THE UNIVERSITY OF BRITISH COLUMBIA

TWENTY-SECOND REPORT

of the

LIBRARY COMMITTEE

to

THE SENATE

Covering the Period

September, 1950 - August, 1951

November, 1951

November 22, 1951

President N. A. M. MacKenzie,
Chairman of the Senate,
The University of British Columbia.

Dear Sir:

As Chairman of the Library Committee I have the honour to submit, for the consideration of Senate, the Twenty-second Report of the Librarian of the University, covering the period from September 1, 1950, to August 31, 1951.

All of which is respectfully submitted.

Ian McTaggart Cowan
Chairman

Report of the University Librarian

Dr. Ian McTaggart Cowan,
Chairman, Library Committee,
The University of British Columbia.

Dear Dr. Cowan:

I take real pleasure in submitting to you the Twenty-second Annual Report of the Librarian of the University of British Columbia, for the period September 1, 1950, through August 31, 1951. Not having formally undertaken my work at the University until August 1, 1951, the report will be almost entirely upon the accomplishments of others, tempered of course by my own observations and by the import of discussions I have had with faculty, students, staff, and administrative personnel during my brief term. Both deeds and needs will be reviewed.

Among the attractions of the post of Librarian of the University of British Columbia are the comparative youth of the University, the pioneer vigor and enthusiasm of its staff, and the reasonable certainty that both University and Library are beginning a new period of expansion. After thirty-five years of determined growth, rapidly accelerated under late post-war conditions, the teaching and research functions of the University continue to expand under pressure of developing Provincial needs, in spite of current recessions which both statistics and faith predict are temporary. Seasoned, fit, and ambitious, the University is prepared to share fully in the growth of Canada's Pacific Coast province.

A university without a library is unthinkable; and this Library, like its parent institution, has developed sinew and mettle beyond its years. Under several librarians, it has

gathered strength in collections and organization, and has adapted its services to an enlarging enrollment and faculty and to new schools and expanding research interests. But a prolonged stringency of financial support has not produced any reserves of personnel, material, or facilities to fall back upon in times of increased demand or of unusual financial slackness. The only actual resource available for emergencies is the personal strength, loyalty, and ingenuity of staff members, a stock which this report will show is seriously diminishing.

It must be recalled at the end of this year that the proposed cut-back in the year's budget[1] would have had tragic effects upon the Library if it had not been for the sudden promise of Dominion funds. It would have been necessary to reduce existing operations by slowing internal processes and by rigorously shortening public hours. The greatest Library economy would have been effected in this manner, with the least maiming effect upon its long-range program, but retrenchment from a minimum program is hazardous.

It seems clear in the Librarian's mind that three things are essential to the growing maturity of the Library in the University: (1) the provision of stable and ample financial support realistically predicated upon existing need, upon the growing demands of new schools and graduate programs, and the generally rising cost level; (2) continued economy of expenditures and effort, in the belief that funds will never be sufficient to the need; and (3) a closely knit campus-wide Library organization

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1. Eliminating four staff positions, 75% of the student assistant payroll, one-eighth of the book funds, and other reductions.

to provide the maximum of library service to the whole University which all funds available for library purposes will permit.

It is the Library's minimum job to build up adequate collections in all the fields of instruction and research and to provide facilities for their interpretation and use. In its full capacity, the Library is the bulwark of liberal education, the matériel of instruction and learning, the record of precedent and accomplishment in research, and the one academic division which pervades the whole University. It has no welfare independent of the University, but its rank among university libraries will about determine the standing of the University among educational institutions.

1950/1951

During the year, former Librarian Dr. Leslie Dunlap regrettably severed his connection with the University (January, 1950), and Miss Anne M. Smith assumed the interim responsibility, as she had done a year earlier with great flexibility and marked success. She served as Acting Librarian with judgment and discrimination until the arrival of the present Librarian, making decisions in the Library's interests when action was required, and reserving matters of long-term policy for the new administrator, even when it would have been easier for her to yield to existing pressures. The University owes much to Miss Smith for her wholly unselfish service in this and other responsible capacities.

However competent a succession of administrators may be, the uncertainties, delays, and vagaries of a shifting command are not beneficial to an organization which combines so many interlocking processes and service patterns. The year has

therefore been one of maintaining services with a minimum of staff, in the face of proposed budget cuts, of changing personnel at both professional and clerical levels, and of continued uncertainty over policy matters.

Administration

Campus-wide Library Service

Over a considerable period the Library Committee has deliberated on the subject of campus-wide library service, in general favoring centralization for reasons of efficiency and effectiveness in acquiring and using materials. During the Librarian's first month he codified and rounded out policy statements relating to this matter for presentation to the Committee and Senate for overall approval. By unifying campus library administration and facilities, it is proposed to extend existing informational, bibliographic, and lending services by means of overall planning, central recording of material, and the use of personnel familiar with campus-wide resources and services. The increased pressure upon library collections and funds and the ever-tightening relationship between the areas of study and research make the integration of library services essential.

Centralized Purchasing

A proposal to centralize the purchase of all campus library materials in the Acquisitions Division was also presented to the President. Such a plan will provide a central record of all library materials acquired, avoid unrecognized duplication, keep a complete tally of funds spent for Library purposes, and promote the greatest economy and utility for the whole University.

Continuous Acquisitions Program

The problem of adjusting a continuous book buying program to the requirements of an annually lapsing book budget was diagnosed for the Committee and President. It is anticipated that increased continuity and productivity can be secured in this basic operation, undistorted by the artificial interruptions of recurring budget periods.

Book Stack Security

A problem as old as the Library building itself was also taken to a sympathetic Administration, the lack of security of the central book stack. Assisted by the Chairman of the campus Fire Prevention Committee, Professor J. R. W. Young, and Fire Chief Miller, approval is sought to install emergency exit locks on exterior doors to the six book stack levels. The lack of this control has cost the Library many thousands of volumes over a term of years.

Bindery

A campus Library problem of some antiquity is binding. Binding is a normal maintenance operation, essential to the use and conservation of research materials. The increasing load of periodicals and the advance of binding costs everywhere make a solution of our local problem of primary administrative importance. During August, the President agreed to a survey of needs and conditions, seeking recommendations which would reestablish the existing service upon a stable production basis.

Personnel

The Library's most serious problem of internal

administration is to secure and hold competent personnel. However well coordinated and flexible the organization may be, if it can only secure green recruits and hold them briefly, no solid and productive public service program can be built up. At UBC the average service period during the fiscal year for 37 out of 43 persons[1] was 1 year and 11 months. The average length of service for the professional staff of 15 in this group was 1 year and 7 months. There were in all 21 resignations during the year for a total staff of 43.

There are several causes contributing to the rapid turnover of personnel. One is the long-time practice of making sessional appointments, covering the period from September to May, necessitating the hiring of new people at the beginning of each academic year. Another is the otherwise admirable program of recruiting college graduates for professional library work by means of short-term appointments in the Library (one or two years at most), prior to their attendance at a graduate school of librarianship. Marriage as an employment hazard among women personnel is of course noted. All of these factors, joined with the attraction of greener grass elsewhere, make the weight of in-training and developing a seasoned staff almost unsupportable.

The greatest deterrent to building a competent and dependable library staff is the non-competitive salary scale for librarians now in force at the University. Comparable to scales in most of the Canadian universities, it nevertheless does not provide sufficient attraction to experienced people, particularly

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1. Omitting 6 long-term devoted members, 5 serving from 20 to 36 years, 1 for 13 years.

to those who are willing to accept a third to half again that amount for similar work close by in the United States. Library school graduates, after five or six years of experience here, would find themselves but little ahead of the beginners in salary and at about the base established by the American Library Association for new professional people. Since many libraries supported by public funds in the States require citizenship for permanent employment, Canada is losing valuable members of an already understaffed profession for lack of equal or approximate opportunity at home. An incomplete count shows that fourteen graduates of UBC alone, after receiving library training, have gone to the United States, and advanced salary scales there make it impossible to bring their wide experience back again. UBC's nearest graduate school of librarianship is in Washington, and the schools at Berkeley, Los Angeles, and Chicago are closer than the nearest Canadian school at Toronto. The shortage of university-trained librarians since the last war--syphoned off into federal and army library service, and later into world-wide information libraries and into specialized libraries in business and industry--has made librarians conscious of opportunities for advancement both in salary and service.

The UBC beginning rate for professional librarians, with three cost-of-living increases included, is $2,574. The appended scale of American Library Association minimum salaries for four professional classes shows that the differential becomes more marked in the higher categories.[1] In relation to the

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ALA	$3057-3537	$3851-4181	$4236-4956	$4909-5749
UBC	$2574-2916	$2796-3096	$3016-3316	$3816-no scale
Van. Pub. Lib.	$2472-3456	$3096-3868	$3964-4320	$4320-4836
Dom. Civil Ser.	$2436-2904	$2772-3576	$3576-4212	$3888-4524

Canadian Civil Service scale quoted, a recent brief of the Librarians Group of the Professional Institute of the Civil Service of Canada (Sept., 1951) points out that "Present salary ranges for librarians in the Civil Service are not sufficient to attract...and retain...persons of the right type and necessary qualifications," and that "Present salary ranges for librarians are not in line with those paid by good outside employers."

Professional education and the recent scarcity of trained personnel have done much to develop and clarify the librarian's position in the educational system. A supporting staff now carries on the clerical and operational procedures, and the librarian's responsibility in the university as teacher, interpreter and builder of the research collections, and as administrator, places him in a position comparable to the regular faculty. The competence of the professional staff employed will largely determine the caliber of the library program secured, and under prevailing competitive conditions this will depend very considerably upon the salaries offered.

A revised personnel classification and pay plan for professional librarians is being developed, to provide a graded series of professional positions, with responsibility and pay comparable to that offered for equivalent work in the University and in competing institutions. Likewise, a new career classification in the non-professional field is being worked out, midway between clerk and librarian, in order to stabilize employment in this basic operational area. Increased use of student assistants in the Library is also anticipated, for numerous

routine operations and to handle peak loads, substituting this type of part-time program for former sessional appointments.

Book Funds

An annual budget for library material must be large enough to provide, through current purchases, an adequate supply of the serious, significant, and authoritative books which become available. As the size of the budget falls below a minimum amount, the proportion as well as the amount of these materials decreases, and books are selected more on a basis of random demand than for their value to the collection. In a nation-wide study of college libraries in the United States it was found that the majority were not providing sufficient books for their students.[1] And the Massey Commission reported that if a "list of North American universities were to be arranged in accordance with the number of volumes in their academic libraries, the best-equipped Canadian universities would be distressingly far down in the roster. Moreover, most of the libraries in American universities possessing more volumes than the largest Canadian university belong to institutions which are of more recent foundation and which have fewer students than the foremost Canadian universities.[2] A recent survey made by Dr. Leslie Dunlap of expenditures for library materials in over a score of comparable American and Canadian institutions proves this to be the case.[3] The stock of books

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1. Survey by Dr. Chas. F. Gosnell, of 54 institutions of higher learning, reported in Library of Congress, Information Bulletin, v. 10, no. 33, Aug. 13, 1951.

2. Report of the Royal Commission...1951, p. 139.

3. Survey of the Budgetary Needs of the University of British Columbia Library... (Feb., 1950), p. 9-10.

available at UBC has been recognized by Library and Faculty alike to be insufficient in quantity and coverage, and various experiments have been made to divide existing materials justly among library users. "The want of proper facilities in books and libraries is a symptom and a cause of the condition of the humanities," the Massey Commission continues;[1] at this University it also adversely affects the sciences.

Arguments both for a stable and a gradually rising book budget are equally strong. It is generally cheaper to buy a new book when it is available than to search it out later, and the cost of one or more inter-library loans may be greater than that of the book itself, particularly if the delays of borrowing are counted in. Among periodical subscriptions, dead-end or broken journal files are often enormously difficult and expensive to complete, and unbound files invariably result in serious waste. Experience in many libraries after the depression of the 1930's and World War II warns against dropping subscriptions to needed material today. In an expanding university, when many new journals are appearing in research areas, a double demand for increased budgets exists.

It is, of course, not dollars but purchasing power that counts. According to the book publishers' trade journal, Publishers' Weekly, American books have increased at least 30% in price during the last ten years (including fiction and other popular types). W. H. Carlson, Director of Libraries, Oregon System of Higher Education, studied average costs per volume of the categories of books purchased at three institutions under

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1. Report of the Royal Commission...1951, p. 163.

his direction, to show that from 1939/40 to 1949/50 there was an 81% increase in the cost of books to those libraries. Recent Publishers' Weekly figures for 1949/51[1] indicate only modest increases in the price of fiction and biography during that period, but a 12% advance in two years in historical material, a type with which university acquisitions programs are often heavily concerned; no recent figures are given for the category of scientific and technical publications, wherein there is greatest likelihood that increases have occurred.

For periodical material, a detailed study of the costs of between five and six thousand domestic and foreign titles being currently received at the University of Illinois shows an overall advance of approximately 40% in subscription prices between 1949 and 1950. The Oregon survey by Mr. Carlson of a smaller number of titles indicates a 58% rise in ten years (1939/40 - 1949/50).

Binding costs, an essential element of the book and periodical budget, have jumped even more alarmingly; Illinois costs were up 80% between 1946 and 1951, and Oregon shows its charges per volume for binding to have advanced 105% in the decade.

If there has been an 81% rise in the cost of books between 1939/40 and 1949/50, the apparent increase in the University Library budget, appropriated for general purposes--from $10,800 to $22,525 in that period--has been fairly well negated (leaving a surplus of $2,977 for "growth" at the inflated rate). If we compare the $6,800 actually available for books

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1. Publishers' Weekly, v. 160, no. 16, p. 1624, Oct. 20, 1951.

in 1939/40 (and $4,000 for periodicals) with the $16,000 a decade later ($6,500 for periodicals), we have a $3,692 balance (inflated 81%) to cover the cost of acquiring materials for an expanded University which would hardly have been recognized at the end of the decade by those who knew it only at the start. We must not omit that the ratio of increase in funds for periodicals during this time ($4,000 to $6,500) just barely covers the 58% rise in subscription rates, but no new material.

The picture is not quite this dim in specific areas, for since 1945/46 a number of special grants have been made for new developments or special projects, with University and outside funds, e.g.:

$46,561	Law
10,000	Ph.D. (Biology, Physics, Chemistry, Zoology)
6,960	MacMillan-Forestry
5,500	Medicine
5,000	Rockefeller-Slavic
4,675	Koerner (Arts, Anthropology, Biology, Commerce, English)
3,432	Clinical Psychology
2,000	B. C. Packers
1,917	Pharmacy
1,000	Foreign serials

This leaves, however, a long list of departments and subject fields in the new year with from as low as $35 a year for books (6 or 7 volumes!) up to a maximum of $612.50, and a median of $131.00. With more groups to share funds, a number of veteran departments now actually have <u>less dollars</u> to spend than in 1916.

In ten years (1940/41 to 1950/51) the University has added 11 new departments, increased its faculty from 100 to 235,[1] and enlarged its student body from 2,658 to 6,300 (having risen to 9,374 in 1947/48). In 1950 it was third in rank among

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1. Assistant Professor and above, omitting Medicine.

Canadian universities in the number of master's degrees completed and seventh in the number of doctorates.[1] At present, work toward the Ph.D. is offered only in seven departments (Biology and Botany, Forestry, Mathematics, Physics, Chemistry, Psychology, Zoology, some in but limited areas), and the development of library resources is one of the limiting factors in opening up new fields for such study. Dominion funds may provide an invigorating boost and give the acquisitions program its first real increase in the University's history. But the University must calculate the Library's development as a basic and considerable part of the cost of its operation and expansion.

Building

Brief acquaintance with the Library building shows it to be functioning well as a library unit. It is perhaps too soon to be looking forward to the next addition, which can bring more of the public services down to the ground level, but there is immediate call for additional steel shelving for the book stack areas already provided. New locks on the stack level doors will make it possible to open the south stair well as a public exit, an otherwise serious fault in the physical arrangement of the building at its present stage of development. A good deal of modern lighting is needed in sections of the old building and in some spots overlooked in the new construction; and acoustical tile should be installed in selected places in both new and old. The revolving door at the main entrance should be replaced with a

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1. Master's degrees: Toronto 387, McGill 156, UBC 112, Laval 77, Alberta 64; Doctorates: Toronto 81...UBC 4, with Western and Manitoba below. National Conference of Canadian Universities, 27th meeting... 30 May—1st June, 1951, p. 37.

safer device and one less expensive to maintain; two sets of double doors, providing weather insulation and foolproof operation, are standard equipment for such a location. Maintenance costs of the present doors (two repair jobs a week for two decades) warrant the new installation as an economy measure alone.

Telephone service to and within the Library has not been adequate. Too few instruments and lines handicap library services on the campus, and it is requested that new central panel facilities be calculated to accommodate clear telephone lines to each of the Library departments, with second lines for peak loads in the Reference and Loan divisions and in the Librarian's office.

Departments--Loan Division

It is difficult to measure the services provided by a university library, for it performs many functions in a variety of ways. One means to keep tab upon use is to count physical transactions, in order to provide some regular basis of comparison from year to year. Preparing "circulation" statistics, by counting the number of books loaned to users during the year, is one of these means. It is strictly a quantity measure, but it represents with fair accuracy one of the loads carried by the library and pictures broadly one of the major contacts that library users make with books. The number of books loaned during 1950/51 was 238,884 (plus 20,246 through the Extension Library). This was a decrease of 10,434, or about 4.3% from last year's total (249,318). There was actually a gain of 8.5% in the number of volumes borrowed from the central book collection, and a decline in the use of assigned reading materials available for two-hour and overnight use from the Reserve Book Room. Since enrollment figures dropped 12.7% between

the two years, the use of books per reader has in fact advanced 10%.

The Loan Division's job is to maintain two heavily used public desks for a 79-hour week, operating them under varying loads, providing rapid service involving many thousands of books, controlling access to these materials, and maintaining precise records of every book not in its proper place. Quality of service cannot be sacrificed to quantity, for the loan desks are the first point of contact with the largest number of people served by the Library, and the public service responsibility of the staff is high. Much of the Library's reputation with the student group is made or lost at this point, and Miss Mabel Lanning and her staff have maintained a service of great usefulness to the Library and University.

The perennial problem of controlling access to the central book stack is one which can be answered only in compromise. The purpose of limiting entrance is to maintain there conditions which are conducive to the serious and prolonged use of research materials by qualified persons, without undue disturbance and the confusion resulting from overcrowding. The converse problem of regulation is to make eligible for access the maximum number of persons who need and can benefit from direct contact with a large number of books, without destroying the conditions essential to such use. Granting stack privileges to specific categories of persons (graduate students, final year honours students, etc., with special or temporary status to other small groups) is the variable means of solution adopted.

As the Accounting division plans to take over the collection of fines for overdue books, applying the funds to

general university purposes, it becomes evident that the rate of $.05 per unit (1 book overdue at the Loan Desk one day) is no longer adequate to encourage prompt return of material so that it will be available for other users. During the year, $1,376 was collected in fines, a total of over 20,000 fine-units, calling for stricter disciplinary measures. A $.25 unit should at once reduce the number of infractions and put the expensive collecting routine upon a realistic business-like basis.

Reference Division

The main public service program of the Library (except for the actual lending and return of books) is carried on largely by the Reference Division. It maintains at the Reference Desk during all the Library's open hours a staff competent to deal with the reference needs of faculty and students. It also staffs public departments in special subject areas: the Fine Arts and Sedgewick Memorial Rooms, the Howay-Reid Collection of Canadiana, and the Bio-Medical Reading Room. In addition, the Division carries on a continuous program of instruction in the use of library materials, addressed both to faculty and students, and maintains a regular schedule of exhibits. It provides public service in relation to the use of government publications, periodicals, and maps, and to the library's bibliographical resources in all subject fields. It prepares and checks bibliographies related to courses of study and to surveys of the Library's needs and holdings. The annual Publications of the Faculty and Staff, published by the University, is compiled there. The cooperative inter-library loan service, so important to the

research projects of our own faculty, is operated by this Division. A strong centralized library service program on the campus will depend heavily upon its services.

During the report year, the Division Head, Miss Anne M. Smith, was Acting Librarian from February through July and was unable to give full attention to the Division; Miss Mary Rendell assumed a good share of the divisional responsibility and carried on with great devotion and ability. Resignations, leaves of absence, and transfers made it difficult to carry out more than the routine operations of the department, and at the end of the period only one of the professional staff had remained in service more than one year.

The work done was not inconsequential. Many thousands of questions were answered over the desks and by telephone, ranging from simple inquiries involving only a few minutes of work to the collection of data relating to complex investigations. Over 16,000 loans were made from special collections in the Division, and in excess of 1,700 letters of inquiry were received and a similar number dispatched. Inter-library loans jumped to 557 items lent to other libraries and 427 items borrowed (last year, 392 were lent and 276 borrowed). Specific instruction in library use was given to groups in Medicine, Pharmacy, Agriculture, Nursing, Forestry, Chemistry, and Physics, and to all students in beginning English classes. Fifty-one public displays were prepared.

Bio-Medical Reading Room

This room was opened in September, 1950, to provide an immediate reference service and beginning study facilities for

the new Medical Faculty. Operated on a part-time schedule by a professional librarian and student assistants for most of the year, in August, 1951, an experienced Bio-Medical Librarian and a full-time assistant were appointed to develop the program during the new academic year. Currently financed with funds transferred to the Library by the Faculty of Medicine, this Reading Room is the beginning of an integration of materials and service relating to the life sciences which will provide a maximum of research facilities for these and other related fields. A branch of the Bio-Medical Reading Room will also serve clinical students at the teaching hospital.

Fine Arts Room

Library service to another special group is provided in the Fine Arts Room: Art and Architecture, Music, Theatre, and the art aspects of such various groups as Home Economics, Anthropology, Extension, and Teacher Training. Use of the collection has almost doubled during the past year, under a very imaginative and enthusiastic leadership.

Sedgewick Memorial Reading Room

The room was opened for student use on July 8, 1951, as a memorial to the late Dr. Garnet G. Sedgewick, Head of the English Department of the University from 1918 to 1948. It is intended to provide worthwhile current books from various fields of knowledge which are of genuine interest to the student group. It is not for study purposes, no card catalog or other library machinery intervenes between the books and readers; and the furnishings of the room are calculated to attract and encourage the use of books as a life-time habit. The project was conceived

and executed by Dr. Leslie W. Dunlap, with the generous cooperation of the President and Board of Governors, the Alumni Development Fund, the Classes of 1948 and 1950, and the McConnell Trust Fund. Miss Carlene Rose planned the furnishings. A special committee to select the original book collection was composed of Dr. Cowan, Dr. Hawthorn and Dr. Birney, and many members of the library staff participated in the preparations. The room is under the general supervision of the Fine Arts Room.

Howay-Reid Collection

To this outstanding collection of Canadiana regular additions are being made, and it is available to eligible users on a daily, part-time basis. This year a Handbook and Guide to the Howay-Reid and Northwest collections was prepared by Mr. James Pilton, Library Assistant, as a part of his work in supervising the room. Sufficient funds have not been made available to buy with great energy in this important field.

Acquisitions Division

Book selection and acquisitions are perhaps the most important long-term activities of a university library, and while the Library staff and members of the faculties at large participate in this program of development, this essential operation heads up in the Acquisitions Division. There rests the responsibility for acquiring materials by purchase, gift, and exchange, for ordering, paying, and keeping accounts, for avoiding unnecessary duplication, for recommending purchases to faculty, and for notifying them concerning the funds available for their use. With ninety-five separate funds to administer, a world of publishers, agents, and dealers to contend with, and a variety of discounts, duties,

exchange rates, and shipping and import regulations to take into account, the mechanics alone are fairly complex.

Publishing itself is neither orderly or predictable. Thousands of titles appear yearly, without definite schedule, with no centralized system of notification, not available from any score of outlets, and in editions which may become exhausted rapidly or remain in stock indefinitely. And out-of-print and used books are even less subject to control. Good bibliographic and business sense, knowledge of library practices and ends, and a liberal acquaintance with the literatures and meaning of the several University disciplines are essential to the work of this library division.

Although there was an increase of $3,250 in the University appropriation for books for 1950/51 over the previous year, the total amount available was somewhat less because of decreased funds from outside sources. The Library and University are particularly grateful in this connection to the donors of the Koerner and H. R. MacMillan funds and to the Rockefeller Foundation for bringing the year's total book budget up to over $42,000. During the past four years special funds of this kind have made it possible to fill out collections far ahead of the average rate of development.

The immediate expansion of the University's doctoral program in several faculties awaits the enrichment of the research collections in specific fields. Studies have been made this year of holdings in Forestry and Chemistry, and with the assistance of the Acquisitions and Reference divisions of the Library, similar surveys and recommendations are under way in Geology and Geography,

Bacteriology, English, and in other faculties, looking toward the availability of special funds to make the materials available. Meanwhile, want-lists for out-of-print books in a number of fields have been mimeographed and distributed to a select group of book dealers.

The Acquisitions Division has been under the very capable administration of Mr. Samuel Rothstein from its organization in July, 1948, until the end of August, 1951, when he departed for a two year leave to study at the University of Illinois. Miss Eleanor Mercer, as Acting Division Head, faces the very challenging and difficult prospect of heading up a wholly centralized and considerably expanded acquisitions program for the University.

Serials Division

The Serials Division was established on May 15, 1950, to cope with the acquisition, processing, and lending of all materials of a periodical nature and the absorption of a very large collection of unprocessed cumulations. Under the mature supervision of Mr. Roland Lanning, and the energetic and purposeful direction of his First Assistant, Miss Doreen Fraser, an enormous task was accomplished. A new checking file (of 3,300 titles) was set up, backlogs were put in order, new subscriptions were initiated, public service was carried on (21,879 loans), a system of temporary loans to departments was worked out, bindery operations were continued (4,214 volumes), and working relations with other divisions of the Library were established. While bringing itself into existence, the Division was called upon to

provide most of the services of a full grown department, and its whole staff deserves great commendation for the measure of its success.

Progress has been somewhat limited during the year by a too rapid turnover of staff (4 out of a total of 6) and by abnormal sick leave. Operated with a bare minimum of personnel, the schedule is too tight to function under any kind of incapacity. Now, with the major planning job completed and the scope of the undertaking in view, additional assistance is found to be necessary to provide full-time public service, to handle the increasing load of journals (particularly, of government publications), and to double the size of the present bindery operation, which is contemplated in the proposed bindery reorganization.

Library Bindery

With a current output of between three and four thousand volumes (3,417 this year, of all types) and a load of over six thousand, the existing bindery facilities are obviously inadequate, and a backlog of some ten thousand volumes provides added evidence of need. Some advantage has been taken of outside assistance (during 1950/51, 799 volumes), but the available facilities, comparative costs, the nature of the materials and of the Library's continuous need for them, and other factors, make a modification of the existing arrangement most practicable. Plans for increasing the output are being made.

Catalogue Division

One of the essential interpretative services performed by the Library for its users is the classification of materials

into subject groups and the preparation of author, subject, and other keys to the individual items. These operations are the visible aspects of the Catalogue Division's work, supported by many subsidiary records and routines required to maintain control over the materials and processes. The Division's library operations are largely of an "internal" nature, but since most of the Library resources pass through its hands and it sets the pattern of arrangement and provides the main avenue of public approach to the materials, its position in the overall organization is critical.

During the year 11,628 volumes were handled by the Division, averaging about four catalogue cards apiece, plus 6,278 cards which were sent to the Pacific Northwest Bibliographic Center catalogue at the University of Washington. This work has been accomplished, under the constant drive and veteran leadership of Miss Dorothy Jefferd, with a depleted staff. Because of an inability to secure eligible persons at the salary offered, the Division lost its First Assistant more than a year ago, and has operated this year with a Junior Professional in its one senior position. A total sick leave of more than three months for professional members was taken during the year. As a consequence, serials and government publications have fallen in arrears, the Library has been unable to provide central cataloguing for such gross additions as those made to the Law Library, and the imminent needs of the Bio-Medical section cannot be met. The Division is extremely sensitive to increasing work loads in Acquisitions and Serials, and the number and rank of its staff must be recuperated and a stable and efficient organization set up.

Extension Library

The Extension Library is operated cooperatively by the Department of University Extension and the Library. It provides materials and services to students registered in correspondence, evening and study group courses, and to other individuals and groups throughout the Province. Miss Edith Stewart and her assistant provided loans during the year of 20,246 volumes, of which 5,610 were from the extensive and well worked collection of plays. Books on art, particularly painting techniques, on contemporary affairs, biography, travel, and creative writing are in best demand. Two hundred and two theatre groups received plays during the year.

In Prospect

Several phases of the University Library's program seem to be most needful of support and extension:

A personnel program which will stabilize employment and attract able people for longer periods of service to the University.

Centralized library organization to provide a maximum of library resources and service, with the utmost availability to the University community as a whole.

Improved orientation in library use, by the provision of manuals for students, meaningful introductions to the Library, more effective instruction, and frequent consultation between Library staff and users.

The development of an exchange program based upon one or more regular series of University publications.

Reorganization of procedures and provision of staff to

facilitate the handling and use of government publications, and of maps, rare books, and other special types of library material.

Acknowledgment

During his brief term, the Librarian has had very many opportunities to experience the genuine interest, good will, and ample assistance rendered to him on behalf of the Library by the President and the Administrative Office, the Deans and members of the Faculties, the Chairman and members of the Senate Library Committee, his own Division Heads, and the many members of the Library staff whose deeds are recorded for the most part anonymously in this report. Upon these cooperative efforts and devotions depend the ultimate stature of the Library and the University.

Respectfully submitted

Neal Harlow
University Librarian

LIBRARY STAFF as of August 31, 1951

ADMINISTRATION

Harlow, Neal	Librarian	Aug. 1, 1951-
Fugler, Ethel	Secretary	June, 1947-
Locke, Mrs. G.	Clerk I	July, 1950-

REFERENCE

Smith, Anne M.	Head	Sept., 1930-
Rendell, Mary	First Assistant	Mar., 1947-Aug., 1951
Mackenzie, Margaret	Senior Librarian	July, 1948-
O'Rourke, Joan	Senior Librarian	July, 1948-
Vlag, Ann	Senior Librarian	Sept., 1950-
Kent, Grace	Junior Librarian	July, 1950-
Sinclair, Mrs. H.	Junior Librarian	July, 1950-
Taylor, Doreen	Junior Librarian	July, 1951-
Owens, Noel	Junior Librarian	July, 1951-
Shockley, Doreen	Library Assistant	June, 1951-
Wilson, Mrs. M.	Clerk II	July, 1944-
Fraser, Doreen	Bio-Medical Lib'n	July, 1947-

CATALOGUE

Jefferd, Dorothy M.	Head	Jan., 1915-
Barton, Ann	Junior Librarian	Aug., 1950-
Norbury, M. Elizabeth	Junior Librarian	July, 1950-
Pearce, Catherine	Junior Librarian	July, 1950-
Donis, Lydia	Library Assistant	June, 1950-
Legge, Margaret	Clerk I	Jan., 1951-
Whitehall, Margaret	Junior Clerk	July, 1950-

CIRCULATION

Lanning, Mabel M.	Head	April, 1930-
Mercer, Eleanor	First Assistant	Oct., 1938-
Sumpton, Mrs. Anna	Library Assistant	Sept., 1949-
Harris, Beverly	Library Assistant	July, 1951-
Neale, Robert	Stackroom Attend't	Sept., 1945-
Rolfe, Dorothy	Clerk I	Sept., 1944-
Blackburn, Barbe	Junior Clerk	July, 1950-

ACQUISITIONS

Rothstein, Samuel	Head	Sept., 1947-(on leave Sept., 1951-
Phelan, Georgia	Junior Librarian	July, 1951-
Hearsey, Evelyn	Clerk III	Jan., 1923-
Butcher, Mrs. P.	Stenographer I	March, 1951-
Broomhall, Norman	Clerk I	June, 1951-
Forsythe, Mrs. Y.	Junior Clerk	July, 1948-

SERIALS

Lanning, Roland J.	Head	April, 1929-
Alldritt, Marjorie	First Assistant	August, 1951-
Brandt, Beatrice	Library Assistant	May, 1950-Aug., 1951
Bell, Inglis	Library Assistant	Sept., 1950-Aug., 1951
Cock, Eleanor	Library Assistant	Sept., 1950-
Murphy, Mrs. C.	Library Assistant	Jan., 1950-
Petch, Mrs. R.	Clerk I	Nov., 1950-
Nishimura, Kazuko	Junior Stenographer	May, 1951-

Bindery

Dunsmuir, Wm.	Bookbinder	April, 1950-
Damer, Mrs. L.	Sewer	June, 1950-
Pulfer, Mrs. H.	Sewer	Oct., 1948-

EXTENSION LIBRARY

Stewart, Edith	Senior Librarian	July, 1948-
Sayce, Elizabeth	Clerk I	July, 1949-

STAFF CHANGES DURING PERIOD 1 Sept., 1950-31 Aug., 1951

ADMINISTRATION		Appointed	Resigned
Dunlap, Leslie W.	Librarian	July, 1949	Jan., 1951
Corfield, Rachel	Clerk I	Sept., 1949	Dec., 1950
ACQUISITIONS			
Fraser, Mrs. H.	Junior Lib'n	June, 1947	Sept., 1950
Grigg, Naomi	Library Ass't	June, 1948	Apr., 1951
Matthews, Joyce	Stenog. I	Sept., 1949	Mar., 1951
Michas, Virginia	Library Ass't	Sept., 1950	May, 1951
De Brunner, Fred	Clerk I	July, 1950	March, 1951
REFERENCE			
Bonney, Irving	Library Ass't	Jan., 1951	Mar., 1951
Kierans, Mrs. R.	Library Ass't	Dec., 1949	Apr., 1951
Pilton, James	Library Ass't	July, 1950	May, 1951
Reid, Robert	Library Ass't	May, 1950	Dec., 1950
CATALOGUE			
Little, Mrs. M.	Senior Lib'n	Oct., 1945	Nov., 1950
Lane, Maureen	Clerk I	Jan., 1951	June, 1951
Zacharias, Mrs. F.	Clerk I	Part-time, Sept.-Oct., 1950	
CIRCULATION			
Rashleigh, Edward	Library Ass't	Sept., 1950	May, 1951
Ower, Mrs. I.	Clerk I	Sept., 1950	April, 1951
Dahlie, Mrs. E.	Junior Clerk	Jan., 1951	May, 1951
Fogarty, Mrs. H.	Junior Clerk	Jan., 1951	May, 1951
Griffin, Mrs. P.	Junior Clerk	Sept., 1950	May, 1951
Patrick, Mrs. M.	Junior Clerk	Sept., 1950	May, 1951
SERIALS			
Lloyd, Mrs. M.	Clerk I	July, 1950	Dec., 1950
Moses, Mrs. N.	Clerk I	Oct., 1949	Apr., 1951

CIRCULATION STATISTICS, September 1950 - August 1951

	Sept. 1950	Oct. 1950	Nov. 1950	Dec. 1950	Jan. 1951	Feb. 1951	Mar. 1951	Apr. 1951	May 1951	June 1951	July 1951	Aug. 1951	Totals
Loan Desk	2,689	12,087	13,022	6,065	15,501	13,929	13,449	6,735	2,159	1,952	4,529	2,858	94,975
Reserve Book Room	1,745	14,977	17,392	9,539	12,379	11,740	14,935	15,769	588	194	3,733	2,197	105,188
Periodicals Room	177	2,373	2,959	1,386	3,046	4,378	3,912	1,475	434	456	1,208	75	21,879
Reference Room	385	832	1,148	316	1,119	957	1,177	778	80	87	168	147	7,194
Fine Arts Room	168	439	1,125	533	975	1,825	2,206	1,835	172	122	146	102	9,648
TOTALS	5,164	30,708	35,646	17,839	33,020	32,829	35,679	26,592	3,433	2,811	9,784	5,379	238,884
							Extension Library						20,246