

THE UNIVERSITY OF BRITISH COLUMBIA

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U N I V E R S I T Y L I B R A R Y

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T H E S E N A T E

F o r t h e P e r i o d

September 1951 through August 1952

Thirty-seventh Year

December

1952

THE UNIVERSITY OF BRITISH COLUMBIA

The Library

December 12, 1952.

President N. A. M. MacKenzie,
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-third Report of the Librarian of the University, covering the period from September 1, 1951, to August 31, 1952.

All of which is respectfully submitted.

Gilbert Tucker
for
Ian McTaggart Cowan
Chairman

Contents

Introduction	1
Financial Support	2
Economy of Operations	3
Campus-wide Library	3
Service to Subject Fields	4
Centralized Purchasing	6
Delivery Service	6
Integration of Reading Rooms	7
Development of Book Collections	7
Control of Collections	7
Book Stack Control	8
Personnel Problems	9
Library Bindery	11
Expanded Service	12
General Reading Collections	13
Student Relations	14
Senate Library Committee	15
University Archive and University Press	15
Building Needs	16
Book Stack	16
Re-lighting	16
Proposed South Wing	17
Report of Divisions	18
Reference Division	18
Bio-Medical Library	20
Fine Arts Room	20
Sedgewick Memorial Reading Room..	21
Howay-Reid Collection	21
Displays	21
Loan Division	22
Acquisitions Division	22
Serials Division	24
Cataloguing Division	25
Extension Library	26
Acknowledgements	27
Appendices	
A - Précis of Senate Statement	
B - Terms of Reference of Library Committee	
C - Circulation Statistics	
D - Library Committee, 1951/1952	
E - Library Staff, 1951/1952	
F - "Know Your Library"	

Report on the University Library

1951/1952

THERE ARE THREE impelling reasons to prepare an annual report: to provide a summary of the year's operations; to acknowledge assistance from various quarters, or any lack of it; and to make it clear how this year is a preface to the next. Thus, the past is explained, the present accounted for, and a point of re-embarcation is established for a new campaign.

Of course no seasonal curtain rolls down upon the continuing program of library development and use, and there is no let-up in round-the-year performance. The report year is for those who make and read annual reports. The fiscal year is more decisive; but book needs, world book production, and library acquisitions can hardly pause for such a local phenomenon. The academic year, employment year, and instructional year are recurring seasons, and the Library does not relax between sessions, take off into the Interior in summer, nor fly home for Christmas. The eternal business of getting, preparing, and using library materials is always with us.

The Librarian reports that the University Library is in a healthy and vital condition. A year ago, after only a brief opportunity to feel its pulse and read its clinical history, he could pronounce it very much alive and struggling. Since, there have been treatments for specific disorders, teaspoonfuls of general tonic, and the stimulation of encountering the thousand natural shocks academic man is exposed to. A few of the more notable results are described below.

Three things were cited last year as essential to the development of the Library in the University: (1) the provision of stable and ample financial support, realistically based upon existing need, the growing demands of new schools and graduate programs, and the general rising cost level; (2) continued

economy of expenditures and effort, in the belief that funds will never be sufficient to the need; and (3) a closely knit campus-wide library organization to provide the maximum of library service to the whole University which all funds available for library purposes will permit. It is believed that good progress toward these objectives has been made.

FINANCIAL SUPPORT. Aided by a Federal grant, and with the cooperation of a sympathetic and enthusiastic University administration, funds were made available to provide a 16% increase in the salary item (including four new positions), a 91% advance in the appropriation for Books & Periodicals, and sufficient financial support to completely re-establish the Bindery and put it on an economic and productive basis. From the threat of a drastic and crippling reduction in a minimum budget at the beginning of 1950/51, the University Library has experienced a rebound in its fortunes which promises to place it and the University among the most active and progressive of Canadian institutions.

The suddenness of the improvement in the Library's fiscal affairs is enormously gratifying but should not be too literally interpreted.

Since the year 1939/1940, there has been an estimated increase in the cost of books purchased by academic institutions of between 80% and 90%, and an increase in periodical costs of from 50% to 60%. During that period the Library's book and periodical budget has increased from \$10,800 to \$42,475: or 393%.

Paralleling that growth, since 1939/40 the University has added 25 new departments, increased its faculty from 125 to 325 members (omitting clinical and part-time staff), and its student enrollment has jumped from about 2,600 to over 9,000, and settled back to 5,500. Graduate work at the Master's level was then

offered in twelve departments, or combinations, in Arts and Science (with 24 degrees granted in May and October, 1939); plus the degrees of M.A.Sc. and M.S.A. (of which a total of 12 were awarded). No doctoral program was presented.

In 1951/52 the M.A. degree was offered in 23 departments (with 76 granted in 1951), and six other advanced degrees were available at the Master's level (64 awarded). In addition, the Ph.D. was being offered in 7 departments (3 granted in 1951).

	<u>1939</u>			<u>1951</u>		
	Depts.	Degrees		Depts.	Degrees	
M.A.	12	24)		23	76)	
M.A.Sc.	App.Sci.	7)	36	8	26)	
M.S.A.	Ag.	5)		7	13)	140
M.S.W.	-	-		1	25)	
M.Sc.	-	-		7	-	
M.Com.	-	-		1	-	
M.F.	-	-		1	-	
Ph.D.	-	-		7	3	

Even a 393% increase in book funds in a dozen years, with an 80%-90% raise in book prices, to cover an expanded teaching and research program such as is suggested by these data, is not pretentious. It is still interesting to note that with the sum allocated to departmental fields in 1951/52 being 82% more than the total available for all book purchases in 1916, of the 16 departments listed that year, 8 were receiving larger sums (in actual dollars) than they are at the present time (Geology, Mining, Civil & Mechanical Engineering, Chemistry, Physics, Electrical Engineering, Classics, and French). There is reason to believe, however, that the University recognizes the cost of library facilities to be a basic and considerable part of the expense of operation and expansion.

To the book funds in the Library budget should be added, for the fiscal year 1951/1952, some special grants, totalling about \$25,000, from public and private sources, for the Faculties of Medicine, Law, and Forestry, for the Department of Slavonic Studies, and to subsidize developing doctoral programs and general reading materials in the Sedgewick Memorial Reading Room.

ECONOMY IN OPERATION. Economy, compatible with effectiveness, is a sine qua non of good management. The Library Bindery with its greater production and higher quality of output, at reduced unit cost, is an example of increased effectiveness. Library procedures and services are being continuously reviewed, to avoid non-essentials and to turn savings into greater usefulness. The production of staff manuals, the revision and standardization of forms, simplification of routines, and the streamlining of processes are being carried out in all divisions. The weekly Division Heads' meetings, supplemented and implemented by reports to the staff and by divisional discussions, are means of stimulating and effecting this continuing reform.

CAMPUS-WIDE LIBRARY. Progress has been made this year in establishing a working basis for an effective, campus-wide library service. After discussions in the Library Committee, the Committee of Deans, and Senate, a Statement of Policy on the University Library was approved by Senate on February 13, 1952 (précis of Statement, Appendix A).

This statement declares for the widest possible service to members of the University, compatible with the good of the whole group, and recognizes that since revenues will never be sufficient for the need, they must necessarily be used to best advantage. In consequence, all library material which is the property of the University is to be recorded in the central Library and is to be purchased and received by the Library or acquired with its knowledge and supervision. All funds to be used for Library purposes

are to be listed by the Librarian for the information of the Deans, and prospective gifts of materials and funds are to be reviewed in consultation with the Librarian. Budget appropriations for Salaries or for Supplies & Expense may not be used for the purchase of books and periodicals unless specifically approved by the Dean of the Faculty and reported to the President's Finance Committee and the Librarian. Questions relating to collections housed outside the main Library and to the purchase of duplicate items to meet departmental requests are to be decided by the Librarian and the appropriate Dean or, in case of disagreement, to be arbitrated by the Committee of Deans and reported to Senate. The Librarian is to be consulted by all who are interested in library matters, and he is to take counsel and be advised and assisted by the Senate Library Committee, the Deans of faculties, and the Heads of departments.

This statement is a unifying and regularizing force, not a dictatorial one; it establishes principles and means and does not deal with specific situations. Honest concern for the development of University library service, a straightforward presentation of specific needs, and their candid discussion in relation to campus-wide resources and requirements will bring a maximum of practicable results.

Integrated organization, a continuous knowledge and control of materials, liberality of lending rules, limited but proper duplication of basic works, equilibrium between centralization and separation, and the development of confidence and cooperation among all concerned will produce a Library of greatest usefulness to the University.

SERVICE TO SUBJECT FIELDS. Library service to the University's numerous subject fields must vary according to the types of materials required, the kind of use made of them, and the overlapping needs of other subject groups. No two departments are likely to require or get identical treatment, for fairness and equity are not necessarily synonymous in this context. Each group will have certain basic tools: handbooks, monographs, journals; and if the interest in them is almost wholly limited to

one group, the publications may be held in that department while currently useful. Often, however, in the broad but closely knit fabric of a university, the interest is shared more or less intimately by specialists and generalists in several fields--and the materials must then either be shared or multiplied. The resulting decision will be a compromise between the best use of the materials and the best use of the funds. No group should have a most favoured classification.

It is the Librarian's responsibility, through an acquaintance with individual Faculty programs, familiarity with research projects, and a general knowledge of library resources and of the funds available for their development, to deal impartially with specific needs, taking advantage of the best advice and assistance available. As a member of the Faculties, and secretary of the President's Committee on Research, he has unusual opportunities for observation. If he fails in any considerable degree, means are provided for the necessary adjustments.

CENTRALIZED PURCHASING. During the current year the procedure to centralize the purchasing and recording of all library materials was prescribed and developed (President's directive of October 24, 1951). Centralized records of expenditures from all funds, a union catalogue of materials acquired, minimized duplication, and professional assistance in ordering new and out-of-print publications are among the advantages of the arrangement.

DELIVERY SERVICE. Deliveries of materials purchased for departmental use are regularly made on a "rush" basis, as a beginning toward such a service to faculty to improve access to all centralized holdings. Greater flexibility of use over a wide geographic and subject range will be thereby effected.

INTEGRATION OF READING ROOMS. Closer integration between departmental reading rooms and the main Library is also being developed through standardization of processes and services, cooperative training and supervision of assistants, joint bibliographic and cataloguing projects, the lending of materials under stable conditions, and the development of basic reference collections, including the gradual provision of indexes to material in the central library. Maximum use with a minimum of inconvenience to the most people at a cost we can afford is the slogan of this service.

DEVELOPMENT OF BOOK COLLECTIONS. The continuing development of the Library's book collections is a campus-wide problem of the first order. In detail, it consists of providing sufficient funds, dividing them fairly among subject fields, stimulating specialists to make continuing surveys of their materials, filling gaps between areas, securing books common to two or more fields, and providing needed publications for periods prior to the present. Departments should press to build up background materials, (with supplementary funds, if necessary) without neglecting the current stream of publication.

CONTROL OF COLLECTIONS. The physical control of the University's library collections, once they are acquired, is an essential which nevertheless needs to be repeatedly explained and defended. Maximum use requires a continuous record of the location of every item available. Lending implies return, and the terms of loan vary with the material and user. To lend without delay, to keep accurate loan records, to secure items

again when due or called for, and to avoid loss or to make replacements are the essentials of loan desk economy.

Hoarding of library materials by students beyond the loan period was penalized by the increase of overdue fines and their enforced payment, for the first time, through Administrative channels. Perhaps through disbelief in the efficacy of the rule, some \$3,000 of student funds were carelessly forfeited through this kind of neglect during the fiscal year.

At the time of the spring inventory of library collections, members of faculty were requested to return all books for checking, with the privilege of withdrawing them again immediately if desired. In some instances books were brought in which had been gone several years and it had not been known whether they were extant or lost; these are now re-established as part of the University's book resources. In other cases members of faculty have not returned books after three requests to do so, accompanied by lists of titles charged to them, nor have they reported them to be lost. Faculty are not asked to pay fines or replacement costs, only to have an average businesslike regard for this type of University property.

BOOK STACK CONTROL. Apparently, if physical arrangements do not require that persons leave the book stack area by a supervised exit, a thousand volumes will disappear annually without trace. Half of these may be returned in a year or two but are meanwhile lost to all save one member of the University community--and the Library bears the blame for such delinquency. The half which is not returned is costing the University much distraction and from \$1200 to \$1500 annually for replacement (plus labour costs); many items, particularly bound periodicals, are not replaceable.

As rapidly as has been practicable, without too drastic changeover during the past year, emergency exit locks have been placed on six outside doors, a partition has been built, and access through staff work rooms has been restricted. Fifteen former stack exits have been reduced to one, officially if not wholly effectively at this moment. No restriction upon the liberty of faculty to use the Library is intended; freedom to use

the whole collection, with increasingly liberal borrowing privileges, will be feasible if the control of materials can be maintained.

Control of access has another aspect: to limit entrance in order to preserve there conditions which are sympathetic to serious and prolonged use of research materials by qualified individuals. On the other hand, it is desirable to admit the maximum number of persons who need and can benefit from direct contact with a large number of books. Full-time access is being granted to all graduates and to final year honours students, with one-month passes for final year students in faculties without honours curricula, and for borderline cases.

Some seven hundred students, three hundred and fifty faculty, and seventy-five University staff are eligible under this plan, providing a satisfactory use load. A small additional student group could be admitted if a practicable category could be defined.

PERSONNEL PROBLEMS. No system yet devised by man is perpetually self-propelling; if it is humanly conceived, its objectives can be realized only through human intervention and interpretation. A university program is particularly a product of human effort and interpretation, and the quality and scope of its library service will depend heavily upon the personnel secured to create and project it. Competence in much of the professional work of university librarianship requires academic interests and some years of intensive experience, in addition to the specialized training which is preparatory to it. Yet, experienced university librarians are extremely scarce in Canada--they are now virtually unprocurable--and Canadians can seldom compete for experienced personnel in the larger market in the United States.

Progress has nevertheless been made during the year in improving conditions which contribute to competence of staff. Sessional employment has been replaced by full-time appointment, and it is no longer necessary to drop employees in the spring, then search frantically for them in the fall; a staff is meanwhile available for Summer Session and for the backlogs and projects which can be undertaken only at that time of year.

No solution has been found to the problem of short term employment in the semi-professional field at the Library Assistant level. Heretofore reserved for recruits to the profession, to serve for one or two years, it provides a potential career opportunity for competent persons if a sufficient scope for advancement is offered, say four to six salary steps up to or overlapping the first professional grade.

A salary and classification scale for professional personnel has been tentatively agreed upon, with a significant improvement in the salary rate for this group:

<u>UBC</u>	<u>1951/52</u>	<u>1952/53</u>
Junior Librarian (L-1)	\$2574-2916	\$2800-3100
Senior Librarian (L-2)	\$2796-3096	\$3100-3400
First Assistant (L-3)	\$3016-3316	\$3400-4000
Division Head (L-4)	\$3816-no scale	\$4041-no scale

The beginning scale is near the top of similar ones in Canada and at about the median for those in the United States. We are most often compared with the following:

Vancouver Public Library	Federal Civil Service
\$2832-3960	\$2640-3130
\$3540-4428	\$2990-3830
\$3960-4944	\$3830-4520
\$4428-5532	\$4180-4860

It will be noted that these scales give considerably more remuneration to experienced people. It is indicative of conditions in the lower salary grades that the Federal Civil Service has found it necessary to advertise for persons not at the beginning level but at some steps up in the scale. It is relevant to our problem to be aware of the official minimum salary scale for professional librarians approved by the American Library Association, and of one in force at a well known university on the Pacific coast:

American Library Association (1951)	Pacific Coast university (1952)
\$3057-3537	\$3216-3900
\$3581-4181	\$3900-4980
\$4236-4956	\$4980-6060
\$4909-5749	\$6060-7536

This will explain why, at least for the present, we must train our own people and encourage them to remain in the country. The number of library positions in Canadian universities maintained at a professional level is very small, and it is difficult for trained persons to secure sufficient relevant experience to warrant advancement to higher grades without going elsewhere.

With a more realistic personnel plan comes a closer alignment of the professional library group with the academic staff of the University and the possibility of securing more persons with professional and academic interests and real promise of developing into competent members of the academic community. To make the best of employment opportunities, train for competence, offer satisfying rewards, and provide the maximum opportunity for performance are parts of a program of personnel stabilization and development.

LIBRARY BINDERY. One of the most serious problems faced at the beginning of the year was the operation of the University Library Bindery, and a satisfactory and continuing solution seems to have been reached.

In October 1951, the President approved a survey of the operations, equipment, and needs of the Bindery, and Mr. William H. Foley, Manager of the bindery at the University of California, Los Angeles, studied conditions and made recommendations calculated to re-establish the Bindery upon a steady and predictable production basis. A recommendation for immediate action and one calling for major new equipment and space were proposed and carried out during the year, with the backing of the Administration and Board of Governors. Mr. Percy Fryer, a new head binder with pertinent experience in England and Canada, was secured in November 1951, new quarters were set up in June 1952, new equipment was acquired, and a new staff was trained in mass production processes.

By July, 1952, a wholly re-established library bindery was in operation, with a doubled, regular, and predictable output, at unit costs which were decreasing in spite of markedly advanced wage rates during the year. With an output of about 6,000 volumes annually, the current binding load can be readily carried, though no deep impression can be made upon the 10,000 volume backlog. It is being proposed to decrease the unit cost still more and to absorb the accumulated arrears more rapidly by adding a male apprentice to the bindery staff.

Since labour accounts for three-fourths of the cost of binding, a minimum of interference in the routine is essential to economic operation. From five to six hundred volumes are in continuous process, with an output of 125 a week; individual items are therefore in the bindery from four to six weeks, and during that time, without covers or other identification, they are virtually unobtainable. We can for the first time guarantee delivery according to a pre-determined schedule, but system as well as equipment and personnel is the secret of successful operation.

EXPANDED SERVICE. Bio-Medical Library. During the year several expansions of service were developed. Most notable was the near-conclusion of negotiations and plans to establish at the Vancouver General Hospital a branch of the University Bio-Medical Library, supported jointly by the University and

B. C. Medical Centre funds, and serving the medical library needs of all the groups.

The Library will function as an integral part of the University Library; acquisitions and processing will be done centrally; and adequate clinical collections and a full-time staff will be maintained at the Branch, with a rapid delivery service between campus and branch to provide maximum service at both outlets, with a minimum of duplication. Contributions of non-University groups will be for library service, and books and journals will become the property of the University; satisfactory guarantees of continuity of service at the Hospital will be made by the University.

Temporary quarters are being provided near the offices of the Faculty of Medicine at the Hospital, to serve until the erection of the new Faculty wing, for which adequate permanent facilities have been designed. Library materials for the use of the clinical staff and students of the Faculty are essential, and joint action with the other groups will make it possible to give service there equivalent to that offered at the University, and to provide materials superior to those which either group could possess alone.

Institute of Chartered Accountants. Looking toward a closer association between the School of Commerce and the Institute of Chartered Accountants of British Columbia, and the gradual integration of the training program for articled clerks with the work of the School, a proposal has been made to combine the library resources of the Institute with those of the University and to extend the University Library's service in the field of Commerce to persons affiliated with the Institute.

At the end of the report year an agreement was about to be reached to implement this library arrangement, giving service to local members and articled clerks at the Loan Desk and to non-residents by mail. A contribution by the Institute will be made to augment the Library's collections within this field of interest.

GENERAL READING. The availability of special funds to provide books of a general, cultural nature for the Engineering Reading Room has offered the opportunity to experiment with a

plan to make such materials available in technical and professional departments.

This is, in effect, an extension of the Sedgewick Memorial Reading Room outside the main Library as a means of encouraging reading among students. Whether such books will do more to improve reading habits or will tend to discourage persons from frequenting the main Library, with its much greater resources, is debatable. The project may indicate whether a larger body of such material should be acquired to be rotated among several such rooms.

STUDENT RELATIONS. Relations with students, and the introduction of students to library facilities and problems, have been promoted through the establishment in October 1951 of a Student Library Committee. This official committee of the Alma Mater Society fulfills a function, on the student level, similar (if less formal) to that served by the Senate Library Committee for the faculties, to advise and assist the Librarian in matters affecting their interests.

New lending regulations for the Reserve Book Room were worked out at their suggestion, and other adjustments and clarifications were made.

Committee assistance was also used in a program to decrease noise and confusion in the building, by carrying on a "quiet" campaign at examination time, when students are most willing to cooperate if leadership is provided. Although the entrance foyers are ill designed to act as dampers upon even normal sounds of conversation, a very marked reduction in such noise resulted during the week. Installation of acoustical material in the entries and occasional reminders that "Common Courtesy, Quiet for Study" is expected, may gradually evolve a cooperative study environment. Such discipline is a student management problem, but some standards and expectations need to be expressed.

In the fall of 1952 a brief introductory handbook was prepared for new students. Know Your Library told How to borrow a book, How to borrow a magazine, and How to find information, and it was designed to be attractive as well as informative in order to better recommend itself to students' attention.

A continuing orientation and introductory program for first year students, and instruction in bibliography and library use for more advanced people, were carried on by the staff of the Reference Division.

SENATE LIBRARY COMMITTEE. The Library Committee met four times during the year to discuss many aspects of policy, budget, and internal management. From its discussions developed the Statement of Policy on the University Library (Appendix A) and the revised Terms of Reference and regulation governing membership of the Committee (Appendix B).

Since the beginning of the University Library, the Committee has been instructed "To make rules and regulations for the management and conduct of the Library," a comparatively simple and practicable assignment in 1915. The original terms had, in thirty-seven years, become too restricted in one sense and too demanding in another, and re-interpretation was due. The Librarian is now charged with administering the University Library, with the advice and assistance of a representative faculty Committee, according to principles laid down by the President and Senate. The Committee is concerned with the continuous development of the Library's resources and services, providing a focus of faculty opinion and needs in these matters; it should also promote the interests of the Library in the faculties, Senate, and province. Its specific responsibilities in the allocation of book funds and the supervision of the "Committee Fund" for research materials are aspects of its over-all concern with sound library development. To assure that the Library serves the faculties and University fully and vigorously is the complex and more broadly responsible assignment of the new Committee.

UNIVERSITY ARCHIVE and UNIVERSITY PRESS. A University Archive, to be housed in the Library, under the general supervision of the President's Committee on the University Archives, received its initial impetus in November 1951. It is first to consolidate records not now adequately cared for. Likewise, discussions relating to a University publishing program were renewed during the year, in meetings of an informal Committee

on a University Press in March and July 1952. Subsidized series to be edited by the existing Editorial Committee and distributed by sale and by exchange through the University Library were proposed.

BUILDING NEEDS. Book Stack. The familiar crisis in all growing libraries, the exhaustion of shelf space for books, was reached again in this Library this year, three years after the completion of the new wing and stack addition. Fortunately--and a new testament to the vision of former Librarian, Dr. Kaye Lamb--steel shelving and not a building to house it is all that is required. The present expansion of stack capacity is being planned in two projects, one for immediate need (a stop-gap to serve for one or two years), and a second installation expected to accommodate the collection for up to ten years. Bids upon unit one were being secured at the end of the report year.

The Library's increased acquisitions program, particularly in the field of Medicine, but to a considerable extent in all of the areas; the stepped-up binding program (500 to 600 volumes a month); and the continuing pressure of in excess of 3,000 current periodical titles mean that we shall need a minimum of 2,500 additional feet of shelving a year, at present growth rates. If stack expansion lags behind the growth of the collection, it is expensive both in maintenance and service costs and is destructive of materials and service. When shelving is filled beyond effective "working capacity" (that point at which materials may no longer be added or withdrawn and returned under normal load without necessitating large shifts--about three-quarters full), a deterioration of service and economy sets in.

Relighting. Some progress has been made in re-lighting poorly illuminated areas in the building during the year, and authorization has been given to design for estimate purposes the re-lighting of the Main Concourse and adjacent reading rooms of the old building. A maximum of from 10 to 14 foot-candles of

illumination in the centre of the large room now tapers off to only five or six at the ends, with from ten to twenty foot-candles in the adjoining rooms with lower ceilings. Even when fully trimmed, the lighting is dim enough to give adequate cause for continuing student dissatisfaction.

Proposed South Wing. Plans for the continuing use of the present Library building are conceived in relation to a future expansion into a new south wing.

Therein, on the main (2nd) floor, it is proposed to house the Biological Sciences Reading Room (adjacent to an adequate stack area), balancing the present Ridington Room on the north (for Humanities and Social Sciences). Between, and facing the Loan Desk, will be the public catalogue. Below (1st floor) will be located a new Undergraduate Reading Room, expanding the present Reserve Book Room into a college library of general and assigned materials: to encourage as well as enforce the undergraduate use of books. The existing Reserve Book Room (north wing) will be transformed into a Periodical Reading Room, with current issues displayed upon open shelves. The top (3rd) level of the addition will provide facilities for the proper care and use of special research materials: the Howay-Reid Collection of Canadiana, the growing but now temporarily housed collection of rare and unusual materials in other fields, manuscripts, maps, the University Archive, and other distinctive resources without which no research library is complete. On the basement level will be a properly designed listening room (of 250-seat capacity) for the regular presentation of recordings, readings, chamber music, and other programs closely related to the Library's collections. There will also be adequate facilities for the Extension Library. And adjacent to the book stacks will be a series of seminar rooms at several stack levels, in and out of which books, faculty, and graduates can move freely.

Thus the "new wing" is now projected, an essential part of present planning, and the first step toward realization.

Report of Divisions

REFERENCE DIVISION. The principal objective of Administration, Acquisitions, and Processing in a university library is to enable the service staff to anticipate and meet the needs of faculty, staff, and students in relation to instruction and research. The Loan Division provides access to books and periodicals; Reference is concerned with access to information and the means of making it available.

The Reference librarian's work is not so much to provide data (though this he is obviously equipped to do within restricted time limits) as it is to direct the user to information and to instruct him in the most effective methods of using the available material. Without a highly developed reference service, a university library is not prepared to supply the bibliographic training which is essential to every academic diet that is calculated to produce intellectual independence and maturity.

The size of modern libraries, the burgeoning of periodical literature, and the bulk of current publishing tend, by their mass, to destroy the effectiveness of printed communication. And the proliferation of subjects, the specialization of use, and the revolutionary emphasis being placed upon immediacy are every day making it more difficult to get access to pertinent materials through standard library catalogues. The Reference staff are specialists in bibliographic approach, in gaining access through indexes, bibliographies, lists, and catalogues, and through that combination of memory and imagination which in an experienced practitioner is often called hunch.

The University of British Columbia is in the vanguard of Canadian universities in providing reference services. A staff of professional librarians man the main Reference Desk, two to five persons working side by side over a long schedule of hours. A Bio-Medical library, Fine Arts Room, the Howay-Reid Collection,

and the Sedgewick Memorial Reading Room are specialized subdivisions of this work. The Division is responsible for Interlibrary Loan and the use of government and United Nations publications, for bibliographies and indexes, for maps and exhibits, for formal instruction in library use, the compilation of the annual list of Publications of Faculty and Staff, and a great many other projects, generally of an informational or bibliographic nature.

During the year much work was done upon a long overdue revision of Higgins, Canadian Government Publications; to re-organize the irregular publications of the Dominion Bureau of Statistics, and of UNESCO. As for other statistics: about 18,000 reference inquiries were received, of which a thousand were sufficiently complex to require fifteen minutes or more to handle, and over 4,000 were from off-campus sources; 22,250 items were borrowed by users of the Reference Division; 2,760 letters were received and 2,340 replies required. Interlibrary loans this year totaled 1,085 lent and 586 borrowed; last year's figures of 557 lent and 427 borrowed indicate the University Library's increasing importance as a research centre.

In addition to providing general instruction in library use, the Division carried on in conjunction with the Department of English, at the beginning of the year, a project to acquaint all first year students with periodical indexes and the main reference tools; this is an enormous undertaking but showed increased use of these materials throughout the year. Students in the Faculty of Medicine received specific instruction, as did those in Architecture, Regional Planning, Nursing, Chemistry, Forestry, Social Work, Agriculture, Education, and other subject fields.

Internally, a dozen procedure manuals were prepared, covering as many aspects of the Division's operations, and routines were established to handle and acquaint the staff with a variety of current reference materials.

Under the experienced leadership of Miss Anne M. Smith, Head of the Division, these projects were currently productive and provided valuable post-graduate training for a high proportion of beginning members of the staff. Miss Smith's own

knowledge of reference sources is rivaled by few, and it is enlivened by a sense of urgency and use. In her beginning year as First Assistant, Miss Joan O'Rourke worked to coordinate the complex subject and human relationships of a large service division.

Bio-Medical Library. Opened in September 1950, and operated with an experienced medical librarian and on a full-time schedule since August 1951, this library for the Faculty of Medicine and the biological sciences has matured very rapidly, both in its resources and service.

Throughout the year emphasis has been given to the development of basic journal collections and of reference and instructional materials, and the provision of means for their use. Two hundred and thirty current journals were in receipt at the end of the year. A primary list of 75 titles for which ten or more years of back files were to be secured has been drawn up in cooperation with the faculty, and substantial progress toward acquiring 63 of them has been made (33 by purchase, 30 by exchange). With the assistance of the exchange program of the Medical Library Association, 5,500 items were acquired (at an average cost of about ten cents each, shipping charges). Much has also been secured by gift from individuals and groups. Over 500 volumes of medical materials were processed in the Library Bindery.

Miss Doreen Fraser, Bio-Medical Librarian, accomplished a great deal, indeed, in her first year, with new staff, new materials, and a large proportion of new members of faculty and students, in organizing and extending the library's resources and usefulness in close coordination with the Dean and faculty, and in anticipation of expanding facilities for clinical materials during 1952/1953.

Though currently financed in large part from funds provided by the Faculty of Medicine (covering the cost of books and periodicals and service personnel), this aspect of University Library service has nevertheless placed a considerable load upon the Library's processing divisions, for rapid growth requires emergency measures.

Fine Arts Room. This specialized reference service for the graphic arts, music, and the dance serves primarily the School of

Architecture but also the courses in Community and Regional Planning, the Department of Music, and the art interests of Anthropology, Teacher Training, Extension, and other departments.

Mrs. Helen Sinclair, Fine Arts Librarian, works closely with the faculty and students in these groups upon a variety of curricular projects.

Sedgewick Memorial Reading Room. This memorial to Dr. Garnet G. Sedgewick provides informal access to a worthwhile collection of current books in various fields of genuine interest to university students. The room is always occupied during its open hours, 38 hours weekly.

Howay-Reid Collection. The use of this important library of materials relating to Canada and the north Pacific is restricted to competent persons engaged in specific research to which the collection can contribute. Additions of material are chiefly in the categories of rare books, local history, and reference works, and while acquisitions are regularly made, special funds and full-time personnel are essential to its proper development. Mrs. Doreen Shockley Alston and Mr. Noël Owens were in charge of its part-time operation during the year.

Displays. Reaching readers through graphic displays is carried on with more than average success in the Library, and the exhibits are traditionally and currently popular with University students.

Fifty-seven exhibits in the three wall cases and monthly displays of book jackets in conjunction with maps, pictures, and other illustrative material called attention to a wide variety of subjects, always in relation to pertinent books. Miss Ann Vlag and Mrs. Mary Wilson showed imagination and good display technique in conceiving and carrying out the considerable work involved.

LOAN DIVISION. In its role to provide access to the Library's collections, wherever they are, the Loan Desk staff employs system, regulations, penalties, tact, humour, and patience. It both guards the books and distributes them and, in the new world tradition, it must find and deliver them rapidly. The local problems of book stock management have been carefully reviewed above; their eventual solution will be a neat balance between gratifying and eliminating the human element.

With a decrease in the size of the student body of 13.7% over last year's registration, there has been a drop in the number of recorded book loans of 16% at the main Loan and Reserve desks. Statistics at the other public desks (Reference, Bio-Medicine, Fine Arts, Periodicals) show a noticeable increase, as do loans to faculty, University staff, and extra-mural readers. The over-all decline is to be compared with last year's drop of only 4.3%, accompanying a decrease in enrollment of 12.7%.

Much of the Library's reputation with the student group is made or lost at the Loan Desk, and Miss Mabel Lanning and her staff have established an honest record of reliable and amicable service at this point. (Loan statistics, Appendix C.)

ACQUISITIONS DIVISION. Acquisitions work in the University Library is a combination of bibliography and business: of promoting the use of funds and of keeping it within bounds; of buying in a largely unorganized market and of getting the cheapest and fastest return; of knowing about books, the scope of University interests which they serve, and the objectives and practices of the University Library of which the materials will become a part.

During the year 6,105 book orders were placed (plus 841 for departments), bringing 5,847 items into the Library (another 5,969 volumes were received in Serials).

New directions were given to the acquisitions program by the availability of special funds. A program to secure French-Canadian materials is being financed (for a 3-year period) by

the Carnegie Corporation. It is under the general supervision of Dr. Gilbert Tucker, of the Department of History, who spent the summer of 1952 in the field; a lively and gratifying development is under way.

A new departure is also being made into Oriental and east Asiatic materials, under the general direction of Dr. Ping-ti Ho, also of the History Department. New material, mostly in the Chinese language, is being financed largely by contributions from the Vancouver Chinese community.

Grants for Anthropology (Carnegie), Slavonic Studies (Rockefeller, Koerner), Forestry (MacMillan), Law (Koerner, B. C. Electric), and from the Alumni Development Fund were the other chief new outside sources this year. A special grant for Provincial secondary texts was expended for the University Department of Education, and a textbook collection for Teacher Training was set up. Materials were acquired on microcard and microfilm as well as in printed and manuscript form.

The business of recommending pertinent material to members of faculty for purchase from departmental allotments of book funds has been emphasized, requisition forms being filled out and sent to faculty, requiring only the signature of the departmental representative for approval. This encourages rapid consideration and purchase of available publications.

A great many gifts came into the Library during the report year from governments, institutions, and individuals, and during the year, with special assistance, good headway was made in processing, distributing, or discarding a considerable backlog of material.

"Gifts and Exchanges" is a phase of library work which has had a minimum of attention here, and while the Library has benefited from such programs in other libraries, we have provided little in return. A recent project in the Serials Division resulted in the segregation of a quantity of Canadian government publications for exchange purposes, and several crates were shipped to the libraries of the University of Washington and the University of California, Los Angeles. Materials were also sent to Victoria College Library. These are examples of opportunities which need to be sought for to provide a duplicate exchange list to compensate in part for the lack of a University publications program.

Miss Eleanor Mercer, Acting Head of the Division, has shown a quick and facile grasp of the details and possibilities of the

work. Her years of experience in the Library have provided a background of acquaintance with people and principles which stands her in good stead in this important post.

SERIALS DIVISION. Serials is a two-year old which has run exceedingly well under a heavy handicap. This year it has continued to cope with the acquisitions, processing, and use of periodical materials, and done a vigorous job of clearing up a number of accumulated arrears.

Just to keep accurate records of the thousands of constantly arriving items and to see that they reach their immediate though temporary destination rapidly is an impressive accomplishment. To coordinate them with bound files, with the hundreds of volumes which are in the process of being bound or processed, and the thousands of complete and near-complete volumes of unbound materials which comprise the Bindery backlog is a serious responsibility indeed. And every item which reaches the Library Bindery must be collected and prepared for binding by this Division, a project which demands careful standardization and brooks few mistakes, since they are soon transmuted into permanent form.

Doubling the output of the Bindery has placed heavy new demands upon the Division. Bindery preparation is a cost which is not charged to the bindery operation, and this expense must be taken into account when computing prices for non-Library binding.

The Division acquired 5,969 volumes of journals in many fields during the year, and 24,300 current issues were loaned at the desk for reference use. Unknown thousands of issues were handled and recorded during a very active period.

The Serials Division participated in a project sponsored by the National Research Council to prepare a union list of holdings of scientific periodicals in Canada, and contributed to the revision of the international Union List of Serials (U. S. and Canada).

Part of the increased funds available for book purposes is carefully and very profitably spent upon acquiring or filling in back files of research journals, calling for a knowledge of the Library's holdings (bound and unbound) and current familiarity with the out-of-print book market. Matching material offered with

our needs and our funds is a steady and demanding occupation.

Mr. Roland Lanning, Head of the Serials Division, is suited by inclination and experience to the position he occupies. His comprehensive knowledge of the serials holdings of the Library and his infinite patience over a period of years in completing and extending these files is responsible in large part for their present unusual excellence. Miss Marjorie Alldritt, First Assistant, has managed much of the detailed work of the Division with energy and infective inspiration, and the staff (at times supplemented by other Divisions) have tackled and completed large and sometimes discouraging tasks.

CATALOGUING DIVISION. It is the Cataloguing Division which integrates incoming materials into the existing subject order and provides guides to them in the Library's public catalogue. These visible results are of course supported by many subsidiary records and routines required to maintain "bibliographic control" over the Library's resources. Since cataloguing provides the main avenue of approach to book materials for both public and staff, the currency and adequacy of the work is of great general concern.

During the year, 10,744 volumes passed through the Cataloguing Division, for which from four to twelve catalogue cards each were made, plus a card for each new title sent to the Pacific Northwest Bibliographic Center at Seattle and to the Canadian Bibliographic Centre at Ottawa.

Resignations, sickness, lack of experienced personnel and of a First Assistant have affected the performance of the Division during another year, but beginning in July 1952, the post of Senior Librarian was filled by a well merited promotion, and a First Assistant position was provided in the budget. It will require all of the promise of new positions, new assignments,

and new personnel to match the increased demands.

Not yet able to process the bulk acquisitions in Law (though handling much current material), and almost inundated by the flood of expansion in Medicine, the Division has been faced with the suddenly doubled output of the Bindery, the receipt of materials in the Slavic languages, the establishment of a text-book collection, the first appearance in the Library of materials in Chinese (several thousand volumes), and the progress made in building up the collection of French-Canadiana. Heroic and effective operations will still be called for.

After the appointment of a First Assistant, and a full complement of staff is available, some studies and experimentation will be made before recommending possible expansion of the Division. In the plan must be included facilities for carrying out the instructions to catalogue materials in the departmental collections.

Some mechanical and routine operations have meanwhile been improved: for example, the perfection of means to duplicate catalogue cards, and the development of inter-departmental forms to transmit information required in several divisions.

During April 1952 the Director of the new Canadian Bibliographic Centre spent a month at the University, photographing the card file which represents the Library's book holdings for inclusion in the union catalogue of the National Library.

Miss Dorothy Jefferd, Head of the Cataloguing Division since the establishment of the Library, has a record of accomplishment which would be difficult to match anywhere. Her vigor is equally remarkable and is a strong factor in the continuing vitality of the Division against increasing odds. Miss Ann Barton has assumed extra responsibility in the absence of a First Assistant.

EXTENSION LIBRARY. Administered cooperatively by the Library and the University Department of Extension to serve persons engaged in Extension programs and to supplement general reading for residents of the Province, the Extension Library this year provided 20,695 volumes to its readers, a few hundred above last year.

These materials went to 748 readers and 205 theatre groups, plus 200 one-time "sample" loans to as many groups and individuals. As before, books on contemporary affairs, biography, travel, and art were in most demand. Very good response was made to two lists of Canadian books, published in Extension literature, and it suggests the usefulness of such lists in promoting general reading whether the books are secured from this library or another source. The Extension Library's collection is supplemented at need by generous borrowings from the University Library's shelves, although upon these materials the faculty and students of the University have first call.

Miss Edith Stewart, with one full-time assistant, continues to provide a loan and readers' advisory service, covering a wide range of subject interests and the broad geographic area of the Province. Beyond the scope of the Extension Department's instructional program, the Extension Library proposes only to supplement whatever local library service may be already available.

Acknowledgements

The Librarian gratefully acknowledges assistance from many members of the faculties, staff, and administration, whose names would comprise a fairly complete directory of the University if compiled. To them he would add those of the Senate and of the Board of Governors, who have taken thoughtful action affecting the Library more than once during the year.

Beyond this official family, whose responsibility it is to promote the welfare of the University, each in proportion to his means, are those Library friends who have generously given financial or other support during the year. To them go special thanks and an invitation to participate in a developing organization of Friends of the University Library in which their interests and contributions can take on new force and purpose.

Especially to the President of the University, the Deans, the Chairman and members of the Library Committee, the Heads and Library representatives of the Departments, and to a sincere and loyal University Library staff, all of whose contributions are the subject of this report, the Librarian is deeply grateful.

Neal Harlow

University Librarian

Précis of Senate Statement of Policy on the University Library
(Approved Feb. 13, 1952)

The library facilities and services of the University are designed to serve all those connected with the University, and it follows that policy and services should be reasonably flexible in order to meet the needs of individuals and groups, as far as that can be done, keeping meanwhile the welfare of the whole in mind.

University revenues are not great enough to meet the wishes nor to provide for all the needs of the faculties; we never have enough money to do all the things we should like to do. It follows that such revenues as we may have or obtain should be used wisely and efficiently and that such resources as we possess should be put to the best possible use.

The Library must know and keep a record of the location of all books and library materials which are purchased by the University, or by anyone connected with the University, with University money, or are the property of the University.

The Library should, in consultation with faculties, departments, and individuals do all the purchasing and be responsible for the receipt of purchases, or if agreement has been reached between the Dean of the Faculty and the Librarian that a deviation from that practice is desirable, then the Library must be informed in every case when orders are placed and books and materials received.

It is present policy of the Board of Governors that members of the staff shall bring to the attention of the Board any information about prospective gifts which come to their attention; and the Librarian should in the normal course of events be consulted by the Board regarding prospective donations of books or funds for book purchases.

All funds allocated by the Library Committee to departments, and all funds appropriated by departments, schools or faculties for the purchase of Library materials, and all special grants to departments, schools or faculties for the same purposes should be listed by the Librarian and made available to the Deans of the faculties.

Funds included in departmental, school or faculty budgets for salaries, equipment or supplies should in no case be used for the purchase of periodicals to be retained by faculty nor for books intended for Library or reading room purposes unless a specific transfer of the funds to book purchases is approved by the Dean of the Faculty and reported to the President's Finance Committee and the Librarian.

All questions relating to special collections to be housed outside the main Library and the purchase of duplicate items should be settled by discussion between the Librarian and the Dean of the Faculty concerned, or in the event of disagreement, be arbitrated by the committee of Deans and reported to Senate.

The University Librarian should have ready access to all members of the University and be consulted by all those interested in library matters. He is to be advised and assisted by the Senate Library Committee. The Deans of the faculties and the heads of departments shall also be consulted by the Librarian and Committee when occasions warrant.

APPENDIX B

Senate Library Committee

Terms of Reference
andMembership

(Approved by Senate, May 13, 1952)

The Library Committee shall advise and assist the Librarian in:

Formulating a library policy in relation to the development of resources for instruction and research.

Advising in the allocation of book funds to the fields of instruction and research.

Developing a general program of library service for all the interests of the University.

Keeping the Librarian informed concerning the library needs of instructional and research staffs, and assisting the Librarian in interpreting the Library to the University.

Committee Membership:

Members of the Library Committee shall be three from the Faculty of Arts and Science and one from each other Faculty.

Such members may be nominated to Senate by the Dean of a Faculty or, on the wish of the Dean, by the Faculty at large.

The Chairman of Senate may nominate up to three additional members as the need arises.

All memberships shall be for a term of one year.

The Librarian will be an ex-officio member of the Committee and serve as its Vice-Chairman.

The Committee may appoint a Secretary from the Library staff who is not necessarily a member of the Committee.

APPENDIX C

CIRCULATION STATISTICS, September 1951 - August 1952

	Sept. 1951	Oct. 1951	Nov. 1951	Dec. 1951	Jan. 1952	Feb. 1952	Mar. 1952	Apr. 1952	May 1952	June 1952	July 1952	Aug. 1952	Totals
Loan Desk	2,904	11,827	13,480	5,319	13,686	14,147	12,441	6,539	1,901	1,730	3,986	2,912	90,882
Reserve Book Room	1,239	11,178	13,622	7,800	8,786	9,481	9,843	10,161	136	73	5,399	2,781	80,499
Periodicals Room	486	2,452	3,319	974	3,235	6,187	4,099	1,109	312	1,109	672	355	24,309
Reference Room	136	1,101	1,151	326	1,236	1,411	2,183	1,462	153	64	281	259	9,763
Fine Arts Room	143	1,457	1,767	829	2,001	2,080	1,827	1,163			333	154	11,754
Bio-Medical Reading Room													2,055
TOTALS	4,908	28,025	33,339	15,248	28,944	33,306	30,393	20,434	2,502	2,976	10,671	6,461	219,262

Extension Library

20,695

APPENDIX D

Senate Library Committee for the Session 1951/1952:

Faculty Representatives:

- | | | |
|------------------|---|---|
| Arts and Science | - | Dr. I. McT. Cowan (Chairman)
Professor J. Creighton
Dr. G. Tucker |
| Applied Science | - | Professor L. G. R. Crouch |
| Agriculture | - | Dr. V. C. Brink |
| Law | - | Professor G. D. Kennedy |
| Pharmacy | - | Professor F. A. Morrison |
| Graduate Studies | - | Dr. Vyner Brooke |
| Medicine | - | Dr. S. Friedman |
| Forestry | - | Dr. G. S. Allen |
| Ex-officio | - | Chancellor Sherwood Lett
President N. A. M. MacKenzie
Mr. Neal Harlow
Mr. G. C. Andrew |

APPENDIX E

LIBRARY STAFF as of August 31, 1952Administration

Harlow, Neal	Librarian	Aug., 1951-
Fugler, Ethel	Secretary	June, 1947-
Vabre, Suzanne	Clerk I	May, 1952-

Reference

Smith, Anne M.	Head	Sept., 1930-
O'Rourke, Joan	First Assistant	July, 1948-
Rutherford, Alice	Senior Librarian	Aug., 1952-
Bell, Inglis	Junior Librarian	June, 1952-
Fraser, Alan	Junior Librarian	Sept., 1951-Aug., 1952
Owens, Noël	Junior Librarian	July, 1951-
Sinclair, Mrs. Helen	Junior Librarian	July, 1950-
Stewart, Marguerite	Junior Librarian	Apr., 1952-
Taylor, Doreen	Junior Librarian	July, 1951-
Alston, Mrs. Doreen	Library Assistant	June, 1951-
Wilson, Mrs. Mary	Clerk II	July, 1944-

Bio-Medical

Fraser, Doreen	Bio-Medical Lib'n	July, 1947-
Bryce, Muriel	Library Assistant	Oct., 1951-

Catalogue

Jefferd, Dorothy M.	Head	Jan., 1915-
Barton, Ann	Senior Librarian	Aug., 1950-
Liggins, Patricia	Junior Librarian	July, 1952-
Giuriato, Mrs. Lydia	Library Assistant	June, 1950-
Higginbottom, Norene	Clerk I	Sept., 1951-
Legge, Margaret	Clerk I	Jan., 1951-
Messé, Mrs. Dina	Clerk I	June, 1952-

Circulation

Lanning, Mabel M.	Head	Apr., 1930-
Mackenzie, Margaret	First Assistant	July, 1948-
Clowes, Myra	Library Assistant	Sept., 1951-Aug. 31, 1952
Harris, Beverly	Library Assistant	July, 1951-
Neale, Robert	Stackroom Attend't	Sept., 1945-
Rolfe, Dorothy	Clerk I	Sept., 1944-
Browne, Ann	Junior Clerk	May, 1952-
Charles, Della	Junior Clerk	May, 1952-
Makovkin, Mrs. Joyce	Junior Clerk	Sept., 1951-

Acquisitions

Mercer, Eleanor	Acting Head	Oct., 1938-
Hennessey, Reginald	Junior Librarian	July, 1952-
Cramb, Mavis	Library Assistant	Oct., 1951-Aug. 31, 1952
Hearsey, Evelyn	Clerk III	Jan., 1923-
Forsythe, Mrs. Yvonne	Clerk I	July, 1948-
Holmes, Roy	Clerk I	May, 1952-
Price, Mrs. Marguerite	Clerk I	May, 1952-

Serials

Lanning, Roland J.	Head	Apr., 1929-
Alldritt, Marjorie	First Assistant	Aug., 1951-
Cock, Eleanor	Library Assistant	Sept., 1950-Aug. 31, 1952
Dearing, Enid	Library Assistant	July, 1952-
Murphy, Mrs. Colleen	Library Assistant	Jan., 1950-
Waterman, Mrs. Mary	Library Assistant	Oct., 1951-
Nishimura, Kazuko	Stenographer I	May, 1951-
Manchester, Mrs. Shirley	Clerk I	Nov., 1951-Aug. 31, 1952

Bindery

Fryer, Percy	Foreman	Dec., 1951-
Brewer, Mrs. Elizabeth	Sewer	Feb., 1952-
Jamieson, Mrs. Margaret	Sewer	Jan., 1952-

Extension Library

Stewart, Edith	First Assistant	July, 1948-
Sayce, Elizabeth	Clerk I	July, 1949-

STAFF CHANGES DURING PERIOD 1 Sept., 1951-31 Aug., 1952Administration

		<u>Appointed</u>	<u>Resigned</u>
Locke, Mrs. G.	Clerk I	July, 1950	Mar., 1952

Reference

Vlag, Ann	Senior Lib'n	Sept., 1950	May, 1952
Kent, Grace	Junior Lib'n	July, 1950	June, 1952

Catalogue

Norbury, Elizabeth	Junior Lib'n	July, 1950	May, 1952
Pearce, Catherine	Junior Lib'n	July, 1950	July, 1952
Whitehall, Margaret	Junior Clerk	July, 1950	Sept., 1951

Acquisitions

Phelan, Georgia	Junior Lib'n	July, 1951	June, 1952
Broomhall, Norman	Clerk I	June, 1951	Apr., 1952
Butcher, Mrs. P.	Clerk I	Mar., 1951	Apr., 1952

Circulation

Sumpton, Mrs. A.	Library Ass't	Sept., 1949	Mar., 1952
Apps, Mrs. J.	Junior Clerk	Sept., 1951	Apr., 1952
Boniface, Nora	Junior Clerk	Sept., 1951	Apr., 1952
Harvey, Ann	Junior Clerk	May, 1952	Aug., 1952
Mosher, Mrs. B.	Junior Clerk	July, 1950	Apr., 1952

Serials

Brooks, Mrs. H.	Library Ass't	Sept., 1951	May, 1952
Petch, Mrs. R.	Clerk I	Nov., 1950	Oct., 1951