THE UNIVERSITY OF BRITISH COLUMBIA

T W E N T Y - F I R S T R E P O R T

of the

L I B R A R Y C O M M I T T E E

to

T H E S E N A T E

Covering the Period

September, 1949 - August, 1950

November, 1950

THE UNIVERSITY OF BRITISH COLUMBIA

Vancouver, Canada

President N. A. M. MacKenzie, C.M.G., M.M., LL.M., LL.D., K.C.,
Chairman of the Senate,
The University of British Columbia.

Dear Sir:

As Chairman of the Library Committee I have the honour to submit, for the consideration of Senate, the Twenty-first Report of the Librarian of the University, covering the period from September 1, 1949, to August 31, 1950.

All of which is respectfully submitted.

Ian McTaggart Cowan

Chairman

November 23, 1950

REPORT OF THE LIBRARIAN

Dr. I. McT. Cowan,
Chairman, Library Committee,
The University of British Columbia.

Dear Dr. Cowan:

I have the honour to submit the twenty-first Report of the Librarian of the University covering the period from September 1, 1949, to August 31, 1950. The period under review was an exceedingly active one, and in many respects it was a year of accomplishment. In certain respects, and these are the more important ones, our shortcomings are evident.

ADMINISTRATION

Throughout the year under review the Library Committee has given the Librarian every possible assistance. Seven meetings were held at which the chief topics discussed were (1) the requirements for an adequate budget for books and periodicals, and (2) departmental libraries. Early in the year the Library Committee agreed to consider the problems presented by departmental libraries and to determine which materials should be permitted to go from the principal collection to smaller ones on the campus. This discussion was interrupted by a request from the Board of Governors to present a statement of the Library's needs for funds for books, periodicals, and binding; but the Committee returned to the subject of departmental libraries later in the year. A request from the Faculty of Medicine for a medical reading room in the Library precipitated a revival of the subject, and the end of the year found the Committee formulating new regulations for the distribution of

current periodicals and the loan of bound volumes to faculty members.

The Committee approved the request from the Faculty of Medicine for a medical reading room in this building for several reasons: one of these was the obvious fact that it is more desirable to have a special reading room in this building than for another to be established outside. The Faculty of Medicine agreed to pay for furnishing the room and the salaries of the personnel assigned there during this fiscal year. This financial assistance made it possible to open the room this year, but the Library should not continue indefinitely to give services for which it is reimbursed by other departments of the University. If this were done on a wide scale, the Library would be in the position of serving the departments from which it receives funds rather than the University as a whole.

Late in 1949 President MacKenzie wrote on behalf of the Board of Governors to Dr. Cowan requesting the Committee to consider the Library requirements for books, periodicals, and binding and the proper allocation of funds which would be needed for these purposes. In the preparation of its reply, the Library Committee spent three lengthy meetings considering proposals submitted by members of the Library staff. These discussions continued for more than three months, and resulted in an eight-page report entitled "A Survey of the Budgetary Needs of the University of British Columbia Library with Reference to Books, Periodicals and Binding" which was forwarded by Dr. Cowan to the President. Although a strong case was made in the 'Survey' for increased funds, no additional moneys became available for Library

acquisitions.

During most of the year problems involving more than one division were discussed in weekly staff meetings. These were regularly attended by the Librarian, the Heads of Divisions or their alternates, and by Miss Fugler, secretary to the Librarian, who prepared detailed minutes which were posted for the information of other staff members. During the year several professional members of the staff attended these meetings as visitors for periods varying from a month to two months. The two months period proved to be longer than is desirable, and such assignments in the future will be for four weeks. The minutes of these meetings record a number of decisions which will affect the work of the Library for a long time. It would be desirable to have these decisions codified in a manual, but it is unlikely that anyone on the staff will find sufficient time to prepare such a work.

Several attempts were made during the year to tighten the internal organization of the Library. In the appointment of new full-time persons it was agreed that whenever possible the initial selection should be made by the Head of the Division concerned and that the person recommended should be interviewed by the Librarian. All persons appointed to full-time positions in the Library during the last year were interviewed by the Librarian before they were offered employment. In earlier years ordering of supplies was conducted by the Acquisitions Division, but this responsibility is now assigned to the Librarian's office. There seemed to be no good reason why time should be spent by one Division doing the work involved in securing and maintaining

supplies for the others and for the Librarian's office. Mr. Robert Neale, stack attendant, formerly was attached to the Periodicals Division although his work was wholly concerned with sorting and shelving books. It seemed clear that he should be transferred to the staff of the Circulation Division and this was done. After the amount of the budget had been settled, the Librarian informed each of the Division Heads how much money he had available and the positions which had been assigned to his division. Heretofore, this seems to have been loosely managed; and no division head knew precisely how much money he had to spend or the number of positions assigned to him.

The chief organizational change during the year was the establishment of a Serials Division. This affected the work of all of the Divisions of the Library, and the results are likely to be far-reaching. Certain immediate effects deserve attention: for instance, a classification survey of professional personnel had been started before the re-organization, but the changes in duties resulting from the establishment of this new division were so great that the classification survey was postponed and remains to be done. The work of the Serials Division will be discussed below.

Throughout the year a great deal of attention was given to personnel matters. A large number of changes in staff occurred, and the names of the persons who have come and gone and of those now on the staff are given in Appendix A. The number of appointments to and resignations from the full-time staff of the Library suggests that the turnover may be unjustifiably large, but this is not the case since many appointments are made with the

understanding that they are to terminate at the conclusion of a term or at the end of some other predetermined period. Persons appointed to the professional staff and to the regular clerical staff are recommended for appointment to regular positions after a probationary period, but library assistants and most of the clerical workers at the Circulation Desk come and go with the student population. Additional assistants needed during term can be spared during the summer vacation; consequently, many of the employees at the Circulation Desk are appointed for the period between September 15 and May 15. Some of these are continued throughout the summer months and longer, but there has been no intention of making these appointments permanent since the jobs hold little future for the persons in them.

Six new professional librarians were appointed to the staff this year; five were recruited from library schools in eastern Canada and one was induced to come to the University Library from the Public Library Commission in Prince George. The persons who came here from McGill and Toronto library schools were interviewed by the Librarian when he made a trip east in January and February. It is improbable that we could have persuaded as many capable library school graduates to join our staff if it had not been possible to talk with them before they completed their professional training.

The University Library has been active in recruiting for the library profession. Persons who are interested in going on to library school are given special consideration as applicants for positions as library assistants, and it is gratifying to find that a high proportion find their interest in librarianship heightened through work in this Library. Three of the library

assistants employed during the last year are now enrolled in library schools, and several of those now on the staff plan to attend next year.

Four of the five new library school graduates joined the staff on July 1, and it was agreed by the division heads that this was an opportune time to inaugurate an in-service training program. After some discussion it was concluded that the four new members should spend a week in each of the five divisions of the Library where they would learn first the general responsibilities of a division and would then participate in the regular work. The cost in staff time for this training program was considerable, but at the end the division heads were unanimous in their agreement that the program was worth while. It is still too early to determine whether this expenditure of time was justified, and it will not be known until after we learn whether these new employees do better work because of their familiarity with the responsibilities and routines of the other divisions.

Frequent attempts were made to encourage members of the staff to participate in professional activities. For instance, visiting librarians were honoured at teas where all interested members of the staff had an opportunity to meet and to talk with them. Among the persons whom the Library staff met in this way are: Miss Jean Wright, Head of the Country Library Service, South Island Branch, New Zealand, Mr. A. T. Hamlin, Executive Secretary of the Association of College and Reference Libraries, Chicago, Ill., Mr. R. F. M. Immelman, Chief Librarian and Director of the Library School, University of Cape Town, and Mr. Preben Kirkegaard, Chief Librarian of the County Library of Vejle, Denmark.

A number of members of the Library staff were active in professional associations. There is no need to record here all the professional connections of all the members of the Library staff, but certain affiliations should be mentioned. Miss Anne Smith served during the year as President of the Pacific Northwest Library Association and as a member of the Executive Board of the Association of College and Reference Libraries. During this same period Miss Eleanor Mercer became President of the British Columbia Library Association, and the Librarian continued to serve as Chairman of the Bibliography Committee of the American Library Association.

The great need for trained library personnel in this area plus the facilities available in Vancouver make it appear desirable to establish a library school at this University. With the permission of the President the Librarian investigated this matter on his trip to the East and reported on the subject after his return. Until such time as a library school is established here, this Library can make its greatest contributions to professional library training by encouraging good students to go into the field, appointing interested persons to positions as library assistants, and attracting outstanding library school graduates to join the University of British Columbia staff.

One of the factors which made the establishment of a library school here seem desirable is the existence of suitable quarters on the third floor of the Library. If no attempt is to be made to establish a school here for some years, part of this space probably could be put to better use. There are approximately 70 study desks in the stacks and to each of these is assigned two

persons working on a Master's thesis. With the increase in graduate and specialized work in this University, the study facilities in the stacks prove more and more inadequate, and it may be time to accommodate advanced students in the seminar rooms on the third floor. During the past year the Library received several requests for the long-term assignment of rooms on the third floor to particular departments; for instance, the Classics Department applied for a room in the Library in which students in Classics could meet and study. These requests were declined because assignments of this sort should not be made to one department witnout taking into account the needs of others.

After the new wing was opened in 1948, a large accumulation of unbound periodicals was transferred to a large space on the second deck known to members of the Library staff as the "Green Room". During the past summer this area was cleaned out by members of the staff of the Serials Division and part of the cleared area was furnished with additional study desks. These facilities make it possible to accommodate graduate students in the sciences in a manner similar to that which was previously provided only for students in the humanities.

Some of the problems which resulted from defects in the building continued to plague us during the past year. The lighting in many areas is poor and little can be done to remedy it without the expenditure of a considerable amount of money. The Librarian did discuss with several lighting engineers the kind of fixtures which would be required to provide adequate lighting in the high-vaulted main reading room on the second floor, but no serious attempt was made to secure estimates since

there was no reason to believe that money for this purpose would become available. During the cold months of last winter the temperature in the Periodicals Division and in certain areas of the stacks was often in the low 50's, and the power plant was unable to remedy this defect. Eleven hundred dollars has been made available by the Board of Governors for the purchase of equipment needed to improve the heating and ventilating in the Library, and some of the fixtures have been ordered by the Department of Buildings and Grounds. Very little progress was made toward improving ventilation. The Librarian did talk with Mr. Dan Thompson and others about the inadequate circulation of air in the Reserve Book Room, but no improvement resulted.

The greatest difficulty confronted throughout the year was the shortage of funds for the purchase of Library materials and supplies and for staff. As was mentioned above, no additional moneys were available after the report on book needs was presented by the Library Committee; and, to make matters worse, the request of the Librarian for additional funds for the operation of the Library during fiscal 1950-51 was denied. The Librarian's estimates were supported by a statement to the Bursar which made it clear that if the Library was given an additional $10,000, the departmental allocations for the purchase of Library materials could be doubled. The Library did receive a small increase over the funds available in the preceding fiscal year, and this money was used to engage needed assistance in the bindery. If the Library does not receive better support for the purchase of books and periodicals, the University will suffer. This should be obvious, but there does not seem to be wide realization of this

fact on the campus. The financial needs of the Library are considered in relation to those of other departments rather than in relation to the University as a whole. The needs of the Library are as basic as those of the power plant, and they should be met by the University early in its budget making. During the last year the amount made available to the Library was cut after the Librarian had received from the Bursar a statement that a larger sum had been granted. This cut was made without warning, and the Librarian was not consulted about the probable effect.

Another problem which has continued throughout the year is the proper use of the reading rooms and other facilities of the Library. Most of the seating accommodations in the Reference Room and the Periodicals Room are used a large part of the time by students working on assignments which do not require library materials. This use of the Library as a study hall presents difficulties for persons who wish to use library materials. Some consideration was given to excluding from the reading rooms students who occupy space for the review of notes and so forth, but the division heads agreed that students doing such work should not be refused seats in the Library until study halls are provided elsewhere on the campus. Tables were reserved in the Ridington Reference Room and in the Periodicals Room for persons using materials shelved in these areas, but these measures will not correct the situation.

The nearness of the Library to the University Stadium presents difficulties during football games. Students go to the roof of the building despite the fact that the door which provides such access is marked "No Admittance", and others lean out of the

stack windows. Mr. Lee's office provided additional janitors to help keep order in the Library, but this did not improve the situation. The Library division heads agreed that the only solution which remained was to close the Library during football games, and this is being done in the current academic year. It would be better to keep the Library open during football games if the University will provide funds for hiring commissionnaires.

ACQUISITIONS DIVISION

The fields in which the Library purchases publications may be classified as follows: (1) those in which the Library collects extensively, (2) those in which the University gives instruction and in which funds permit limited coverage, and (3) those in which the University does not give instruction but in which some publications must be purchased for the use of persons working in related fields. The University Library collects extensively in forestry, fisheries, and Western Canadian history, three fields in which we have particular interest or special funds. The amount of money available for purchases in Western Canadian history is not large, but continued effort has been made to add to the books and periodicals given to the University by the late Judge Howay and the late Dr. Robie Reid. During the year under review more than a hundred duplicate publications in the Howay-Reid Collection were exchanged with the Public Archives in Ottawa, and we acquired thereby a number of useful works in Canadiana which the Library could not have bought. Thanks to the generosity of Mr. H. R. MacMillan, the Library is able to purchase widely in the field of forestry; and a special fund makes possible fairly

extensive acquisitions on fisheries. Publications in the third category, fields in which the University does not give instruction but in which the Library attempts to acquire a few outstanding works, are purchased largely from funds expended over the signature of the Librarian.

The second category, fields in which the University gives instruction and for which we have limited funds, requires most of our attention. The departmental allocations range from $40 to $700 a year, and the proper expenditure of this money has received careful attention. In former years some departments used a fraction of their allocations and others repeatedly spent practically every penny, but in the past year a continued effort was made to correct this situation. Each department of the University was asked to name a "contact man" to work directly with Mr. Rothstein and with Mr. Lanning in all matters respecting Library acquisitions. The "contact man" was able to inform the Acquisitions Division about the wishes of his Department; and, in turn, Mr. Rothstein and Mr. Lanning were able to present the position of the Library to each of the departmental representatives. Gifts which came to the Library were examined by the proper "contact man" so that only volumes of use here would be added to the collections. The "contact men" also made it possible for the Acquisitions Division to have someone who represented each department review outstanding orders, and numerous requests for publications no longer needed were cancelled.

The existence of "contact men" should make it easy to take one more step in the direction of determining which publications should be in the Library. Much needed surveys of holdings

in various subject fields could be conducted under the joint direction of a teaching department and the Library. During the past year two attempts were made in this direction. Miss Maria Sophie Laddy, a student in the Agronomy Department, prepared "A Checklist of Agricultural Literature in the Field of Agronomy" and Miss Margaret E. Smith, an honours student in Spanish, compiled "A Working Bibliography of Spanish Literature of the Nineteenth and Early Twentieth Centuries". When more money becomes available for Library acquisitions, extensive surveys of the collections should be undertaken to insure advantageous use of such funds.

The Acquisitions Division is obliged to maintain more than seventy detailed accounts: one is kept for each departmental allocation and the others include records of expenditures under the MacMillan Fund, the Rockefeller Grant for Slavonic Studies, and other grants. Although some of these accounts have no status in the Bursar's office, they must be kept so that a teaching department can determine how much of its allocation has been expended and the balance which remains. Most of the time of one person, Miss Mearsey, is devoted to these accounts; and there seems to be no way of simplifying the routines or of dispensing with the time-consuming records.

During the last year the Acquisitions Division made one substantial change in routines. Each order for a new publication is searched against the Library's catalogues to determine whether it is in the collections; and if the title is not found, the publication is identified in a trade bibliography or in another source before it is ordered. If this were not done, the

dealer might not be able to identify the work or it might be found that the publication was already here under some other entry. This verification of bibliographical information requires considerable time, but much of the information obtained is useful in the cataloguing of the publication itself. As a consequence, the Acquisitions Division agreed to trace each publication ordered in the published catalogue of the Library of Congress and to record the Library of Congress card number. With this information, the Catalogue Division can order the necessary catalogue cards without an additional expenditure of time and staff.

Among the major purchases of the year should be mentioned Grimm's Deutches Wörterbüch, which was secured for the German Department, and a set of Der Grosse Politik which was purchased on the recommendation of the Department of History. As in other years, the University Library received several valuable gifts. The three largest came from Mrs. G. G. McGeer, Mrs. Aubrey Bell, and Dr. J. A. Carrothers. Mrs. McGeer presented to the Library more than 70 volumes on Lincoln which were in the library of her late husband, Senator 'Gerry' McGeer; and Mrs. Bell presented almost 300 volumes in Spanish literature which were the property of her late husband, Aubrey Bell. The volumes which came from Dr. Carrothers were chiefly in economics and political science.

During the past year the Library initiated a new method of informing the University community about its acquisitions. In October the Library issued the first number of 'New Books in Your University Library', a mimeographed list of titles of recent publications which are likely to be of interest

to persons in more than one department. Issues of the list appeared weekly during most of the term and less frequently during the summer months. Twenty-seven issues were mimeographed and distributed between October 31, 1949 and August 31, 1950. "New Books in Your University Library" is sent to each of the Deans on the campus and to each of the department Heads with the request that the copies be posted for the information of other members of the faculty and of students. Only a small proportion of the 13,351 volumes received during the past year were described in these lists, and there seems to be no good reason for giving such attention to all of the publications added to the Library. Even if it were desirable to describe all of our acquisitions in this manner, it would not be possible to do so without an unreasonable expenditure of manpower.

CATALOGUE DIVISION

The more than 13,000 volumes acquired by the Library last year were all described in the Catalogue Division where the chief problem has been an acute shortage of staff. After the resignation of Mr. and Mrs. T. R. McCloy and of Miss Betty Henderson, the professional staff in the Catalogue Division numbered but two for months. Two junior professionals were appointed to the staff of the Catalogue Division at the beginning of July and brought the total to four. One of these, Mrs. Margaret Little, will leave the Library shortly, and the situation will again be acute. The flow of incoming materials is likely to increase rather than diminish, and the need for additional personnel in the Catalogue Division will continue to grow.

Miss Jefferd estimates that one cataloguer could devote all her time to describing new law books, another is needed for the cataloguing of foreign publications and serials, and a third person should be available for continuing the cataloguing of books, pamphlets, maps, pictures and other materials in the Howay-Reid Collection.

During most of the period under review the Catalogue Division was without a first assistant. Although the Librarian attempted to find a qualified replacement for Mrs. Doreen McCloy, he was unsuccessful; and the end of the year found this position still vacant. An attempt is being made to secure an able cataloguer for this place, and it should continue until a first assistant is appointed.

The most memorable event of the year in the Catalogue Division was 'Operation Harmac'. Mr. H. R. MacMillan asked the University to catalogue his personal library, and indicated that he intends to present to the Library a number of the books in his possession. At the time his request came, Mr. MacMillan and his family were away from the city; and, with the permission of Mr. MacMillan's secretary, Miss Dee, several members of the Library staff worked regularly in Mr. MacMillan's residence. Our first estimates of the amount of work involved in cataloguing Mr. MacMillan's library proved to be quite accurate. Approximately 2000 books are shelved in his home, and many of these are of considerable interest. Because of the staff shortage in the Catalogue Division, it was impossible to run two cataloguing operations at the same time, and Miss Jefferd and her lone assistant, Miss Dowieson, worked for more than three weeks in

Mr. Macmillan's home. Miss Margaret Mackenzie, an experienced cataloguer on the staff of the Reference Division, was also assigned to "Operation Harmac", and Mrs. Thelma Allen, formerly of the University of Washington, was engaged to help on a part-time basis. To facilitate the work of the cataloguers, typewriters, card stock, and the Library's set of the Library of Congress catalogue, which numbers more than 170 volumes, were moved to the Macmillan residence. The copy prepared by the cataloguers was sent to the Library where the requisite number of cards were made by typists in the Catalogue Division. Only through the very great efforts of Miss Jefferd and her willing assistants was it possible to conclude the cataloguing of Mr. Macmillan's library and to remove the paraphernalia from his home before his return to Vancouver.

At this time special recognition should be made of Miss Jefferd's work for the University of British Columbia, for in January of this year she concluded thirty-five years of work in the Library. I believe that Miss Jefferd's continuous service for the University is longer than that of any other employee, and I know of no other cataloguer in a major library who can boast that all of the books in the collection were catalogued either by her or under her direction.

SERIALS DIVISION

As mentioned above, the chief organizational change effected this year was the transformation of the Periodicals Division into a Serials Division. This step was taken only after careful consideration of the many factors involved and not until

the outcome of our budget requests was learned. The new budget contained a small increase which made possible the addition of two persons to the staff of our bindery. After this was done, it seemed clear that every effort should be made to organize the handling of serials so that they could reach the bindery as rapidly as possible. The old Periodicals Division was chiefly concerned with magazines; and annuals were handled either by the Acquisitions Division, the Periodicals Division, or, as sometimes happened, by neither. The Reference Division ordered, received, and serviced the Library's collection of government publications with the result that few were catalogued and fewer were bound. Many files of government publications have not been bound for years, and there was no likelihood that they would be bound unless some arrangement was made which would give them as high a priority as non-official publications.

The new Serials Division is responsible for receiving, checking in, claiming, and preparing for binding all publications for which we have continuing orders. Two new Kardex files were ordered and a new stock of checking cards has been obtained. The utilization of these checking cards will require considerable work, because there is no properly established entry for many serial titles in this Library. The creation of a Serials Division should reduce the cost of cataloguing such publications, since the work now can be done once and for all as soon as the first issue is received. In many libraries the Catalogue Division prepares its own description of a new serial and then this is done again in the division which checks in the new issues. Such duplication will be avoided here, but it should not be thought

that the cost of cataloguing serials will be reduced, because a large amount of serial cataloguing needs to be done. If we are to make even one correct entry for all periodicals, government publications, newspapers and learned society publications received here, we shall have to spend more money for this purpose.

The expanded Serials Division started operations about the middle of May. Mr. Roland Lanning, Head of the Periodicals Division, became Head of the Serials Division; and Miss Doreen Fraser, a senior professional in the Reference Division, was promoted to First Assistant in the new Division. In addition, three library assistants were assigned to the Serials Division. The five persons in these positions worked all summer in an effort to clean up the large arrearage which had accumulated in the stacks of the Periodical Division and in the 'Green Room'. Other divisions, in particular Reference, helped with this work; and all of the persons engaged in it deserve credit for the rapid accomplishment of a hard and dirty job. A great many volumes received from the Royal Canadian Institute were recorded and some were sent to the bindery. Bound volumes of newspapers were added to the collections, and quantities of unbound publications were disposed of as waste paper.

It will not be possible for at least one more year to determine the staff requirements of the Serials Division. Certainly it would be a mistake to minimize the work which will be required in listing thousands of titles on kardex cards, and the Division will fail if it does not have the staff required to claim missing issues promptly. Unless these are claimed as soon as their lack is recognized, there is little justification for the labor

expended in recording the receipt of the issues received.

In addition to serving as Head of the Serials Division, Mr. Lanning is responsible for the supervision of the work in the bindery. Now that the Serials Division is in existence it should be possible after the new records are prepared to readily determine the number of incoming publications which need to be bound. At present this figure is pretty much anybody's guess. The staff of the bindery was doubled on April 1, but the production figures of the four workers do not indicate that the bindery is adequate to meet even present demands. After some discussion of how to make the best use of our bindery personnel, it was agreed by the division heads that the bindery should devote its time and effort to binding serials, theses, and other materials which cannot be purchased in bound form. In the future, books in need of rebinding will not ordinarily be sent to the bindery if a replacement copy can be bought for a reasonable sum.

The future of the bindery in this Library is not promising. The prediction that doubling the staff would result in trebling the output seems to have been overly optimistic; and, if the staff were doubled again, it is doubtful that it would meet our requirements. Certainly, no addition should be made to the staff of the bindery without careful consideration; because an increase in personnel would require more space and more equipment in the bindery. Perhaps the answer lies in sending large accumulations of unbound publications to binderies in other areas. For instance, an unbound file of the Mississippi Valley Historical Review has been awaiting binding for more than a year. These volumes should not be sent to the bindery before the 1949 issues

of more frequently consulted journals; consequently, there is little likelihood that the Mississippi Valley Historical Review will ever be bound in our own bindery. If the Library could discover a binder in England who would comply with our specifications, it probably would prove to our advantage to send him materials which should be bound but do not require immediate handling.

CIRCULATION DIVISION

Circulation statistics for the period between September, 1949 and August, 1950, are given in Appendix B to this Report. Statistics usually require interpretation, and these are no exception. The total of pieces serviced during the last year is 249,318, a figure lower than that of the preceding year (264,689). The figures compiled at various desks in the Library show an increase at most and a decrease at the Loan Desk. During the academic year 1949-50, 87,470 volumes were circulated at the Loan Desk, twenty thousand less than the figure recorded during the preceding year (108,000). Increases occurred in the Reserve Book Room, the Fine Arts Room, the Periodicals Reading Room, and in the Eddington Reference Room.

The decreased circulation at the Loan Desk may be the result of a new practice regulating student loans. In former years loans to students were made for one week, subject to renewal but this was changed to a period of one month, not subject to renewal. This was done because the queues of students at the Loan Desk became distressingly long, and it was suspected that many students renewed books which they could not read within a week and which were not needed by other readers. The extended

loan period has been an improvement, but the Library cannot lend all volumes for a month because of the limited book stock. A number of works which no student should be expected to read within a week must be returned after seven days, because the volumes are required by other students.

Another factor which may account in part for the regrettably long queues at the Circulation Desk is restricted stack access. Serious students understandably desire to consult books on the shelves and librarians like to make it possible for them to do so, but, as a collection enlarges and the student population increases, restrictions have to be instituted or the stacks will cease to provide effective book storage. During the year under review, the Library Committee directed that in the academic year 1950-51 only graduate students should have stack permits. Other students who have good reason for temporary access to the stacks are given the necessary permission. This new regulation has reduced the number of stack permits from 1600 to 500, but one result is that since fewer students can go to the shelves more books must be delivered to the students. This regulation may cause an increase in the number of volumes circulated for home use next year.

The number of carrels in the stacks is below that needed by graduate students and faculty. Only Master's candidates actually working on theses are assigned study space in the stacks, and the small number of desks available makes it necessary to assign two such students to the same location. Two carrels on each stack level are reserved for the use of members of the faculty, because certain members of the teaching staff reported

that they could find no place in the stack for study.

The subject of faculty loans also was discussed at length by the Library Committee. Many members of Faculty who borrow bound volumes and current issues of periodicals keep them out for long periods. The Library Committee decided that periodicals should be loaned to members of Faculty for one month, but exceptions to this rule may be made by the Librarian. Many Faculty members have asked for exceptions to this regulation although most profess that they believe it to be a desirable practice. Books are ordinarily loaned for the entire term, and members of Faculty are asked to return volumes in their possession in May. The Circulation Division sent each member of the Faculty a request that he return Library books charged to him before the annual inventory, but only half complied. Eighty members of Faculty disregarded the second request to return books charged to them. The Library Committee has asked the Library to secure the return of books at least once a year, and this regulation should receive wide support.

The annual inventory revealed that more than 900 books were lost during the last year. One of the reasons for restricting stack access was the belief that it might be possible to reduce book losses if fewer persons were permitted in the stacks. It will not be possible to determine whether this has been successful until after the next inventory has been concluded. The staff of the Circulation Division and others who participated in the annual inventory have doubts about the value of trying to call in all the books at one time and to check our holdings in this manner. The experience of the last inventory indicated that it cannot be done

properly within a week by a number of persons who are unfamiliar with records kept at the Circulation Desk. If the size of the staff permits, it would be preferable that the inventory be done in another year by a small group of persons trained for the task who would work at it for a longer period.

The report of activities in the Extension Library is included in the annual report of the Extension Department. One new development, the service of books to persons registered for correspondence courses, deserves mention here. The Extension Department provided the Library with funds to purchase copies of books named as required readings in correspondence courses, and the Extension Library sends these volumes to students registered for the courses. During the discussions which preceded the establishment of the first correspondence course, it was agreed by Dr. Shrum and the Library that we would undertake to supply persons registered for correspondence courses with needed reading materials so long as the number of titles did not become excessive. Each instructor designated to prepare a course to be given by correspondence is told of the problem of supplying a large number of titles to many readers outside of Vancouver, and the instructors have been requested to restrict the number of additional readings to ten. In this the Library has received complete cooperation; consequently, the Extension Library has been able to meet the reading demands of students registered in correspondence courses.

REFERENCE DIVISION

The Reference Division of the Library is largely responsible for assisting users in obtaining information which they desire. If a person knows of a particular book which he wants, he may obtain this directly from the Circulation Division; but, if he desires all the information available in the collection on a subject, he must usually apply for assistance at the Reference Desk. The demands upon the staff of the Reference Division make it incumbent upon them to be familiar with indexes and guides to subject fields, and if the Reference Division had unlimited time at its disposal, it would theoretically be possible to make readily available any publication in the Library. This ideal situation will never be realized, but attempts are made to permit the Reference Division to give more attention to its proper responsibilities. For instance, the transfer of the receipt of government publications to the Serials Division freed the staff of the Reference Division from some of its routine duties.

Most of the work of the Reference Division is performed in the Ridington Reference Room. This room is large and attractive but some structural defects still prove troublesome. There is real need for acoustical tile on the ceiling behind the Reference Desk, and the lights directly above the Desk are badly placed. Many students use the Ridington Reference Room as a study hall because it is pleasant and well lighted. The fact that this room is more comfortable than the other large reading rooms in the Library attracts students at all hours the Library is open. This use of the Ridington Room as a study hall makes it difficult for persons who are trying to use reference works shelved there. Frequently

a student who desires to use a periodical index or an encyclopedia can find no seat near the volumes. To correct this situation, six tables in the Ridington Reference Room were reserved for the use of persons studying volumes shelved in the room; but it has been found difficult to keep other students away from these tables. Perhaps no attempt at making proper use of space in the Library will succeed until the University furnishes adequate study hall facilities elsewhere on the campus.

The Reference Division has several special reading rooms under its control, and it probably will have others. The Howay-Reid Collection of Canadiana has been serviced during the last year by a library assistant on the staff of the Reference Division. During the first part of the year the Howay-Reid room was open mornings and afternoons, but this was later reduced to afternoons only. The responsibility of the Reference Division to staff a large number of desks made it impossible to keep an assistant in the Howay-Reid room during the entire day, but this caused little hardship since the Howay-Reid Collection is not used by many University students. A professional cataloguer could spend full time profitably in the Howay-Reid Collection, but since the room is now staffed by an inexperienced library assistant it would be unwise to have him there for the entire day.

During most of the past year the Fine Arts Room was open afternoons, but, in response to frequent appeals from members of the Department of Architecture, the room is now open also in the evenings. The Fine Arts Reading Room will shortly be known as the Dr. Sedgewick Memorial Reading Room, since the valedictory gifts of the Classes of 1948 and 1950 have made it possible to transform

part of the area into an attractive "browsing room". New lighting and flooring have been ordered, and after these are installed new furniture and bookcases will be added. Considerable time has already been devoted by the Reference Division to selecting volumes which will be shelved in the Dr. Sedgewick Memorial Reading Room. Every book purchased for this collection should be distinguished for its readability and appeal to college students.

The Dr. Sedgewick Memorial Reading Room would not have been possible without the assistance and support of a number of persons. President MacKenzie received the proposal favourably and encouraged the Librarian to draw up plans for its development; and, after the Class of 1950 assigned its valedictory gift, the President recommended to the Board of Governors that an additional grant be made available to the Library for this purpose. At the suggestion of the President, the Librarian asked the Home Economics Department for advice and help in furnishing the room; and the Head, Miss Black, requested Miss Carlene Rose to undertake this task. Miss Rose deserves very special recognition for her work in connection with the Sedgewick Room; she has spent many hours gathering information about materials and in the preparation of designs for the furnishings. Professor S. C. Morgan's valuable assistance in the selection of suitable lighting fixtures for the new reading room also deserves acknowledgment.

During the past year the Reference Division opened one new reading room, that created for students in Medicine. At the request of the Faculty of Medicine, the balcony at the east end of the Ridington Reference Room was designated as a Medical Reading Room; and here bookcases and furniture have been provided.

A professional librarian with training in the sciences, Miss Ann Vlag, was engaged to work in the Medical Reading Room; and her salary and that of student assistants who serve in the Medical Reading Room are paid by the Faculty of Medicine. Dean Myron Weaver participated in the discussions regarding the Medical Reading Room until after Dr. Sydney Friedman, Professor of Anatomy, joined the Faculty. Dr. Weaver named Dr. Friedman as the member of the Medical Faculty who was to work with the Library, and Dr. Friedman and members of the Library staff have conferred on many library matters. The Faculty of Medicine transferred funds to the Library for the purchase of books and periodicals, and publications in the field are being acquired at a rapid rate. The receipt of these will present additional demands on the Catalogue and Serials Divisions, but their use in the Library should not pose difficulties since the Medical Reading Room is a reality.

The Reference Division also gave attention to sorting the maps in the Library. In a large area on the 7th level in the stacks, Miss Doreen Taylor, a library assistant in the Reference Division, and other members spent many hours during the summer months sorting and classifying almost 10,000 maps. Three map cabinets were built for storing the sorted maps and more are needed. The maps in our possession should be catalogued and arranged so that they can be found quickly, and additional maps should be acquired to round out our collection. The Administration has been asked for funds for a map librarian for the next fiscal year; and, if money for this purpose is forthcoming, the Reference Division will have under its aegis a room for the care and use of maps.

In attempts to assist students and members of Faculty to find material which they need on subjects, the Reference Division is often obliged to go outside of our own walls. Publications cited in bibliographies are borrowed from other libraries in the region or from larger libraries at a distance. During the past year the Reference Division borrowed 276 volumes from other libraries and loaned 392 volumes from our collection. In addition, the Reference Division secured 23 sets of photostats and 34 pieces of microfilm for the use of persons at this University. It is likely that the amounts of photostats and microfilm acquired in this way will increase, since many libraries are not disposed to lend volumes of periodicals and rarer materials in their possession.

The Reference Division is concerned with the whole problem of facilitating the use of the Library and makes a number of attempts to introduce students to the materials here and to our services. Miss Smith has given lectures on the use of the Library before classes in Agriculture, Physical Education, Nursing, Physics, and other subjects, and the staff of the Reference Division cooperates with members of the English Department in a Library project for first year students. None of these devices really answers the problem of making students better acquainted with the Library. Perhaps there is no solution other than to require students to take a course in library methods, and no large number of the student population should be required to do this. Special attention should be given to making graduate students acquainted with Library facilities. A number of the departments require their honours students and graduate students

to take a course in bibliography or research methods, and the Library could assist in these courses in calling attention to the library resources which a graduate student should know.

The attention of many students is directed to library materials through displays arranged by the Reference Division. Outstanding among the many popular exhibits presented last year were the two of books sent to the University by the British Book Council. These and a tea held in connection therewith were arranged by Miss Mary Rendell, First Assistant in the Reference Division. Among the more successful smaller exhibits should be mentioned that on glass blowing which featured objects designed and made by Mr. Lees of the Physics Department.

An additional responsibility was undertaken last year by the Reference Division after Professor Geoffrey Andrew, Assistant to the President, asked the Library to act when administration offices are closed as the University information center. Files of press releases and of other records useful in answering queries about campus activities are now kept at the Reference Desk, and here the librarian on duty in the evenings or on Saturday afternoons replies to all telephone calls for general information about the University.

In this, my last report as Librarian of the University, I wish to acknowledge the assistance I have received from you as Chairman and from other members of the Library Committee. I also want to express my gratitude for the cooperation I have

had from members of the Library staff, the Faculty, and the Administration and my deep appreciation of the friendliness I have found at the University of British Columbia.

Respectfully submitted,

Leslie W. Dunlap

Librarian

APPENDIX A

LIBRARY STAFF, Sept. 1949 - Aug. 1950

ADMINISTRATION		Appointed	Resigned
Dunlap, Leslie W.	Librarian	July, 1949 -	
Fugler, Ethel	Secretary	June, 1947 -	
Corfield, Rachel	Clerk	Sept. 1949 -	

REFERENCE			
Smith, Anne M.	Head of the Division	Sept. 1930 -	
Rendell, Mary	First Assistant	March, 1947 -	
Fraser, Doreen	Senior Librarian	July, 1947 - trfd. to Serials Div., May, 1950	
Mackenzie, Margaret	Senior Librarian	July, 1948 -	
O'Rourke, Joan	Senior Librarian	July, 1948 -	
Kent, Grace	Junior Librarian	July, 1950 -	
Lamont, Helen	Junior Librarian	July, 1950 -	
McDonald, Isabel	Junior Librarian	Aug. 1947	Aug. 1950
Pearce, Catherine	Junior Librarian	July, 1950 -	
Baird, Don	Library Assistant	Sept. 1949 - trfd. to Serials Div., May, 1950	
Dendy, D'Arze	Library Assistant	Sept. 1949 - June, 1950	
Foster, Mrs. Helen	Library Assistant	Sept. 1949 - May, 1950	
McCormick, Mrs. Dorothy	Library Assistant	Sept. 1949 - April, 1950	
Penny, Mrs. Goldie	Library Assistant	Sept. 1949 - May, 1950	
Pilton, James	Library Assistant	July, 1950 -	
Reid, Robert	Library Assistant	May, 1950 -	
Taylor, Doreen	Library Assistant	July, 1949 - Aug. 1950	
Wilson, Mrs. Marian	Senior Clerk	July, 1944 -	

CATALOGUE			
Jefferd, Dorothy	Head of the Division	Jan. 1915 -	
McCloy, Mrs. Doreen	First Assistant	Sept. 1939 - Oct. 1949	
Howieson, Margaret	Senior Librarian	Trfd. from Circulation Div., Sept. 1949	
McCloy, T. R.	Senior Librarian	May, 1947 - Sept. 1949	
Barton, Ann	Junior Librarian	Aug. 1950 -	
Norbury, May E.	Junior Librarian	July, 1950 -	
Donis, Lydia	Library Assistant	June, 1950 -	
Fitz-James, Mrs. Monica	Library Assistant	Sept. 1949 - May, 1950	
Boving, Denise	Junior Clerk	Nov. 1948 - June, 1950	
Cumming, Mrs. Lillian	Clerk 1	Aug. 1947 - Aug. 1950	
Kierans, Mrs. Ruby	Clerk 1	Dec. 1949 -	
Zacharias, Mrs. Frances	Clerk 1	Dec. 1947 - Dec. 1949	
Smith, Mrs. Margaret	Senior Librarian (part time)	Oct. 1949 - Feb. 1950	

CIRCULATION

Lanning, Mabel	Head of the Division	Apr. 1930 -
Mercer, Eleanor	First Assistant	Oct. 1938 -
Howieson, Margaret	Junior Librarian	Oct. 1945 - trfd. to Catalogue Div. Aug. 1949.
Fraser, Alan	Library Assistant	Sept. 1949 - trfd. to Serials Div. May, 1950
Fraser, Michael	Library Assistant	May, 1950 - Aug. 1950
Hunter, Mrs. Nella	Library Assistant	Dec. 1947 - Sept. 1949
Preston, Mrs. Charline	Library Assistant	Sept. 1949 - Apr. 1950
Sumpton, Mrs. Anna	Library Assistant	Sept. 1949 -
Neale, Robert	Stackroom Attendant	Sept. 1945 -
Farmer, Helen	Clerk 1	Sept. 1949 - May, 1950
Moses, Mrs. Noreen	Clerk 1	Oct. 1949 - trfd. to Serials Div. May, 1950
Rolfe, Dorothy	Clerk 1	Sept. 1944 -
Steele, Mrs. Assia	Clerk 1	Sept. 1949 - May, 1950
Blackburn, Barbe	Junior Clerk	July, 1950 -
Ford, Mrs. Suzette	Junior Clerk	Sept. 1949 - Apr. 1950
Locke, Mrs. Georgina	Junior Clerk	July, 1950 -

ACQUISITIONS

Rothstein, Samuel	Head of the Division	Sept. 1947 -
Fraser, Mrs. Helen	Junior Librarian	Trfd. from Serials, May, 1950 -
Grigg, Naomi	Library Assistant	June, 1948 -
Hearsey, Evelyn	Clerk III	January, 1923 -
Armitage, Douglas	Clerk 1	Trfd. from Serials, May, 1950 - June, 1950
De Grunner, Fred	Clerk 1	July, 1950 -
Forsythe, Mrs. Yvonne	Clerk 1	July, 1948 -
Matthews, Joyce	Clerk 1	Sept. 1949 -
Aylen, Dorothea	Junior Librarian (part time)	Jan. 1946 - May, 1950

SERIALS (formerly PERIODICALS)

Lanning, Roland	Head of the Division	Apr. 1929 -
Fraser, Doreen	First Assistant	Trfd. from Reference Div. May, 1950
Fraser, Mrs. Helen	Junior Librarian	June, 1947 - trfd. to Acquisitions Div., May, 1950
Baird, Don	Library Assistant	Trfd. from Reference Div. May, 1950 - Aug. 1950
Brandt, Beatrice	Library Assistant	May, 1950 -
Fraser, Alan	Library Assistant	Trfd. from Circulation Div. May, 1950 - Aug. 1950.
Armitage, Douglas	Clerk 1	Sept. 1949 - trfd. to Acquisitions Div. May, 1950

SERIALS (Cont.)

Lloyd, Mrs. Margaret	Clerk 1	July, 1950 -
Moses, Mrs. Noreen	Clerk 1	Trfd. from Circulation Div. May, 1950
Cundill, Mrs. Pauline	Clerk (part time)	Aug. 1947 - May, 1950

Bindery

Brooks, H. W.	Bookbinder	Oct. 1948 -
Dunsmuir, Wm.	Bookbinder	Apr. 1950 -
Damer, Mrs. Lucille	Bindery worker	June, 1950 -
Dorman, Mrs. Inez	Bindery worker	April, 1950 - June, 1950
Pulfer, Mrs. Hazel	Bindery worker	Oct. 1948 -

EXTENSION LIBRARY

Stewart, Edith	Senior Librarian	July, 1948 -
Bayce, Elizabeth	Clerk 1	July, 1949 -

APPENDIX B

CIRCULATION STATISTICS, Sept. 1949 - August 1950

	Sept. 1949	Oct. 1949	Nov. 1949	Dec. 1949	Jan. 1950	Feb. 1950	Mar. 1950	Apr. 1950	May 1950	June 1950	July 1950	Aug. 1950	Totals
Loan Desk	9,673	12,597	12,946	6,145	12,673	13,451	12,072	5,483	1,774	2,483	4,753	3,093	87,470
Reserve Book Room	5,509	19,932	21,827	10,775	14,243	17,619	22,938	17,322	172	153	3,960	2,933	134,274
Periodicals Room	612	1,712	1,737	453	2,071	2,639	2,558	595	-	-	-	-	12,627
Reference Room	318	979	1,044	487	1,447	1,562	2,001	699	139	122	469	367	9,634
Fine Arts Room	404	703	611	365	660	996	829	441	25	46	65	168	5,313
TOTALS	16,516	35,923	38,215	21,225	31,094	35,867	40,398	24,540	2,110	2,804	9,247	6,561	249,318