

TENTH REPORT  
of the  
LIBRARY COMMITTEE  
to

THE SENATE

Covering the Years

April 1934 - March 1935

and

April 1935 - March 1936

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February, 1937

The University of British Columbia

Vancouver, Canada.

President L. S. Klinck, M.S.A., D.Sc., LL.D.,  
Officier de l'Instruction Publique,  
Chairman of the Senate,  
The University of British Columbia.

Dear Sir:

As Chairman of the Library Committee I have the honour to present for the consideration of Senate the Tenth Report of the work of the Library which covers the period from April 1, 1934 to March 31, 1936. Normally such reports deal with the work of one year only, but it was thought best to publish a single report of the last two years, in order to present more clearly and effectively some of the problems and achievements of the Library in the period under review.

All of which is respectfully submitted.

F. H. SOWARD,

Chairman.

February 16, 1937

## REPORT OF THE LIBRARIAN

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Prof. F. H. Soward,  
Chairman, Library Committee,  
University of British Columbia.

Sir:

I beg herewith to present, for the information of the Committee, and for transmission to the Senate, my Tenth Report on the Library. This Report covers the period from April 1934 to March 1936.

Speaking in general terms, the developments and problems during this period may be listed under the following heads:

- Enlarged general service.
- New additional services.
- Important added facilities.
- Increase of staff.
- An improvement in financial resources.
- Inadequate physical accommodation.

Each of these topics will be dealt with in a different section of this Report.

### Volumes in Collection.

In the last Report the total number of volumes in the collection was given at 91,141. The total as at March 31, 1936 was 102,688. There has thus been an increase of 11,547 volumes in the two-year period - an average of about 5,775 a year.

The superiority of the University's book collection over those of Western Canada's other university libraries is thus increasingly pronounced. Manitoba has 60,000, Saskatchewan 59,000, and Alberta 50,000 volumes. We still rank as sixth among the university libraries

of the Dominion, so far as the number of books is concerned; those exceeding us in volume-total being Toronto, McGill, Queen's, Western Ontario, and Dalhousie.

The effectiveness of the collection, however, as an element in the educational efficiency of the University, is better than the figures indicate. Of necessity, older institutions possess a certain proportion of books, the value of which is antiquarian rather than current. Research and invention have caused many books to be superseded which, at the time of their publication, represented the fullest information then available. Such books, though now of little value from the viewpoint of present knowledge, are of importance as setting forth literary development and scientific progress. Works on gas engines of fifty years ago, are admittedly and hopelessly out of date. The libraries of older institutions inevitably possess a larger percentage of this type of material than does a university that has just attained its majority, and of which the great proportion of the books it possesses have been selected within the past one or two decades.

It is true that older libraries possess many works of the utmost worth and value that, by reason of cost, or rarity, will probably never be possessed by this University. There are thousands of volumes in the European seats of learning, and in American institutions, that are envied, treasured, and - by this University - unobtainable possessions. They were acquired at the time of publication, when editions were small and scholars few. The best that this Library can hope for is in time to acquire facsimiles or holograph prints, which, for purposes of practical study, are every whit as valuable as the priceless originals. The Library

already possesses a few such volumes - for instance, the first folio of Shakespeare, and the Chaucer of 1532. Nevertheless, it is important to remember, in considering the number of volumes owned by the University of British Columbia, and comparing these with those of other Canadian universities, that their ratio of practical efficiency is definitely higher than the mere number of books would indicate, when comparing the total with the collections owned by older institutions. It should further be remembered that in this University the Library serves but three Faculties - Arts and Science, Applied Science, and Agriculture - whereas in other Canadian institutions book service has to be given to Faculties of Law, Medicine, Pharmacy, and others.

In the early years of his duties, the Librarian expressed the hope that by the time the University came of age, and the official date of his retirement was reached, the University might be able to boast of a library of 100,000 volumes. It will be gratifying to the Senate and all interested in the welfare of the University, to know that, despite three or four years of serious financial disability, this objective has been reached - indeed, exceeded by nearly 3,000 volumes. All concerned can congratulate themselves on the realization of this hope.

The growth of the book collection during the past nine years is as indicated hereunder.

	<u>New Volumes</u>			<u>Total Vols. Accessioned</u>	<u>Dupli- cates</u>	<u>Total</u>
	<u>Ordinary</u>	<u>Carnegie</u>	<u>Total</u>			
Sept. 1928	4,373	-	4,373	64,689	3,400	68,089
Sept. 1929	4,221	-	4,221	68,900	3,400	72,300
Sept. 1930	7,997	-	7,997	72,686	3,681	76,367
Sept. 1931	3,612	-	3,612	76,429	3,750	80,179
Sept. 1932	4,823	-	4,823	81,352	3,500	84,852
March 1933	938	763	1,701	83,991	3,550	87,541
March 1934	1,501	2,101	3,602	87,541	3,600	91,141
March 1935	3,877	2,197	6,074	91,966	3,900	95,866
March 1936	5,391	1,231	6,622	98,588	4,100	102,688

System of Book Selection.

It is obvious that the permanent value of any library must depend, not only on the number of volumes owned, but also upon the care, knowledge, and skill represented in the selection of books for purchase. A wise choice of the books to be bought with the funds available will do much to compensate for the lack of adequate money grants. Visiting scholars have frequently congratulated this University on the representative and balanced character of its collection, and the inclusion therein of the works of acknowledged authority in a relatively small library of about 100,000 volumes.

Credit for this, so far as the books relate to the courses of instruction at present offered, must be given to the members of the teaching staff. All of these are experts so far as their own fields of knowledge are concerned. They know, and keep abreast of, the literature of their respective subjects. Their major personal and professional

interest being in some particular field, it is obvious that they are those best qualified to select the books for their own domains. Since its organization, this University has taken advantage of this knowledge in the selection for purchase of its book material. From the funds made available to the Library by appropriation from the Board of Governors, the Library Committee allots to each Teaching Department a sum proportionate to its book requirements, and the Library Order Department enters in the Book Ledger a credit for that amount. The professors in each Department select the books to be purchased up to the total set by the Library Committee, and the cost of each work is charged against this Department appropriation. To prevent the possibility of lack of balance in any course of instruction, all such selections have to be approved by the head of the Department, whose signature on the book requisition is a safeguard against this danger.

For those fields of knowledge which as yet are not included in the formal courses of instruction offered by the University, grants are likewise made by the Library Committee in the effort to include the more fundamental works. In the fields of Bibliography, Reference, etc., the trained members of the Library staff do the selection, and also secure the cooperation of the professors in fields in which they are known to take an avocational interest, such as Art and Music.

This general policy, pursued through twenty years, has given proportion and balance to the University's book collection - a fact frequently commended by visiting scholars.

Distribution of Book Funds.

The periodicals for which continuous subscriptions are maintained by the Library, and the essential Year Books for Reference, have always been considered a first charge on the Book and Magazine Appropriation voted by the Board. The remainder of the appropriation is allocated to the Teaching Departments by the Library Committee. This is done on a unit basis, the number of units assigned to each Department being adjusted by the Committee's knowledge of their book requirements. The departmental units being decided after discussion, their total is added, and the number divided into the available remainder of the Book and Magazine Appropriation. 27 Teaching Departments were thus provided for, the number of units assigned each varying from 2 to 20.

Registration.

The last Report showed that 1,731 students had been registered as borrowers. In the year ending March 1935 the number was 1,853, an increase of 122, while for the year ending March 1936 the total was 1,855.

The Extra-mural Readers numbered 25 in 1935 and 93 in 1936. The former figure represented a serious reduction from 1933-34, when 89 Extra-mural students were given service. Analysis of the loans to this class of reader shows that the drop was almost wholly in the case of what might be termed "occasional" readers - those who borrowed only one or two books in the course of a year. The total number of loans made under this heading showed hardly any diminution in 1935 from that in 1934, while for the year ending March 1936, this type of loan was the largest in the Library's history.



The facilities of the Library are greatly appreciated by many scientific institutions and industrial concerns. Its files of scholarly periodicals and research publications are in constant consultation by the Dominion Biological Station at Departure Bay, by the Consolidated Mining and Smelting Company at Trail, the Britannia Mines, the officials of the Dominion Experimental Farms and Agricultural Stations in British Columbia, the Departments of Agriculture and of Mines, of the Provincial Government, and similar institutions.

#### Loans to Students.

Loans made by the Library to students are of two kinds: "Ordinary", and "Reserved". Ordinary loans are made for a period of two weeks or less. These showed a total of 50,642 in 1933, 55,974 in 1934, and 61,229 in 1935. This indicates practically a 20 per cent. increase in the past four years.

The second type of loan is that known as "Reserve". These are books required by students in the various courses as supplements to their own prescribed and purchased texts. They are selected by the various professors as having essential connection with the courses of instruction offered, which are thereby broadened and intensified. They constitute an extended course of reading on the subjects of the curriculum. The examinations require a sound general knowledge of the books listed as "required" reading.

The Library staff, upon notification by the professor in charge of a course that certain books are prescribed for supplementary study, withdraws all copies of the work in question from the general collection, and shelves them separately in the stacks immediately behind the

Loan Desk. There are five separate catalogues of such "reserve" books, and these are available in special cabinets in the Reading Room. They are listed under the courses to which they refer. "History 1", for instance - the general Freshman course in history - is separately listed, and behind this particular title card are given thirty or forty volumes, a knowledge of the contents of which is required by students taking this course. The courses marked in the Calendar as "English 1", "English 2", etc., are similarly indicated, so that by consulting this special catalogue, every student knows the books he is expected to read in connection with the particular course pursued. The five sets of required reading give facilities to that number of students to consult a catalogue at any one time, and are a means of minimizing delay and preventing confusion.

Reserve books are loaned only for use in the building during the hours the Library is open, and for a period of two hours. This regulation is necessary to give all students opportunity of consulting these required works. They are also available for "overnight" loan, but must be returned for service before nine o'clock on the morning of the succeeding day.

The number of books set aside by the teaching staff for collateral reading has been considerably extended during recent years, covering the courses offered during the four undergraduate years. They now total almost 1,800 volumes. For the year 1933 Reserve Loans amounted to 46,261. In 1934 the total was 41,008; while in 1935 the loans amounted to 41,737. In all, the Library loans about 100,000 books per year, the exact figures being:

1933 - 96,903  
1934 - 96,982  
1935 - 102,966

Reference Work.

In the last Report it was noted that this Department of the Library activities is every year growing larger and more important, and that not only students and members of the University, but graduates, teachers, business men, and technical firms, are sending requests for service.

This growth has steadily continued. It has become a habit on the part of an increasing proportion of the student body to consult the Reference Librarian on essays, debates, seminar preparation, and related work. Three or four years ago very few students outside the Senior years consulted the Reference Librarian, but in the two years under review, Freshmen and Sophomores have requested suggestions and help in ever-increasing numbers. This University has experienced to the full the revolution that has taken place in the whole method and scope of higher education during recent years. Much more is now required than the knowledge of a limited number of prescribed texts. Wide collateral reading is today an essential, particularly in "the humanities". These changed conditions necessarily impose greater demands upon the Library staff - in fact, in this University, these demands have become so heavy that consideration should be given to the early appointment of an assistant Reference Librarian.

While the student requirements have thus been steadily increasing, the demands made by the teaching staff on the time of this member of the staff have also been greater than in previous years.

The preparation of special bibliographies, and similar work, has been done on a **scâle** never before attempted, and appreciation of this work has been repeatedly expressed by the professors concerned.

Government Documents.

During the last five years a continuous and successful attempt has been made by the Library to complete its files of important documents issued by various governments in the fields of science, agriculture, economics, and history. Many of these publications are of prime importance. It is a pleasure to report that the series now represented in our collection are more representative, and more complete, than in any university library in Canada, with the exception of two or three. Miss Anne Smith, Reference Librarian, has been assiduous in this, as in other departments of her work.

The bringing nearer to completion of existing files, and the requests to governments for presentation of new series, has involved a very extensive correspondence. The overtures for new series were usually made by the Librarian, after consultation with the Reference Librarian. But the work of checking individual missing numbers, or of filling more extensive gaps, has been shared by Miss Smith, Mr. Lanning, and Miss Jefferd. The systematic recording of the receipt of requested items, and their cataloguing to make them referable to library consultants, has likewise represented much work and time.

The success of the Library's efforts in this direction has carried with it its own penalty. We have practically reached the limit of physical accommodation for this material. The problem of room will be

dealt with in another section of this Report. But, while dealing with the efforts made by the Library to make more complete and representative its files of important government publications, it is well to note in this place that the conspicuous success of the efforts made has created new and pressing problems of accommodation requiring immediate solution.

It is but right to place on record the Library's very deep sense of obligation to the officials of the various governments who have been so generous in their cooperation. The response to the Library's requests for this type of material has indeed been remarkable. In many cases the building up of these files has indicated a personal care and attention on the part of officials far beyond the ordinary requirements of their duties. In cases where parts of series could not be supplied, suggestions have been made as to where they might possibly be obtained, and in many cases additional correspondence has resulted in their acquisition.

In this connection special reference should be made to the interest and kindness of the U. S. Superintendent of Documents, Mr. Alton P. Tisdell. On his trip to Washington two years ago, the Librarian took with him lists of series, and of missing numbers, that totalled thousands of items, and personally discussed with the Superintendent the possibility of securing these. After a general discussion, the Superintendent called into consultation three of his heads of departments, and gave general instructions that everything possible should be supplied. Though under statute the Superintendent of Documents is supposed to charge a price for all materials sent out by his department, an arrangement was made by which this material was sent free in return for unwanted duplicates already in the Library's possession. The result has been that, in

addition to the current series of American documents of which the Library is in regular receipt, 1,857 items were presented to the Library from this source. On one day there were received 16 full mail sacks.

At the suggestion of the Librarian, the President wrote Mr. Tisdell, warmly thanking him on behalf of the University for his invaluable cooperation.

It should be noted that among the new Government Documents received in the period covered by this Report are many from Australia, New Zealand, South Africa, India, and the Colonial dependencies. The developments in this direction point to the necessity for the early appointment of a Government Document Librarian, for the satisfactory organization of this type of material demands continuous watchfulness and skill, both in checking acquisitions and cataloguing the material for service. And, as herein before noted, the demand for additional room for the care of this material is already a pressing problem, and needs immediate attention.

#### Catalogue Department.

In previous Reports it has been pointed out that more than one Cataloguer is required to keep abreast of the work of a library of the size of the University of British Columbia. The Catalogue is the Key by which a library's resources of information are made available to users. Without such a key the treasure house, to the majority of consultants, is a locked chamber from which entry is barred.

A good catalogue should contain not merely the author, title, and general subject cards, but analytical cards that will indicate the more important topics discussed in a book. The making of these cross-

references is a task requiring high intelligence, skilled training in technique, and a broad general education. The proper classification and analysis of books in many cases entails a careful examination of the book itself - a process involving considerable time. All this information has to be set forth, and in approved form, in manuscript, before the cards are typed. Many individual books require a dozen or more separate cards in order to give the necessary information, while there are books in the Library that need even considerably more than this number.

It has been previously noted that recent large additions in the field of Government Documents add very considerably to the work of the Catalogue Department. While other members of the staff have assisted the Cataloguer in this work, there yet remains much to be done in this direction before the Document section of the Catalogue can meet its legitimate demands.

The Library's Catalogue, though far from being all that can be desired, is still a most creditable part of the organization. It reflects the greatest credit on Miss Dorothy Jefferd, who has from the beginning been in charge of this work. Professional librarians who have examined the Catalogue uniformly speak of it in terms of high praise. It is a monument of the intelligence and industry of this responsible member of the staff. But the books secured under the Carnegie Grant, in addition to the purchases made under University appropriations, plus the acquisitions of bound periodicals and of Government Documents - these factors, accumulating in recent years, make the cataloguing a task beyond the powers of one person to successfully achieve.

The solution is the appointment of an assistant Cataloguer,

who would also be placed in general charge of Public Documents, and would assist the Cataloguer for part of her work.

The book collection of slightly over 100,000 volumes is represented by 300,000 cards in the general Catalogue. In addition, there is the official working Catalogue, numbering about 95,500 cards, and the Shelf List, totalling 72,600 cards. Both of these are located in the Catalogue Department. There are thus nearly a half million cards in the Department's various Catalogues.

#### The Problem of Accommodation.

In the last Report presented to the Senate there was discussed the Problem of Space under two major headings - "Books", and "Readers". It was then stated that "In the very near future - in two, or at the most, three years - this problem will become acute, and must be faced."

In the interval since that statement was made, the conditions then foreseen have developed. The problem has become acute. Already recourse has had to be made to temporary and unsatisfactory adjustments necessary to meet the difficulties of the situation. The necessity to make adjustments of this kind not only interferes with the general efficiency of the Department, but takes too large a proportion of the time of the staff.

Dealing first with the problem of book accommodation, the obvious and natural solution is the shelving of Tiers 6 and 7, at present used as a temporary Periodical Room. This was the first Unit of Expansion, planned at the time the present building was designed. But the



utilization of these two Tiers involves the abandonment of accommodation for about 60 readers - and this, in turn, further complicates the equally acute problem of Reading Room space.

Extension of Library: The South Wing.

Both these problems could be satisfactorily solved by the erection of the South Wing, in which would be provided a permanent Reserve Reading Room, the permanent Periodical Room, the Applied Science Reading Room, special rooms for Government Documents, Canadiana, Music and Art, and also provision for permanent housing of the valuable Burnett Collection.

To equip Tiers 6 and 7 of the present Stacks, and to erect and equip the necessary South Wing, and to do the construction in the same style and finish as the existing building would cost about \$400,000. Such a project has to be considered in conjunction with the general building requirements of the University, which, planned for a student body of about 1,500, has now an enrolment of almost 60 per cent. beyond that capacity.

Unless and until the Provincial Government can appropriate funds to meet these requirements, it is realized that the Board of Governors can do nothing permanently to remedy the situation.

Suggestions for Temporary Accommodation.

Within the period covered by this Report, partial and make-shift measures have been suggested by the Librarian, considered by the Committee, and forwarded to the President. This was the utilization of those parts of the students' Cloakrooms adjacent to the Stacks. This

would give two rooms, each about 30 feet square. That cut off from the Men's Cloakroom would be used for the storage of newspapers, while that taken from the Women's Cloakroom would be shelved for Government Documents. Entrances to both these rooms would be made from the lower Tier of the existing Stack.

Estimates were secured on both these projects, the total cost of which would be about \$14,000. - \$8,660. for the Newspaper Room, and \$4,300. for the Government Document Room. This proposal would still retain the present temporary Periodical Room for the service of readers.

About 20 large packing cases, containing unbound newspaper files, are at present stored in the Women's Cloakroom.

#### Room for Readers.

The other aspect of this problem - the accommodation for readers - is equally serious, and perhaps even more pressing. For a month before the Christmas, and six weeks before the Spring, examinations, there is hardly a day in which, at certain times, the Library can seat the readers desirous of using its facilities.

The Senate's attention has already been directed to the steadily increasing insistence by the Teaching Staff on general and collateral reading. This sound educational policy presupposes a Library sufficient to give to students the reading space, as well as the service, required. The Library cannot meet these requirements. The insufficiency of reading space has been more noticeable in the past two years than ever before. To see dozens of students standing because of inability to find seats is an almost daily occurrence. Many times the Librarian has

counted from 100 to 150 students unable to find chairs, while on many afternoons a hundred or more can be found studying in the Cafeteria, which to all practical intents is now a supplementary reading room. Further, the Faculty Association kindly gives the students the use of its room, for two or three weeks prior to the Christmas and Spring examinations. Yet with all these additions and makeshifts, the accommodation for readers is but little more than one-half the requirements.

As in the matter of shelving space, the solution of this problem of reader congestion is the erection of the South Wing.

Library of Congress Depository Catalogue.

Within the period covered by this Report there has taken place one of the most significant and satisfactory occurrences in the history of the Library. This is its appointment as a "Depository" by the Library of Congress for its Card Catalogue.

Outside of the United States, there are but 23 such Depositories throughout the world. These are located in centers of recognized bibliographical importance, and always in connection with great libraries. In Canada, McGill University and the University of Toronto were, until the appointment of this University, the only Depositories.

The collection consists of more than one and a half million printed cards, giving author, title, and authentic bibliographical description of that number of books. Additional cards are being published at the rate of about 1,000 a week. The Depository Catalogue is the most important and generally useful bibliographical reference in existence.

It is one of the greatest time- and labor-saving tools for research students, for an inspection of the card representing any scientific work will, in most cases, give the student information as to whether or not a knowledge of the contents of the book in question is essential to his enquiry. If examination of the book is necessary, it can usually be borrowed on Inter-library Loan. So vital is the consultation of the Depository Catalogue that scholars frequently find it desirable, during the bibliographical period of their research, to reside in a city where a Catalogue is to be consulted. The appointment of this Library as a Depository will ensure it becoming a center of bibliographical research in the coming years.

Depositories are selected by the Library of Congress on the basis of geographical location, as related to general research, and on the facilities and reputation of the appointed library. Except for a small fee charged for withdrawing the cards, no charge is made by the Library of Congress for its collection. At the prices libraries have to pay for Library of Congress cards, bought for their own catalogues, this gift represents a value of \$65,000. - the most notable in the history of the Library.

Dr. Herbert Putnam, Librarian of Congress, offered to make this Library a Depository in 1916. This offer could not be accepted at that time for the reason that in the temporary premises at Fairview the conditions properly imposed by the Library of Congress could not be met. After the removal of the University to its present site, the Board of Governors was not in a position to make an appropriation of \$6,000., required for the cabinets necessary for the Depository's accommodation.

Upon confirmation of the original offer by Dr. Putnam, the necessary funds were appropriated, and immediate steps taken to design and secure the necessary equipment. This consists of 1,680 steel drawers, built in 28 cabinets, contained in two well designed oak cases. It is located in the entrance lobby. The whole equipment is designed to take care, not only of the one and one-half million cards as yet published, but of the 40,000 cards issued each year for the next succeeding ten years. Long before that time, it is hoped, the South Wing will be erected, in which a special room will be devoted to this most valuable and useful addition to the Library's equipment.

The work of filing between one and two million cards, each in its exact alphabetical order, is a large task, and will take from three to four years to complete. Substantial progress has already been made under Miss Mary Barton, who is in charge of this work. A specially trained staff of a dozen students is working under Miss Barton's direction. These students are paid at the rate of 30 cents an hour, and work at times that do not interfere with their studies, and on a schedule ensuring the continuous progress of the work. This addition to their personal income is greatly appreciated by many excellent students in need of financial help.

The work of filing was commenced in September 1935, and in the six months to the end of March, about 210,000 cards were filed.

#### Finances.

University finances being matters over which the Senate has no official jurisdiction, a detailed statement of Appropriations and Expenditures has no proper place in this Report. All these particulars,

with those of other Departments of the University, are contained in the Reports made by the Bursar's Department to the Board of Governors. Detailed financial statements are forwarded by the Library to the Bursar's Department, with invoices approved for payment, each month, and copies of these statements go to the President for his information. Further, the Librarian has compiled complete Financial statements for each of the years covered by this Report. These have been adjusted to the Bursar's figures, and copies forwarded to the President.

Exclusive of salaries, the ordinary grants made by the Board for the year 1934-35 amounted to a little over \$8,700., and in 1935-36 to \$10,600. The latter year was notable, however, for many large grants made for special requirements - \$6,000. for the cabinets required for the Depository Catalogue; \$5,000. to meet long accumulated arrears in binding requirements; \$1,600. for book services to Adult Education and new Directed Reading Courses; \$600. for equipment for the Carnegie Art Collection, and other items. Facilities and equipment thereby secured have greatly extended and improved the services which the Library is in a position to render.

#### Binding.

It is a pleasure to report that in the period under review a binding policy adequate to the needs of the Library has been put into operation.

The last Report presented to the Senate set forth the desperate and deplorable condition to which the department had been reduced as a result of the non-appropriation of funds to provide for the

permanent preservation of the files of valuable periodicals to which the Library subscribes, and of the unbound books - mostly of French origin - accumulated through purchase in a series of years.

A large number of the periodicals received issue two volumes a year. Several German periodicals exceed this; while some French publications, such as the "Revue des Deux Mondes" and the "Revue de Paris" issue six volumes a year. In all, about 680 periodicals are received, and of these all but an almost negligible percentage are of permanent value, and should be made available for permanent consultation and reference. Until the adoption of an appropriate and necessary binding policy, practically no use could be made of this valuable material by the teaching staff or students. Even the very limited use permitted under special conditions could not safeguard the Library against the risks of mislaying, or of loss. The publishers of scholarly periodicals are careful to limit their issues to the number of paid subscriptions received, and experience shows that, when funds are available for binding a volume in which a part is missing, the needed section is either altogether unprocurable, or is quoted at a price sometimes in excess of the annual cost of subscription. The search for such missing parts not only involves annoyance, and sometimes final disappointment, but takes considerable correspondence and time.

These considerations have been presented by the Library Committee, through the Librarian, to the President and the Board of Governors. But the years of reduced grants to the University precluded any action being taken. One of the first steps taken by the Board after the partial restoration of Provincial Government grants was to remedy

these conditions. A grant of \$2,000. was made for the regular annual requirements of the Library in this direction, and the suggestion of the Committee that a five-year plan be adopted to overtake binding arrears was likewise approved.

After consultation with the Bursar's Department, and on its approval, tenders were invited from five city binding firms on the basis of carefully drawn specifications, prepared by the Librarian, and Mr. R. J. Lanning, in charge of this work. The contract was let to the firm of Brooks & Son for 1934-35, and renewed for 1935-36. The work has been promptly and satisfactorily done in every particular.

As a result, the binding situation in the Library has never before been in so satisfactory a condition. By the end of the five-year period arrears will have been practically overtaken, and a continuance of the present annual grant for this purpose should enable the Library to keep abreast of current requirements, unless considerable increases are made to the periodical list, or the purchase of paper-bound books.

In all, 1,268 newly bound volumes were added to the collection, while 184 volumes were repaired in 1934-35. In 1935-36 the additions were as follows:

Pamphlets	25	volumes
M.A. Theses	301	"
Paper-covered books rebound	1,036	"
New volumes	2,844	"
Repaired	<u>1,055</u>	"
	<u>5,261</u>	"



Periodical Department.

The work in this department, in charge of Mr. Roland J. Lanning, has continued normally throughout the year. The results of the excellent work of recent years are now beginning to be plainly apparent. Many gaps in the files of important periodicals have been closed up, so that the proportion of continuous runs in the scholarly publications, and Transactions and Proceedings of Learned Societies, is higher than in the great majority of libraries of similar volume-total. It is the high proportion of works of this type, in comparison with the total volumes in the collection, that gives distinction to the Library as a tool for scientific, literary, and historical, research.

The number of periodicals, proceedings, etc., regularly subscribed to by the Library now amounts to 460. In addition, large numbers are received on (unrequited) exchange, or as gifts by societies or institutions, or personal donations by friends of the Library. In all, about 680 periodical publications are regularly received.

Among the sets acquired during the period covered by this Report should be mentioned the following:-

Canadian Field Naturalist, 1911-21, 1931 to date, with subscription to end of 1937. This was the gift of the B. C. Academy of Sciences, and completed the Library's file.

Canadian Insect Pest Review. v. 1-12 (1934) gift of Dr. Spencer.

American Society of Civil Engineers, Proceedings:  
Civil Engineering. Purchased by the Department of Civil Engineering.

Journal of Adult Education. v. 1 (1929) to date.

American Institute of Chemical Engineers, Transactions. v. 1 (1908) to date. Purchased by the interested departments and the Library Committee in collaboration.

Art Journal, Apollo, Burlington, Connoisseur. Current subscriptions to these periodicals are presented by friends of the Library, and several older volumes have been secured to bring files nearer to completion.

Punch. The Library has secured v. 101-159, thus completing this set.

Harper's. Runs totalling 56 volumes have been purchased towards bringing this set nearer to completion.

Chemical, Metallurgical & Mining Society of South Africa. A large number of missing parts have been purchased to fill in the Library's run.

American Institute of Electrical Engineers, Transactions. Recent years have been bought, completing the Library's file.

The insistent demand by certain departments for regular subscriptions to periodicals important to them in their work has conflicted with the Library's established policy of making all periodical subscriptions a first charge on whatever funds are made available for the purchase of books and magazines, voted by the Board of Governors. This matter is referred to elsewhere in this Report. It is important enough, however, to be again mentioned here, and the conflict in question summarized.

Periodicals and Continuations regularly subscribed to by the Library cost each year about \$4,700. The average main appropriation for Books and Magazines has been about \$6,000. - less in the years of the depression. All familiar with library organization believe that to pay out 80 per cent. of the Book Appropriation for Periodical subscriptions is indefensible. Established practice among university libraries

seems to be to put about 50 per cent. of this appropriation to this purpose, up to a total appropriation of \$10,000.

Determined efforts have been made by preceding Library Committees to reduce, more nearly to a balance, the proportion of periodicals to books. Every such effort has failed, the Departments insisting that periodical subscriptions were absolutely essential. So strong is this opinion that nearly every such effort to reduce the periodical list has resulted in an increase!

The Committee has therefore taken the ground that, until the total appropriation for books is larger than in recent years, additional periodical subscriptions will be authorized only in exceptional and urgent cases. Several of the Departments have met this position by requesting permission to subscribe to needed periodicals from their own departmental book funds. Twelve such subscriptions have been authorized. They are as follows:-

- American Mineralogist (Geology).
- American Society of Civil Engineers, Proceedings (Civil Engineering).
- Annales d'Histoire Economique et Sociale (History).
- Apollo (Art and Reference).
- Biblio (Reference).
- British Journal of Experimental Agriculture (Agronomy).
- Canadian Journal of Economics & Political Science.
- Civil Engineering (Civil Engineering).
- Economica (Commerce).
- Journal of Adult Education.
- Journal of Applied Psychology (Philosophy).
- Nutrition Abstracts & Reviews (Dairying).

The only important death in the periodical list subscribed to by the Library during the period covered by this Report is "Art and Archaeology" which ceased publication with the 35th volume. The Library has a complete file.

Among the gifts of current subscriptions received, might be mentioned:-

Journal of Home Economics (Miss Ravenhill).  
Empire Parliamentary Association - Foreign Affairs  
Reports (Mr. Laing, Victoria).  
Journal of the Parliaments of the Empire (Mr. Laing,  
Victoria).  
American Mercury (Faculty Association).  
Catholic World ) Newman Club.  
Commonweal )  
Canadian Field Naturalist (B. C. Academy of Sciences).

#### Discipline.

It gives the Librarian pleasure to report that in the two years included in this review there has not been a single case of serious breach of Library regulations, and that minor infractions have been greatly reduced in number. The student body has come to recognize the fact that the Library is a place for reading and study, and as such requires quiet on the part of all who use it. It is not used to the same extent as formerly as a rendezvous for student appointments. Conversation in the halls and on the staircases is conducted in lower tones, while in the Reading Rooms, on the whole, satisfactory conditions obtain. The continuous efforts of the Library staff to establish traditions of quiet throughout the building have at last borne fruit, and each succeeding group of Freshmen appears desirous of carrying these traditions still further.

The Librarian is glad to acknowledge the cooperation of the Students' Council, and other officials of the student body in achieving this result.

Gifts.

During the period covered by this report the Library has continued to be the recipient of many valuable donations. The estimated value of these is about \$3,500. - \$1,770 for 1934-35, and \$1,722. for 1935-36. These figures do not include the value of the 200 periodical publications received as gifts, nor of the many hundreds of documents received from National, Dominion, Federal and State Governments, reference to which is made in another part of this Report.

The largest donation was from Mrs. Henry T. Gerrans, and consisted of 700 volumes, part of the large library of her deceased husband, a Fellow of Worcester College, Oxford. The collection covers a large field, but is strongest in English Prose, Poetry and History. It also includes many works on Mathematics, Physics, Biology, Modern Law (particularly German and French), Travel, Economics, Biography and Art. The presentation of this interesting and valuable collection was made through association of the Gerrans family with Dr. Walter Sage, Head of the Department of History.

From Miss Van Steenwyck came a long run of the "American Anthropologist" and "Anthropological Memoirs". Miss Winnifred DePencier presented to the Library her father's library of mining and metallurgical books and periodicals. The 300 volumes also cover the metallurgical aspects of chemistry, physics and geology. They also include short runs (unbound) of some ten periodicals. The DePencier gift is conservatively valued at \$800., and that of Mrs. Gerrans at \$700.

Mr. Bell-Irving presented about 80 bound volumes of the Scottish Text Society - an appreciated addition to the Library's

historical and antiquarian section.

Mr. Gordon L. Wright presented some years of the fine periodical "Architecture" and a number of books dealing with that subject; Mrs. G. B. McLaren, a consecutive run of the bound volumes of the "Sphere". The Yale University Press made a gift of about 30 of its scholarly publications; Mr. J. W. Eastham, books and pamphlets in the field of Plant Pathology.

Mrs. Francis W. Walker, widow of a late member of the English Department, presented many volumes of the English Classics, studies in comparative language and philology, and some good runs of periodicals in the last mentioned fields. To Mrs. Walker the Library is also indebted for a very fine specimen of a "chained" book, "The Birds, Serpents, Insects, Fishes and Fabulous Animals of Scripture" by Samuel Bocharto, published at Frankfort on the Main in 1675. The book is bound in leather, the cover boards being of elm 3/4" thick, and recessed in the medieval German manner. Two feet of the chain are still attached to the rivetted boss. Six of the eight brass corners are still in excellent condition, while, to prevent wear and tear in consultation, each is protected by projecting brass studs. The two clasps have disappeared, as have also two of the hinges. The "blind tooling" usual with medieval German and English books, is an excellent specimen of the work of the period.

The book is written in Latin, and there are copious quotations from Sanscrit, Greek, Arabian, and other literatures. The work is paginated in columns and, with a copious index, runs to nearly a thousand pages. The work was sent by the Library to England for

restoration, which was skilfully done. It is perhaps the most interesting volume, from many points of view, in the University's book collection.

#### Carnegie Art Collection.

The Library has abundant reason to be grateful to the Carnegie Corporation of New York for many valuable gifts, and it is a pleasure to advise the Senate of another extremely valuable donation. It consists of about 185 volumes devoted to pictures, statuary, architecture, pottery and tapestry, and pictures illustrating samples of these arts from primitive to modern times. In addition the gift includes a collection of about 2,100 photographs, many of them 20 x 24 inches in size. Further, the collection includes about 40 pictures, representative of important schools. These are reproduced in natural colours, and are superb specimens of modern engraving. These pictures have been framed, and are on permanent exhibition.

The Board of Governors made a special grant adequately to house this splendid collection. The installation also gave opportunity for provision of proper accommodation for a fine collection of coloured Italian Prints presented to the Library by President Klinck.

The Carnegie Art Collection was organized by a specially appointed committee of Directors of Art in the Galleries and Universities of the United States. Few departments of the Library are more frequently consulted than is this Collection, those availing themselves of its resources including, not only students of the University interested in the arts, but also students and teachers of the Vancouver Art School,

High School teachers, and many others. The value of the collection is \$4,000.

Grant for Undergraduate Reading.

Another benefaction for which the Library is indebted to the Carnegie Corporation of New York is the grant of \$15,000., spread over a period of three years, for Undergraduate Reading. The Engineering and Agricultural Departments of the University did not participate in this grant. Reports of the expenditures in connection therewith have been made in each of the three years to the Senate, and to the Carnegie Corporation. The period covered by this Report marked the termination of this grant, all the funds of which, with the exception of about \$100., have been expended.

Instruction in Use of Library.

The acquisition and organization of a representative collection of books should be one of the aims of any university. It is equally desirable and necessary, however, that students should be instructed in the use of books as educational tools. It is obvious that any person who can quickly secure desired information from books is at a very considerable advantage over one not so equipped. An understanding of the classification adopted, the ability to use the Catalogue as a key to the collection, familiarity with general and special bibliographies, digests, and reader's guides - this and similar information will prove of the utmost service during the students' undergraduate years, and is indispensable in post-graduate work. It is a pathetic spectacle to see an enquirer wandering helpless and hopeless among the aisles of a library,



quite unable to locate the book that will give him the information desired. Even professors have been found in such a plight, when looking for material outside their own particular fields of knowledge.

Knowledge of books can, of course, be gained by experience, but it can be acquired much more speedily and satisfactorily by definite instruction. About twenty years ago some universities, recognizing this need, gave voluntary courses in instruction in the use of books. These proved so valuable that in many institutions they are made compulsory to all Freshmen. The usual practice is to assign one hour a week during the first semester for this purpose. The courses given in some institutions have been published as library texts. For some years this innovation was the subject of discussion in the College and Reference Section of the American Library Association Conferences. In recent years only incidental reference has been made thereto, because it has won such favor as the result of proved experience that it is no longer regarded as debatable. No college that has inaugurated such a course would dream of returning to the old hit-and-miss, haphazard methods.

Such a course of training in this University has been advocated by the Library for some years past. When a "Freshmen's Week" was discussed, it was suggested that one hour each morning should be given to ~~s~~<sup>sc</sup> instruction. Freshmen's Week was never inaugurated. In its stead one day was devoted to all new students in explaining the general regulations of the University, and to a tour through the various departments. Opportunity was given to the Librarian to explain the place the Library occupies in the general University scheme, but as the time assigned was less than thirty minutes, little or nothing could be done

under the circumstances. Later, groups of students were conducted by Seniors through the departments of the Library, and members of the staff had opportunity to explain to groups of a dozen or twenty a few of the more important matters of interest.

The best that could be achieved under these admittedly imperfect circumstances was the information and advice, emphasized by every member of the Library staff giving these talks, that further information could be obtained on application. As a result, a great deal of individual instruction has been given, and a proportion of the students have a good working knowledge of the Library's resources and facilities, at least in the departments in which they are specializing. But perhaps two-thirds of the student body do not thus consult members of the staff, and in consequence, either have to acquire their knowledge by the laborious system of trial and error, or go without that knowledge altogether.

It should be stated that there is general agreement among the teaching staff as to the desirability and importance of instruction in the use of libraries. Some departments - notably English and History - do give such information as part of the courses offered. Admittedly there are difficulties in constructing a timetable that would provide the time necessary for such instruction to all Freshmen for one hour a week during the autumn session. But if, as the Librarian believes, and as experience in institutions undertaking it affirms, the ability to find one's way in the intricacies of a modern library is a part of the education of any scholar, ways and means to accomplish this should be found.

Annual Inventory: Book Losses.

Conforming to the Library's practice, the annual check of the book collection has been held each year immediately at the close of the spring examinations. A special corps of students, paid at the usual rate of 30 cents an hour, was selected to assist the Staff in the work, which occupied about two weeks.

The book losses for the University year 1934-35 were the most serious in the history of the Library. They amounted to nearly 600 volumes.

From a quarter to a third of the volumes missing at the Spring Check are usually recovered during the summer vacation. They are found in students' Common and Locker Rooms, in professors' offices, or in students' boarding houses. But on September 30th the nett losses for the year 1934-35 still stood at 430 volumes. This represented a capital loss of about \$1,000.

The losses for the University year 1935-36 were not so serious. At the conclusion of the Check they numbered 447. 138 were recovered during vacation, leaving a nett loss of 309.

The Library Staff cannot in any way be held responsible for such losses. Many scores of students are in the stacks every day in the session, and there is no possibility of preventing a book being taken from the shelves and carried out of the building without being checked out at the Loan Desk. Wherever there is Open Access to a book collection such losses are unpreventable. Only by the complete closing of the stacks to all but members of the Library Staff could the Department be held responsible for such losses.

The Committee has discussed the situation from every aspect, and it is convinced that, regrettable as the book losses are, the injury to the work of the University would be far more serious if less liberal access to the stacks were decided upon as the rule of the Library.

Book losses due to this cause have, in previous years, been remarkably light when compared with those of universities with similar regulations. It is cheering to know that, even in 1934-35, the worst year in this respect in the Library's history, they were below the average.

Library Staff.

At the termination of the period covered by this Report the Library staff consisted of the following:

John Ridington, Librarian.  
Miss Dorothy M. Jefferd, Cataloguer.  
Miss Anne M. Smith, Reference Librarian.  
Miss Mabel Lanning, Circulation.  
Mr. Roland Lanning, Periodicals and Binding.  
Miss Mary Barton, Depository Catalogue.  
Mr. Lionel Haweis, Accessions.  
Miss Helen Fairley, Directed Reading Courses.  
Miss Evelyn Hearsey, Librarian's Secretary  
and Book Orders.  
Miss Christina McGregor, Stenographer.  
Mr. Ross Parnell )  
Miss Barbara Sulley ) Pages.

In addition, students were engaged for clerical work during the session. They were paid at the rate of 30 cents an hour, and in many cases this addition to their income was of great help in financing their personal expenses at the University.

It gives the Librarian pleasure to convey to the Senate his appreciation of the loyal and intelligent service given by the staff during the period under review.

It is a further pleasure to advise the Senate that an official recognition of the quality of work done by the Staff of this Library has been made during the period covered by this Report. Miss Anne Smith, Reference Librarian, has been made the recipient of a Carnegie Corporation Postgraduate Scholarship. Two such scholarships are awarded each year, and are open to graduates of Library Schools actively engaged in Library work in Mexico, United States, and Canada. The award is made by the Committee on Scholarships of the American Library Association. The Librarian is advised that there were over 60 applicants. To be selected from so large a field is an honor to the University, as well as to the recipient. Miss Smith is at present pursuing her studies in the Library School of the University of Michigan.

Library Committee.

The Library Committee, recommended by the Faculties and appointed by the Senate, during the term, consisted of the following:

Dr. W. L. MacDonald	(Chairman)
Prof. F. H. Soward	
Dr. W. F. Seyer	representing the Faculty of Arts and Science.
Dr. G. G. Moe	representing the Faculty of Agriculture.
Prof. Allan H. Finlay	representing the Faculty of Applied Science.

As in previous Reports, the Librarian is glad to pay tribute to the interest taken, and to the assistance given by these members of the teaching staff in making and shaping Library policies, and in adjusting these to the service required by all who use the Library. To these gentlemen must go much of the credit for the progress during the period under review. Fifteen general or special meetings of the Committee

were held in the period covered by this Report, and, in addition, there were a large number of informal consultations, the results of which had much to do with the Department's efficient operation.

Further, the Librarian would like to place on record, for the information of the Senate, his appreciation of the sympathetic assistance given by President Klinck, whose advice and cooperation, and general interest in the Library, has been of the greatest value.

Respectfully submitted,

JOHN RIDINGTON,

Librarian.