UNIVERSITY OF BRITISH COLUMBIA

REPORT

OF THE

LIBRARY DEPARTMENT

FOR THE

UNIVERSITY YEARS 1920-21 AND 1921-22

JOHN RIDINGTON,
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University of British Columbia.

Sir,

For your information, and that of the Chancellor and the Board of Governors, I beg to submit the following Report of the work of the Library Department for the period April 1st, 1920 to March 31, 1922. It has been prepared under instructions of the Library Committee.

The last Report submitted for your consideration covered the University Year, April 1, 1919 - March 31, 1920 No Report was prepared for the University Year 1920-21, for the reason that, for the fourth time within seven years, the whole book collection had to be moved during the summer vacation, owing to the insertion of a large 3250 volume stack in the North Annex, and the removal of 1200 volumes of lesser used book-material to new locations in the Reading Room. No extra labor being available for this work, it had to be done by the two male members of the staff. This long and laborious task, together with the Annual Check of the Library, the increasing demands of the Summer School, and other regular work, fully occupied the whole of Vacation. The present Report is, therefore, intended to cover the essential outlines of the work of 1920-21, and, with somewhat more of detail, that of the University Year now concluded.

GROWTH OF LIBRARY.

In the last Report the number of books in the collection was given as 34,088. More than 9000 books have been added in the two-year interval, the total being now over 43,000 volumes. The actual growth is as set forth

in the following statement:

	1922	1919-20	1918-19
Volumes accessioned	39,846	30,241	27,480
Unaccessioned and unbound (estimated)	2,800	3,400	2,150
Duplicates	688	447	368
Totals:	43,334	34,088	29,998

Increase over 1919-20 9,246
" " 1918-19 13,336

Comparison with the libraries of other Canadian Universities shows that this University now ranks eighth in the list. The standing, as reported in the "Universities Year Book, 1922", or, in default of information therein, in the calendar of the institution, is shewn in the following table, together with the accessions during the quoted institution's last university year, when this is given

	Vols. in Library	Increase
McGill	210,000	44,000
Toronto	168,000	8,000
Laval	146,000	36,000
Montreal	120,000	-
Queens	85,000	10,000
Western	50,000	9
Acadia	45,000	17,000
UNIVERSITY OF B. C.	43,334	* 9,246
Manitoba	29,000	11,500
Ottawa	25,000	-
McMaster	24,000	3,500
St. Francis Xavier	22,000	-
Dalhousie	20,000	-
Alberta	19,000	2,000
Mount Allison	15,000	-
New Brunswick	15,000	-

* A two-year increase

From the foregoing it will be seen that McGill, Laval, Acadia,

Manitoba, Queens, Saskatchewan and Toronto, in the order named, have all exceeded the accessions made during the past year by the Library of this University, while, of the Western universities, Manitoba has trebled, and Saskatchewan doubled, the number of volumes added in the same period.

Though exact figures are not available, reports made to Library Conferences in different sections of the United States are conclusive of the fact that American universities have likewise added much greater volume-totals to their libraries during the past two years than was the case in any preceding period. This, while partially due to the need of overtaking purchases of many European books impossible to procure because of conditions due to the late war, and to the entire closing of the German and Austrian book markets throughout its duration, is due still more to the greatly increased interest in all forms of education as national assets, of which a new realization of the part that books and libraries must play in any organized scheme of education is a general and striking symptom.

The estimated value of the University's collection, as at March 31st, 1922, exceeded $111,000. Details are given in "Appendix 1" to this Report.

BOOK BUYING POLICY - FUNDAMENTALS FIRST.

In the Report made two years ago occurs the statement:

> "The Library Committee desires to place on record its appreciation of the recognition, by your predecessor and by yourself, and by the Board, of the necessity for the adoption of a policy of wise liberality towards the book-service department of the University, and for provision of the financial means that have enabled the Library, at thus early a stage in its career, to achieve a position of some distinction ... This policy must be followed, and if possible extended, for many years to come, if the University is to offer to scholars and students proper facilities for education and research."

The results of a continuance of this policy during the period under review in this Report have become more and more apparent. Within its

acknowledged limits the Library is an efficient educational tool. It contains - as is to be expected in view of the fact that the collection is but eight years old - a smaller proportion of books of dubious value than must be the case when a library is the growth of many years. It is believed to include a far larger proportion of fundamental serials - long runs of important periodicals, and proceedings and transactions of learned societies - than will be found in any library on the continent of less than 50,000 volumes. The effort of those responsible for book-selection has been to secure this type of material as quickly as limited appropriations permitted. This has been done, not alone because of the necessity for these in any library designed for study and research, but because with every year the supply becomes relatively less, and in consequence the prices are every month rising. Many important sets which this Library has not yet acquired are today quoted by dealers at prices five or six times greater than those at which they were offered five or six years ago.

While lack of funds has prevented the acquisition of many sets, and of individual books, which the Committee and the Librarian greatly desired, the accessions made in the past two years must be a matter of congratulation to all interested in the welfare of the University. The more important of these are listed in "Appendix 2" to this Report. With each item is given brief bibliographical data showing the range of the set purchased, and the price. This is sufficient evidence of the value of these works for purposes of research or study, while the price paid was in many instances greatly below current quotations, even at the time of purchase. Within the present year some of these items were quoted by dealers at more than double the price paid by this Library less than two years ago.

CONTINUANCE OF POLICY NECESSARY

While its growth can be regarded with satisfaction, the Library is as yet far from being adequate to the demands made upon it by Staff and Students. There are 23 distinct departments in the University, and nearly 250 separate courses of study offered. In many of these departments the literature is of enormous range. Some would still be inadequately represented if the total book-resources of the Library were devoted to one department. In others it is impossible to do the work as it should be done, for lack of fundamental sets to which reference is constantly required. Some of these sets, particularly in the sciences, are quite costly, and cannot be purchased from such appropriations as the Board of Governors has yet been able to make to the Library. The need of this type of book material is yearly becoming more marked with the increase of graduate work.

In the face of such conditions, developing each year in exact ratio to the growth of the University, both in attendance and courses offered, it will be obvious that the Committee and the Librarian are wholly unable to meet the needs and demands of the Departments for what are acknowledged to be proper claims on the Library as part of the necessary equipment of the institution. When commitments for continuations, serials, etc., are taken care of, an average of less than $200.00 remains to be allotted each Department for its book appropriation. This fact carries its own comment, when need is considered.

INTER-LIBRARY LOANS

The deficiencies of the Library have, partially at least, been met by the courtesy of other and larger libraries. The University is under great obligation to universities, government, endowed, public and technical libraries

for loans, often of very valuable works, for the use of Faculty, and of students doing special work. Among the libraries to which recognition and thanks are especially due should be mentioned McGill, Toronto, Queens and Acadia Universities, the Library of Parliament, Ottawa, the Legislative Library, Victoria, the Public Libraries, Toronto, Victoria and Vancouver, in Canada; and, in the United States, the Library of Congress, Harvard, Yale, Columbia, Chicago, Illinois, Minnesota, Michigan, Washington, Brown, Leland Stanford Jr. and California Universities, the John Crerar and Newberry Libraries of Chicago, the State Libraries of New York, Washington, Oregon and California, and the public libraries of Seattle and Portland.

The co-operation of the American libraries is the more to be appreciated, because of the vexatious delays and difficulties often imposed by the United States Customs regulations regarding returned books. Though all such loans are returned promptly by this Library, and every effort made to comply with customs requirements, many cases have been reported in which a representative of the loaning library has had to make a trip to the customs office, and sign declarations, before the returned book would be delivered free of duty. In some cases duty has had to be paid on their own books, and correspondence entered into for a refund thereof. These delays and annoyances are apparently much greater at some points than others, the customs practice and requirements seeming to vary at different places. Because of these, the University of California Library felt itself impelled to notify this Library that it could no longer, except in very exceptional cases, make further inter-library loans.

GIFTS

A gratifying feature of the period under review is the rapid increase in the number of gifts made to the Library by governments, institutions, and

individuals. Some of these are of great value. Few, however, of the personal donors are Canadians - fewer still British Columbians. The time has not yet arrived when those whose interest in the University should be most keen and vital make any sign of that interest by presenting to the Library books that will be of value to the institution in its work. Members of the Board of Governors, and those on the staff or student body, are as yet almost the only persons resident in the province to whom the Library is indebted for gifts.

A list of the more important donations for the University Year 1921-22 is included as "Appendix 3" to this report. The most notable of those for 1920-21 were published in the Calendar of that year.

READING-ROOM

In the last Report reference was made to the wholly inadequate facilities for students desirous of reading in the hours during which lectures are given. The conditions of congestion set forth therein dealt with the University when its student registration numbered 890. Regrettable as these were at that time, they are worse in the two years under present review, when the registration was respectively 962 and 1011, for it has not been possible to increase the accommodation. University authorities agree that the accommodation for readers should represent from 35 to 40 per cent of the total student body. The 102 chairs in the reading room represent but 10% of the present year's registration - from one-third to one-fourth of the provision required.

Even this statement does not fully set forth the conditions, for in reality the floor space available is not more than is necessary for fifty students. The reading tables are 6 feet by 3, and six chairs are placed at

each. This gives a space to each reader of two feet in breadth, and eighteen inches in depth - the size of a small drawing board. Students are touching elbows with their neighbors. The aisles are so narrow that it is with difficulty a person can pass down the room. Obviously these conditions make conversation more easy than work, and only by the understanding co-operation of the Student Body - to which the Library Staff is glad to make reference and give recognition - can serious study be carried on at all during some periods of the day.

At various times during the past two sessions the Librarian has counted the students who in the ten minutes after the closing of a lecture have tried in vain to secure a seat in the Reading Room. On one occasion 57 such students were counted, and several times the total has exceeded 40. On some days this condition has been repeated two or three times. As set forth in the last Report, spare book shelves are still placed on radiators and used as seats, and from a dozen to a score of students can often be seen standing round the magazine racks and elsewhere, for lack of seating accommodation they have a right to expect in any properly equipped university.

These conditions the Committee and the Librarian deem it their duty to duly set forth for the information of the University authorities. It would seem to be impossible to remedy the situation, so far as the present Reading Room is concerned. It is notorious that the funds as yet at the disposal of the University preclude any hope of enlargement of the accommodation for readers in the Arts Building.

SUGGESTED READING ROOM FOR APPLIED SCIENCE

It is hoped, however, that arrangements may be made by which the Applied Science students at least may secure some relief. Practical work in shop,

laboratory or field takes up a greater proportion of the time of these students than is the case with those in Arts and Science. At the beginning of each term, a certain proportion of Applied Science students come to the Reading Room, principally to consult technical magazines to which they have been referred. Many never come a second time, and very few are frequent visitors, for the reason that they cannot secure seating accommodation.

The Committee and the Librarian would therefore commend to the authorities the suggest that before next session an Applied Science Reading Room be established, if space can be found in the Commercial Building or elsewhere. To this room should regularly come those periodicals in which Faculty and Students in the College of Applied Science are more particularly interested. Therein should be housed the books prescribed by the Applied Science Teaching Staff for Required Reading, and also a small working collection of reference works in the courses taught. All should be under the supervision of an attendant responsible to the Library for the proper making of loans, and for the recording of periodicals forwarded from the Main Library on receipt. The Attendant might include in her duties part of the stenographic work required by the Faculty of Applied Science, and the salary charge involved might be divided pro rata between the Library and the Faculty of Applied Science.

By establishing such a Reading Room, - which would be open between 9.00 a.m. and 5.00 p.m. - some alleviation of the conditions herein set forth would be possible, and reading and study facilities given to more than 200 students, of whom practically none can be accommodated in the limited reading room space the University can at present offer.

USE OF THE LIBRARY

Within the two years under consideration in this Report, the use of the

Library, as recorded by the loans made, has greatly increased.

The number of students who took out Readers' Cards shows an increase of about 10 per cent over those of the two preceding years. The figures are:

	No. of Students	Cards issued.	Percentage of Student Body
1918-19	416	338	56 %
1919-20	890	485	55 %
1920-21	962	622	65 %
1921-22	1013	681	67 %

In considering these figures, it is important to remember that the number of students who take out Readers' Cards represents but a part of the use made of the Library. In fact, it represents only the "supplementary," as distinguished from the "required" reading. The books absolutely necessary for reading courses, and for constant reference throughout the session, are at its beginning withdrawn from the Stack Room, shelved and grouped by themselves in the Reading Room, and labelled with the name of the course as given in the Calendar.- "History 4","Philosophy 8", "English 17", "Economics 7", etc. Access to these prescribed books, that exceed 600 in number during the session, is open to students at all times during which the Reading Room is open.

In universities with proper reading room accommodation, these books for "required reading" are kept in a large special reading room, in which the bulk of undergraduate study is done. They are shelved in stacks behind a barrier, and are signed for by each student using them, the slip being retained by the attendant, and until the book is returned after use, when it is returned to the student, and destroyed. The loan slip thus constitutes, while in possession of the attendant, a definite liability against the borrowing student. It is easy, under this system, to record the use made by the student body of the

Books that form the great bulk of undergraduate reading - indeed, almost the whole of such reading during the first two years.

It is impossible, under the conditions now prevailing, to furnish any information as to the extent of such "required reading." The statistics given below, therefore, must be considered in the light of this fact. They represent only the supplementary reading done by the student body, the teaching staff, and by readers outside of the institution.

Statement of loans, October 1919 to April 1922

	1919	1920	1921	1922
January		759	1179	1540
February ...		760	1189	1501
March		655	1194	1524
April		579	684	
May		286	551	
June		285	487	
July		370	477	
August		456	533	
September ..		550	975	
October	740	1327	1762	
November ...	917	1542	1568	
December ...	467	1053	1056	
		8382	11635	

From the foregoing it will be seen that the total number of loans for the whole of 1921 exceeded by almost 40 per cent those of the previous year, while the loans of the first three months of 1922 were more than double those of 1920.

EXTRA MURAL READERS

To all who desire that the fullest use possible should be made of the growing collection of books owned by the University, it will be gratifying to note the great increase therein by British Columbians not directly connected with the institution. The number of extra mural readers increased from 106 in 1920 to 164 in 1921, and to 265 at the close of the last University year.

Many of these readers are teachers; there are a dozen or more ministers, and nearly forty returned soldiers, while the remainder are business and professional men who are learning to look to the Library for information on their particular problems, or courses of reading or study included among their avocations. Certain members of special committees of the Vancouver Board of Trade habitually seek information from the Library on educational, municipal, financial and organization problems.

ANALYSIS OF SUPPLEMENTARY READING.

Analyzing the supplementary reading done by the students, it is apparent that the great proportion is by those in the College of Science and Arts. Forty-three Readers' Cards have been issued in the past year to Graduate students, or U.B.C. students attending the Normal School, and 638 to students in actual residence. There were 1015 students on the rolls for the session of 1921-22, so that supplementary reading was done by 67 per cent of the student body. Of the 638 cards issued, 224 were to First Year students, 152 to Second Year, 129 to Junior and 98 to Senior Students. Five hundred and eleven cards were issued to Arts, and 127 to Applied Science and Agriculture. The following statement shows, by years and Faculties, the Readers' Cards taken out by students, side by side with the student registration.

Student Registration and Readers' Cards
Session 1921-22

	Student Registration.						Reader's Cards Issued					
Faculty	1 yr.	2 yr.	3 yr.	4 yr.	Grad.	Total	1 yr.	2 yr.	3 yr.	4 yr.	Grad.	Total
Science	69	60	40	28	3	200	22	17	17	19	3	78
Nursing	9	7	-	-	-	16	5	2	-	1	1	9
Agric	33	14	12	10	4	73	19	7	8	6	-	40
Arts	335	160	120	78	31	723	178	126	104	72	31	511
	446	241	172	116	38	1012	224	152	129	98	35	638

Double course 1

1013

EVENING READING

No funds were available for keeping the Reading Room open in the evening during the past session until November 1st, the item included in the Library Estimates not having been approved. Representations were made by the Students to the Librarian, the Committee, and finally to the President, as the result of which $200. was deducted from the "Books and Magazines" appropriation for this purpose. Applications were called for in October, when this transfer was made, and the following student attendants appointed:

Monday	Dorothy Walsh
Tuesday	Geoffrey E. Coope.
Wednesday	A. M. Hurst
Thursday	A. H. Imlah) alternate
	E. D. Lewis) weeks
Friday	G. C. G. Kerr
Saturday	Dorothy E. Fingland.
Substitute	E. S. Gibson

The attendance of students in the Reading Room during the evenings was greatly in excess of any previous year. The aggregates and average attendance for the months were:

	Attendance	Evenings Open	Average Attend.
November	918	25	36.7
December	867	19	45.5
January	1347	20	67.3
February	1487	23	65
March	2581	27	95.5
	7200	114	63.

For the fifteen evenings during April in which the Reading Room was open, prior to the preparation of this Report, the aggregate attendance was 2713, a nightly average of 150 students.

During the session just closed, the Reading Room has been open,

open continuously from 8.45 a.m. to 10.00 p.m. In previous years, it had been closed from 5.00 p.m. to 7.00 p.m.

All the Student Attendants have given most satisfactory service. The majority are senior men or women, and they are among the best students in the University. They have shewn a real interest in their work, and some are looking forward to a library career.

STACK ROOM PERMITS

It is indispensable that Graduate Students pursuing their studies towards a Master's degree, should have free access to the book-collection. To a lesser, but still very important extent, students of the Junior and Senior years, particularly those taking Honor courses, and having to prepare theses, should have necessary Stack Room privileges. The Arts Building not being designed for library purposes, no study carrels are available. To meet the need as far as possible, fourteen tables were installed in the window-ends of certain Stack Room aisles. The demand for Stack Room privileges so greatly exceeded the accommodation possible, that a permit system was this session established on the following basis:-

Graduate Students	5	half-days a week.
Fourth Year, Honors	4	"
Fourth Year	3	"
Third Year, Honors	2	"
Third Year	1	"

In all 191 permits were issued, distributed among the years as follows:

		Total half-days per week
Graduate Students	13	65
Fourth Year, Honors	36	144
Fourth Year	58	174
Third Year, Honors	35	70
Third Year	34	34
Special (Debaters etc.,) for limited periods	15	
Total:	191	487

The sessional permits issued thus shew that, in the 12 half-days of the week, an average of 40 per half day, to be met by the accommodation represented by fourteen study tables. To this must be added the unlimited Stack Room privileges given to Debaters for two or three weeks.

DISCIPLINE - CO-OPERATION OF STUDENT BODY

No difficulties with regard to discipline occurred during the Session, except in minor matters, and in all cases due to thoughtlessness rather than intent.

The Librarian and the Staff desire to place on record their warm appreciation of the co-operation of the Students in the maintenance of good conditions in a Reading Room hopelessly inadequate, and a Stack Room ill adapted for its purpose. The Librarian desires in particular to advise the University authorities of the support given by the Students' Council. He attended two meetings of this body, stated certain difficulties that had developed, and on these, and other occasions, discussed relations between the students and the Library with frankness. His presentations were at all times sympathetically received, and his suggestions adopted. The approval and authority of the Students' Council was an important factor in the order observed, and in the excellent and general good understanding prevailing between the Library and the Student body.

While the foregoing statements as to the general attitude of the Student Body, and its conduct in the Library Department, can be accepted as a general condition, it should also be noted that those prevailing among Permit holders for Stack Room Privileges leave something to be desired. Owing to the fact that many more Permits are issued than there are tables available, two or three students are often seen working at one table, and sometimes four or five

in an aisle. There is too much conversation, but, whenever this is pointed out, the reply is usually that the discussion is on the work being done. Such discussions are helpful and necessary, but the place in which they should be carried on is in Seminar rooms. These are among the facilities the University has as yet been unable to provide.

The Committee and Librarian, in deciding the policy to be pursued, had three courses from which to choose. They could preserve ideal conditions of order in the Stack Room, by permitting no student study therein; they could limit the students to the accommodation provided; or they could reconcile themselves to a certain lack of order as unavoidable, in the general interest of the work to be done. The first and second were equally unjust to the students entitled to Stack Room privileges, while the third was obviously unsatisfactory, and in addition had harmful possibilities. It was felt, however, that this was the proper course to pursue under all the circumstances.

Before a Permit is issued to a student, he is required to sign an application, and promises to observe certain regulations therein set forth. While there has been no serious breach of any of these regulations, they have not been observed as they should or might. It is the intention of the Librarian to "tighten up" these regulations during the present year, and make cancellation of Stack Room privileges the penalty for their non-observance.

CATALOGUING DEPARTMENT

The work in this Department, with Miss Jefferd in charge, has been steadily prosecuted during the period covered by this Report. All new accessions have been catalogued, and with fuller analytical cards than was possible at the time of the last Report, for the reason that the Catalogue

Department was, in April 1922, relieved of the work of Book Ordering.

The Library Catalogue is in four divisions, (1) The Main Catalogue, placed in the Reading Room for general reference, and making the resources of the Library available by Author, Title and Subject, with necessary Analytical cards, to bring out the more important sub-sections of information contained in the volumes. This now numbers 126,224 cards. (2) The Author Catalogue This is a working index, used principally by the Library Staff, but much used also by Faculty. It is located in the Cataloguer's office, and is estimated at 35,650 cards. (3) The Shelf List. This is an arrangement of cards, volume by volume, in the same order as the books are placed on the shelves. It is the record by which it is possible to check the Library, take stock, and ascertain the missing books. It contains 29,500 cards, and is also kept in the office of the Cataloguer. The fourth record is the Accession List. This is likewise a card-for-volume record, and contains the details as to the acquisition of every book in the Library, giving, in the case of purchased volumes, the date of ordering and receipt, the source whence obtained, the price paid, the edition, date and place of publication, and other business and bibliographical details, and, in the case of gifts, the name of the donor and other essential facts.

The four combined catalogues are estimated to contain 231,500 cards, an increase of 62,860 since the last Report. This means an average increase of over 100 cards per working day, and gives one criterion as to the work done in this department.

In the last Report, it was stated that the classification of the Library was complete, with the exception of Classics and Religion. The end of the last University year saw the completion of the former of these

important sections, the classification schedules in manuscript covering the same having been loaned the Library by the Library of Congress. They were transcribed - a month's work - and classification undertaken and completed by Miss Jefferd.

The manuscript schedule of "Religion" has just been received. It also will be transcribed, and it is expected that during the coming summer this section will be finally classified and catalogued, thus completing this work for the whole book-collection.

The thanks of the Library are due to Dr Putnam, Librarian of Congress, for his kindness in loaning for transcription, the manuscripts of Schedules of Classification not yet published. Had it not been for these loans, the sections of French, German, Greek and Latin literatures, and other schedules in class "P" (Language and Literature) would as yet be unorganized and uncatalogued.

ORDER DEPARTMENT

As already stated, the Order and Catalogue departments were separated at the beginning of the University year just closed, the work of the former being taken over by the Librarian.

Two thousand two hundred and one orders for the Library were sent to publishers or dealers during the year, the first being number 11731, and the last 13932. In all cases except "Continuations and Serials" (periodicals to the subscription of which the Library is committed, that long sets may be kept up to date) Requisitions were received from the Head of the Department against the appropriation of which the cost is to be charged. In addition, there were nearly two hundred orders placed on account of members of the Teaching Staff, or of students. Invoices were

checked, on receipt of the books, against the duplicate orders retained in the order file, and the accounts submitted to the Committee monthly for approval, before being forwarded to the Bursar for payment. Careful record is kept of all book-cost items, each being charged against the total amount allotted by the Committee to the Department.

In "Appendix 4" to this Report will be found a statement of the amount spent each month for the past two years under this head.

ESTIMATES, BUDGETS, EXPENDITURES.

The stimates of each of the two years under review were prepared by the Librarian and carefully considered by the Committee.

In former years, these estimates were based on the reasonable needs of the Library, viewed in relation to what was known of the general financial resources of the University. The amounts the Board of Governors was able to appropriate were in all cases but a proportion of those requested, and the Committee was therefore confronted with the necessity of cutting the Departmental appropriations, sometimes to a mere fraction of those stated to be necessary. In view of the annual repetition of these circumstances, the Estimates for 1921-22 were designedly placed at about the amount actually granted the preceding year.

University authorities generally agree that a minimum of 100 volumes per student should be the standard for a library designed for undergraduate use alone. On this basis, this Library should exceed 100,000 volumes - more than double its present total. The requirements of graduate work will make very substantial additions necessary to this volume total.

The amounts appropriated to the Department, exclusive of salaries, and the expenditures made under their authority, are set forth in separate schedules that appear as "Appendix 4" to this Report.

STACK ROOM CONDITIONS

The steady growth of the Library has made increasingly difficult the problem of shelving accommodation. This problem has become acute within the past year, and has taxed the ingenuity of the Library Staff to meet. The expedients and devices with which the situation has hitherto been met are well nigh exhausted. So far as can be foreseen at the present time, the year 1922-23 will see the end of the present possible resources of accommodation, if the University is still at the temporary Fairview site.

Three years ago, the growth of the Library necessitated the erection of the North Annex to the Stack Room. It is 42 by 28 feet in size, and was designed to accommodate 10,000 or 11,000 volumes - the expected growth of about two years. It was then confidently expected that, by the time the Annex was full, the University would have moved to Point Grey. In order to minimize to the utmost expenditures on the temporary site, the building was made large enough to meet shelving needs for only a two-year period.

The Library outgrew this increased accommodation more than a year ago. The Board could provide no funds for its enlargement. The continued growth of the Library was therefore provided for by the installation of stacks representing a volume-accommodation of about 4500. This was in two stacks, the larger against the outer wall of the Arts Building, in the main aisle of the Annex, with a shelving capacity of about 3,300 volumes, and a second, with a capacity of 1,200 volumes, at the east end of the Reading Room. To this last named stack was removed all the Canadian Sessional Papers, and some other material not frequently consulted. The larger stack, being inserted in the middle of the system, and the removal of these 1,200 volumes, necessitated the moving of all books forward or back, that they

should continue in their proper relative position. No funds being available for the securing of extra labor, this work had to be done by Mr Haweis and the Librarian. It occupied several weeks of the summer vacation.

The relief given by these additional stacks has been absorbed by the Library's growth. Plans can be made by which, though at much inconvenience, the growth of the present year can be provided for, but the condition of congestion has already reached a really serious stage, and the Committee and Librarian deem it their duty to officially report the situation to the authorities.

The time lost in book-delivery, because of physical conditions with which the Staff has to contend throughout every hour of the working day, amounts to many hours a week. In the large collection of the John Crerar Library, Chicago, the average time for delivering a book, from the time an application slip is handed in at the loan desk, is a little over two minutes. In this Library it probably averages five times as long. The application is put on the elevator, the Stack Room attendant has to be rung for, and perhaps called from other duties which he cannot at the moment leave, and the 100 lb. elevator has to be pulled down - sometimes both up and down. If the book is shelved out of hand-reach, a step-ladder has to be brought from another part of the Stack Room in order to get the book required. It is then carried to the elevator, which has to be pulled up to the Reading Room, when the book is delivered, and the loan charged.

The necessity of a Page or Call-boy to do this and other mechanical work was set forth in the last Report submitted. It is uneconomical to take the time of trained members of a Library staff to do work that can be done as well by an intelligent boy. Whenever finances permit, this addition to the Library Staff should be made.

MAGAZINE STORE ROOM

A small room leading from the Reading Room was during the past year assigned the Library. This was shelved, and herein are kept the British sessional papers, arranged by sizes in serial order, and also the current volumes of periodicals received. This increased accommodation has solved, for the time being, the question of magazine storage space, and is greatly appreciated by the Reading Room Superintendent.

The Serial list of the Library now numbers 559, some having as many as six volumes a year. It is obvious that to properly take care of so many periodicals, considerable floor and shelving space is required. The case in reality calls for a separate Periodical Reading Room, as is provided in many universities and almost all public libraries. This is of course impossible at the present time, but the Staff is thankful for the improvement of conditions the Store Room is able to afford.

BINDING

During the past two years, the Library has been able to make a beginning on the problem of binding unbound books and periodicals. Appropriations amounting in all to $7500. have been granted for this purpose, and as a result 2,825 books and periodicals have been bound, exclusive of those, for which no charge has been made, that have been bound by the King's Printer. The average cost per volume works out at $2.67.

Careful specifications were drawn up, and quotations thereon invited from four firms. The work was awarded to C. A. Roedde, Ltd., Vancouver. The difficulty of securing material, due to the late war, seriously delayed deliveries throughout all 1920, but this improved in 1921, and for the last nine months no complaints can be made on this account. At the end of 1921,

owing to the decrease in the cost of strawboard, buckram and leather, (the three material items most largely entering into binding costs), new quotations were asked from three competing firsm, G.A.Roedde Ltd. again securing the work.

The prices now being paid are:

7 x 10½ or less

Full buckram	$2.00 per volume
Half Sheep, or Buffings	3.00 " "
Half Morocco, or Calf	3.75 " "

Larger sizes, per square inch, superficial measure

Full Buckram	1.07 cents
Half Sheep	2.¢2 "
Half Morocco	2.5 "

Over 1½ inches thick, .20¢ per inch.
Tipping in plates, or Loose Sheets, charged on time basis.

The binders are now under contract to return all work within thirty days of its receipt.

The standard binding adopted by the Library is of "Library buckram," with leather labels, with the monogram of the University on the binder's title, and its coat of arms at the side of the book. The volume is reinforced at the hinge, and its appearance is attractive, while the work is substantial and durable.

A summary of the expenditures made for Binding will be found in the statement contained in "Appendix 4."

BINDING DONE BY THE KING'S PRINTER

Shortly after the organization of the University, arrangements were made with the Provincial Government, by which the King's Printer was to do a proportion of the binding required by the Library. The re-organization of the government Departments, since that time, required that all work done

by the King's Printer should be charged against a definite appropriation passed by the Legislature. There being no such appropriation against which work for this Library could be charged, difficulties arose. The work in the King's Printer's hands was greatly delayed because of correspondence, in addition to the - perhaps inevitable - delays caused by the priority given to the work required by Government Departments. As a result some books of this Library have been in the King's Printer's hands for more than three years, and no representations made by anyone connected with the University seemed sufficient to have the work greatly expedited.

In October, 1921, an account for $2,347.90, the cost of binding 451 volumes in a period of about two years, was by the King's Printer forwarded to the Library for payment. This represented an average cost per volume of $5.20, as against an average of $2.67 for the binding done by the Library at its own cost. After making due allowance for the superior quality of the work, in the opinion of the Librarian the amount charged was too high, especially when it is remembered that a government department has not to consider rent, profit and other items that enter into the business of a commercial firm.

After correspondence and a personal interview, however, this claim was not pressed, but notification has been received that, unless there is a legislative appropriation for the purpose, no further binding can be done by the King's Printer for the Library.

The King's Printer has therefore been requested to return to the Library all unbound University Library books on hand. Unless some rearrangement can be reached, the University must henceforth look forward to bearing the whole cost of its binding.

The contribution to this cost made during the past five years by the

arrangement for that time in force was of the utmost value to the institution. It is true that the delays and postponements of books that did not arrive for months - sometimes years - after they were expected, was a cause of much annoyance to members of the Teaching Staff requiring these for their work. But the books, when received, were found to be bound in the best style of the binders' art. No working library could desire better specimens of modern binding than the set - 240 volumes - of the Annales de Chimie et de Physique, or the Histoire de l'Art, and other works bound by the King's Printer. The former set represents a binding cost of $1440. - in itself a notable donation to the Library. The only regret is that the funds of the Library will not permit the continuations of these and other series to be bound in as beautiful and costly a fashion as the sets thus far completed.

ANNUAL COST OF REQUIRED BINDING

To meet the binding requirements of the Library, a minimum annual appropriation of $4250. is required. Of the nearly 550 periodical and serial publications regularly received, 500 are of sufficient value to warrant their permanent preservation. The only way by which this can be done with any satisfaction is to bind the parts into a book, thus removing the risk of mislaying or losing of parts, and the delay and annoyance of unwrapping, collating and re-wrapping the parcels into which volumes of unbound periodicals are made while awaiting binding. In spite of requests and warnings, consultants are sometimes careless: an index, title-page or part is lost, and the volume thus rendered imperfect. The Library is confronted with the alternatives of binding imperfect volumes, or of getting indexes, or whole parts, reproduced by photography (at a cost that in some cases will exceed an annual subscription), for the reason that the sections missing cannot now be procured anywhere.

The 500 publications that should be bound vary in number of volumes a year from one to six. The average would be a little over two, which means the binding of 1100 or 1200 volumes a year. The average price, in buckram, will be about $3.00 per volume. The Library's annual periodical binding bill can thus be estimated at $3500.

The sum of $750. a year is a minimum for binding separate books received in paper covers. This will represent only 350 books, at about $2.00 a volume for binding cost. When it is remembered that most of the French and Spanish books received by the Library are published in paper covers, this estimate would seem to be moderate.

The Library's total annual binding requirements, at the present rate of growth, can therefore be estimated at $4250. There must also be considered, however, the arrearages for the years in which, though the Library was smaller, it had no binding appropriation. An additional $1000 a year will be required, for an estimated period of five years, to make up for this leeway.

MISSING BOOKS.

A complete inventory was taken of the Library immediately after the close of the Spring Term in both 1920 and 1921. It is a matter of regret that there must be reported a considerable increase of losses. In earlier years these were small. In 1919 they amounted to 55 volumes. In 1920 the check showed 101 volumes missing, while the number last year was 155. Twenty-four of these books were replaced before the opening of the University last September. The net loss at that time thus amounted to about $350.00

Practically all these missing books are "unauthorized loans," - books that have been taken from Reserved Shelves in the Reading Room, or from the

stacks, without registering the loan. In the former case, the loss is often apparent the same day, for students needing to consult the book in their work at once make enquiry for it at the Loan Desk. Usually the offender is a student who has tried several times to get the book, only to find it in use. When it is available, he may have to attend a lecture, and, fearing it may be again in use when next he goes to the Reading Room, takes it with him to his class. This form of unauthorized loan it is impossible to prevent in a Reading Room where every student has open access to Reserved Shelves, and where almost every one comes into the room with several books of his own. Often the annoyance caused by this offence lasts only a day or two, the student smuggling in the book with the same ease as he took it out, and replacing it on the shelves, but sometimes an unscrupulous student will keep the book out of use for weeks, or altogether.

A certain proportion of the books taken from the Stack Room without leave are surreptitiously returned. At the last check several were on the shelves that had been missing two or three years.

These unauthorized borrowings, or actual thefts, of books belonging to the Library were among the matters discussed by the Librarian with the Student's Council in February of this year. A special committee of the Council was appointed to deal with the matter, and a letter setting forth the facts, and appealing to the sense of honesty of the students to prevent this apparently growing practice, was sent to every student in the University at his or her personal address. It is hoped that as a result there will be a lessening of losses at the inventory now impending.

A copy of the Students' Council letter constitutes "Appendix 5" to this Report.

CONDITION OF FLOOR.

The condition of the floors, in the main portion of the Stack Room, and

in parts of the Reading Room, has for some time been serious. Dry rot attacked these floors soon after the completion of the building. In the Stack Room parts have been patched, but almost the whole floor needs to be relaid. In some places no floor remains - there is nothing but yellow dust under the linoleum, on the concrete base. Because of this it is at all times difficult to move book trucks about the Stack Room, and they sometimes upset.

Nothing can be done to remedy this, beyond patching the worst places, but it is a matter of which the authorities should be advised.

Mention should perhaps be made of the good service given the Department by A. Mitchell, the night janitor responsible for its care, and by Wm. Tansley, in charge of the Arts Building during the day. They have been both obliging and efficient.

BIBLIOGRAPHICAL WORK

During the past two years, the Staff has undertaken, with those of other libraries, some bibliographical work of permanent value. Eighteen libraries, all members of the Pacific North West Library Association, co-operated in the preparation and publication of a Check List of Pacific Northwest Americana, this being a catalogue, with some annotations, of the books bearing on this subject in their own possession, listed alphabetically by author, and with each item accompanied by symbols indicating the libraries in which it may be found.

While this Library's collection of North West Americana is very weak by comparison with that owned by the Legislative Library, and libraries in Washington, Oregon and Montana, it is still of sufficient importance to entitle it to a place in a bibliography of the subject. Its production was possible

only by co-operation. The work, exceeding 300 pages, is admittedly supreme in its field, and it is a matter of some pride to the Library Staff that they had some share in an enterprise so successful and valuable.

Another undertaking, of somewhat similar kind, has just been completed, so far as this Library's part is concerned. Under the auspices of the Library of McGill University, a Union List of all the Transactions and Proceedings of Learned and Technical Societies, Scientific Periodicals, and similar material, in the possession of the more important Canadian University and public libraries, is to be published. The list, with necessary bibliographical data, of those in this Library, was a few weeks ago forwarded to Montreal. The whole of this work was done by Miss Jefferd, and in her own time. When published, this Union List will be of the utmost service in securing for research students inter-library loans of reference material necessary in the prosecution of their work.

The Library has also completed its share in a third bibliographical undertaking. At the Spokane Conference of the P.N.L.A., a committee was appointed to prepare, and publish in print, and in type for the blind, a union catalogue of all books in libraries and institutions throughout the North-Western States and British Columbia available for blind readers. The Librarian was made responsible for those in British Columbia, and has forwarded cards representing these to the chairman of the committee at Seattle. The catalogue will be published in a few weeks, and should prove a boon to the 900 blind people in the territory covered by the libraries and institutions represented.

SURVEY OF THE LIBRARY

In 1920, the Library Committee, then under the chairmanship of Dr E. H. Archibald, thought it well to have a survey made of the whole operation of the

Library, with the view of ascertaining the measure of service it was giving the University, and whether its policies and methods were sound and efficient. Dr W. E. Henry, librarian of the University of Washington, and director of the Library School in that institution, was asked to undertake this work, and did so in visits made in June and August. His Report is dated September 16th, 1920. Though copies were forwarded to the President at the time of its receipt, it is included herein (Appendix 6), as being an important part of the record for the period under review. The very satisfactory character of this Report of Survey will be a matter of gratification to the University authorities as it is to the Committee, and to the Librarian and Staff.

LIBRARY CONFERENCES

Since the last Report, the Librarian attended the annual Conferences of the Pacific North West Library Associations, held in Portland in 1920, and Spokane in 1921. He also attended the Conferences of the British Columbia Library Association, that of 1920 being held in Nanaimo, and of last year in the Assembly Hall of the University. Miss Jefferd also attended the Portland and Nanaimo Conferences, and the whole staff that held in Vancouver.

The Librarian was also honored with an invitation to give one of the principal addresses at an evening open session of the American Library Association's Conference, held at Colorado Springs in 1920, at which 900 librarian were present.

In both the years considered in this Report, the Librarian has been one of the invited lecturers at the University of Washington Library School. In the autumn of 1920, while in Toronto, he lectured twice to the Library School of the Education Department of Ontario.

Financial assistance by way of grant was given by the Board of Governors, on recommendation of the President, towards defraying the expense incurred in attending the Conferences mentioned - for this the benefited members of the Staff desire to express their thanks.

THE STAFF.

The Library Staff consists of the following:

John Ridington:	Action Librariah. General Supervision. Accounts. Order Department. Binding.
Dorothy Jefferd:	Classification, Cataloguing.
Lionel Haweis:	Documents & Pamphlets, Accessions, Call Lettering, Loan Service.
Frances Woodworth:	Superintendent of Reading Room and Reference Librarian. Loans & Records. Periodical Records. Collation for Binding.
Violet Anderson:	Stenographer.

The Library Survey Report pointed out that this staff of five is insufficient for the book-service needs of the University, particularly in view of the serious disabilities under which it at all times labours because of premises altogether unsuited to Library work. The largely increased use of the Library gives additional weight to the representations made in Dr Henry's Report. The Committee and Librarian earnestly hope that, by the beginning of the Autumn Session at latest, it will be possible for the Board to give the Staff at least the relief represented by the engagement of a Call Boy.

The salaries paid the Staff are considerably below those paid to persons doing similar work in other institutions Representations have been made to the President on this matter by the Chairman of the Committee, and it is hoped

that favorable consideration will be given these cases.

The Librarian is glad to report that the Staff has given good service throughout the two years under review. Its members take a real interest in their work, and are contributing to the success of the University as a whole by doing as well as possible the work of their own Department.

THE LIBRARY COMMITTEE

Dr E. H. Archibald, who for two years had given valuable and appreciated service to the University as Chairman of the Library Committee, retired in the autumn of 1920, and was succeeded by Dr G. G. Sedgwick, who has given considerable time to, and taken much interest in, the work of the Library. The Committee was reappointed en bloc by the President last October. Its personal is as follows:

Dr G. G. Sedgwick	Chairman
Dr T. H. Boggs.	
Prof. Wilfrid Sadler.	
Dr S. J. Schofield.	
John Ridington	Secretary.

The Senate, some years ago, appointed a Committee to keep in general touch with Library affairs. Its members twice met the Faculty Committee by arrangement, and information requested for the Senate was then given. Because of the interest taken by these gentlemen, they were asked to sit with the Faculty Committee at its ordinary monthly meetings, and Mr H. C. Shaw and Dr Douglas McIntosh both gave valuable service to the Committee, and the former still attends all meetings consistent with his other numerous engagements.

ACKNOWLEDGEMENTS TO PRESIDENT AND BOARD OF GOVERNORS.

The final paragraph of the Report for 1919 states:

> "The Committee and the Library Staff wish to make acknowledgement of the co-operation of the President and the Board in the work of the Department during the year. To these, the Acting Librarian desires to add his own sense of obligation to the President, whose accessibility, courtesy and counsel are greatly appreciated, and have been of great value."

The interval since the last Report has deepened this sense of departmental and personal appreciation. Much that the Department desired to do could not be done, because of conditions impossible for either Board of Governors or President to overcome, but at all times the Committee and the Librarian have felt assured of the active sympathy and co-operation of the authorities with the work of the Library. They realize that, within the limits of their resources, the President and the Board are doing their utmost to support the Library as an essential branch of the work of the University.

All of which is respectfully submitted.

Acting Librarian.

April 26th, 1922.

APPENDICES

APPENDIX 1.

(a) Valuation of Library Plant, as at March 20, 1922.

(b) Valuation of Library Plant, as at March 25, 1921.

APPENDIX 1. (a)

VALUATION OF LIBRARY - MARCH 20, 1922.

(a) BOOKS & MAGAZINES
ADDITIONS DURING UNIVERSITY YEAR 1921-22:

1. Purchases, as per Monthly Accounts approved by Library Committee, and paid by Bursar's Department, April 1921 to March 1922	$431.64	
2. Purchases made against Deposit Account with G. E. Allen & Son, London, Eng.	3000.00	
3. Purchases made against Deposit Account with Emile Larose, Paris.	161.27	
4. Gifts, estimated value:	250.00	
Total Value of Book Accessions:	$9562.91	
Less: Estimated Value of Books Missing	240.00	
Net Value of Book Accessions:		$ 9322.91

(b) BINDING:

5. Expenditures during the Year	2957.96	
6. Binding done by King's Printer, 195 vols. at $5.20	1012.00	
		3969.96

(c) MOUNTING

7. Expenditures during the Year	721.00

(d) SUPPLIES

8. On hand:	40.00
TOTAL ADDITIONS DURING THE YEAR:	$ 14053.87

TOTAL VALUATION, as reported March 20, 1921:	17,016.70	
Less Supplies, reported as then on hand:	70.00	96,946.70
ADDITIONS DURING PRESENT YEAR, as above:		14,053.87
VALUATION, MARCH 20, 1922:		$111,002.57

N.B. It should be noted that the figures given in Appendix 1. (a) and (b) represent the amounts actually paid, and are not estimates of the present value of the library. The increase in book-costs during the past five or six years make $150,000 a conservative estimate of the Library's present value.

APPENDIX 1. (b)

VALUATION OF LIBRARY, AS AT MARCH 29, 1921.

(a) BOOKS & MAGAZINES.

1. Additions during University Year 1920-21. Purchases, April 1, 1920 - Feb. 28, 1921. as per Bursar's Monthly Statements	11,886.67	
2. March Purchases, as per accounts forwarded to Bursar for payment	184.78	
3. Gifts, estimated value	500.00	
		12,571.45

(b) BINDING.

4. Expenditures, Ap. 1, 1920 - Feb. 28, 1921, as per Bursar's Monthly Statements	2,687.16	
5. March Expenditures, as per accounts forwarded to Bursar's for payment.	992.81	
6. Binding done by the King's Printer, 53 volumes at estimated average price of $4.50	238.50	
		3,918.47

(c) EQUIPMENT

7. Expenditures during the Year.	946.65

(d) SUPPLIES.

8. On hand:	70.00
TOTAL ADDITIONS FOR THE YEAR:	$ 17,506.57

TOTAL VALUATION, as Reported April 1, 1920	79,512.13
ADDITIONS, University Year 1920-21, as above:	17,506.57
VALUATION, March 29,1921:	$97,018.70

APPENDIX 2

A LIST OF SOME OF THE MORE IMPORTANT AND COSTLY WORKS

WITH VOLUMES, PERIODS AND PRICES

ADDED TO THE LIBRARY

IN THE

UNIVERSITY YEARS 1920-21 AND 1921-22

APPENDIX 2

LIST OF THE MORE IMPORTANT BOOKS ADDED TO THE LIBRARY 1920-21 AND 1921-22

(An asterisk before "vols." indicates that the price quoted is for the volumes unbound)

	Volumes	Date	Price Paid
Anglia	* 1 - 42	1878-1918	28.0.0
" Bieblatt	* 1 - 30	1890-1919	
" Ubersicht	* 1 - 31	1897-1919	
Paleontological Soc'y - Proceedings	1 - 67	1848-1914	37.10.0
Corpus inscripterium latinorum	* 1 - 15	1869-1904	130.0.0
Inscriptiones graecae	* 1 - 14	1873-1890	55.0.0
Physikalische Zeitschrift	1 - 20	1899-1919	52.5.0
Journal of Hellenic Studies	1 - 35	1880-1915	22.0.0
Annales der Physik und der Chemie	1 -126	1877-1918	216.2.6
Zeit. für anorganische chemie	* 43 -108	1905-1919	75.0.0
Ber. der deutschen chemischen gesselschaft	1 - 134	1876-1920	210.0.0
Liebig: Annalen der chemie	1 -412	1832-1916	391.10.9
London Mathematical Society: Journal	1 - 52	1865-1918	50.0.0
Zeit. für analytische chemie	* 1 - 57	1862-1918	10.10.0
Linnean Society - Journal	1 - 40		35.5.0
Economist	6 - 91	1848-1911	10.10.0
British Dairy Farmers' Assoc. - Journal	2 - 31	1885-1917	5.17.0
Hackney Association - Stud Book	1 - 24	1884-1907	4.5.0
Political Science Quarterly	1 - 36	1886-1921	6.0.0
Quarterly Journal of Economics	1 - 34	1887-1920	5.10.0
Giesebrecht: Geschichte der deutschen Kaiserzeit	1 - 6		16.0.0
Historical Section, British Foreign Office, Peace Handbooks, 152 parts.			13.9.0
Candolle: Prodomus systematis naturalis regni vegetabilis, 17 vols.			14.10.0
Vighason & Powell: Corpus Poeticum Boreale, 2 v.			8.12.6
Allegeine deutsche biographie, 56 vols.			35.0.0
Bachaumant: Memoires secrets pour servir a l'histoire de la Republique, 36 vols.			6.0.0
Morris, William: Collected works, 24 vols.			16.16.0
Pauly-Wissowa: Real. ency. der classichen wissenschaft, 9 vols.			10.10.0
Cuvier: The Animal Kingdom, 1929-1935.			5.5.0
La Cellule	1 - 27	1884-1913	fr.(Fr.) 2452.52
Zeit. fur chemie und industrie der Kolloide	1 - 13	1906-1918	176.56
Astrophysical Journal	* 7\- 50	1898-1918	65.90
Public Libraries	1 - 24	1896-1919	60.00

APPENDIX 2 (CONTINUED)

	Volumes	Date	Price Paid
Zoological Soc. of London, - Proceedings	1 - 48	1830-1914	$ 322.00
Annales de chemie et de physique	* 1 - 66	1845-1862	326.00
American Journal of Mathematics	* 1 - 40	1878-1918	188.00
Acta Mathematica	* 1 - 37	1882-1914	223.25
Canadian Monthly & National Review	* 1 -13	1872-1919)	
Belford's Canadian Monthly	* 1 - 5	1876-1878)	98.00
Rose Belford's Canadian Monthly	* 1 - 8	1878-1882)	
Canadian Magazine	* 1 - 54	1895-1920)	
Scribners Magazine	* 1 - 68	1887-1920	22.50
Amer. Math. Soc'y - Transactions	* 1 - 20	1900-1919	80.00
" " " - Bulletin	*11 - 26	1904-1920	70.00
Tolstoi, Lyof N. - Novels & Tales, 24 v.			90.00
Moulton, C. W. (ed.) Library of Literary Criticism, 8 vols.			45.00
Jewish Encyclopaedia, 12 vols.			60.00
James, Henry: Novels & Tales, 26 vols.			104.00
Nelson's Perpetual Looseleaf Encyclopoedia, 12 vols			118.00
New International Encyclopoedia, 2nd ed., 24 vols.			159.60
Manuel de Libraire et de l'amateur de livres, 10 vols. 5th ed.			89.70
The Ballad Society, London - Publications, 15 vols.			105.80
Gray, L. H.: Mythology of All Races, 13 vols.			32.40
Hastings, Jas. ed: Cyclopoedia of Religion & Ethics, 10 vols.			72.00
Twain, Mark: The Writings of, 25 vols.			45.00
Universal Anthology, 25 vols.			25.00
Chronicles of America, 50 vols.			

APPENDIX 3.

A LIST OF THE PRINCIPAL GIFTS PRESENTED TO LIBRARY IN THE UNIVERSITY YEAR 1921-1922

APPENDIX 3.

GIFTS

GOVERNMENT OF GREAT BRITAIN & IRELAND:

Debates: House of Commons.
" House of Lords
Standing Orders, Command Papers, and Reports
Geological Survey and Museum Publications
" " (Scottish Office)

DOMINION OF CANADA:

Debates: House of Commons
" Senate.
Sessional and Departmental Publications.
Publications of Government Commissions Bureaux, Boards and Surveys.
Special Publications.

BRITISH COLUMBIA:

Journals, Statutes,
Legislative and Departmental Publications & Reports.

ONTARIO

Publications and Reports of Departments of Lands, Forests & Mines.

NOVA SCOTIA:

Commissioner of Crown Lands: Reports.

MANITOBA:

Department of Education: Reports and Publications.

QUEBEC:

Archive Reports.
Department of Lands & Forests: Reports.

AUSTRALIA

Year Book and various official publications.

QUEENSLAND:

Division of Forests: Reports, and other publications.

APPENDIX 3. (CONTD.)

SOUTH AUSTRALIA:

Woods & Forests Department: Reports.

NEW ZEALAND

Dept. of Forestry: Publications.
Journal of Science & Technology.
Year Book & other official publications.

THE GOVERNMENT OF THE UNITED STATES:

Congressional Record and Reports of Senate and House of Representative Hearings & Commissions.
Department of Agriculture: Reports & Publications of Dept. and Bureaux.
" Treasury " "
" Interior " "
" Labor " "
" Marine Biology: Publications.
U.S. Marine Hospital: Publications.
" National Herbarium "
" National Museum "
" Geological Survey "
" Geodetic Survey "
" Bur. of Amer. Ethnology "
" Bur. of Ry. Economics "
" Bur. of Social Hygiene "
" Forest Service "
" Bur. of Education "
" Library of Congress "
Smithsonian Institution "
Etc. Etc.

FRANCE:

Ministere d'agriculture. Direction generales des eaux et des forets.
Service des grandes forces hydrauliques ... 34 Vols.

CALIFORNIA

Academy of Sciences: Proceedings.

COLORADO

Geological Survey: Complete file of Publications.

CONNECTICUT:

Geological Survey: Complete file of Publications.

INDIANA:

Department of Conservation: Complete file of Geological Reports.

APPENDIX 3. (CONTD.)

KANSAS:

Geological Survey: Complete file of publications.

KENTUCKY:

Department of Geology: Complete file of publications.
" " Forestry " "

LOUISIANA

Dept. of Conservation: Bulletins.

MAINE:

Forestry Commission: Reports and publications

MICHIGAN

Geological & Biological Survey: Complete file of publications.
Board of Agriculture: Reports and publications.

NEW YORK:

Commission of Conservation: Publications.
State Library: Complete file of Publications.
Department of Entomology: Reports & Publications.

NEW JERSEY:

Geological Survey: Complete file of Publications.
Department of Conservation & Development: Publications.

NEBRASKA

Geological Survey: Complete file of Publications.

WASHINGTON:

State Forester: Reports.

WISCONSIN:

Geological & Natural History Survey: Complete file of Publications.

CITY OF NEW YORK.

Commissioners of Taxes & Assessments: Reports.

UNIVERSITY OF ADELAIDE:

Reprints.
The Joseph Fisher Lecture, 1921.

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UNIVERSITY OF BRITISH COLUMBIA.

Publications Board: Ubyssey (2 copies weekly)

UNIVERSITY OF CAMBRIDGE: SYNDICS OF THE C.U. PRESS.

Students Handbook.

CORNELL AGRICULTURE EXPERIMENT STATION

Memoirs, Reports.

HARVARD UNIVERSITY: SCHOOL OF FORESTRY.

Pierson: Life History and Control of the Pales Weevil.

LELAND STANFORD JR. UNIVERSITY.

Adams: Hoover's War Collection.

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Bulletins & Publications.

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WESTMINSTER HALL, VANCOUVER, B.C.

Catalogue of the Vipond Library.

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Documents.

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World Ports.

AMERICAN PAPER & PULP ASSOCIATION.

Reports & Publications.

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Reports & Publications.

BIRMINGHAM (ENG.) FREE LIBRARIES

Catalogue of War Poetry Collection.

CANADIAN BANK OF COMMERCE.

History of the Canadian Bank of Commerce.

CANADIAN MINING INSTITUTE.

Transactions.

CANADIAN NATIONAL LIVE STOCK RECORDS.

Herd Books.

CARNEGIE ENDOWMENT FOR INTERNATIONAL PEACE.

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Year Book

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CARNEGIE MUSEUM

Publications.

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CLEARWATER TIMBER ASSOCIATION

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NATIONAL EDUCATION ASSOCIATION

Publications.

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Brock: Studies of the Early Siluric Palmatozoa.

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Carman: The New Poetry of Life.

CARTER, H. G. Esq., New York.

Carter & Ransom: Depreciation Charges on Railroads and Public Activities.

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COOPE, G. E. Esq., U. of B.C.

Dana: Manual of Mineralogy.

CORNUNG, F. G. Esq.

A student Reverie.

FORD, HENRY, Esq.

The Dearborn Independent.

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GILL, Prof., U.B.C.

Revolutionary Radicalism.

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Paston letters.

HURRY, J. B. Esq., New York.

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Hurry: Sumer is acumen in
Hurry: Octocentenary of Reading Abbey
Hurry: District Nursing
Hurry: Trial by Combat
Hurry: Vicious Circles (4 separate works)

JONES, CHAS. HILL, Esq.

Mawson: Home of the Blizzard.

KAHN, OTTO H. Esq., New York.

Kahn: Pressing Problems.

KERR, J. B. Esq., U. of B.C.

Dictionary of Well-known British Columbians.

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LEE, H. D. C., Oxford, Eng.

Lee: Bliss Carman, a Study.

LEPPER, GEO. H. Esq.

Lepper: From Nebula to Nebula.

MACDONALD, Prof. W. L., U. of B.C.

Macdonald: - The Beginnings of the Essay.

McKEE, Dr C. S., Vancouver, B.C.

Parallel Hebrew Text of the Psalms.

PORTER, G. Esq., Vancouver, B.C.

Fisher: Life of Benjamin Bellman.
Forbes: Life & letters of James Davis.
Burton: Political and Social Economy.

PYRE, A. G., Vancouver, B.C.

Adams: Formation of Tennyson's Style.

RAHIM, H. Esq., Vancouver, B.C.

Rahim: Psychology of Marxian Socialism.

REID, R. L. Esq., K.C., Vancouver, B.C.

Prior:	The Cathedral Builders
Prentice	The Problem of the Narcotic Drug Addict
(Pamphlet) -	Milk Production in Canada.
King	Mountain Idylls.
Ingersoll:	Prose poems.

SADLER, PROF. WILFRID, U. of B.C.

London Mercury, 2 vols.

SCHIFF, M. L. Esq., New York.

Schiff: The Financing of Present Day Needs.

SELIGMAN: Prof. E.R.A., Columbia University, New York.

Seligman: The State of our National Finances

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SOAMES, W. Esq., Vancouver, B.C.

Day: The Race Horse.
Knight: Popular History of England.
"Birds & Nature" - 6 vols.

SPARGO, JOHN Esq., New York.

Spargo: The Jew and American Ideals.

SPENCER, CHRISTOPHER Esq., Vancouver, B.C.

Keynes: Treatise on Probability.

TALMAGE, Dr JOHN: Salt Lake City.

The Book of Mormon

WAILES, G. H. Esq., Vancouver, B.C.

Wailes: British freshwater Rhizopoda, etc.
Traite Anatomie de la Chenille.
Journal of Linnean Society - 18 parts.

WILLIAMS, Dr M. Y., U. of B.C.

Geological & Paleontological Reports.
Canadian Forestry Reports.

WOODSWORTH, J. S., Esq., M.P., Winnipeg.

Woodsworth: War Clippings from a Wartime Scrapbook.

APPENDIX 4.

(a) STATEMENT OF EXPENDITURES ON BEHALF OF THE LIBRARY TO MARCH 31, 1922.

(b) DETAILS OF AMOUNTS AVAILABLE FOR EXPENDITURE, 1921-1922.

(c) MONTHLY EXPENDITURES, 1921-1922.

APPENDIX 4. (a)

STATEMENT OF EXPENDITURES ON BEHALF OF THE LIBRARY TO MARCH 31, 1922.

	Books & Mags.	Binding	Equipment	Salaries	General Expense	Student Assist'ce	Total
From Organ. to June 30 1915	19629.00	-	-	3778.80	1210.50	-	24618.30
Year ending June 30 '16	1920.11	-	1039.20	3151.04	321.04	-	6431.39
Year ending June 30 '17	5534.98	-	1397.25	4541.24	1269.72	-	12743.19
Year ending June 30 '18	4308.12	-	793.41	4480.00	691.46	-	10272.99
Nine Months to Mar 31 '19	3676.92	-	595.34	3645.00	554.12	-	8471.38
Year ending Mar 31 '20	10092.99	-	391.40	5126.77	313.64	-	15924.80
Year ending Mar 31 '21	12071.45	3679.97	996.68	6766.12	1609.10	254.84	25378.16
Year ending Mar 31 '22	8606.77	2597.96	742.17	8420.00	959.03	227.00	21552.93
	$65840.34	$6277.93	$5955.45	39908.97	$6928.61	481.84	$125393.14

APPENDIX 4 (b).

DETAILS OF AMOUNTS AVAILABLE 1921-1922

(a) BOOKS & MAGAZINES

1. Transferred from 1920-21		3554.26	
Less Deduction for Binding on order		1390.49	2163.77
Net Transfer:			2163.77
2. Book Appropriation 1921-22		8000.00	
Less Transfers (Nov. 2, '21)			
Supplies & Expense	$500.00		
Student Assistance	200.00	700.00	
Net Appropriation:			7300.00
3. Deposits with E. G. Allen & Son, Ltd., March, 1921			3000.00
4. Deposit with Emile Larose, March, 1921			500.00
TOTAL AVAILABLE:			$ 12963.77

(b) BINDING:

1. Transferred from B. & M., 1921, as above	1390.49
2. Appropriation for 1921-22	1500.00
TOTAL AVAILABLE:	$ 2890.49

(c) SUPPLIES & EXPENSE

1. Appropriation for 1921-22	400.00
2. Transferred from "Books & Magazines" as above	500.00
TOTAL AVAILABLE	$ 900.00

(d) STUDENT ASSISTANCE

1. Transferred from "Books & Mags." as above	200.00
TOTAL AVAILABLE:	$ 200.00

(e) EQUIPMENT:

1. Appropriation for 1921-22:	735.00
TOTAL AVAILABLE:	$ 735.00

APPENDIX 4. (b) (CONT'D)

S U M M A R Y:

BOOKS AND MAGAZINES	$ 12,963.77
BINDING	2,890.49
SUPPLIES & EXPENSE	900.00
STUDENT ASSISTANCE	200.00
EQUIPMENT	735.00
Available for all purposes, (excluding salaries)	$ 17,689.26

APPENDIX 4. (c).

MONTHLY EXPENDITURES, CREDITS AND BALANCES, 1921-22.

SUMMARY OF ACCOUNTS APPROVED FOR PAYMENT, AND CHECKED AGAINST BURSAR'S MONTHLY ADVICE NOTES

BOOKS AND MAGAZINES

Amount Available $12,963.77

1921	A/Cs Paid	Total Paid	Credits	Total Credits
April	54.00	54.00	-	-
May	845.37	899.37	-	-
June	-	899.37	4.88	4.88
July	292.26	1191.63	-	4.88
August	965.08	2156.71	-	4.88
September	438.96	2595.67	-	4.88
October	327.66	2923.33	49.62	54.50
November	275.29	3198.62	-	54.50
December	233.57	3421.19	-	54.50
1922				
January	922.71	4354.90	45.88	100.38
February	457.58	4812.48	91.62	192.00
March	633.02	5445.50	166.91	358.91
	5445.50		358.91	

AMOUNT AVAILABLE			12963.77
Bills Paid	5445.50		
E.G. Allen & Son Ltd., Deposit	3000.00		
Emile Larose, Deposit	500.00		8945.50
			4018.27
Add Credits, as above:			358.91
TRANSFERABLE TO CREDIT OF B. & M. FOR 1922-23			$ 4377.18

Note:

In letter to Bursar, Mar.23, 1922, amount asked to be transferred, was given a $4305.41 - $71.77 less than as shewn above. Of this difference $65.08 is due to additional credits paid to Bursar's Department between March 23 and 31st and to difference in favor of the Library of $6.14 in Bills Payable, in the estimated a actual cost of foreign exchange for European Accounts.

APPENDIX 4 (c) - (CONTINUED)

EQUIPMENT, SUPPLIES & EXPENSE, BINDING, AND STUDENT ASSISTANCE.

AMOUNTS AVAILABLE:		
	Equipment	$735.00
	Supplies & Expense	900.00
	Binding	2890.49
	Student Assistance	200.00

1921	Equipment $735.00	Supplies & Expense $900.00	Binding $2890.49	Student Assistance $200.00
April	-	89.77	-	-
May	100.00	88.01	840.70	56.00
June	-	51.09	-	-
July	225.55	76.84	54.92	-
August	143.86	141.94	97.75	-
September	-	42.82	1016.69	-
October	24.72	113.17	319.60	-
November	60.74	77.54	248.65	18.00
December	-	90.96	129.80	1.50
1922 January	79.67	66.34	184.30	46.00
February	-	78.77	85.55	53.00
March	121.17	61.79	-	52.50
	742.17	959.03	2957.96	227.00
Appropriations	735.00	900.00	2890.49	200.00
Expenditures	742.17	959.03	2957.96	227.00
Overdrafts	7.17	59.03	67.45	27.00

APPENDIX 5:

LETTER OF FEBRUARY 27, 1922, SENT BY SPECIAL COMMITTEE OF STUDENTS' COUNCIL TO ALL STUDENTS OF THE UNIVERSITY, RE MISSING BOOKS.

ALMA MATER SOCIETY

— OF —

THE UNIVERSITY OF BRITISH COLUMBIA

PRESIDENT: PAUL N. WHITLEY
SECRETARY: MARJORIE AGNEW
TREASURER: W. ORSON BANFIELD

Vancouver, B.C.,
February 27th, 1922.

Dear Fellow Students,—

A serious condition has come to the knowledge of the Students' Council in connection with the unauthorized borrowing of books and periodicals from the Library.

Though the Library regulations prohibit the taking of any Periodicals from the Reading Room, a number of these have disappeared. Several of these losses include even the leather covers in which the magazines are kept.

From time to time, particularly nearing examinations, Reserved Books disappear from their special shelves in the Reading Room without the knowledge or permission of Miss Woodworth. The injustice of this practice to other students in the Courses affected is obvious.

Unauthorized borrowings of books stored in the Stack Room are sometimes taking place. Practically the whole of the Stack Room collection is available for reference and study, and there is therefore no necessity for taking books without registering the loan.

Mr. Ridington reported to the Council that last year the losses to the Library totalled 87 volumes, and represented a value of about $350.00. No charge has yet been levied against Caution Money to compensate for this serious loss. ..While the losses for the present university year cannot be known until the Library is checked, after the dispersal of the Student Body at the close of the present Session, there is evidence to show that last year's loss will be considerably exceeded.

In the case of the Periodicals to-day missing, the Library will be confronted with the alternative of binding imperfect volumes, or of procuring the missing parts at a great deal of trouble and expense. It is probable that the students of next and following years will thus be laid under a permanent disability, so far as the reference material in these defective volumes is concerned.

The Students' Council is desirous of co-operating in every way with the Library Department to prevent or minimise these losses. The Council believes that only a very small proportion of the Student Body is responsible for the conditions brought to its attention, and that, even in the case of the offenders, the practice is due more to thoughtlessness or carelessness than to deliberate intent.

The Council would, in the strongest possible way, urge upon every student the necessity of cultivating a habit of responsibility with regard to Library Loans. It asks every student to see that all books borrowed are properly checked at the Loan Desk.. It asks that Library books on loan be handled with at least as much care as they would receive if they were the student's personal property. The Council also asks any student possessing knowledge of the whereabouts of missing books or periodicals to have these delivered at the Loan Desk as quickly as possible, so that they may be available for general student use. It appeals to the good sense and the sense of honesty of all students to "play the game" with the Library, as it is doing in other aspects of university life.

It relies on YOUR personal sympathy and practical co-operation in the effort to better the conditions set forth in this circular letter.

Yours very truly,

PAUL N. WHITLEY, President.

MARJORIE AGNEW
A. E. RICHARDS
} Special Committee of the Students' Council.

APPENDIX 6.

REPORT OF SURVEY

made by

W. E. HENRY, M.A.,

Librarian of the University of Washington, and

Director of the University of Washington Library School

made at the request of

THE LIBRARY COMMITTEE

During

June and August, 1920

University of Washington Library,
SEATTLE.
September 16th, 1920.

Professor E. H. Archibald,
Chairman Library Committee,
University of British Columbia,
Vancouver, B.C.

Dear Sir,

In compliance with your request of May 25th, 1920, I hoped to make an inspection and report of the condition and management of your University Library while making the survey of the Vancouver Public Library. Owing, however, to the absence of President Klinck from your city at that time, it was thought best to delay the completion of the work until such time as it would be possible for the President to be at the University.

However, while in your city in June, I made a partial inspection of your library, and requested from the acting librarian, Mr Ridington, a series of facts that furnished a basis for some calculations, and gave me much aid on my return in August in finishing the undertaking assigned to me.

In making the final inspection preparatory to a report I began with the records of the business side of the library, which include the Order, Accession, and Receipt records, showing the business methods employed. I am glad to be able to report that I found all these three records being well kept, in excellent condition in every way, making it possible for any one who might have occasion to do so to go into the records office and secure all information that any one should expect to find from these records. A stranger might pick up the business at any time and proceed with it without break in its continuity. That is the final test of any business record. I offered but one suggestion to Mr Ridington for their improvement, and that was not a matter of improving the record, but of facilitating the book orders by having the professors fill out a

form card in requesting the ordering of a book. It merely requires that the professor give all the bibliographic information in his possession, thus making easier and quicker the business transaction.

In connection with the purchase of books I inquired as to the chief agent through whom the purchases are made. In such purchases as you are making, the agent is quite an important element toward success, for both the honesty and the intelligence of the agent are vital. I found that both the American and British agents through whom you are dealing are among the best known and most reliable to be found anywhere, men whose word for both the price and bibliographic information is absolutely dependable.

I wish now to pass to your bibliographic records. The Catalog, the most important bibliographic record in any library, I found to be excellently done, so far as it is now being carried, and that your cataloger is using the Library of Congress Cards, which greatly facilitates the work, and in addition gives much fuller bibliographic detail than is usually possible for a cataloger to secure in libraries not equipped with a large staff of workers and a very large collection of bibliographic tools, neither of which the medium sized library can afford. When I say the cataloging is "good as far as it goes," I mean only that if you had a larger staff, or fewer books than you are now buying, your cataloger could take time to bring out in the catalog more detail of the contents of your books, thus making much information readily accessible which now is not so, because of this lack of time. In short, you need to have made more analyticals to aid students and professors in finding more readily fuller information. This can be done only by a larger cataloging force. Miss Jefferd is doing all that any one cataloger can do.

The Shelf List Record, which records the books in the order of their position on the shelves, or in classes, and forms a classed catalog, is well

done. This is the one record upon which the Librarian is dependent at all times for an inventory of the Library's possessions. Without it no inventory is possible.

The Receipt record for periodicals and the binding records are more than ordinarily well kept, in both neatness and accuracy. This work, as I recall, is done by the Acting Librarian himself. It is a considerable amount of detail work for one who is responsible for the administration of the library, but I am sure it is well that the Librarian should keep in close touch with some phase of the work. He can and should do such work to the limit of his time, so as not to neglect important administration problems.

The Lending records and the purely statistical records, by which you may from time to time take note of your growth and service, and know your condition at any given time, are well kept, and it seems to me that all essential records are being kept.

After examining with some care all the work being done, and all the record kept, I want to compliment you on the fact that all you are doing is being well done, so with whatever change of staff, increase of staff, or increase of accession which may come, you will never be under the necessity of undoing or redoing the work that is so far done. Such a statement is true of but few large libraries. Many of them have, as they grow to large proportions, found it necessary to undo, and do over, some large pieces of detailed work. This will mean much to you in the future.

In going every your entire collection, I was impressed with its excellence and fundamental character to date. Your origin is so recent and your possibilities so apparent that you knew from the beginning that you were to become an important University, and all this has helped you in your book selection, which is, of course, the province and duty of your entire faculty, and not of the

librarian alone. With this foresight, and the stimulus arising therefrom, you have bought the fundamentals first, leaving the little items and minor details to be taken care of later, until now I am sure you have a larger percentage of expensive sets, long runs of periodicals, proceedings and transactions of learned societies than will be found in any other library with so few years growth.

It is well you have secured these foundations, for at the time when these were published the editions were small, as the number of institutions wanting them was small. But within the last few years small institutions have become large ones, new and heavily endowed institutions have multiplied, and all have come into the market for such material. The demand grows larger, and the supply, being fixed, grows relatively smaller with great rapidity. Prices are increasing rapidly, and the time has already come when it is the merest chance that many of these items can be had at all at any price. Let me therefore congratulate you upon the wisdom you have exhibited in the beginning.

In the last phase of this report I want to offer you some means of measuring the work of your staff, and to offer some suggestions that may be worthy of your consideration when circumstances will permit.

For the past few years I have collected statistical information from 14 of the larger state universities of the United States, until I think I have enough to warrant some comparison that gives a fairly accurate measure of staff service. Upon the whole the size of an adequate staff is determined most largely upon two facts in the growth of the library:

1. The Number of volumes added per year
2. The Number of persons served.

because all library work is either bibliographic organization determined by the number of books added, or personal service rendered by the staff to

students and faculty; ie., to the patrons of the library. Note the following comparison of the University of British Columbia with the average of fourteen universities in the United States:

	Vols added	Registration	Size of Staff	Vols added per staff member	Registration per Staff member
Average of 14 U.S. State Univ.	11389	5422	25	507	270
Univ. of B.C.	4181	1320	4	1045	330

The above table shows the following facts, if we may at all be guided by them:

1. That your staff is one-sixth as large
2. That the volumes added are approximately one-third.
3. That registration is approximately One-fourth
4. That volumes added per staff members is twice the average, or 100 per cent increase.
5. That registration per staff member is 22 per cent greater than the average

All this suggests that you should add from two to three persons to your staff. You have already added one person. I would suggest that you add, not another trained librarian at this time, but one full time person to do the mechanical work, thus relieving your better-paid people from the non-mechanical work. That is, one person who will shelve daily or oftener the books that have been used during the day, and do all label pasting and leaf cutting on books that remain uncut. Or it may be found that two persons, each half time, will work to better advantage than one full time. My own experience leads me to conclude that a boy can better do the page work (shelving) as it requires more hard physical labor than a girl should do, and that a girl will do better the labeling and leaf-cutting, as she is more skilful with her fingers, and more willing to work at what seems petty

detail.

Both of these types of work must be done every day, and it is extravagant to use well paid help in such minor service.

In measuring the staff service of your staff you must also take into account the housing of your library in the rooms now available for library purposes. The nature and location of your rooms increase the difficulties of service to a considerable degree. I should guess as much as would be compensated for by the addition of one full time trained member, in addition to the untrained help already suggested.

I think I have nothing further to add in summarizing my investigations and impressions of your library, but wish to close the formal report by offering one suggestion that may not necessarily belong in the report. However, I venture it. It is that Mr Ridington's work in the library, and his standing and reputation in the American Library Association, would wholly justify you in offering him the title and salary of librarian rather than that of acting librarian. He is much more competent than most men filling like positions. His native ability and wide and varied experience more than compensate for added professional training. He has made himself familiar, moreover, with the methods and practices of the best libraries.

Let me thank you most sincerely for the honor conferred in asking me to undertake what has proved to be a pleasant task.

Respectfully,

"W. E. HENRY."

Librarian.

W.E.H.-M