

(From Report of the President of the University to the Board of Regents
1896)

December 31, 1896

President Howard Billman,
University of Arizona

Dear Sir:

I have the honor to submit the following report of my work as librarian for the year ending December 31, 1896:

The library work for the year has consisted mainly in recording and classifying all books that have been purchased for the University library, and entering in a suitable accession book a detailed description of each volume; and in making an author card-catalogue of the library. These undertakings have been satisfactorily accomplished, most of the mechanical work having been performed by means of student labor.

In September 1896 the library was removed from its old quarters to a room especially set apart for library purposes. Since that time we have been able to manage the department much more satisfactorily than ever before. Nearly all the books pertaining to the various departments have been brought into this general collection, only those in immediate use being retained by the several instructors in their class-rooms or laboratories. The reading-room is open to students on an average of six hours every day of the week, but always with some person in charge. During this time students have free access to magazines and periodicals and may draw books under certain restrictions. I personally spend fourteen hours each week as monitor aside from the time occupied in correspondence and other routine work.

The work now in progress in the department consists in making, in addition to the author catalogue already finished, a title card-catalogue which is at present more than half completed. An appropriation of about twenty dollars is very much needed, to cover the purchase of a suitable case for these catalogues which consist at present of 3,000 loose cards contained in frail pasteboard boxes and liable at any time to be scattered through carelessness or accident. It may be well to state that the present shelf-room will in all probability prove inadequate when the books of the list now being ordered are received.

It has been a matter of extreme gratification to the librarian as well as to all officers of the institution that the Board of Regents has seen fit to appropriate so generous a sum for the purchase of books during the present year. This sum it is proposed to expend on the advice, and with the consent of all the heads of departments, that the library may be built up symmetrically. If an equal amount is appropriated each year for the purchase of books we shall be able to collect in a few years a library of which so young an institution may well feel proud.

Very respectfully submitted,

HOWARD J. HALL,
Librarian

From the Register 1895-96 (1896)

Library

The University library contains 2000 bound volumes of which about 1100 are recent works upon natural and applied sciences taught in the courses, 300 on works of standard English literature, 200 are text-books and 300 are government publications. In addition to these, there are about 100 volumes of the latest dictionaries and encyclopaedias. The reading room contains about fifty periodicals of scientific and general nature.