and the opportunities here offered for the care and use of collections, the University Library should become a recognized depository for many gifts of historical worth.

#### The Staff

We have been keeping pace with the increase in growth in the use of the library with only a slightly larger staff. In fact, the only additional help has been that of a full time typist as against one-half time last year. Mid-year changes in the personnel have also added to our difficulties, Mr. James G. Hodgson, who ably served us for two and a half years as Reference Librarian, left in the holidays to take charge of the International Institute of Agriculture Library at Rome, Italy. Miss Abbie Vinson and Miss Opal McCoy, junior assistants, also resigned in the spring. When one considers the work of the reference desk, which is especially heavy in January and February, had to be handled by substitutes the first month and by a new appointee the second, it will be seen that the situation was most trying. Further our junior assistants come to us entirely without library training and much of the time of the experienced members of the staff must be spent in teaching the various

details of library work to the new ones. However, this burden is not uncommon to libraries since the salaries paid are less than those offered in other lines, and further, young women assistants may be expected at any time to relinquish the duties of business life in favor of those of the home.

The library is fortunate in securing the services of Mr. A.W. Clark, a graduate of Stanford University, with several years of library experience, as Reference Librarian in the place of Mr. Hodgson, resigned. Miss Otheo Frelisen, a graduate of the University of Arizona, has also been appointed as junior assistant in the accession and cataloguing department.

In view of these changes on the staff and of the crowded conditions of the library building the Librarian is particularly indebted to the permanent members of the staff, who have faced exacting demands with unfailing good spirit.

### The New Library Building

The new building for which ground was broken on January 17, 1924, is now nearing completion. The first floor which is entirely finished, the administration rooms on the second floor, the seminar rooms on the third floor, and the stacks will be ready for occupancy in the fall. By the end of the year the large main reading room on the second floor will be available, equipment for the periodical room on this floor installed, and all departments of the library in permanent quarters.

It is expected that for the first semester the collateral reading room on the first floor, supplemented by a small room on the second, will have to serve for the entire reading room space. The collateral reading room, for which complete equipment has already been ordered, will seat one hundred and sixty, with a capacity in the adjoining outdoor alcove for twenty-five additional readers.

Although the re-adjustments in the fall incidental to moving and to the occupancy of a building in which some of the rooms are still under process of finishing will cause some confusion, still both patrons and staff will be cheered by the forward look.

### Recommendations.

1. Orders. We wish to suggest the advisability of having the University Library place all book orders directly with publishers and dealers on some form worked out in conjunction with the purchasing department, for the reasons stated below:
  1. It takes an entirely special training and equipment to handle book orders successfully.
  2. Library business is essentially retail, while the business of the purchasing department is essentially the opposite since supplies are bought in large quantities.

3. Other college libraries after careful experimentation have not found it advantageous to have orders handled by an agency outside the library itself. In fact, we have not been able to find any important case where this is done except in the University of Chicago. Here the University Press as a publishing and book selling organization can receive discounts more favorable than those which could be obtained by the library itself. However, there is no one connected with the library or with the faculty who is satisfied with the arrangement, as the constant delays and lack of definite information as to when items may be expected have proved irksome to all.
  4. Our Library even under the present arrangement is keeping track of all records of each individual order, and for the most part is handling the job of placing all orders, so that the change recommended is virtually that of official recognition of an agency already being used.
11. Extension. In the opinion of the library no appropriation would gain us more good will over the State than one which would enable the Library to purchase books for extension use and employ an assistant for part time at least to carry on this state-wide service. As it is, the books requested, particularly in connection with courses offered by correspondence, are in use on the campus, while requests for assistance in the preparation of club papers and high school themes usually reach us in the largest numbers in the fall months, just when our staff is the busiest with local routine. It is at this time that new books for the first semester must be catalogued, the bindery made ready for the shelves, and a new group of students taught the use of the Library. For this reason we have not been able to meet all our demands this year, much less to encourage further service.
111. We have constant calls for the use of the University Library from teachers in Tucson, from out of town residents in the State engaged in systematic study, and also from permanent residents of Tucson. In view of these ever-recurring requests we should like to see official authorization of various forms of library memberships and contributions, ranging from \$15.00 to \$1000.00, a practice successfully tried elsewhere. There might well be a "Benefactor's Contribution" of \$300.00 to \$1000.00; life memberships of \$200.00 each; and annual memberships of \$15.00 each open to teachers and others engaged in systematic study. We think that there would be a large response to the annual membership offer, and that probably if the appeal were



made through the alumni and others, a sufficient number of the larger memberships would be subscribed to set the machinery in motion and encourage the idea of gifts to the library in years to come.

Library Statistics, 1924-25

No. of days open in the year	308
No. of hours open each week, Gen. Library	84
Annex	86
Staff, excluding janitors, assistants, pages, etc.	7
Library property value, approximately	\$94,984.16
Total number of volumes at beginning of the year, approximately	53,867
Total number at end of year, approximately	58,641 - 56,164?
Total number of volumes lent for home use	28,637
Books charged for use in reading rooms	79,329
Number of newspapers, periodicals and other serials currently received, approximately	575
Books ordered	2,205
Books catalogued	3,000
Library apportionment	\$26,660.00
Fines	452.75
Expenditures	
Books and periodicals	9,651.48
Binding	1,814.33
Supplies and equipment	549.93
Salaries	12,660.00

Respectfully submitted,

*Estelle Dittell*  
 Librarian