The University of British Columbia

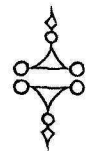
THE LIBRARY

REPORT OF

The Library Committee

— TO —

The Senate



VANCOUVER, BRITISH COLUMBIA,

SEPTEMBER, 1927

September 27th, 1927.

L. S. Klinck, Esq., D.Sc., M.S.A., LL.D.,
Chairman of the Senate,
President of The University of British Columbia.

Sir:—

The Library Committee presents herewith, in accordance with the instructions contained in the Senate's resolution of December 15th, 1926, a Report made by the Librarian, and considered and approved at a meeting of the Committee held on Monday, September 19th, 1927.

Very truly yours,

H. F. ANGUS,
Chairman.

Professor H. F. Angus,
Chairman of the Library Committee,
The University of British Columbia.

Sir:—

I beg to present, for your information and that of the Committee, a Report on the Library as from January 1st to August 31st, 1927. Taken in conjunction with the Interim Report, presented to the Committee January 9th, and by it transmitted to the Senate January 20th, it covers the main activities of the Library since its installation in August, 1925, at the new building in Point Grey.

BOOK STOCK AND RECENT ACQUISITIONS

The University's book collection now numbers approximately 63,500 volumes. On August 31st the accessioned volumes numbered 60,316. The estimated number of duplicates is 3,200. The number of pamphlets is about 9,300. The increase in accessioned volumes since the preparation of the Interim Report has been 3,094.

Since the last Report the most notable additions have been:

	COST
Journal de Mathematique, Series 1, Tome 1 (1836) to Series 9, Tome 5 (1926)	$870.00
Dowling Geological Library	235.00
Tabulae Biologicae	64.00
Journal of Genetics, Vol. 1 (1910) to Vol. 16 (1926), not complete	104.00
Biometrika, Vol. 1 (1901) to Vol. 17 (1925)	320.00
University of California Publications in Zoology (completion of set)	71.00
Crelle. Journal fur die reine und angewandte Mathematik, Bd. 1 (1826) to Bd. 154 (1926)	1202.00

During the summer special efforts have been made to bring to completion many important sets of which recent or older volumes were missing. Special appropriations for this purpose were voted by the Library Committee, and competitive quotations from dealers secured. Several orders have been placed, and the books may be expected in time for use in the coming session. Among the more notable of these should be mentioned:

	TO COST
American Society of Civil Engineers; Transactions, Vols. 26-70	$202.50
Anglia, Bd. 46-49	16.00
Institute of Electrical Engineers' Journal, Vols. 60-63	$ 70.00
Mathematische Annalen, Bd. 91-95	32.00
New Statesman, Vols. 7-16	20.00
Zeitschrift fur Physik, Bd. 4-35	120.00
Coates' Herd Books, Vols. 1, 2, 4, 5, 7, 11, 15-17, 19-68	£22 10s. 0d.
Faraday Society, Vols. 17-21	£11 14s. 0d.
Institute of Metals (London) Journal, Vols. 1-34	£16 0s. 0d.
Zoological Record, Vol. 45-61	£12 0s. 0d.

Two important sets have also been added to the Library as gifts. The Royal Horticultural Society of England has presented the complete set of its Journal (40 volumes)—worth $200.00—while the Hispanic Society of America has given its entire ten series of extremely valuable publications, 163 volumes in all. Many of the series are sumptuously bound and superbly illustrated. The published price of the series is about $620.00, and, earlier issues being exhausted, the value of the set is increasing every year.

REGISTRATION

The records show that 2,268 persons have used the Library during the past year. Of these 1,421 were degree course students, 253 were students attending Summer Session, while 589 were extra-mural readers.

The registration of students at the University for the session 1926-27 was 1,582. One hundred and fifty-six of these students—practically 10 per cent.—did not avail themselves of the privileges of the Library. Nevertheless, the proportion of users—90 per cent. of the enrolment—shows a gain of 2 per cent. on the preceding

year, thus continuing the steady increase, as shown in the following table:

Year	Student Enrolment	Library Registration	Percentage of Enrolment
1918-19	538	338	63
1919-20	890	485	54
1920-21	962	622	65
1921-22	1014	681	67
1922-23	1194	819	69
1923-24	1308	934	80
1924-25	1451	1169	80
1925-26	1463	1282	88
1926-27	1582	1421	90

The enrolment by Faculties and Years is shown below:—

Faculty of Arts and Science:

	Enrolment	Registered Readers	Percentage
1st Year	539	536	
2nd "	250	245	
3rd "	185	195	
4th "	153	116	
Partial	50		
	—1177	—1092	93
Faculty of Applied Science:			
1st Year	77	41	
2nd "	51	44	
3rd "	24	19	
4th "	37	35	
Partial	19		
	— 208	— 139	62
Nursing:			
1st Year	11		
2nd "	5		
3rd "	6		
4th	4		
5th	5		
Partial	4		
	— 35	33	94
Carried forward	1420	1264	

	Enrolment		Registered Readers	Percentage
Brought forward		1420	1264	
Faculty of Agriculture:				
1st Year	15			
2nd "	10			
3rd "	5			
4th "	5			
Partial	14			
	—	49	49	100
Graduates:				
Arts & Science	42			
Applied Science	1			
Agriculture	3			
	—	46	46	100
Teacher Training Course:				
	67			
	—	67	67	100
		1582	1426	90%
Summer Session:		487	253	
Extra-Mural			589	
			2268	

CIRCULATION

During the twelve months from September 1st, 1926, to August 31st, 1927, (the date of the preparation of this Report), the Library loaned a total of 78,721 volumes. For the corresponding period in 1925-26 the loans were 45,441 volumes. The increased use of the Library was thus 33,280 volumes, or over 73%.

"Ordinary" (or 7-day) loans amounted to 30,307 volumes, as against 24,321 for the preceding twelve months; "Reserved" loans to 46,276 books, compared with 19,412 volumes, while loans to Summer Session students were 2,138, as against 1,708 for the preceding year.

The comparisons by months are as follows:—

	Ord. 7-day loans 1926-27	Ord. 7-day loans 1925-26	Reserved loans 1926-27	Reserved loans 1925-26	Summer Session 1926-27	Summer Session 1925-26
Sept. '26	1110	405				
Oct.	3942	3058				
Nov.	4197	3415	4784	1322		
Dec.	2560	1559	6483	3754		
Jan. '27	3266	3366	4041	1657		
Feb.	4268	3419	5288	2262		
Mar.	4149	3597	7230	3419		
Apr.	2599	1915	11106	4877		
May	867	850	7344	2121		
June	618	616				
July	1492	1199			1248	1092
Aug.	1239	895			890	616
	30307	24321	46276	19412	2138	1708
Increases	5,986 vols.		26,864 vols.		430 vols.	

The steady annual growth in the use of the Library can be seen in the following table, which gives the record of Ordinary Loans since these were systematically kept:

ORDINARY LOANS

	1919	1920	1921	1922	1923	1924	1925	1926	1927
Jan.		759	1179	1540	1736	1940	2254	3366	3266
Feb.		760	1189	1501	1710	1767	2139	3419	4268
Mar.		655	1194	1524	1604	1702	2142	3597	4149
Apr.		379	684	853	1147	1104	1271	1915	2599
May		289	531	666	743	702	847	850	867
June		285	487	641	732	656	680	616	618
July		370	477	602	831	931	1012	1199	1492
Aug.		436	533	597	888	703	603	895	1239
Sept.		550	975	1147	938	1224	405	1110	—
Oct.	740	1327	1762	1938	2174	2325	3085	3942	—
Nov.	917	1542	1568	1874	1970	2159	3415	4197	—
Dec.	467	1033	1056	1080	1208	1173	1559	2560	—
	2124	8382	11635	13963	15683	16387	19412	27666	18498
Average Monthly Circul'n	708 (3 mos.)	690	969	1163	1307	1365	1618	2306	2312 (8 mos.)

CHECKING THE COLLECTION

The annual check of the Library took place as usual at the close of the term. The work took nearly three weeks, and was done by the Circulation Department, with the help of four student assistants.

The result showed that 166 volumes were missing during the year, while there were outstanding losses from preceding years (exclusive of books bought for replacements) totalling 171 volumes. Thus the total net losses of books and catalogued pamphlets since the organization of the Library amounted, on June 1st, to 337 volumes, the gross loss at that time being 872 volumes.

Mimeographed lists of missing volumes were prepared and forwarded to all members of the teaching staff. Janitors brought in some books from locker rooms and class rooms. Several volumes were found behind rows of shelved books when the collection was re-arranged owing to its unequal growth. Thirteen books missing from this year's check have been recovered.

Circulation and consultation considered, the average annual loss of less than 75 volumes, while regrettable, is very low. Experience in previous years would indicate that a good proportion of the 166 volumes missing at the beginning of vacation will yet be found—many of them during the first month of the Session. The loss in 1925 was 247 volumes, and in 1926 140 volumes.

BINDING

Eight hundred and seventy-two books have been bound since January of this year—159 on the balance of appropriation allowed for the University year 1926-27, and 713 on that of this year.

This work included not only the completed volumes of periodicals and serials for the current year, but also a number of paper-bound books remaining from earlier purchases. The Library is now almost abreast of these arrears. But the purchase or presentation of valuable long sets involves heavy expenditures in this department. The gift of the valuable set of the Royal Horticultural Society's publications, for instance, will cost about $150.00 for binding. The fine set of Crelle acquired this year is bound in 78 volumes, and the binding cost $110.00.

With twelve years' of use, in the case of many of the Library's books, the cost of binding repairs is steadily increasing. Only in special cases are these volumes rebound. In some instances it is cheaper to buy a new book than go to this expense. Repairing the binding extends the useful life of a volume from two to five years, according to use.

The appropriation for Binding for the University years 1925-26 and 1926-27 was in each case $3,000.00. The average cost of binding, for the 872 books bound since January, works out at $2.04 per volume.

RE-ARRANGEMENT OF MAIN COLLECTION

Immediately after the completion of the annual check of the book stock, the whole collection of over 60,000 volumes had to be moved to new positions in the stack.

This was necessary owing to its unequal growth. Some sections, notably Generalia (Section "A"), Education ("L"), Mathematics ("QA"), Chemistry ("QD"), have grown beyond the provision made for them at the time the collection was transferred to the new building. For the past two years Education has received a special book grant of $1,000.00, and purchases represented by this amount, combined with the ordinary growth of other sections, made additional shelf room a necessity.

This room was secured by utilizing the west half of Tier 2, which had been given over to bound and unbound newspaper files, unbound government documents, and duplicates. The bulk of the latter were placed on the upper shelves of the Packing and Receiving Room. For the newspaper and documents, Tier 1 was fitted up with temporary trestles and tables. This arrangement gave an expansion of one-half tier, equal to an increase of about 20 per cent. of the former accommodation.

The work of transfer took about six weeks, each volume being vacuum-cleaned before placed in its new position, and the whole stack thoroughly dusted. Four student assistants helped the staff in the work, at a cost of about $125.00.

ADDITIONAL SHELVING IN STACKS

The continued growth of the book collection will necessitate early attention to the need of increased shelf-room. The re-arrangement reported in the preceding paragraphs will take care of the situation for another year, but by that time the whole tier should be shelved. Half of it will be required for books, while the remainder will be necessary for the bound and unbound newspapers and unbound government documents at present distributed on trestles and tables over the whole tier. On shelved stacks they will take 50 per cent. of the room they now occupy.

This is the Library's first provision for expansion, the tier being left unshelved, with this end in view, at the time the building was erected.

An approximate estimate of $26,000 was given by the Snead Iron Works, Jersey City, for this installation, at the time this firm put in the present stacks.

EVENING ATTENDANCE

The Library has been kept open thirteen hours daily during the regular sessions—from 8.45 a.m. to 9.45 p.m. The attendance during the evenings has shown an increase nearly proportioned to the larger use made of the Department's facilities. The average for the period October, 1926, to April, 1927, was 73. The monthly averages were as follows:—

	Total	Evenings open	Averages
October	792	24	33
November	1284	25	50
December	1781	18	99
January	379	19	20
February	976	24	40
March	2310	26	89
April	4176	24	174
General average			73

An important enlargement of the Department's service was initiated during the year, when the library hours during the Summer Session were made the same as during the autumn and spring

terms. It is questionable whether the use made of the Reading Rooms by students of the Summer Session justifies the expense and trouble involved. Hourly records made of the attendance show an average of six students for the 24 days at 6 p.m. and thereafter. For the first 19 days the average evening attendance at or after 6 p.m. was only a fraction over three. The average attendance between 4 p.m. and 6 p.m. was 23. Several students expressed the opinion that keeping the Reading Rooms open till 6.00 p.m. would meet present requirements. The cost of this extra service is, however, negligible.

Though ordinarily the Reading Rooms give sufficient accommodation for students, the 250 reader-capacity of the three main rooms, of 48 in the Periodical Room and 39 in the Study Carrels in the Stacks, is frequently insufficient for those desirous of studying therein. On several occasions students were unable to find seats, and, on one morning in March, 88 such students were counted.

LIGHTING

Reorganization of the lighting equipment and service in the two wing reading rooms was undertaken by the Building and Grounds Staff during the year, as the result of which these rooms have excellent illumination—10 foot-candles at all parts of the reading tables. Similar work is in progress in the Concourse at the time of preparation of this Report, and this room will likewise be adequately lit in readiness for the autumn session.

GOVERNMENT PUBLICATIONS

For ten years the Library Staff has been engaged in an effort to secure complete files of needed Dominion Government documents, and with only partial success. The frequent reorganization or transfer of departments or bureaux of issue, the lack of any catalogue giving the publications as printed, the issuance of new or the discontinuance of old publications, changes in title, the control of distribution by the departments, instead of one central office,—these were among the difficulties that prevented satisfactory service.

These difficulties were not peculiar to this Library, but were shared by every university library, and by the important public libraries throughout the Dominion. The matter was discussed at one

of the special meetings of Canadian librarians, held in connection with the annual conference of the American Library Association at Toronto in June. The need for improvements in availability and distribution, particularly of those public documents relating to agriculture, animal husbandry, geology, horticulture, economics and history, was one of the factors that led to the organization of the Canadian Library Association. The more satisfactory distribution of required government publications to libraries of research was one of the assignments the Executive was instructed by the Canadian librarians to undertake at once. Some progress can already be reported. Mr. Acland, Dominion King's Printer, who was in attendance by instruction of the Secretary of State, spent an afternoon in conference with a Committee, and promised co-operation. Your Librarian was appointed a sub-committee to make further arrangements with the King's Printer, and went to Ottawa for that purpose. As a result, a monthly list of Dominion documents will henceforth be published. The King's Printers of their respective provincial governments will forward lists of their publications for inclusion therein, while, on behalf of the libraries, the Canadian Library Association will classify the libraries of the Dominion into categories, each of which will receive, on publication, their selected and required documents. It is hoped, therefore, that this source of longstanding and vexatious dissatisfaction will shortly be permanently removed.

BOOK APPROPRIATIONS

Despite the recognized fact that the authorities of the University have, since its organization, made appropriations for books that are generous when compared with the institution's income, and when considered in relation to the many competitive demands due to rapid growth, the fact remains that the book funds are inadequate to meet the needs of the departments.

The main appropriation for Books and Magazines for the present University year is $5,500.00. Of this sum $1,000.00 is represented by a special grant for the Department of Education, leaving $4,500.00 for the remaining 24 departments. Subscriptions to periodicals and serials take $2,500.00. There is thus left $2,000.00 for book purchases,—an average of a little over $80.00 per department. It is obviously impossible to keep abreast of new book

material, or to build up and strengthen the book resources of the Library by the purchase of fundamental, or even necessary current works, with any such amount. It is true that in the past much has been accomplished in this direction, but this has been due to supplementary and special grants.

In order to secure specific information from Heads of Departments as to their book needs, a circular letter was sent out early in September, asking the following questions:—

1. Do you consider the annual appropriation for your Department for Books and Magazines adequate?
2. If not, what sum, in your opininon, is necessary for your regular annual book needs?
3. What sum (if any) is urgently required within the next (say) five years for special (as distinguished from annual) requirements, e.g., sets of serials, proceedings, transactions, and costly works of reference?

A summary of the answers given has been forwarded to the President, with the Library Estimates for the coming University Year.

For the purpose of this Report, it is sufficient to state that the total given by 24 departments, as representing their yearly book needs, is $8,490.00. Of the two departments that could not report, owing to the absence of their Heads, one can safely be assumed to require an additional $1,000.00 a year. Thus the estimated sum of about $9,500.00 can be regarded as the amount required, in the judgment of the departments themselves, as necessary for their ordinary yearly book needs.

In addition, the replies to the questionnaire make clear the fact that the amount at present spent on periodicals, serials, proceedings, etc.—$2,500.00—should be increased by $1,000.00 a year. This would make the ordinary book and periodical appropriation $13,000 a year.

Further, the departments report requirements totalling over $9,000.00 a year, distributed over a period of five years, for the purchase of new, and completion of partly purchased, book material. Many heads of departments forwarded, with their replies, lists of these desired works, and estimates of their cost.

Thus, in the judgment of those most familiar with the literature of their respective subjects, the Library's book fund needs may be stated at $22,000.00 a year for the ensuing five years.

GIFTS

A friend of the University, who desires to remain officially anonymous, has offered a gift of $1,500.00, the cost of placing stained glass in the nine panels of the lunette window in the inner hall of the building. They will show the arms of Canada, and of eight of the nine provinces, each surrounded by an appropriate wreath.

The University has also received, from the Hudson's Bay Company and the Native Sons of British Columbia, a collection of eight pictures, each depicting some notable and historic episode in the history of the Province. All were painted by Mr. John Innes, of Vancouver.

The subjects are:—

1. Commander Vancouver's meeting with Spaniards off Point Grey, A.D. 1792.
2. Alexander Mackenzie recording his arrival at the Pacific, A.D. 1793.
3. Simon Fraser in the Fraser Canyon on his journey to the sea, A.D. 1808.
4. The Hudson's Bay Company's fur brigade passing down the Okanagan, A.D. 1825-35.
5. James Douglas building the Hudson's Bay Post at Victoria, A.D. 1843.
6. James Douglas taking the oath as first Governor of British Columbia, A.D. 1858.
7. Finding of placer gold by pioneer miners in the Cariboo, about A.D. 1858.
8. The overland pioneers journeying through the Rockies, A.D. 1862.

The collection is known as "The Hudson's Bay Company and the Native Sons of British Columbia Permanent Loan Collection." It was formally presented to the University by the Governor of the

Company, Mr. Charles Vincent Sale, at an appropriate ceremony, presided over by the Chancellor, on Wednesday, September 21st. The gift was accepted by Mr. H. C. Shaw, of the Board of Governors. In accordance with arrangements made by the Board, all the pictures are hung in the Library building.

DISCIPLINE

It is a pleasure to report that the great majority of the student body takes a pride in the building, and appreciates the facilities it, and the growing book collection, give to their work. There is a noticeable development in the interest taken in both. Conversation in the public rooms is decreasing, and a "tradition of quiet" becoming established.

COMMITTEE

The Library Committee consists of:

Prof. H. F. Angus, Chairman, representing the Faculty of Arts and Science.
Dr. A. E. Hennings, representing the Faculty of Arts and Science.
Dr. G. G. Sedgewick, representing the Faculty of Arts and Science.
Prof. H. R. Christie, representing the Faculty of Applied Science.
Prof. H. M. King, representing the Faculty of Agriculture.
Dr. L. S. Klinck, ex-officio.
John Ridington, Secretary.

Regular meetings of the Committee are held monthly on the second Wednesday during the Session. Seven meetings have been held since January, when the Interim Report was presented to the Senate.

The Staff of the Library is as follows:

John Ridington, Librarian.
Dorothy Jefferd, Cataloguer.
Frances Woodworth, Reference Librarian and Circulation.
Lionel Haweis, Accessions and Government documents.
Roland Lanning, Periodicals.
Mabel Lanning, Asst. in Circulation (8 months' appointment).
Harold Gibbard, Call Boy (10 months' appointment).
Alice E. Hearsey, Stenographer.
Mary Robertson, Typist.

Attached to this Report is a copy of the Rules and Regulations for the Library, prepared by the Committee for the approval of Senate, in accordance with instructions contained in a resolution passed December 15th, 1926.

Respectfully submitted,

JOHN RIDINGTON,
Librarian.

September 17th, 1927.

LIBRARY REGULATIONS

LIBRARY PRIVILEGES

The privileges of the Library are open to the following:—

1. Officers of the University and members of its Teaching Staff.
2. Students enrolled for the Winter and Summer Sessions.
3. Graduates of this University, students not in residence proceeding to B.A. or other degrees, and to other persons in the Province engaged in serious study, for which the University's book collection is of service. The latter class are enrolled as "Extra Mural" Readers. They will be charged an annual fee of $1.00, and also pay all postage costs.

HOURS OF SERVICE

The Library is open on week-days (except University holidays) as follows:—

During the Winter Session from 8.45 a.m. to 9.45 p.m., except on Saturdays, when it closes at 5 p.m.

In the Summer Session from 8.45 a.m. to 4 p.m., except on Saturdays, when it closes at noon.

In vacation, from 9.00 a.m. to 5 p.m., except in the months of June, July and August, when it closes at 4 p.m. On Saturdays it closes at noon.

Hours of service may be changed from time to time by resolution of the Library Committee. Information regarding such changes will be posted on the Library Notice Board.

REGISTRATION OF READERS

Before book loans are made to any user of the Library, he must register as a reader. Application for registration should be made at the Loan Desk. The registration card is kept on file, and a serial number awarded to each borrower. After registration, all book loans are recorded under the number of the borrower.

RESTRICTED MATERIAL

Books belonging to the under-named groups may be taken from the Library only by special permission of the Librarian. Practically they do not circulate.

A. General Reference books, encyclopaedias, dictionaries, atlases, etc.

B. Bound or unbound periodicals.

C. Publications of learned societies.

D. Rare or unusually valuable books.

E. Unbound material which would be difficult to replace if lost or damaged in circulation.

F. Books whose circulation should, for special reasons, be restricted.

DURATION AND NUMBER OF LOANS

Except by special permission, students cannot have on loan more than four books at any time. In general, books are loaned for a period of seven days, or for two weeks during the summer vacation. These periods may be shortened at the discretion of the Librarian, or the Head of the Circulation Department.

All books are subject to recall at any time.

Loans may be renewed for like periods by registered students. During the winter and summer sessions such renewals must be made in person. No extension will be made by telephone, except in case of illness or for other valid reason, or during vacation.

CHARGING AND DISCHARGING OF BOOKS

All books must be charged at the Loan Desk before being taken from the Library. Any student removing a book from the Reading Room or Stacks without first so charging it, renders himself liable to suspension of library privileges, and to such further penalty as the University authorities may impose.

Book loans must be personally discharged by the borrower. This is done by handing the book to a member of the Library Staff on duty at the Loan Desk. Leaving books on the counter of the Loan Desk, without notification to the Circulation Staff, does not

constitute discharge of a loan, and any borrower so doing takes the risk of loss and consequent fine.

Borrowers are requested to be particularly careful in filling out call slips for book loans. The "call number" should be accurately transcribed, and author and tittle given. A separate call slip must be made out for each loan.

"RESERVED" BOOKS

Books assigned for class reading are, on notice from a member of the Teaching Staff in charge of the Course, withdrawn from the main collection, and placed in a "Reserved" Class. These are separately shelved in stacks behind the Loan Desk. They are loaned only for use in the building, and for a period of two hours. They are also loaned for over-night or Sunday use after 9 p.m. or 4.30 p.m. on Saturdays, or, at the discretion of the Circulation Department, at an earlier hour if not in general demand.

THESES

Unpublished theses of graduate students are loaned only upon a written order from the Head of the Department under which the work was done, and only for use in the Library building. Applications for such loans should be made to the Head of the Cataloguing Department, at Room B.

FINES AND PENALTIES

Fines on overdue lonas are as follows:—

For non-return of ordinary loans.....5c per day

For non-return of over-night or Sunday "Reserved" loans before 9 a.m. .....25c and 10c per hour thereafter

Fines imposed should be paid upon the return of the books overdue. Library privileges of borrowers whose fines remain unpaid after a period of two weeks are cancelled.

Notices of overdue books are mailed to borrowers, but failure to receive such notice in no way releases the borrower from the penalty.

STACK AND CARREL PRIVILEGES

Permission to use the stacks is granted only to graduate students and to students in the senior years. Stack and Carrel privileges are accorded only for assigned periods, and under special Regulations, which may be seen on application at the Loan Desk, or on the Library Notice Board.

GENERAL REQUIREMENTS

Quiet must be observed in all parts of the building—in cloak rooms, halls or staircases. Audible conversation is not permitted in the Reading Rooms.

Students who do not observe regulations, or whose conduct is not governed by proper regard for other users of the Library, are liable to the withdrawal of library privileges, and to other penalties which may be imposed by the University authorities.

No borrower shall write on or mark a book belonging to the Library, turn down leaves, or in any way mutilate or deface library books. Fines will be imposed according to the extent of the damage, from 50 cents up to the cost of replacing the work by a new copy.

Students are urged to exercise due care in the use of ink and fountain pens in the Reading Rooms and other parts of the Library. If damage is done, it must be paid for.

Every University student is expected to know the Library Rules and Regulations that may, from time to time, be posted on the Notice Board. Ignorance of these rules will not be accepted as an excuse for their violation.