

(LIBRARIAN'S REPORT, 1901)

(Copy ~~from~~ the Report of the Board of Regents of the University of Arizona for the year ending Dec. 31, 1902.)

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Library University of Arizona, Dec. 31, 1901.

Professor Frank Yale Adams,  
Acting President, University of Arizona.

Dear Sir: The following is a report of the condition of the University library on January 1st, 1902, together with such other matter as may be of interest in connection therewith:

Bound volumes catalogued.....	5,387
Bound volumes not catalogued.....	879
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Total bound volumes.....	6,266
Pamphlets and unbound reports (est.).....	11,000
Bound volumes added since Dec. 1, 1901.....	879
Outstanding order at date (est. vols.).....	300
Total cost of library to the University, including fixtures and card catalogue, but not including gifts (\$185).....	\$10,342.15*

The work of the library has gone steadily forward since the last annual report and we are especially to be congratulated at the prospect of a new building in the immediate future. Meanwhile the danger from fire has not diminished and the value of the collection is increasing.

The floor space of the library has been enlarged 25 per cent during the year, adding much to the comfort of the room and relieving the cramped conditions of a year ago; but we find, of course, that more space is constantly needed to house the books and to provide for their increasing use. In another year the room will be crowded as much as it was a year ago.

As the number of students in the upper classes grows there is greater demand for the use of the library. Recently we have added to the number of open hours so that at present the room is open to students from 8:30 A.M. to 8:30 P.M., with the exception of one hour and forty-five minutes at lunch and dinner, on four days in the week; and on Friday, Saturday and Sunday at hours varying to meet the demand.

During the present year the former policy of the librarian and the heads of departments has been continued in respect to building up a symmetrical collection of books. Among the purchases for this year we have secured a complete set each of the Transactions of the American Institute of Mining Engineers and of Littell's Living Age.

\*A. Close approximation: Some bills outstanding.

The work of the librarian for the past twelve months has been the purchasing and cataloguing of new books and the re-classification and arranging of the entire library in harmony with the system almost universally used throughout the United States. This re-classification is a most laborious task which now, since the resignation of the assistant librarian, falls almost wholly upon the librarian. Student labor can only be depended upon for only a part of even the mechanical work necessary, since skill and perfect accuracy are prime requisites. About one-third of this part of the work is now done. It proceeds slowly for the librarian's time is largely taken up with such routine work as correspondence, receiving the mail, and library monitor work.

A new charging system has been devised and is now being installed. This particular system is a combination of several others in actual use, and will exactly meet our particular needs. It will furnish a record of the whereabouts of any book at any time, of the number of times any book has been used, and of the books read by any student during his course.

I will call your attention to the needs of the library in the way of permanent fixtures which could be moved into the expected new building. We especially need binders for newspapers and periodicals, racks for the same, chairs, a book truck and other library furniture. I would also urge the appropriateness of charging a small library fee to each student in order to form a fund for the purchase and repair of furniture, for replacing lost periodicals, for bindings and for general library repairs. At present a considerable share of library expense is caused directly by the use and wear of library material by students, and I know of no reason why they should not share the expense of repairs and of wear and tear as they do in other laboratories.

Last summer I was enabled by the kindness of the Board of Regents to visit a few of the leading libraries of the country and to investigate methods of library building, construction and administration. I had expected to incorporate my special report of that investigation with this report, but certain material that I very much need to make the report complete is not yet at hand, and I beg to be allowed a few days in which to collect and arrange it.

Very respectfully submitted,  
HOWARD J. HALL.  
Librarian.

(Signed)