

The University of British Columbia

REPORT

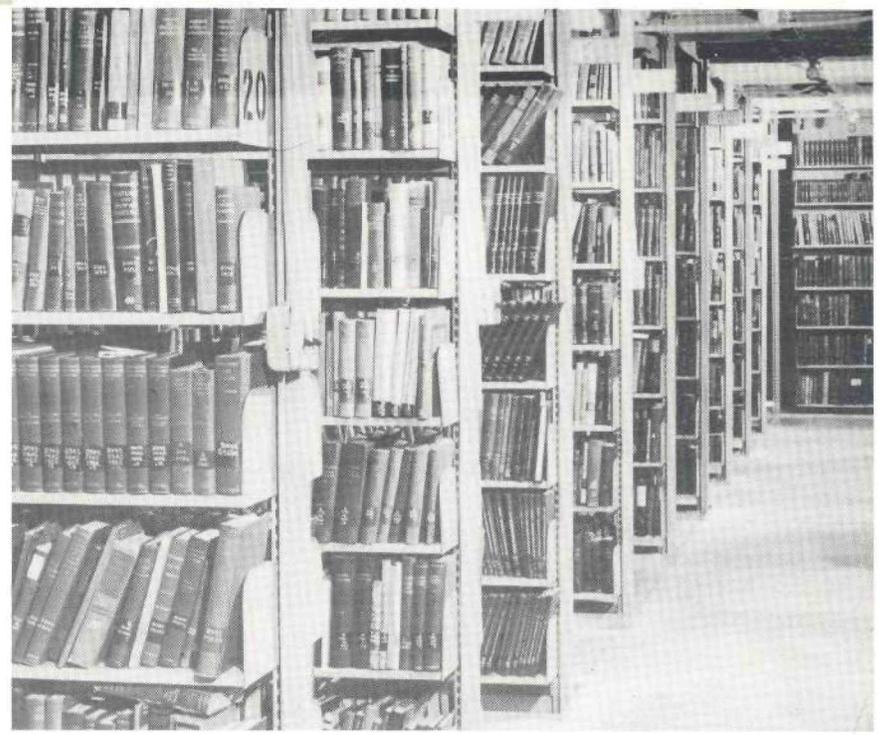
of the University Librarian

to the Senate

Thirty-eighth year

November, 1953

KNOW
YOUR
LIBRARY



December 7, 1953.

Dr. N. A. M. MacKenzie,
President,
The University of British Columbia.

Dear Dr. MacKenzie:

I submit to you herewith the annual report of the University Librarian to the Senate, for the thirty-eighth academic year. After the approval by Senate last year of the new terms of reference for the Library Committee, the Committee agreed that the Librarian should henceforth report directly to the Senate, and this will be the first instance, therefore, in which the Librarian reports directly to you. The report has, however, been discussed in advance with the Library Committee and is being circulated to its members prior to its presentation to Senate.

The Librarian and the Library Committee will appreciate whatever attention you and the Senate may give to this annual report on the state of the University Library.

Yours sincerely,

Neal Harlow,
University Librarian

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Report of the University Librarian

1952/1953

THE UNIVERSITY LIBRARY is not a "department" in the usual sense, nor a building, with which it is often confused. It is all the library facilities of the University for instruction and research: material, a system for coordinating and making it available, and the essential services for acquisitions and use. Lacking any of these components, a University Library does not really exist, only assorted libraries and collections, marked by overlapping, imbalance, and restraint upon use.

The University Library has central responsibility for the development of library resources. But while it is well equipped to provide this material, it can do so successfully only with the most ample cooperation of faculty, intent upon obtaining the fundamental collections upon which their work depends.

"Availability" has meaning only if it promotes use, and library service should be measured in human terms.

In the Library's thirty-eighth year some records have been set, and this is exciting and exacting business after thirty-seven other tries. Pressures of time, bulk, and intensity have made it necessary to surpass former accomplishments.

Age and size have left their mark. Increasing responsibility has required greater integration and order, and some youthful informality may have disappeared. Orderliness is a practical virtue, if kept in proper bounds, for like a good habit it works automatically and frees energy for productive purposes. Innovations have been guided by this intent, to reduce operations to their fundamental level and stimulate growth and use.

Growing Plans

"This is a young and growing institution," it is often said of the University, in veins of boasting, excuse, or self-justification. Perhaps the point has now been reached at which to consider the best use of its adult energy.

Measuring the breadth of the University's present activity from English to Slavic Studies, Classics to Commerce, Nuclear Physics to Agricultural Mechanics, and Horticulture to Medicine, an ample basis for general education is found, with specializations in fields which may be most useful in this place and generation. But we should perhaps not succumb to the glammers of a continually expanding diversity; it may be that a plan for the University should be laid down, to show the broad academic valleys and appropriate ridges, with rich lands for general cultivation, and peaks sufficiently high from which to view the world's problems and in turn be seen.

A master plan for the University is necessarily the plan for its Library, whether it relates to physical, instructional, or research facilities. Such a plan must indeed be flexible, for a university must respond to society's changing needs. But library development is not subject to sudden change. Men and equipment may be provided comparatively quickly to match a new subject field or a shift in academic emphasis, but library facilities may not be had so rapidly. Basic periodical sets, source books, and the whole wide range of general and specialized material come only after the administrative equivalent of much fasting and prayer. A good many volumes ought to have flowed into the stacks before an official announcement appears in the University Calendar.

A schedule of courses and a list of the research and professional interests of the faculty make a rough outline of the collecting field of a university library. A comprehensive collecting code would indicate the scope and specific limitations of fields, outline major specialties, minor interests, and directions of growth. It would be worked out by departments, faculties

schools, and "areas," and be coordinated and translated into library terms by the Librarian and Library Committee. With such knowledge, there would be no "unexplored lands" on the globe and few decorative white elephants; there would be ports to make, and not on the random tack of a tramp steamer.

Happily something is being done toward the rationalization of the academic program of the University. A study is being concluded which surveys the University's interests, participation and probably intentions in the field of international affairs (instigated by the Carnegie Endowment for International Peace). The recommendation is being made that "there be a continuing committee representative of all faculties ... to keep under review the relation of the curriculum to international affairs and to make recommendations ... to the administration." It also supports a program to strengthen library resources.

The Far Eastern Studies Committee, the Fine Arts Committee, the Senate Committee to Review Existing Academic Policies, and the curriculum committees in several Faculties are similar coordinating groups which are in positions to view, evaluate, and guide academic development.

If it can be discovered in time that courses in "Humanistic Studies" or the "Prehistory of the World" are to be offered; that a doctoral program is projected; a new institute is under consideration; or even that a new Faculty or professional school is likely to be set up, it may be possible to provide emergency support for immediate acquisitions and to secure backing from other sources. New projects simply must not be launched without the depth of library materials to support them, and attempted dry runs or last minute heroic preparations are uneconomic and often ineffectual.

Budget for Books

"The problem of really adequate financing remains," the President of the University reported last year concerning the University Library.* This condition is one which troubles the whole University, but it is nowhere more critical than in the Library and nowhere more perilously determinant than in the book funds.

The appropriation for "Books and Periodicals" is the trigger to many reactions, the small electric potential which enormously affects the general result.

The budget appropriation for book and periodical purchases for 1952/53 was but 1% of the total operating funds of the University; 1.5% if special grants from public and private sources are added. During the fiscal year, a budget item of \$32,000 was spent for books, and about \$11,000 for periodicals (including customs, tax, and transportation). From other sources, \$35,000 of special funds were also used for books, and \$4,000 for periodical subscriptions. No increase in the budget item was allowed in April, 1953, and there is no present prospect for improvement in 1954.

The total available for all book purchases is, like an individual's gross income, a misleading figure. Special funds are ear-marked for explicit uses, and they add nothing to the majority of fields covered by the curriculum. Of last year's special grants, 96% was spent upon seven fields--Medicine, Law, Oriental Studies, French-Canadiana, Anthropology, Slavic Studies, and Forestry--and while these extra-budgetary expenditures were, beyond all doubt, indispensable to the development of the collections mentioned, they totalled (omitting current periodical subscriptions) more than was available for all other subjects combined. This generosity is most welcome and well directed, but it should not be supposed to be providing bread and butter items for the other hungry departments at table.

* President's Report, 1951-52, p. 15.

About one-quarter of the teaching departments received \$125 for annual book purchases, another quarter averaged \$180, a third \$300, and the last \$630. In the technical departments, \$125 a year will buy not more than two books a month. The School of Architecture is allocated \$350, presumably to cover relevant engineering material, annual data and standards volumes, and the books in the fine arts; this will buy about four volumes a month in the price range, and obviously funds must be dug out of departmental operations money, the general library budget, and outside grants. Regional and Community Planning, a recent development, is allowed \$125 a year; with considerable restraint from the Librarian on one hand and assistance from the Librarian's fund on the other, this was overspent \$200 in six months of the fiscal year. Some fields have practised restraint so long that their collections are not only inadequate, but their will to order is paralyzed.

Chemistry. A careful investigation of annual needs by this department indicates that a minimum of \$800 a year is required to keep up to date with current books and reference volumes in Chemistry and Chemical Engineering. This would include only needed English and American publications issued in a single year, not more than \$50 for French and German material, and no journals or abstract series. Chemistry's allocation for 1953 was \$400.

Mathematics. A similar review in Mathematics produced a "very conservative" figure of \$400 a year, not including publications used in common with Economics and Physics, and omitting all continuations and journals. It is reported that most of the material for 1952 has not yet been secured. The present allocation is \$350.

Political Science. An estimate made in this field, based upon reviews appearing during the year in a single professional journal indicates that about \$400 a year would be needed for representative coverage of books in English. This would leave to Economics, History, International Studies, Geography, Sociology, Community Planning, and Law the acquisition of a good deal of material also of interest to Political Science. The University Department of Economics, Political Science, and Sociology has a combined allocation of but \$500 a year.

Zoology. Material in English on ornithology and zoology listed in the Cumulative Book Index for 1952 would have cost about \$1,400 (averaging \$5.80 per volume), of which the department estimates \$850 would purchase the selection of material required. Its present allocation is \$600.

Back Files. In a dealer's recent catalog of journal files in "Science, Humanities, and Medicine" are listed items worth \$75,000 which are already in the Library. Another large group of offerings, partially available here, would take several thousand dollars to fill in. A third lot, valued at approximately \$30,000, is not represented in the Library, but the

titles are among current "wants." The catalog necessarily represents a somewhat random selection, and two-thirds of the items in the list are entirely ignored in this reckoning.

Adequate coverage of current materials for forty departments cannot be had with the sum now set aside for departmental needs. The Librarian's fund is too quickly exhausted upon material which falls between fields, upon emergency purchases for new courses and faculty members, and upon backlogs in many areas. Additions of about \$1,000 a year must be made for some time to come to the Periodicals fund, even to keep up with advancing subscription rates and with journals which are given high priority in faculty requests. And it has been suggested by the Senate Library Committee that the budget for Research collections should be increased, by subtraction from other book funds if necessary.

Proposed increases in book funds should therefore be made in proportions somewhat as follows: \$4,500 to be added for allocations to subject fields; \$1,000 more for current journals; \$3,000 to the Librarian's general fund; \$5,750 to Research collections; and \$750 for necessary SS and MA taxes--an increase of not less than \$15,000.

Insufficient funds for Books and Periodicals make development intermittent, collections uneven and inadequate, graduate work restricted, faculty interests lackadaisical, and research depressed. It is impossible to acquire important materials when they appear and to expand the curriculum without spreading funds just a little thinner. Inadequate financing puts the onus upon the Library and the emphasis upon securing independent funds as a means of departmental survival. The Library's approach to departments must then be largely negative, and it cannot take the lead in developing its resources. Under such circumstances growth depends more and more upon strong department heads and the interests of off-campus grantors.

Frugality at this point will severely threaten a thriving program of orderly library development.

Acquisitions

This academic year has brought the largest additions to the book collections in history--18,100 (cf. 15,216 for 1951/52), almost equally divided between books and periodicals. This has meant the expenditure of more funds, and increased processing and service loads all along the line. The fiscal year (April 1952-March 1953) was the first in which any considerable recognition has been given in the book budget to rising costs, expansion of enrolment, and the University's organizational and curricular development in the post-war period. With these funds, an almost equal amount from other sources, and materials received directly by gift, large and notable additions have been made.

The year's acquisitions have varied enormously in kind, as Appendix 1, the selected list of notable receipts indicates. Certainly one of the outstanding collections was that pertaining to Mary Queen of Scots, presented by Dr. G. B. Salmond, of Surbiton, England, in memory of his wife, Mrs. Marie Salmond (200 volumes, 16th to 20th centuries). Dr. H. R. MacMillan continued his gifts, in addition to the Forestry fund: an almost complete set of the two series of Hakluyt Society publications (1847-1951); 231 volumes of the long series of Scottish documents issued by the Bannatyne and Maitland Clubs (1823-1867); a complete file of the Alpine Journal (1863-1950); and volumes relating to early explorations and fisheries. Foundation grants from Carnegie (for Anthropology and French-Canadiana) and Rockefeller (Slavic Studies), the Walter C. Koerner grant honouring Dr. William J. Rose (Slavic Studies), Koerner funds for Law and other fields, and the contributions of the Chinese Community (for Chinese Studies) were leading contributions. Purchases were likewise notable, particularly the files of scholarly and scientific journals.

Salaries and Personnel

The statistical curve which reflects the length of service of Library staff seems to be climbing slowly up hill. Assured, perhaps, by the raise in basic salary and the possibility of regular advancement, the group begins to take on a new look of impending permanence. The average length of service for the whole staff in employment at the end of the year is 27.5 months (not counting 6 persons serving from 15 to 38 years), and that for the professional group (omitting 5 long-term employees) is 23 months. The curve must indeed rise if library service of university caliber is to be developed, for in two years we have been able to import only one person, not previously trained here, who had experience beyond the beginning level. We must secure the most promising candidates, provide them opportunity for growth, and offer sufficient inducement to hold the best.

The Professional Staff. The beginning salary of \$2,800 a year will attract graduates of the library schools who wish to work in a Canadian university library, though they may now receive better offers from the Canadian Civil Service and from one or more public libraries in Canada. It is not, however, an adequate wage for an academic employee with dependents.

The beginning salary being offered by the Canadian Civil Service after December 1, 1953, is \$2,940. The minimum salary in a proposed scale now under consideration by the Canadian Library Association is \$3,000 a year. The median beginning rate paid in 63 leading U. S. universities is \$3,000. And the University of British Columbia normally offers above that figure for beginning instructors.

A letter which goes to all candidates for professional positions in the University Library states that "We expect members of the professional staff to have academic interests and to be of

a caliber equivalent to that of comparable faculty members." Careful in selection, and screening later those whose potential may not have developed, the Library seeks to provide opportunity to work under modern library conditions, to secure satisfaction from personal growth and accomplishment, and to advance in the profession.

Such a policy will attract competent and ambitious persons, but if in four or five years they have become valuable to the University but their salary rate has advanced only from \$233 to \$266 a month, can their experience be retained? It is unlikely, and since it is virtually impossible to bring persons of experience here within the salary schedule, this suggests that the slow rate of increment is even more serious a personnel matter than the low starting point.

The present annual increment for professional staff is \$100 (on a merit basis), and the maximum salary for any professional librarian who is not in a specialist or administrative category is \$3,400. The public library nearest the University provides an advance of \$168 at the end of the first year, \$180 the next, and so on, rising to over \$4,000. In the Canadian Civil Service, annual increases of \$150 are now offered to librarians, and re-adjustments are sought to equate the figure with the \$240 paid to most professional classes in the service; Librarians I and II rise from \$2,940 to \$4,200. The parallel scale being studied by the Canadian Library Association extends from \$3,000 to \$4,800, and while no rate of advance has been agreed upon, it is stated concerning the \$100 figure that "Considering present practices in other professions, it appears to be entirely too low." At UBC the one rank of Instructor spans the range from \$3,100 to \$4,300.

Salaries for librarians must at least equal those in other underpaid academic fields, or persons of responsibility will not be secured.

Assistant Librarian. The University's first Assistant Librarian was appointed during the academic year.

Recognizing Miss Anne M. Smith's long and able service as Head of the Reference Division and as Acting-Librarian upon two occasions, and acknowledging her administrative responsibility in providing an increasingly complex library service, she was appointed Assistant University Librarian on July 1, 1953. She is in charge of public reference and information services.

Library Assistants. This year the semi-professional position of Library Assistant (requiring college graduation but no professional training) has been made a more stable part of the personnel plan through the extension of the pay scale from one to six regular steps. Although some persons will find such employment a transition between college and professional school, others will see in it opportunity for continuing usefulness, providing an increasing challenge to their competence and interest.

Student Assistants. Peak load jobs and special assignments both at public desks and in processing departments are being carefully organized to make the best use of University students during eight months of the academic year. The Library has been slow to take advantage of this large reservoir of energy and ability, and adequate funds for student employment have not been developed.

Access to the Collections

Book Stack Facilities. Few things which men collect cumulate as rapidly as books and take up so much space in doing so. They are a university's chiefest treasure and surest burden. To add at the rate of 15,000 to 20,000 volumes a year will require from 2,500 to 3,000 feet of new shelf space annually.

An already serious overcrowding of the book stacks was temporarily relaxed in March 1953 when an emergency installation of shelving to accommodate about 40,000 volumes was made available ("Project I"). Half of this was almost immediately taken up by material shifted from the old jammed area, and by the end of the year space for only a few thousand volumes remained.

"Project II," required almost immediately, will add steel shelving for about 140,000 volumes (part of which will serve as a

Bio-Medical reading room until the south wing of the building is erected.

Estimates of the cost of this unit have been forwarded to the Administration. The stack will fill a 7-level void remaining in the present building, and will provide 84 new and much needed study carrells. By adopting compact storage for little used research materials in some of the remaining areas, it is likely that the present structure will accommodate up to a million volumes.

Decreased Book Losses. Several annual reports have decried the continuing loss of books. Cautionary measures, making it more normal to use the main stack entrance and easier to identify users, halved the number missing this year. With the year's loss just under 500 volumes (some of which will certainly reappear in time) it is believed that a trend on the part of students and faculty toward greater responsibility in library usage will continue.

The Library is the University's official agent to maintain the flow of books, and it can do so only if self-constituted Ripple Rocks, shoals, and other hazards to this commerce are gradually removed.

Increased Access to Books. Increased control of the book collection has not only made individual volumes more readily available but has permitted direct access to them on a larger scale. Since January 1953, faculty, staff, graduate students, and undergraduates in their pre-bachelor year have had stack privileges, a potential of nearly 2,000 persons.

The automatic issue of identification cards to faculty, and to eligible students upon request, has simplified management and stressed the responsibility of the borrower.

Annual Inventory. The inventory of the book collection has been placed upon a continuing basis. All volumes are checked

during the year, some more than once, but public service is not interrupted, and the work is not crammed into one or two weeks.

The annual return in May of all material charged to faculty is continued, strongly reinforced by Senate Library Committee support. This regular poll of the book holdings keeps the collection alive, and the attending convenience is felt by faculty and library alike.

Notification. An additional service to faculty is the automatic notice of the availability of new books. Persons whose names appear on requisition cards are notified when the volumes are ready for the shelves, and the items are held at the Loan Desk a week for inspection and use.

University Library Bindery

One of the least obvious but nonetheless fundamental library operations is carried on behind locked doors, in carefully planned, well equipped, and brightly lighted quarters.

The Bindery, from a previous output of from 3,200 to 3,500 volumes per year, passed last year the estimated quota of 6,000 volumes to produce 7,190 in full buckram, plus 800 in cheaper "storage" binding. With increased production, unit costs have declined, and a speedier schedule of handling materials has been achieved. In March 1953, an apprentice binder was added to the staff, which also includes two journeyman binders and two journeywomen.

Although some thousand volumes were taken from the binding backlog during the year, no great impression upon it has been made because of the continuing influx of new journal files, particularly in the field of Medicine. Other urgent campus binding is being worked in, but first emphasis is being given to handling all current Library material (in order to ascertain what the normal load is) and to reducing the accumulated arrears.

Exchange of Publications

A close scrutiny of the Serials Division records in the Library will disclose that research institutions, particularly universities, are notably generous in the distribution of their

research publications. Although produced and disseminated to broaden the fields of knowledge, these series provide a medium of exchange by which the publications of other institutions may be obtained. For thirty-eight years this University has been the object of such liberality, but current economic pressures are compelling cooperating institutions to inspect more closely the returns being made to them. Several times during the year, therefore, modest to querulous inquiries have been made into the prospects of a reciprocal publications program at UBC; while a dozen other institutions throughout the world have offered exchanges under mutually acceptable conditions.

Steps have been taken to fit existing University publications into an incipient exchange program. Institutional exchange has been centralized in the Library, a stock of the available University series has been secured, and a list has been prepared for distribution. Certain other materials have been obtained for exchange purposes, and attempts to stimulate the local publication program have been made.

The present series include: the Biological Sciences Series (1-3, not published since 1946); Lecture Series (1-21, to 1953, including the H. R. MacMillan Lectureship in Forestry); Congregation Series (1-7, Congregation Lectures, to 1953); Forestry Bulletin (1, 1951); Research Publications (1, 1950); and the President's Report.

To supplement this brief list, copies of the valuable Report of the Doukhobor Research Committee (University of British Columbia, 1951) were used until the edition was exhausted; several journals are received in exchange for University support to the Pacific Journal of Mathematics and the Canadian Journal of Mathematics; and subscriptions to other Canadian periodicals are mailed directly to foreign institutions when such arrangements are found to be essential.

A Committee on a University Press and the President's Editorial Committee have discussed the publishing potential and responsibilities of the University, and joint publishing with

other groups has been explored. At least three monographs suitable to the Research Publications series are ready for presentation.

New Facilities

Bio-Medical Branch Library. A branch of the Bio-Medical Library was opened at the Vancouver General Hospital in October 1952. An integral part of the University Library system, it provides library service to the clinical departments of the Faculty of Medicine and to the B. C. Medical Centre. Jointly financed by the University and groups associated in the Medical Centre, it is administered with the advice of a President's Committee representing all of the contributing bodies. It absorbed both the collection and the service load of the former Medical Centre Library.

Much energy and imagination have been applied to developing collections and access to information and to promoting use among a wide and varied clientele. A twice-daily delivery service between campus and branch facilitates the flow of materials and reduces the tendency toward isolation and duplication. The library staff serve regularly both in the main Library and at the Branch.

Institute of Chartered Accountants. In September 1952 the formal transfer of the Library of the Institute of Chartered Accountants of British Columbia to the University Library was made as a step toward coordinating the training of articled accountants with the program of the University's School of Commerce. The Institute provides continuing financial support, and members and students are eligible to use the wide range of Commerce materials available here.

Oriental Studies. Under the aegis of the President's Committee on Far Eastern Studies and the energetic direction of Dr. Ping-ti Ho, of the History Department, great progress has been made in developing the Chinese collection this year. Chiefly with funds provided by the Vancouver Chinese Community, purchases were made in China, of material relating in large part to the Ch'ing period (totalling about 15,000 ch'üan).

In addition to "old" Chinese works, including records and documents, provincial and dynastic histories, encyclopedias and other reference works, biography, literature, and herbals, several hundred modern books were secured, with files of some important Western journals. These have already provided the basis for a study of population, land, and crops in China for the period 1650-1850 which Dr. Ho has carried on here and in several American universities. The collection is a substantial contribution to a field of study which is of increasing concern to Canadians, and particularly apropos to Canada's most western university.

French-Canadian Studies. Looking eastward as well as westward, and concerned with national and international affairs, the University is giving special attention to its research facilities relating to French Canada. Supported by a grant from the Carnegie Corporation and guided by Dr. Gilbert N. Tucker, Professor of Canadian History, books, government publications, newspapers, maps, and other pertinent materials are being brought in. This phase of the project will pay most attention to the post-Confederation era but will provide the basic histories and fundamental works relating to the whole period.

The program is both of inter-cultural and research significance, and it strengthens at its weakest point the Library's existing resources in Canadian history which are highlighted by the Howay-Reid Collection.

Relations Within the University

The Library is a replica of the University, representing all fields, including all groups. But although universal in scope, its use is always specific, as its resources are brought to bear upon the problems of individuals. The Library must therefore be macroscopic in one view, microscopic in the other, a remarkable everyday feat which must be seen in the whole to be understood.

Centralized information about the University's library resources is essential to a library system.

The Library is therefore the official purchasing agent for all library materials and provides the central union catalog.

The Library has specific responsibility for the development of library resources and services.

The allocation of book funds to subject fields and the regulation of departmental library facilities promote stability and evenness in growth. Special needs of departments require special treatment, within the range of facilities available, and such provisions will vary from no segregated collections, as in the Humanities, to the rather extensive teaching library in the Faculty of Law. The integration of reading rooms into the Library's reference and lending system, the increasing flexibility of collections through a regular delivery service, and the incorporation of all book holdings into the central catalog are being effected as rapidly as conditions permit.

Departmental Reading Rooms. When such facilities are essential, certain types of material may be housed in departmental reading rooms, subject to annual inventory and review, to assure continuing availability and need:

(1) "Laboratory" material, in constant use under laboratory-type conditions. (2) Publications which may be characterized as "reference" in nature because of the intensity or frequency of use. (3) Issues of current periodicals in departmental fields, on loan for one month or for the duration of the current volume, depending upon other use.

Reading rooms are to serve reference and laboratory needs, are not for general reading or literature research, and include only material in continuing use. Research collections, volumes not in current demand, and materials for undergraduate curricular reading are to be concentrated in the main Library building.

Availability of material for reading rooms depends upon urgency of need, campus-wide demand, and the existence of funds to purchase unique or second copies. Grants from outside sources do not confer liberty to establish an independent library program; departmental rights in such instances are prior, not exclusive, and grants supplement existing funds and contribute to the enrichment of the University's library resources.

Like democracy, unified library service is a balance between satisfying the individual and the group, and both should stand ready to amend or defend it.

Senate Library Committee. This body met twice during the academic year, under the chairmanship of Dr. Gilbert Tucker. It is the official pressure point between faculty and Library, where faculty opinion and advice are brought to bear upon policy and service, and Library needs and plans can be discussed and transmitted directly to faculty representatives. (For list of Committee and Terms of Reference, see Appendix 2.)

Through a letter to Senate, the Committee supported an increase in the University appropriation for books, noting expenditures in other comparable universities. "The Library," it held, "is the most important single component of a university." It discussed many campus library problems, and expended the annual "Committee" fund upon research materials.

Student Library Committee. It was not a productive year for this official body of the Alma Mater Society. It, too, is expected to serve as a medium between student body and Library in matters particularly of student concern.

Undergraduate Library Privileges

About 1,400 students at the University have direct access to the book collections, and above 4,000 have not. The privileged must use the catalogs and indexes to secure specific materials needed, but the majority can make no other approach to books. For them the only alternate to the massive card catalog is a course list of "assigned reading"; one guide lists far too many books for their use, the other too few. Whatever inclination the younger student may have to extend his reading frontier, his opportunities to do so are limited.

Two general open-shelf collections are now available, about 2,300 books in the Reserve Book Room (2-hour and 1-day loans for assigned reading) and 750 volumes in the Sedgewick Room, for "browsing" purposes. These are heavily used, the Reserve collection perforce, and the more attractive, semi-popular Sedgewick books at about the top capacity of twenty seats, seven and a half hours a day.

The University of British Columbia Library is not large as North American university collections go; it would rank fifty-third in a recent list of seventy leading American institutions. It is, however, richer in research resources than the average, and therefore has less material in bulk to appeal to undergraduates. A first or second year student who is not yet adjusted to the variety of studies and demands made upon him at the University and is unfamiliar with the use of bibliographies and catalogs might not be well served by being left to wander among ten miles of books. Someone should, perhaps, first whittle the range of choice down to a size he can encompass, set aside a limited collection which is likely to be related to his needs.

If a separate open-stack collection is established at UBC, it would be by segregation, not duplication, for funds are not available to reproduce a second set of 15,000 to 25,000 books. Faculty and graduates would therefore have to use two libraries within the same building, and the gradually changing contents of the open-stack collection would need to be continuously indicated in the public catalog.

Another choice would be to provide access to the general collections for a considerably increased group, at least to third year students, trusting them to be sufficiently mature to benefit from the privilege and to preserve the study conditions which now exist in the stack area.

Several universities are experimenting with ways to increase undergraduate access to books. Stack privileges have been gradually liberalized here, and new possibilities will be explored

Building Needs

Immediate building needs of the University Library include the addition of the book stack (discussed above), providing temporary space for the Bio-Medical Reading Room; modification of existing lighting in the Concourse (for which plans and estimates have been secured); and installations of lighting and acoustical tile in several parts of the building. The revolving door at the main entrance will need to be replaced with a modern double entryway; it is hazardous, an impediment to traffic, and expensive to keep in repair.

Modifications required to establish a separate open-stack library would not be extensive. Increased access to the general collection would call for some changes in Loan Desk facilities.

South Wing. Fully adequate space for the Biological Sciences Reading Room (incorporating Bio-Medicine) must await the erection of the south wing of the building. An open-stack library (incorporating the Sedgewick and Reserve services), the Howay-Reid and rare book collections (with supervised reading space and needed temperature and humidity control), the Periodicals Reading Room (with current journals on open shelving), the Fine Arts Library, a revised public catalog and delivery room, the Extension Library, the University Archive, increased seminar and study space--suitable facilities for all these await the building of the Library south wing.

Friends of the Library

In thirty-eight years the University and Library have cumulated a considerable number of personal friends. Some are graduates who continue to identify themselves with the interests of the University; others have come to do so by special association or circumstance. An individual does not usually organize his friends, but if an institution is to give them recognition or heed, some informal arrangement at least must be made. Whether it should be a list of those who contribute to the Library's development, or an organized body, with constitution, by-laws, and officials, is a matter of choice.

The Friends of the Library of UBC are taking a middle course. Prodded by friends of long standing who wish to be recognized as Friends, the University is setting up an informal organization. It is first a Roll of Friends, and it is a mailing list to receive general and special publications of the Library. As an earnest of membership, grants to the Friends Fund will be received to purchase resources for the Library which could not otherwise be secured.

As a first indication of respect to official Friends, a finely printed pamphlet edition of the Proclamation of August 2, 1858, which provided for the government of British Columbia, will be issued and a copy sent to each. This may be the beginning of a relationship of usefulness and good will between an institution which does not grow old and many generations of its Friends.

Report of Library Divisions

The work of the Library is distributed among five operational departments. All perform some public service in providing access to materials and are concerned with the fundamental job of developing and organizing the collections. Acquisitions, organization, and use are intricately bound up together, and the established subdivision of labor is one of convenience, practicality, and emphasis.

Acquisitions Division

This has been an almost frenzied year of activity for Acquisitions. During the academic period there was an increase of 53% in the number of books and periodical volumes received.

The avalanche of orders greatly increased the work of checking prior to purchase, piling up at the successive stages of ordering, receipt, clearing invoices, and settling accounts.

Unaccustomed to the new demands at the start, the Division began the year in intermediate gear, shifted imperceptibly into high, and by September 1953 had not only acquired and handled one fiscal year's allotment but was well ahead of schedule on the next. Simplified procedures, a determined staff, and many hours of overtime accounted for this outstanding accomplishment.

Multiple forms were worked out to simplify procedures, processing operations were streamlined, orders outstanding over two years were cancelled (bringing a flurry of quotations), gifts were given special attention, and in spite of all the traffic the facilities could bear, recommendations to members of faculty concerning the purchase of material were stepped up, and accounting to departmental representatives was on time.

Miss Eleanor Mercer has applied great energy and direction to the job; a personality with less drive and determination would not have succeeded. She has been supported by a staff which is knowledgeable, conscious of the importance of the work, and very effective.

Acquisitions is a year-round operation, no longer a seasonal one, and more continuing attention of faculty to acquisitions in

their fields is needed. Next year, one addition to the clerical staff, student assistants, and an electric typewriter to process the multiple forms will be necessary to keep productivity at the required level.

Cataloging Division

Greatly increased acquisitions enforced a more strenuous cataloging program, and the Division almost maintained its position in relation to the incoming tide of new material during the year.

At the start, a thousand uncataloged volumes were on hand, and at the end of August there were over 3,000. More than 15,000 volumes were processed, an increase of 53% over the previous academic period.

Continued handling of bulk purchases in the fields of French-Canadiana, Slavic Studies, and Medicine have kept this material nearly up to date, but no attempt has been made to process the Chinese collection. Periodical volumes poured in from the new Bindery and kept shelves and staff almost submerged most of the year.

Medicine has required an unusual amount of attention. While it was still feasible to do so, the new and more adequate classification scheme for medical materials developed by the U. S. Armed Forces Medical Library was adopted, and thousands of already cataloged volumes were reclassified, though many still remained. The opening of the Bio-Medical Branch also raised problems of special handling, new procedures, and an additional public catalog. New journal files in this field came flooding in.

Many new practices were inaugurated, contributing to order, control of materials, production, and staff satisfaction.

Miss Dorothy Jefferd's years of service as Division Head parallel those of the Library itself, and her record of accomplishment is not likely to be exceeded. Her administration was strongly supported this year by the reestablishment of the position of First Assistant, filled since January 1953 by Miss Marjorie Alldritt; a well trained cataloger, she has both energy and capacity for organization, supervision, and production, and her experience at the Library of Congress and in the Serials Division of this Library gives her a very useful background for this assignment. The capability and loyalty of the Division staff cannot be overstressed, and at the end of the year the Division could perhaps claim to have the most effective combination of personnel in its history.

To maintain a Cataloging Division adequate to the new demands, a Library Assistant (semi-professional) is necessary to cope with the vastly increased output of bound serials; and a professional Cataloger needs to be added to undertake the cataloging of library materials in University departments and to carry part of the increased cataloging load.

Serials Division

A great deal of progress has been made in this division during the third year of its existence: in handling current subscriptions from many countries, putting an inherited backlog under control, staying abreast of an expanding binding and acquisitions program, and adding new titles and back files of research journals to the collection.

Subscriptions to over 3,500 individual periodicals are received regularly. A total of 7,990 volumes were put through the Bindery (7,190 in Class A, 800 in Class B binding). A thousand volumes were removed from the arrears collection for binding and records were provided for all arrears not complete enough for this treatment. All serials holdings, including those acquired with the Bio-Medical Branch, are in the current card file. A new program to withdraw unbound material from the book stacks was inaugurated, to avoid loss of issues and to assure timely binding. Redoubled effort was given to secure missing periodical issues. Fourteen thousand loans of current journals were made at the public desk.

Building up the collections, by volume, "run," and issue, and preserving them through binding is one of the Library's basic occupations. Being aware of the needs, and searching for materials to fill our wants and match our means has been the long-term accomplishment of Mr. Roland Lanning, Division Head. This year scores of short runs, ranging from a half-year to a dozen volumes, and a long list of more extensive files have been secured, relating to the work of every campus department.

Mr. Lanning was strongly seconded in management through December 1952 by the First Assistant, Miss Marjorie Alldritt, who was succeeded in September 1953 by Miss Alice Rutherford, transferred from the Reference Division. Mrs. Colleen Murphy and the other very active and cooperative staff members of the Division assumed the heavy load of operations in the interim period with great good spirit and success. Mr. Percy Fryer is the competent manager of the Bindery.

Reference Division

Reference librarians are a versatile people. They must have "inside" knowledge about sources of information and provide direct answers to inquiries or proffer material from which approaches to the answers may be made. They are responsible for the official publications of governments and international organizations, administer specialized libraries in Medicine, Canadiana, and Fine Arts, provide instruction in library use and in access to specialized literature, handle the map collection, prepare a changing program of educational displays, and among other regular assignments compile the annual list of publications of faculty and staff. They draw upon the resources of other libraries as well as this one.

Just under 22,000 inquiries were handled during the year (8,500 by telephone), and a thousand loans a month were made of reference materials.

All work with government publications was taken over by the Division in November 1952, in order that the staff might give more competent guidance in their use. Over 31,000 publications were received and recorded from international, national, provincial - state, and local government groups. Histories of governmental organizations were developed to clarify the relationships between their published series.

Interlibrary loan use showed a new trend during the year; there was a 77% increase in the number of volumes borrowed (rising from 586 to 1040 volumes), while loans to other libraries dropped 14% (from 1,085 to 933 volumes, compared with a 94% increase the previous year). The decrease is probably a paper figure, since the interlibrary loan service to the Vancouver Medical Centre was absorbed this year by the Bio-Medical Library Branch. Increased borrowing from other institutions was real enough, there being a 58% rise in general materials secured (476 to 753 volumes) and a 160% increase in the use of off-campus materials by the Faculty of Medicine (110 to 287 volumes). Over 1,750 letters were received and 1,750 dispatched in this business.

In excess of 9,000 maps were processed in twelve months, bringing the growing map collection into working order.

With 12,000 sheets on hand, another four or five thousand were en route from the Library of Congress and elsewhere. For current materials the University of British Columbia Library's map collection is second in Canada only to that of the Geographic Branch at Ottawa. Miss Doreen Taylor, Map Librarian, spent two months of the summer period on an appointment in the map division of the Library of Congress, securing useful experience and several thousand surplus maps for the UBC collection and making a record in her temporary position which has been highly commended.

Lectures by staff members were given in Medicine, Architecture, History, Agronomy, Chemical Engineering, Nursing, Forestry, and other subject fields, and a project was carried out to acquaint all new students in the Department of English with basic bibliographic materials and methods. Tours of instruction and orientation were conducted throughout the year.

An ambitious program of exhibits, providing 112 different displays, was planned and produced, many of them creating wide attention.

Miss Anne M. Smith is responsible to a very large degree for the state of development of the Library's Reference Division, which leads other universities in Canada in this respect. As Division Head she has literally worked night and day and has encouraged the staff to develop the collections and their own capacities to make use of them. Her ability and accomplishment brought her this year the appointment as Assistant University Librarian, as elsewhere described. At the year's end she was also distinguished by receiving an appointment to the faculty of the Japan Library School at Keio University, a project supported by the American Library Association and the Rockefeller Foundation. She will spend the coming year at that institution.

Miss Joan O'Rourke, as First Assistant, ably assumed the complex administrative responsibility of the Division during a two months illness of the Division Head, and she will resume this position during Miss Smith's year of leave. The work of the Division is necessarily closely knit, requiring a high degree of coordination and good will among a professional staff of almost equal experience. It is essential to develop individual abilities and specialties within a cooperative framework, and this the staff does with intelligence and care. Two experienced members in non-professional positions contributed materially to the Division's effectiveness.

Bio-Medical Library and Branch. (See also page 14.)

A total of 485 journals are received regularly by subscription in the Library and Branch, with 60 other titles accepted as gifts (not counting duplications and related journals acquired with general Library funds). Satisfactory back files of approximately 60 journals were also acquired, with beginnings made in 20 others.

One thousand, three hundred and forty volumes were received from the Bindery. About 1,200 volumes were added by gift and exchange, and important gifts were made by the Yakima Clinic, University of Oregon Medical School, the Canadian Medical Association, the Imperial Optical Company, and other organizations and individuals.

Over 15,000 loans were made (half at the Branch, half on campus), 6,500 telephone calls (two-thirds at the Branch), and about 15,000 persons used the library facilities (two-fifths at the Branch). Interlibrary loans increased from 111 to 287 volumes.

Miss Doreen Fraser, Bio-Medical Librarian, continued with unusual energy and judgment to develop the library's resources and services, relating them closely to faculty, staff, and student needs. During June she visited 34 medical libraries in the United States and Canada, observing methods and collections and acquiring several hundred volumes on an exchange basis. She also attended the annual meeting of the Medical Library Association and a medical seminar at Columbia University. Miss Marguerite Stewart acted in Miss Fraser's stead during the summer period. The Bio-Medical Library staff have showed real concern with the problems of organization and service and deserve great credit for the recognized success of the project.

Fine Arts Room. A successful year of library service can be reported in the field of the Fine Arts, in cooperation with the School of Architecture, the Music Department, Community Planning, and other departments which come within its scope. Lectures and informal instruction, reference and lending service, cooperation with faculty in curricular assignments, and the continuing development of the collections are the types of work engaged in.

Mrs. Helen Sinclair worked very successfully with faculty, students, and materials, and her departure in April, 1953, was a loss keenly felt. She has been succeeded as Fine Arts Librarian by Miss Melva Dwyer, in July, 1953.

Howay-Reid Collection. "Rare" books, local historical material, and bibliographical reference works in the field of Canadian history have been added during the year to the Howay-Reid Collection, including much of French-Canadian interest. Restricted to advanced students and faculty, and for reference purposes only, the use of the collection is difficult to measure in quantitative terms, but there is pressure to extend public hours from half-days to full time. Much increased funds are needed to carry out an adequate program of development and use.

Mr. Noël Owens has been in charge of the Collection throughout the year, and as a History graduate and librarian he is well prepared to make the material of utmost research use.

Sedgewick Memorial Reading Room. This "browsing" room, a memorial to Dr. Garnett G. Sedgewick, is having a continuing influence upon students at the University. Free, informal, and comfortable, the room provides current books in fields of general interest to young university people. No record of use is kept, but the available seating space is generally occupied during the 33-hour weekly schedule.

Loan Division

This year has seen rapid growth of the loan collections, wider privileges of stack access, improved control of materials, and a general shifting of the book stock to relax overcrowded conditions. A small increase in the number of loans from the general collection has been recorded, in addition to what must have been a considerably heavier use of books within the stack area, because of the more generous access privileges. The number of books borrowed from the Reserve Book collection has decreased.

With a drop in student enrolment of 3.4%, loans from the main Desk increased 1.5% and decreased in the Reserve Book Room 18.4%. (For loan statistics, see Appendix No. 3.)

Liberalization of Reserve lending, providing longer term borrowing privileges for volumes not in heavy demand, and making overnight loans available at an earlier hour, has improved service and student relations in the Reserve Room. At the main Desk, books were made returnable either on Tuesday or Friday, to assist borrowers to remember the proper date. Two thousand, six hundred bills for overdue fines were mailed during the year.

Subsequent to the installation of steel stacks on level 2, much of the book stock was shifted, and in the process the Stack Supervisor succeeded in making the collection certainly one of the neatest and best ordered in the country.

Miss Mabel M. Lanning has managed the Loan Division since 1930, when the book collection comprised 72,000 volumes, there were 2,000 borrowers, and the annual loan of books numbered 72,500 volumes. Among students and alumni she is the most generally known of Library staff members, and her responsibility to provide ready access to the collections is an essential support to the academic and research programs which needs wider understanding. She has managed this year without the aid of a First Assistant, by the loan of personnel from Reference and the use of

supplementary student and clerical assistance. It has not been a just or satisfactory arrangement, and it is hoped that a trained person with adequate experience can be found for the position. Mrs. Joyce Makovkin has been very capable in supervising the Reserve service, and the Loan Division staff have given full support to the difficult operational and service program.

Extension Library

The Extension Library serves the reading interests of persons engaged in University Extension programs and, within the limits of its resources, the library needs of the Province. In the latter field it supplements local, regional, and provincial agencies, and is coordinated with the interlibrary loan and extra-mural services of the main University Library. It draws upon the resources of the main Library as well as upon its own segregated collections of about 3,500 volumes and 8,000 plays.

There were 706 general readers and 206 theatre groups served during the year, to which 20,863 volumes were loaned. Of the total, 29% were plays, and 12.5% were from the main Library collections.

There has been an increase this year in the proportion of rural borrowers to urban, partly because of the emphasis being placed upon the use of local resources.

Miss Edith Stewart and a full-time assistant, with some part-time student aid, offered a loan and readers' advisory service which ranged from filling orders for specific books to providing tailor-made reading programs for personal enrichment, study, and research. The staff's knowledge of their collections and clientele and their concern with the interests and problems of correspondents produce a library service which would be very difficult to match or to replace.

Acknowledgements

The Librarian feels a very real sense of appreciation for the accomplishments of the Library staff during the year, knowing some at least of the determination, understanding, and effort which have been required in the doing. Strong and intelligent backing has also come from the Library Committee, Department Heads, the fiscal and business officers, and administrative

officials of the University. To these, whose interests in the Library are ex officio, are to be added names of alumni, University friends, and organizations who have given support during the year; without them much of the progress, particularly in developing the collections, could not have taken place.

A library's usefulness cannot remain static; there must be development or decline. This grateful acknowledgement of assistance should therefore also contain a request for continued cooperation, to build a Library from which a greater University may rise.

Neal Harlow

University
Librarian

APPENDIX NO. 1

Selected List of Notable Acquisitions, 1952/1953

Part I: BOOKS

- Ackermann, R. A history of the University of Cambridge. London, 1815. 2 v.
(Gift, Lester and Cora McLennan, in memory of Professor H. Ashton)
- Ackermann, R. A history of the University of Oxford. London, 1814. 2 v.
(Gift of Lester and Cora McLennan, in memory of William Mead Lindsley Fiske)
- Ackermann, R. The history of the colleges of Winchester, Eton, and Westminster. London, 1816. (Gift of Lester and Cora McLennan, in memory of Dr. G. G. Sedgewick)
- Mary, Queen of Scots, collection. 204 v., 1572-1952. (Gift of Dr. G. B. Salmond, in memory of Mrs. Marie Salmond, Surbiton, Surrey, England)
- Appia, Adolphe. Fifty-six reproductions of designs for stage settings. Zurich, 1929.
- Bacqueville de la Potherie, Claude C. Histoire de l'Amérique septentrionale. Paris, 1722. 4 v. (Carnegie grant for French-Canadian studies)
- Bannatyne Club. Publications. 113 v. (of 120). (Gift of Dr. H. R. MacMillan)
- Ch'ing Shih-lu. 1,220 pên. (Veritable records of the Manchu emperors)
(Gift of Vancouver Chinese Community)
- Chubb, Charles. Birds of British Guiana. London, 1916-1921. 2 v.
- Deutsche National-Litteratur. Berlin, 1882-1896. 163 v. in 219, and index.
- Dioscorides, Pedanius. Pharmacorum simplicium, reique medicae. Argentorato, 1529.
- Goethe, Johann Wolfgang von. Goethes sämtliche Werke. Stuttgart, 1902-1907. 40 v.
- Hakluyt Society. Publications. 182 v. (of 200). Gift of Dr. H. R. MacMillan)
- Karłowicz, Jan, ed. Słownik języka polskiego. 1952-1953. 8 v.
(Rockefeller grant for Slavic studies)
- Henke, F. and Lubarsch, O. Handbuch der spezielle Pathologie ... Berlin, 1925 - 1939.
- Kükenthal, Willy Georg. Handbuch der Zoologie. Berlin, 1923-1941. 7 v.
- Maitland Club. Publications. 58 v. (of 75) (Gift of Dr. H. R. MacMillan)

- Monografías bibliográficas Mexicanas. México, 1925-1935. 31 v.
- Planché, James Robinson. Cyclopedia of costume. London, 1876-1879. 2 v.
- Sabin, Joseph. Bibliotheca Americana; a dictionary of books relating to America. New York, 1868-1936. 29 v.
- Snellius expedition in the eastern part of the Netherlands East Indies, 1929-1930. Utrecht, 1934- 5 v.
- Ssu-pu pei-yao. (Selections from the four treasuries) 2,500 pên. (Gift of Vancouver Chinese Community)
- Sverdrup, Harald Ulrik, ed. The Norwegian North Polar expedition with the Maud, 1918-1925. Scientific results. Bergen, 1933-1936. 5 v.
- Thieme, Ulrich and Becker, Felix. Allgemeines Lexikon der bildenden Künstler. Leipzig, 1907-1950. 37 v.
- Toni, Giovanni Battista de. Sylloge algarum omnium hucusque cognitarum. 1889-1924. 6 v. in 9.
- Yu-Hai. (Political institutions to the end of the Kang period) (Gift of Vancouver Chinese Community)

Part II: SERIALS

- Acta obstetrica. v. 1-30, and supps., 1921-1951.
- Acta ophthalmologica. v. 1-29, 1923-1952.
- Alpine Journal. v. 1-57, 1863-1950. (Gift of Dr. H. R. MacMillan)
- American Academy of Arts and Sciences. Proceedings. v. 1-36, 38-55, 66-74, 1846-1940.
- American journal of cancer. v. 1-40, 1916-1940.
- Annales de parasitologie humaine et comparée. v. 1-19, 1923-1946.
- Anthropos. v. 10-47, 1915-1952. (With aid of Carnegie grant for Anthropology)
- Archives internationales de pharmacodynamie et de thérapie. v. 25-33, 62-67.
- Archives of neurology and psychiatry. v. 9-66, 1923-1951.
- Arkiv for matematik, astronomi, i fysik. v. 1-22, 1903-1932.
- Association Française pour Etude du Cancer. Bulletin. 7-10, 13-39, 1914-1921, 1924-1952.
- Australian digest. v. 1-29, 1825-1947. Supps., 1948-1950. (Law)

Bentley's miscellany. v. 1-64, 1837-1868.

Biochimica et biophysica acta. v. 1-8, 1947-1952.

Le Botaniste. v. 1-29, 1887-1939.

Bulletin of Hygiene. v. 106, 114, 117-19, 1926-1931, 1939, 1942-1944.

Ergebnisse der physiologie. v. 1-45, 1902-1944.

Ethnos. v. 5-17, 1940-1952.

Geografiska annalen. v. 1-26, 1919-1944.

Harvard studies in classical philology. [v. 1-61], 1890-
Irish reports. 1894-1937, 1939-1950. (Law)

Journal of Biochemistry. Tokyo. v. 1-32, 1922-1940.

Journal de physiologie. v. 1-43, 1899-1951.

Journal of physiology. v. 1-25, 1878-1899.

Naples. Stazione zoologica. Pubblicazione. v. 1-23, 1916-1952.

New South Wales State reports. v. 8-51, 1908-1951. (Law)

Queensland law reports. 1908-1951. (Law)

Schweizerische mineralogische und petrographische mitteilungen. v. 1-30,
1921-1950.

Société de Chimie Biologique. Bulletin. v. 3, 6-26, 1921, 1924-1944.

Temps modernes. nos. 1-87, Oct. 1945-1953.

Transition. nos. 1-27, 1927-1938.

Western Australian law reports. v. 1-52, 1899-1951.

Yale journal of biology and medicine. v. 3-18, 1930-1946.

Zeitschrift für hygiene ... v. 37, 39, 41, 93-18, 100-125, 1901, 1902, 1904,
1903-1921, 1922-1948.

Zeitschrift für krebsforschung. v. 25-50, 1927-1940.

Zeitschrift für kreislauff-forschung. v. 1-39, 1909-1950.

Zeitschrift für Romanische philologie. v. 41-61, 1921-1941; Beihefte 1-28a,
29-76, 79-92, 1905-

Zentralblatt für bakteriologie. I. A. Originale. v. 115-149, 152-157,
1930-1944, 1948-1951. B. Referate vols. 32-62, 1904-1914.
II. Zweite vols. 95-106, 1936/37-1943/44.

Zoologischer Anzeiger. 1879-1891.

APPENDIX NO. 2

SENATE LIBRARY COMMITTEE
1952-53

Faculty Representatives

- Arts and Science - Dr. G. N. Tucker (Chairman)
Dr. D. C. Murdoch
Mrs. M. Penny
- Applied Science - Professor L. G. R. Crouch
- Agriculture - Dr. V. C. Brink
- Law - Professor G. D. Kennedy
- Pharmacy - Professor F. A. Morrison
- Graduate Studies - Dr. J. L. Robinson
- Medicine - Dr. S. M. Friedman
- Forestry - Dean G. S. Allen

Nominations of the Chair

- Dr. K. C. Mann
Dr. T. M. C. Taylor
Dr. J. G. Spaulding
Dr. I. McT. Cowan (on leave of absence)

Ex-Officio

- Chancellor Sherwood Lett
President N. A. M. MacKenzie
Dean G. C. Andrew
Mr. C. B. Wood
Mr. Neal Harlow (Vice-Chairman)

TERMS OF REFERENCE

The Library Committee shall advise and assist the Librarian
in:

Formulating a library policy in relation to the
development of resources for instruction and research.

Advising in the allocation of book funds to the fields
of instruction and research.

Developing a general program of library service for all
the interests of the University.

Keeping the Librarian informed concerning the library
needs of instructional and research staffs, and assisting the
Librarian in interpreting the Library to the University.

APPENDIX NO. 4

LIBRARY STAFF as of August 31, 1953Administration

Harlow, Neal	Librarian	Aug., 1951-
Fugler, Ethel	Secretary	June, 1947-
Vabre, Suzanne	Clerk I	May, 1952-

Reference

Smith, Anne M.	Assistant Librarian and Head of Reference	Sept., 1930-
O'Rourke, Joan	First Assistant	July, 1948-
Bell, Inglis	Junior Librarian	June, 1952-
Knowles, Dorothy	Junior Librarian	July, 1953-
Owens, Noël	Junior Librarian	July, 1951-
Scott, Priscilla	Junior Librarian	July, 1953-
Taylor, Doreen	Junior Librarian	July, 1951-
Thompson, Mary	Junior Librarian	Oct., 1952-
Alston, Mrs. Doreen	Library Assistant	June, 1951-
Wilson, Mrs. Mary	Clerk II	July, 1944-

Bio-Medical

Fraser, Doreen	Bio-Medical Librarian	July, 1947-
Stewart, Marguerite	Junior Librarian	Apr., 1952-
Barnes, Mrs. Margaret	Library Assistant	Oct., 1952-
Pritchard, Mrs. Muriel	Library Assistant	Oct., 1951-
Riches, Eleanor	Library Assistant	Oct., 1952-

Catalogue

Jefferd, Dorothy M.	Head	Jan., 1915-
Alldritt, Marjorie	First Assistant	Aug., 1951-
Little, Mrs. Margaret	Senior Librarian	June, 1953-
Liggins, Patricia	Junior Librarian	July, 1952-
Giuriato, Mrs. Lydia	Library Assistant	June, 1950-
Browne, Ann	Clerk I	May, 1952-
Farmer, Mrs. Bertie	Clerk I	Sept., 1952-
Higginbottom, Norene	Clerk I	Sept., 1951-
Holland, Mrs. Christine	Clerk I	May, 1953-

Circulation

Lanning, Mabel M.	Head	Apr., 1930-
Buchanan, Joyce	Library Assistant	Sept., 1952-
Makovkin, Mrs. Joyce	Library Assistant	Sept., 1951-
Snyder, Mrs. Gertraude	Library Assistant	Sept., 1952-
Neale, Robert	Stackroom Attendant	Sept., 1945-
Chamberlain, Josephine	Clerk I	Sept., 1952-
		Aug., 1953.
Rolfe, Dorothy	Clerk I	Sept., 1944-
Charles, Della	Junior Clerk	May, 1952-
Kore, Runjeet	Junior Clerk	July, 1952-
Zipursky, Esther	Junior Clerk	Sept., 1952-

Acquisitions

Mercer, Eleanor B.	Acting Head	Oct., 1938-
Hennessey, Reginald	Junior Librarian	July, 1952-
Hearsey, Evelyn	Clerk III	Jan., 1923-
Colley, Elizabeth	Library Assistant	Sept., 1952-
Böttger, Hermine	Clerk I	Aug., 1952-
Forsythe, Mrs. Yvonne	Clerk I	July, 1948-
Price, Mrs. Marguerite	Clerk I	May, 1952-
Wang-Feng Wong,	Clerk I	June, 1953-
Spence, Joyce	Junior Clerk	Sept., 1952-

Serials

Lanning, Roland J.	Head	Apr., 1929-
Rutherford,	First Assistant	Aug., 1952-
Bailey, Freda	Library Assistant	Jan., 1953-
Dearing, Enid	Library Assistant	July, 1952-
Dobbin, Geraldine	Library Assistant	Apr., 1953-
Murphy, Mrs. Colleen	Library Assistant	Jan., 1951-
Waterman, Mrs. Mary	Library Assistant	Oct., 1951-
Nishimura, Kazuko	Stenographer I	May, 1951-

Bindery

Fryer, Percy	Foreman	Dec., 1951-
Colmer, James	Journeyman	Sept., 1952-
Brewer, Mrs. Elizabeth	Journeywoman	Feb., 1952-
Jamieson, Mrs. Margaret	Journeywoman	Jan., 1952-
Fryer, Percy Jr.	Apprentice	Apr., 1952-

Extension Library

Stewart, Edith	Extension Librarian	July, 1948-
Armitage, Mrs. Elizabeth	Clerk I	July, 1949-

STAFF CHANGES DURING PERIOD 1 Sept., 1952 - 31 August, 1953

Reference

Sinclair, Mrs. Helen	Junior Librarian	July 1950-Apr. 1953
Spratt, Albert	Junior Librarian	Sept. 1952-July, 1953.
Taggart, William	Junior Librarian	Sept. 1952-June, 1953.

Catalogue

Barton, Ann	Senior Librarian	Aug. 1950-June, 1953.
Raff, Walter	Junior Librarian	Sept. 1952-May, 1953.
Legge, Margaret	Clerk I	Jan. 1951-Sept., 1952.
Messe, Mrs. Dina	Clerk I	June-Sept., 1952

Circulation

Mackenzie, Margaret	First Assistant	July 1948-Sept., 1952.
Harris, Beverly	Library Assistant	July 1951-Apr., 1953.
Fuller, Margaret	Junior Clerk	June 4-25, 1953.
McColman, Ruth	Junior Clerk	Sept. 1952-May, 1953.