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THE LIBRARY Set 1

The University of British Columbia

THE UNIVERSITY OF BRITISH COLUMBIA

T W E N T I E T H 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, 1948 - August, 1949

October, 1949

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 Twentieth Report of the Librarian of the University, covering the period from September 1, 1948, to August 31, 1949.

All of which is respectfully submitted.

Ian McTaggart Cowan

Chairman

September 30, 1949.

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 Twentieth Report of the Librarian of the University covering the period from September 1, 1948, to August 31, 1949. This report is admittedly sketchy, and it can hardly be otherwise since the writer's knowledge of the Library is limited and the reports submitted from the divisions of the Library are briefer than is desirable. Perhaps the best way for me to present an account of the year's activities is to make certain comments on the state of the Library in general and then to give particular attention to the work of the several operating units.

In Dr. Lamb's last annual report as the Librarian he wrote, "By 1944 I had also become convinced that the Library of the University of British Columbia was destined to become the most important research collection in the Canadian West... a view that recent events have amply justified". I quite agree with Dr. Lamb's concept of the future role of this Library, for we have here the minimum requirements needed to achieve this end. The book collection appears to be well selected, the building is well planned and spacious, the staff in the main is competent and energetic, and the Library is organized to serve the university community in an effective manner.

A few comments on each requirement are in order. The new north wing which has given the Library "breathing room" must have been the dominant influence in the thinking of the staff

during the year under review. The moving of the collections and the various divisions into new quarters was accomplished not without difficulty, but the results probably are as good if not better than had been anticipated. At this writing there are certain flaws in the construction that need to be remedied; but we have reason to consider ourselves among the fortunate as far as space is concerned.

The collections appear to be in good condition, but the inventory concluded in June revealed that about 1500 volumes were missing. This figure is high, but it is difficult to see how it can be substantially reduced without restricting access to the stacks and this is a step which should not be taken except as a last resort.

Most of the members of the staff of the Library are both capable and loyal, and much of the credit for the successful development of the Library belongs to them. The salaries of the staff in this Library are low, and the number of recent resignations and present vacancies in professional positions is reason for concern. At this distance from the library schools in the east, it is difficult to see how we can recruit the type of personnel we need unless we can offer qualified persons opportunities which are more attractive than those found here now.

The Acquisitions Division of this Library is little more than a year old, but in its new quarters and with its effective organization it seems to be doing a commendable job of acquiring publications (other than periodical) for this Library. During the past year much of the attention of Mr. Samuel Rothstein, who is in charge of our acquisitions work, was given to devising

and improving procedures, and he now has readily available detailed information about his outstanding orders and the expenditures made under the several departmental allocations. In addition to handling purchases, the Acquisitions Division receives gifts to the Library; and during the past year this Library acquired from both sources 12,001 volumes as compared with 9,628 in the previous year. A special feature of acquisitions work in the past year was the expenditure of special funds for Clinical Psychology and for materials useful in the Ph.D. programs of the Biology, Physics, and Zoology Departments.

The materials received in the Acquisitions Division have gone forward promptly to the Catalogue Division where they have been described without undue delay. The problems confronted by Miss Dorothy Jefferd and her cataloguing assistants are likely to increase greatly in the near future. Both Mr. and Mrs. McCloy, professional members of the Catalogue Division, will leave for Ottawa shortly, and they will be difficult to replace since there is a dearth of qualified cataloguers. Moreover, the type of publications which we are now acquiring, Slavic materials form an excellent example, require special skills. The University has entered into fields such as law and medicine, and in each there is an extensive literature which is often difficult for cataloguers to handle without special subject knowledge. Fortunately, this Library uses the Library of Congress classification and it is possible for members of our Catalogue Division to utilize with little change the subject headings and other decisions made by members of the cataloguing staff of the Library in Washington. If Miss Jefferd and her assistants had been obliged to describe, classify, and

determine the subject approach of the 12,000 volumes acquired during the twelve months under review, these materials simply would not now be accessible to the users of this Library.

The daily work of a Circulation Division is usually reflected in statistics of materials charged out to library users. Statistics can be most easily computed at loan desks, and it is in this service of a library that they best reveal the work load. A monthly tabulation of the circulation statistics of this Library is given in the appendices, but the annual totals are as follows: Loan Desk, 108,191; Reserve Book Room, 130,941; Periodicals Room, 13,281; Reference Room, 8,788; and Fine Arts Room, 3,488--a total of 264,689 items serviced during the year. The total of the previous year was 219,535. The increase in circulation, despite the reduction in student body, probably is the result of the better facilities of the Library, and this statement seems to be particularly true since there was a substantial increase in the number of books serviced in the Reserve Book Room. It appears likely that the demands on this room will increase even more in the next few years as the book stock becomes larger and more and more volumes can be placed on reserve. The present Reserve Book Room is a great improvement on the facilities formerly available, but some of the volumes on reserve should be obtainable from book shelves along the walls of the reading room. Students in lower division classes probably will always have to secure their books for required readings from a service desk or from behind turnstiles, but the members of upper division classes ought to be able to examine materials put on reserve free from the restrictions necessarily imposed on the members of very large classes. For

instance, there seems little likelihood of improving the service of reserve books to the large numbers of students in first year psychology, but it should be possible for students in "Contemporary Philosophy" or "18th Century Literature" to have free access to the materials placed on reserve for such courses. If such an arrangement resulted in the loss of more volumes, the situation probably could be remedied by providing the supervisory staff with a view of the exit from the room.

During the past twelve months the Reference Division suffered from the inconvenience of moving that afflicted other units in the Library, but it is now established in commodious quarters in the Ridington Reference Room. Here, as in other parts of the building, certain things could be done which would improve the working conditions (there is need for acoustical tile in the ceiling of the workroom behind the reference desk), but by and large the room provides ample space for readers, books, and staff. The publications available along the walls of this room are those which are most useful in locating materials on many subjects, and in most cases the results of careful selection are apparent. Certain materials, such as government publications, which are serviced by members of the Reference Division are shelved behind the scenes. Miss Anne M. Smith, Head of the Reference Division and her assistants give a great deal of time to the not inconsiderable task of checking in a generous selection of the product of the official presses in a great many countries. In addition, the Reference Division undertakes to provide attractive and significant exhibits in three display cases in the building, and fifty-two such displays were prepared during the past year. In a library of this size it would be unwise to

attempt to collect extensively in all fields in which the University is interested, and the Reference Division attempts to compensate for the limitations of the collection by borrowing pertinent materials from other libraries. Six hundred and sixteen volumes were obtained in this manner during the past year, and 289 were loaned to other libraries. As the research activities of the University expand, this inter-library loan work will increase even though the Library collections become much larger than they are at present. A special feature of the work of members of the Reference Division staff has been to instruct students in the use of the Library. During the past year Miss Isabel McDonald spoke before a group in Social Work, Miss Doreen Fraser undertook to introduce students in Architecture to the Library, and Miss Smith gave lectures before students in Pharmacy, Physics, Mining Engineering, and Forestry. The Library, with its rooms in the new north wing, has admirable facilities for work of this kind, and it is contemplated that more will be done in this direction in the future. The opportunity to become acquainted with the facilities of a research library is one of the advantages enjoyed by students at this University, and an effort will be made to develop relationships with teaching departments which will result in many more students becoming acquainted with the work of the Library above and beyond that of handing out books in response to specific requests.

This Library takes pride in the strength of its periodical files, and a great deal of the credit for this must be given to Mr. Roland Lanning who has an extraordinary knowledge of scholarly serial publications. At the moment there is reason for concern in this field because of the large binding arrearage. An attempt was

made to relieve this situation by establishing a bindery in the Library, but the present output is small in relation to the volume of work to be done. During the past year 1,849 volumes were bound in this building, and 952 were bound for the Library by the Art Bookbinder in Vancouver. This concern has handled binding for the University for some years, but its service is slow and attention should be given to augmenting the staff of the Library bindery and making an attempt to increase its production. It seems reasonable to believe that if the staff of the Library bindery were increased from its present two to four, its output would be trebled. The increased production would result from a more effective division of labor which could be achieved with a larger number of workers. A larger Library bindery appears to be a necessity, since the other local facilities have proven incapable of taking care of our needs. The alternative of not binding periodicals is one which should not be seriously considered in a library which endeavors to serve research students. It hardly needs to be pointed out that if the issues of a periodical are not bound as soon as the volume is complete, one or more of them will probably be lost shortly thereafter. For some time the budget for periodicals has been fixed at \$6,500 a year. This amount has been adequate in the past few years only because of the difficulty of securing issues from Europe. Now that these are again forthcoming, it is apparent that an additional amount will have to be made available for periodicals unless the University is prepared to discontinue some of its subscriptions. The "births" in this field will probably continue to exceed the "deaths" for a long time to come, and so long as the University is broadening the field of its interest our subscription list will

continue to enlarge.

The Extension Library, headed by Miss Edith Stewart, operates administratively as a unit of this Library but gives attention to groups not part of the regular academic community. During the past year the Extension Library circulated 10,740 volumes as compared with 7,177 in the preceding year and 5,255 plays as compared with 3,444 in 1947-48. The potential demands which could be made upon the Extension Library must be almost limitless, and care must be exercised to see that our willingness to send books to readers is not abused by persons who have access to other adequate library facilities. The demands made upon the Extension Library for certain titles have been so great that it is often impossible to supply a particular book for a number of months. The entrance of the University into correspondence and extra-mural courses will make new demands on the Extension Library, and attention has been given to see how Miss Stewart and her staff can best serve this new group of off-the-campus readers. These persons will differ from other readers whom the Extension Library has served in that they will be paying directly for service and the Extension Library will be expected to render it promptly. Several members of the University Library staff have met with Dr. Shrum and his assistants to determine how best to answer the requirements of these new groups, and the conclusions agreed upon should result in more rapid service to users of the Extension Library. One requirement for the rapid service of volumes of assigned readings which are supplied by mail is that the number of titles to be shipped be comparatively small, and the instructors who will direct two of the scheduled correspondence courses have agreed to limit their titles for readings to

a number which the Extension Library should be able to handle without difficulty. Henceforth the Extension Library will keep a stock of books which are in constant demand and will turn over to the University Library works which circulate infrequently. In the past regular students in the University have utilized the Extension Library as a source for books which could not be found on the shelves of the main Library, but this will not continue since Miss Stewart and her assistant do not have the time necessary to serve readers both on and off the campus. In an effort to disassociate the volumes in the Extension Library from those in the main collection, the cards representing works in the former will be withdrawn from the public catalogue. This will not result in any appreciable lessening of the stock of books available to readers on the campus, because most of the volumes in the Extension Library are duplicates of those in the main collection.

One of the memorable events of the year under review was the American Library Association Conference held in the Library from August 21 to 25. More than 750 librarians came to Vancouver to attend this, the first of seven regional American Library Association meetings to be held this year, and most of the delegates were housed, fed, and otherwise accommodated on the campus. Meetings of the Conference were held in University buildings, and the staff of this Library and other University officials worked hard to make the Conference a success. The tables and chairs ordinarily in the Ridington Reference Room and the Reserve Book Room were removed and the first served as space for exhibits and the second as a lounge. To make certain that the provisions necessary for exhibitors' booths would not be injurious to the books on the

shelves and to our new shelving, sheets of plywood were placed along the walls and the partitions for the booths were built at right angles to the protective sheets. This precautionary measure required considerable planning on the part of Mr. Rothstein, who was the Library's representative on the Conference Exhibits Committee, and a large amount of work on the part of the University Office of Buildings and Grounds. Certain members of the University staff outside of the Library, particularly Mr. Robert J. Boroughs, deserve special commendation for their work for the Conference. In holding this large gathering of librarians on the campus, the University won many friends, and in retrospect it can be said that it certainly was a job worth doing.

It is customary in reports such as this to make certain acknowledgments. It is a pleasure for me to recognize the assistance given to the Library by yourself and other members of the Library Committee: Dr. Brink, Professor Cooke, Professor Kennedy, Professor Larsen, and Dr. Murdoch. Since August, 1948, there have been three heads of the Library of the University of British Columbia. Dr. W. Kaye Lamb, Librarian since 1940, left at the end of the last calendar year to become Dominion Archivist, and Miss Anne Smith served as Acting Librarian for the first six months of this year. It would be difficult, if not impossible, to give Miss Smith the credit she deserves for her valuable work for this institution. The third in succession is, of course, myself. My predecessors established here the basis for an outstanding university library, and it is my hope that we shall be able to realize at least a few of our potentialities.

Respectfully submitted,
Leslie W. Dunlap
Librarian

APPENDIX A

CIRCULATION STATISTICS Sept. 1948 - August 1949

	Sept. 1948	Oct. 1948	Nov. 1948	Dec. 1948	Jan. 1949	Feb. 1949	Mar. 1949	Apr. 1949	May 1949	June 1949	July 1949	Aug. 1949	Total
Loan Desk	4,384	14,500	17,121	5,752	16,018	15,990	16,255	6,222	1,370	2,050	4,675	3,854	108,1
Reserve Book Room	1,129	14,090	22,449	11,160	14,289	17,337	22,418	17,469	-	222	6,099	4,279	130,9
Periodicals Room	-	1,042	2,049	374	2,198	3,507	2,506	690	62	43	396	414	13,2
Reference Room	-	1,034	2,001	374	1,476	1,347	1,460	531	-	121	269	175	8,7
Fine Arts Room	-	-	-	-	599	939	1,301	376	-	-	273	-	3,4
TOTALS	5,513	30,666	43,620	17,660	34,580	39,120	43,940	25,288	1,432	2,436	11,712	8,722	264,6

APPENDIX B

LIBRARY STAFF, Sept., 1948 - Aug., 1949ADMINISTRATION

		<u>Appointed</u>	<u>Resigned</u>
Lamb, W. Kaye	Librarian	July, 1940	- Dec., 1948
Dunlap, Leslie W.	Librarian	July, 1949	-
Fugler, Ethel	Secretary	June, 1947	-

REFERENCE

Smith, Anne M.	Head of the Division	Sept., 1930	-
Rendell, Mary	First Assistant	March, 1947	-
Fraser, Doreen	Senior Librarian	July, 1947	-
MacKenzie, Margaret	Senior Librarian	July, 1948	-
McDonald, Isabel	Junior Librarian	Aug., 1947	-
O'Rourke, Joan	Junior Librarian	July, 1948	-
Abernethy, Isabel	Junior Librarian	July, 1947	- June, 1949
Kristjanson, Lily	Library Assistant	Sept., 1947	- June, 1949
Martinson, Muriel	Library Assistant	Sept., 1947	- May, 1949
Coates, Mrs. Patricia	Library Assistant	Sept., 1947	- May, 1949
Wilson, Mrs. Mary	Clerk	July, 1944	-
Asson, Ruth	Clerk	Oct., 1947	- April, 1949

CATALOGUE

Jefferd, Dorothy M.	Head of the Division	Jan., 1915	-
McCloy, Mrs. Doreen	First Assistant	Sept., 1939	-
McCloy, T. R.	Senior Librarian	May, 1947	-
Henderson, Mary E. P.	Junior Librarian	July, 1944	- Aug., 1949
Higman, Mrs. Elizabeth	Library Assistant	Oct., 1947	- June, 1949
Hodgkinson, Elizabeth	Clerk	Mar., 1946	- Oct., 1948
Zacharias, Mrs. Frances	Clerk	Dec., 1947	-
Cumming, Mrs. Lillian	Clerk	Aug., 1947	-
Price, Mrs. Marguerite	Clerk	Nov., 1948	- Feb., 1949
Boving, Denise	Clerk	Nov., 1948	-
South, Mrs. Joan	Clerk	Jan., 1949	- Aug., 1949

CIRCULATION

Lanning, Mabel M.	Head of the Division	April, 1930	-
Mercer, Eleanor	First Assistant	Oct., 1938	-
Howieson, Margaret	Junior Librarian	Oct., 1945	-
Hunter, Mrs. Rella	Library Assistant	Dec., 1947	-
Crook, Lois	Library Assistant	July, 1947	- Sept., 1948
Campbell, Mary	Library Assistant	Dec., 1948	- April, 1949
Rolfe, Dorothy	Clerk	Sept., 1944	-
Arnott, Mrs. Violet	Clerk	March, 1946	- July, 1949
Neale, Robert	Stackroom attendant	Sept., 1945	-
Chapman, Mrs. Patricia	Clerk	Sept., 1948	- May, 1949
North, Mrs. Kathleen	Clerk	July, 1948	- May, 1949
Thomson, Mrs. Elizabeth	Clerk	Sept., 1948	- May, 1949
Olson, Mrs. Joyce	Page	Sept., 1948	- Mar., 1949

ACQUISITIONS

Rothstein, Samuel	Head of the Division	Sept., 1947 -
Aylen, Dorothea	Junior Librarian	Jan., 1946 -
Rowley, Mrs. Shirley	Library Assistant	Jan., 1947 - May, 1949
Grigg, Naomi	Library Assistant	June, 1948 -
Bryce, Mrs. Frances	Clerk	Sept., 1948 - July, 1949
Hearsey, Evelyn	Clerk	Jan., 1923 -
Forsythe, Mrs. Yvonne	Clerk	July, 1948 -

PERIODICALS

Lanning, Roland J.	Head of the Division	April, 1929 -
Fraser, Mrs. Helen	Junior Librarian	June, 1947 -
Cundill, Mrs. Pauline	Clerk	Aug., 1947 -
Donald, Sheila	Clerk	Jan., 1947 - March, 1949
Brooks, H. W.	Bookbinder	Oct., 1948 -
Dunsmuir, William	Bookbinder	Feb., 1949 - May, 1949
Pulfer, Mrs. Hazel	Bindery worker	Oct., 1948 -

EXTENSION LIBRARY

Stewart, Edith	Senior Librarian	July, 1948 -
Cameron, Mrs. Pearl	Clerk	Jan., 1948 - April, 1949