

ANNUAL REPORT .

1920-1921

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, 1921.

The library records show an increase over previous years in circulation while the attendance on certain evenings of the week reached overflow proportions and could not be accurately recorded. Because of the pressure at the reference desk it was impossible to accession documents and miscellaneous gifts, a condition which accounts for a slight decrease in the number of books added.

Books ordered and catalogued, - There were 680 titles ordered and subscriptions entered for 226 periodicals. 930 volumes were catalogued and classified.

The Cataloguer also prepared 450 volumes for the bindery, beside carrying the secretarial work connected with the library correspondence.

Circulation, - The total number of books withdrawn from the Library was 10,267. This circulation, all reference questions, and the large number of charges of reserve books for use in the reading room, were handled by the Reference Librarian.

Extension Service, - This service has more than doubled that of last year. The Library upon being advised of the subject chosen by the High School Debating League made out a bibliography on the subject which was mimeographed and mailed to the High Schools of the State. Package libraries were organized for which duplicate material was purchased or secured by gift.

The subjects covered by the General Extension Service were varied and in many cases called for specialized information. Letters and packages were sent as follows:

High School Debating League	42
General Extension	56
Women's Clubs	65
Points outside the State	3

Total 166

These requests came from the following points: Benson, Bisbee, Canille, Casa Grande, Clarkdale, Clifton, Douglas, Flagstaff, Florence, Fort Huachuca, Gadsden, Gilbert, Glendale, Holbrook, Humboldt, Inspiration, Jerome, Kingman, Light, Mesa, Metcalf, Miami, Morenci, Nogales, Ocotillo, Pantano, Peoria, Phoenix, Prescott, Rice, Safford, Saint Johns, Somerton, Thatcher, Tombstone, Warren, Willcox, Williams, Winslow, Yuma, Waco, Texas; Albuquerque, N.M.; Whitewater, Wis.

Boxes of books from the A.L.A. collection have been sent to Jerome, Clarkdale and Yuma. An exhibit of books on Americanization was sent to the State Fair.

Library Bulletin, - The Library published in October a Bulletin upon Mexican Writers. This has been favorably reviewed by specialists and honored by a number of interesting exchanges. Among these exchanges may be mentioned:

- Federico Gamboa: Mi Diario, vol. 3. (autographed copy)
- Alberto Maria Carreno: Miscellaneous publications.
- Frederick Starr: Mexicana, two items.
- G.F. Weeks (Editor of the Mexican Review) Seen in a Mexican Plaza.
- S.G. Inman (Editor of La Nueva Democracia) Mi hermana Agua, translation of a poem by Amado Nervo.
- Field Museum of Natural History: Traditions of the Hopi.
- Howard Memorial Library, New Orleans: Notes gathered from the Archives of the Cathedral Church of St. Louis, New Orleans.
- Yale University Library: The drama of savage peoples, by Loomis Havemeyer; The social criticism of literature, by Gertrude Buck, Religion and the War, by E.H. Sneath, A manual of the writings in Middle English, 1050-1400, by John Edwin Wells, and Community drama and pageantry by Mary Porter Beegle and J.R. Crawford.

Agriculture Library, - In this Library there are 97 exchange periodicals in agriculture received regularly. Of these exchanges the Library has in some cases back volumes from 1910 to date. Of the Southwestern Stockman (Phoenix) there is a run from 1901 to date. The supervision of these periodicals as well as the vast number of Bulletins from the State and U.S. Agricultural Departments, and State newspapers, has taken the time of one attendant four hours daily. In addition to the handling of the current numbers 176 volumes in agriculture have been prepared for the bindery. This has entailed correspondence with Stations to secure missing numbers in the case of every Station concerned, as well as careful checking over duplicate bulletins in the Library's collection.

Addition to the Library Building, - The new stack room for the Library for which plans have already been made will greatly relieve the present congested conditions. With the later addition of east and west wings to provide for seminar rooms, further reading room space, and for certain special libraries, the building will be adequate for all the activities centering about the library for some years to come.

The Staff, - Acknowledgment is due the members of the Staff for their loyal support and careful performance of duties though working under considerable pressure. The fact that two members of the staff, holding important places, were new to the Library added to the difficulty

of the situation. It was necessary to call upon student service for work of responsibility and though this call met with conscientious endeavor, their work required constant supervision by some member of the staff. All shelving, much of the filing of cards, some correspondence, and page work at the loan desk were delegated to the student assistants.

The Library wishes to make acknowledgement to the President and the Board of Regents for an increase in salaries which will make it possible for us to attract and hold people with training. It will be necessary for us this coming year to add, for part-time at least, the services of another trained assistant, this service should be increased to a full-time appointment the following year.

Statistics for the year follow:

Accessions 1920-1921	1278 volumes
Titles catalogued	930
Circulation	10267
Expenditures	
Books and Periodicals	\$4128.88
Binding	723.23
Publication	730.00
Supplies and Equipment	601.81
Outstanding Orders	<u>435.00</u>
Total	\$6618.92

Respectfully submitted,

Estelle J. Tuttle
Librarian.