



THE UNIVERSITY
OF BRITISH COLUMBIA

Report of
the University Librarian
to the Senate

39th Year

September 1953 to August 1954

Vancouver

November 1954

KNOW
YOUR
LIBRARY

December 3, 1954

Dr. N. A. M. MacKenzie,
President,
The University of British Columbia.

Dear Dr. MacKenzie:

I submit to you herewith the annual Report of the University Librarian to the Senate for the year 1953/1954, covering the 39th year of the institution's history. I hope it will show that this has been a good year and what the continuing problems of development are.

We can, I believe, claim for this University that we have the first library in the country in terms of organization and service, are second in size of student enrollment, and third in strength of research collections. In the above ratings our 1st is "first class," our 2d just passing, and our 3d rather low. During the past year we have added more to the collections than during any such previous period, but our collections are proportionately smaller than comparable libraries in Canada and the United States and our needs based upon faculty demand are greater than ever before. Our recent growth is consequently accompanied by an increasing sense of urgency to provide resources consistent with our academic scope and rank.

The Report of the University Librarian will have been circulated to the Library Committee and discussed by them in advance of presentation to Senate.

Yours sincerely,

Neal Harlow,
University Librarian

NH:ef

Contents

Introduction	1
Major Advances	5
Book Funds	7
Salaries and Personnel	9
Access to Collections	12
Building Needs	13
Unified Library Service	15
Departmental Reading Rooms	15
Senate Library Committee	16
Student Library Committee	17
Library Friends	17
Report of Library Divisions	18
Acquisitions Division	18
Cataloging Division	19
Serials Division	20
Reference Division	21
Bio-Medical Library and Branch	22
Loan Division	23
Extension Library	24
Acknowledgments	25
Appendices	
A - Selected List of Notable Acquisitions	
B - Library Staff	
C - Senate Library Committee	
D - Circulation Statistics	

Report of the University Librarian to the Senate

1953/1954

LIBRARIES are commonly associated in our minds with things of the past, with the cumulation and preservation of cultural resources. But in periods of rapidly changing values and practices, conservation is not a conservative process. To conserve knowledge we must propagate it, to preserve our social well-being we must insure its growth. A mausoleum of books is an imposing tomb, but unless libraries are continually enlivened by the infusion of new material and are perpetually aerated by exposure to human minds, the society which supports them will not be served. Libraries are stocked with the past, but they are not of it. They are the yield of human endeavor, currently devoted to productive use.

University libraries are no exceptions in this contemporary role. Rather, they are more involved, for the range of their collections grows wide and deep and they reach an audience highly selected for intelligence and interest. Within their daily reach is the solid core of the next generation, the new blood of all the professions, the humanist, scientist, and independent citizen who will transmit a rich or diminished culture. To raise these from the level of "required" reading to the practice of independent inquiry and thought is a general goal. Knowledge, related to living and expanded into new learning and understanding, is the objective of higher education to which

university libraries must give full support. Library service is a basic factor in the agronomy of cultural growth.

There is no choice in the matter of providing library materials for instruction and research. Alternates may sometimes be found for other university equipment and service, but there is no substitute for the library. And the costs of university library resources are characteristically continuing and cumulating. Economies in library operation and in the means of securing access to materials are being realized; but it seems improbable that substantial reductions in costs can be made unless the institutions of which they are a part restrict the scope of their curricular and research activities.

Processing charges are being reduced through careful planning and tightened organization, but, unlike mass production techniques in industry, as library collections grow unit costs increase. It is more expensive to add a volume to a library of a million books than to one of a hundred thousand, for it must be described in greater detail, requires more complex subject classification, its cards must be filed in a catalog ten times larger, it must be stored, fetched, and re-shelved in stacks far greater in size, and loan records are more difficult to manage. As a library improves, it is more heavily used, more books are borrowed, more visitors come from other campuses, interlibrary loan requests multiply.

Materials may be secured as micro-reproductions in lieu of originals, at less cost per page, but these are practicable only when they are comparatively little used. They provide an opportunity to secure otherwise unobtainable resources and thereby increase rather than reduce total costs. Libraries engage in cooperative practices--in union catalogs, interlibrary loan, and joint acquisition and storage projects--to relieve the compulsion to provide everything needed for research. But, unlike a collection for undergraduates, university libraries acquire rather than discard, they grow independently of the physical size of the faculty and student body, though not without relation to the spread of the curriculum and of research. Without direct control over the factors which affect library growth, university libraries tend normally to require increasing amounts of university income.

The university library is less influenced by fluctuating enrollment figures than it is by the number of fields of knowledge included in departmental offerings and the level and intensity of study and research undertaken.

An increase in library resources is implicit in many kinds of university activities: the appointment of a new professor, new courses and departments, shifts in emphasis, new "area" or joint departmental programs, and the acceptance of outside funds for research or development, including special grants for library collections which necessitate additional funds for continuing support.

According to a recent study of expenditures for higher education,¹ the cost of university libraries in the United States has increased during the decade 1940-50 about three times (from \$18,300,000 to \$52,700,000), but this has been accompanied by a similar rise in the total cost of university operation, and the proportion of expenditures for library purposes has actually decreased by .4%. General administrative costs have in the period increased by .4%, and "organized" research has risen 8.6% (plus contract research).

During a similar period (1944-1954) at the University of British Columbia overall costs of University operation have increased 5.8 times, and expenditures for library purposes 6.75 times. The funds for Books and Periodicals have multiplied 6.5 times (from \$13,540 to \$88,163, counting University and non-University sources). In that decade the number of full-time members of faculty has advanced 300% (126 to 378), and course offerings 250% (540 to 1,350), some fifteen major new fields have been added to the curriculum (including Medicine,

1. Millett, John D. Financing higher education in the United States. New York, Columbia University Press, 1952, p. 107.

Law, Slavonic Studies, Anthropology, Architecture, Music, Pharmacy, Oceanography, Fisheries, Community Planning), and many new subject specializations within existing departments. Graduate programs at the master's level are under way in some fifty areas (with 148 degrees awarded, compared with 27 in 1943/44), and the doctorate is offered in 14 departments (with 9 Ph.D. degrees granted) where none was available a decade ago. Enrollment, meanwhile, has risen from 2,569 to a post-war high of 9,374 (1947/48), returned to a new level of 5,355 (1952/53), and advanced again by the beginning of the 1954 fall term to 5,875. Cost of personnel, equipment, books, periodical subscriptions, and binding have likewise vaulted with the cost of living. Such manifold influences will continue to have a prescriptive effect upon the cost of university library service.

It is of interest to note that in comparing statistics for this University with those of seventy universities and colleges in the United States² the University of British Columbia closely approximates the median of that group. UBC, however, is below average in the number of members of faculty (66% of median), in the number of graduate students (30%), volumes in the library (68%), and total university revenue (87%). The relationship between faculty, library resources, and graduate work is a significant and close one, and a young graduate institution must be developing library collections which will attract the ambitious scholar and create a groundwork upon which advanced scholarly and research studies can be built. There is no truth or future in the supposition that we can await "the fortuitous accident of a good library."

The compulsion to develop library resources for local use is reenforced by responsibility on a wider scale. The University is not strictly a local institution. As Canada's near-largest university, with the strongest research library

2. "College and University Library Statistics," in College and Research Libraries, January 1954, p. 68-69.

west of Toronto, it cannot remain an isolated development "at the end of the line." Without much opportunity for choice, it becomes a unit in a national pattern of higher education, the west coast triangulation point in maintaining a national cultural equilibrium.

Major Advances

With increasing faculty and administrative backing, the Library has made notable advances. During the academic year a greater number of volumes have been added to the collections than in any such previous period; an increased percentage of the student population has been given direct access to the central book stock; major improvements have been made in acquisitions and cataloging techniques; and there has been further progress in unifying campus library services.

In brief, during 1953/54, 22,448 volumes were added to the book collections, a 24% increase over the preceding year's new maximum (18,098). Of these, 12,602 volumes were journals and serials (more than the total accessions in 1951/52) and 9,836 books. From all sources, \$88,163 was spent for books and periodicals, of which 59% was from the Library budget proper, 26% from special University funds, 15% from outside sources. As heretofore, a considerable portion of the total funds expended was concentrated in a limited number of subject fields: 35% in the six areas of Medicine, Law, Slavonic Studies, French-Canadiana, Anthropology, and Forestry. Subtracting tax

shipping, and customs charges, the cost of replacements, and the funds for periodical subscriptions, about \$38,000 was spent on books and journal back files for all other campus groups. To these figures, as an essential cost of the new collections, is also to be added \$24,205 for binding (over 8,000 volumes, also a new record), done in the Library Bindery, or a total for Books, Periodicals, and Binding of \$112,368.

To the University administration we are grateful for their disposition to provide needed backing to secure such basic research materials as the Rolls Series, the Sir George Sansom collection of Orientalia, and the British Sessional Papers (microprint edition) when they are available.

For "outside" funds we express particular appreciation to the Carnegie and Rockefeller Foundations (for Anthropology and French-Canadiana; and for Slavonic Studies), to Dr. H. R. MacMillan (Forestry and historical materials), to Mr. Leon J. Koerner and Mr. Walter C. Koerner, donors of the several Koerner funds (Slavonic Studies, Law, Fine Arts), to B. C. Forest Products, Limited (International Studies), the Vancouver Chinese Community (Oriental Studies), the Vancouver Italian Community (Italian literature), and the U. B. C. Development Fund. For the provision of service through the Bio-Medical Branch Library at the Vancouver General Hospital, we acknowledge support of the Vancouver General Hospital, the B. C. Medical Research Institute, the B. C. Medical Centre, B. C. Department of Health, B. C. Division of Tuberculosis Control, B. C. Division of Venereal Disease Control, and the B. C. Cancer Research Institute.

Arrangements between the University and the Architectural Institute of British Columbia were made whereby an annual contribution would provide access for its membership to the architectural collections of the Library. This joint arrangement strengthens the program of the University's School of Architecture in training and providing assistance to the profession of architecture in the province.

A yet small but increasing part of the accessions came as exchanges for University publications and as gifts of material from individuals and institutions. Appended lists of additions suggest the importance of the year's acquisitions. (Appendix A.

The liberalization of stack access privileges, the improvement of internal processing operations, and the further integration of campus-wide library services are reported upon in the following pages.

Book Funds

At the beginning of the fiscal year (April 1954), an additional \$11,000 was apportioned to the Library budget for Books and Periodicals by the University. Of this sum, 33% was added to allocations to subject fields, 18% each to current subscriptions and the Librarian's general fund, 14% to Research materials, and 17% to charges for customs, tax, and shipping.

In the previous Report of the University Librarian, specific cause was made for increased allocations to a number of subject fields. It was possible to increase most of these funds in April 1954, but, by September, twelve to fifteen other departments had nearly or quite exhausted their allotments. It is a commonplace to find a new awareness of library needs developing in departments when funds for books and journals are made available. The Librarian's Fund is often called upon to bail out a specific department in these instances, a purpose for which it was not intended.

Beyond these standing needs must also be seen developments (now under way or in the offing) which require extensions of library resources: Oriental Studies, Mediaeval and Renaissance Studies, expanded programs in Classics and Sociology, in Fisheries, Linguistics, and Music, Dentistry, and Italian, the provision of fundamental materials relating to the cultures represented by the language departments, and the continuing support of studies which have received initial subsidies from outside sources, such as Anthropology and French-Canadian Studies. More and more government publications essential to scholarship in many fields are becoming available only by purchase, and the ever-insistent demand for new journal subscriptions and for back files useful to research is keenly felt. Expanding doctoral work at one end of the University spectrum and rapidly increasing enrollment at the other (requiring more duplication of undergraduate materials) each call for their own kind of special attention.

The case for gradually increasing book funds is not, therefore, built upon a theoretical basis or upon the comparative needs of other universities. Many active departments can readily overexpend their allocations upon recent material, and do, often by mid-year. Gratifying additions to these funds have been made, but the remarkable growth of the University and the greater emphasis being placed upon scholarship and research, combined with the increase in knowledge itself, in the quantity of scholarly publication, and in production costs, have advanced needs faster than they can be satisfied. We are gladdened by the material secured, but we are continually faced with stacks of unfilled requests, titles of journals filed in order of priority, and long lists of expensive basic sets--back files, backlogs, and a belligerent backing by members of faculty who want more action in regard to their library needs. It is a healthy university climate only if we can provide book funds to permit the normal operation of a majority of the subject departments, extraordinary activity in a few, and encouragement to the most promising new developments as they spring up between or beyond the already familiar lines.

Under prevailing conditions, provision should be made in the book budget for additional amounts as follows: \$3,500 added to allocations to subject fields; \$1,200 for periodical subscriptions; \$2,000 for the Librarian's general fund; \$5,000 for Research materials; a \$1,000 minimum for the duplication of undergraduate books, in expectation of still further increases

in enrollment; and \$1,300 for taxes, customs, and shipping charges--an increase of not less than \$14,000.

It is worth noting that the Oregon System of Higher Education has recognized the library costs of advanced research by providing that 5% of all research contracts is made available to the library of the contracting institution.³

Salaries and Personnel

During the academic year 1953/54 very welcome adjustments were made in the basic salary scales, affecting most of the members of the University Library staff (an increase of about 5%). Compared with other salary payments in and outside the University, the action was well warranted, and the increases are keenly appreciated. Salaries in the non-professional categories must be competitive with those paid in business and industry in the community. Those for the professional staff need to be equated with comparable levels of faculty and to be sufficiently attractive to get and hold the best people in Canada.

Several recent advances have placed the Library close to the top in Canada in respect to salaries paid to beginning professional staff (\$2,952). Its minimum is on a par with that paid in the Federal Civil Service (\$2,940), though the new scale just adopted in Newfoundland starts at \$3,400, and the Vancouver Public Library, at the other end of the country, begins trained personnel at \$3,012. Nowhere is more expected of the Library staff than at UBC.

Income of experienced professional staff does not measure up as well.

³. Oregon State System of Higher Education. Biennial Report of the Director of Libraries, 1952-54. Corvallis, Ore., 1954, p. 18

Within the University, the median salary for all professional Library staff, excepting three top administrative positions, is \$3,258 (the mode, \$3,054). This is several hundred dollars below the median salary for the lowest faculty group, that of Instructor. It does not meet the standard recommended by the Canadian Library Association (range from \$3,000 to \$6,000 for our four professional categories, with earned annual increments of \$200, twice that offered here), nor does it equal either in range or in increment that paid to library employees of Vancouver city.

The professional staff becomes increasingly more indispensable because of the steadily growing need in the Library for specialized knowledge and language ability, the heavier and more complex load of service arising from a larger and more demanding public, and of richer research collections. It must also grow steadily more competent, and salaries are influential in this development.

Although we may have come to regard a staff member as "permanent" if he has remained two years, stability in employment has markedly improved since 1951/52. The average (mean) length of service, omitting five long-term professional staff and one non-professional member, is as follows (expressed in months of service):

	1953/54	1952/53	1951/52
All staff	35.1	27.5	21
Professional	35.9	23	19
Non-professional	34.6	32	23

The length of service of the six long-time staff varies from sixteen to forty years, the average being over twenty-seven.

Improved salaries, high employment standards, the encouragement of scholarly interests, and participation in academic life

will promote permanence and ability. The professional Library staff in the University will be further stabilized and their opportunity for effective service enhanced if they are more closely integrated with the faculty group. Progress in this direction is being made.

A list of the Library staff will be found as Appendix B to this report.

Assistant Librarians. Dr. Samuel Rothstein returned to the University in April 1954, from a two and a half year leave to study at the graduate library school of the University of Illinois. He serves as Assistant Librarian, with responsibility for processing operations and general administration. His value is already well evident.

Formerly Head of Acquisitions in the Library, and the first Head of that Division, he was the recipient of a Carnegie Corporation grant made in recognition of the need for advanced professional training by Canadian librarians. His doctoral thesis was a study of "The Development of Reference Services in American Research Libraries."

Miss Anne M. Smith, Assistant Librarian in charge of Information and Reference Services, was likewise on leave during 1953/54, with a one-year appointment to the faculty of the graduate library school at Keio University, Japan.

Her selection by the American Library Association was a distinction both for her and the University and an opportunity to transmit the spirit and practice of North American library service to a group of young people who should have a telling influence upon the development of post-war Japanese culture. The school is sponsored jointly by Keio University and the Rockefeller Foundation.

Access to the Collections

A gradual increase in the number of persons granted direct access to the main book collection has been made during the last three years. Where in 1951 only graduate students were granted stack access, by the fall of 1954 the privilege has been extended to include all graduates in residence and all undergraduates within two years of the bachelor's degree. Of 2,000 persons thus eligible, some 1,500 have received passes, to which are to be added 500 members of faculty and staff, and extra-mural readers of graduate status.

If undergraduates will range the stacks in search of material and not simply congregate there to roost and study, the capacity of the book stack to provide contact between a large number of books and an increasingly larger number of students will probably suffice.

Increased access privileges have resulted in greater use of the books on the shelves and a slight drop in volumes borrowed at the Loan Desk. A careful check upon entrance and egress must be made to guard against misuse of the opportunity provided.

Book Losses. At the time of the May inventory, just under 500 volumes were missing from the main collection, of which many may yet be expected to straggle home. Though but half the loss experienced two years ago, it is still one which should concern all persons who depend upon the book resources of the University.

University Library Bindery

Up from 2,535 volumes to 8,886 the output of the Library Bindery has advanced in three years (plus repairs and 2d class binding). This vast improvement is turning a mass of paper

into a useful research collection and will ultimately put the binding program upon a current basis and handle all University requirements. In spite of a growing list of current journals and an influx of back files, a dent in the historic backlog of binding is being made, 2900 volumes having been removed from this category during the year.

Maximum production for the existing staff of five persons has about been reached, the main limiting factor in the present establishment being too little space to stack and lay out the more than 800 volumes a month which otherwise might be handled. An adjacent area of some 325 sq. ft., now used for building maintenance, will need to be transformed into floor and bench space for bindery purposes before full scale production can be realized.

Mr. Percy Fryer, head binder, with fine knowledge and long experience in his trade, maintains high standards of quality and appearance and exceeds production schedules by compounding good management, a capable and willing staff, and a mild discontent. The entire staff is worthy of honorable mention.

Building Needs

The north wing of the Library building (occupied in 1948) more than doubled the original seating capacity, and added potential space for four and a half times the number of volumes which could properly have been handled in the old area.

The main reading rooms will now accommodate 740 persons, with space at carrells and study tables in the book stack for 88, and 75 places in smaller, special reading areas. Compared with any former facilities the University has had for library use, the accommodation is vast; for the use now made of it, both storage and study facilities are amply "taken."

Study Space. All study space in Library reading rooms will seat but 15% of the present student enrollment. This is below the provision recommended in architectural and

library standards, which specify a minimum accommodation of from one-fifth to one-quarter of the student population. Use of library seating space will of course depend upon local conditions: other reading rooms on the campus, amount of library use expected by members of faculty, and whether the University is residential or non-residential in character. At UBC most students are expected to use the Library building, library use is traditionally heavy, and the great majority of students live at some distance from the campus, so that space for study and for class use must be available.

It would be expected, therefore, that reading rooms are crowded during much of the daylight period, overflowing into stairways and corridors at peak load. Such is the fact, as students, staff, and astonished visitors attest. From the start of the academic year the five main reading rooms are comfortably filled, and as the term wears along toward examination periods, the number of students not finding chair and table space is considerable. Attendance figures need only to be projected into that not so distant future when enrollment passes the ten thousand figure.

Seating for 15% of 10,000 students in 1964 calls for 600 more places than are presently available, three times the capacity of either the Ridington or Reserve Book Rooms. The temporary Periodical Reading Room, seating 88 persons, is in a book stack area, and will likely be moved to the existing Reserve Book space. The Reserve Book Room and undergraduate library facilities will seek space on the ground floor of the future South Wing. A separate Biological Sciences and Medical Reference area, adjoined by study rooms, located off a section of the book stacks, will be placed on the new main floor. Space for such "special collections" as the Howay-Reid library, manuscripts, rare books, and unusual materials in all fields is now needed beyond the 1,100 sq. ft. provided. Seminar rooms (leading from the stack area), the University Archive, Extension Library, Fine Arts Room, and staff work space all have a claim on space to come.

Book Stack Area. The total "working capacity" of the book stack now ready for use is 245,000 volumes (allowing 15% of shelves as a margin for economic handling of book collections). Over 250,000 volumes are now closely housed there. The potential capacity of all book storage space, counting the areas now serving as an Art Gallery, Anthropology Museum, Periodicals Room, and table and work space within the stack area proper, is 750,000 volumes. At our present rate of increment the whole space will be filled within twenty years, but projecting our historical rate of growth (doubling in size every ten years), we may have occupied it before 1970. Provision must therefore be made in the South Wing for additional book storage, to handle, perhaps in "compact" form, another 250,000 volumes.

As predicted two years ago, existing shelving facilities are now about exhausted. Unless "Project 2," providing steel stacks in the stack "well," is under way within a year, faculty, staff, and students will be much handicapped by increasingly confused conditions, double shelving, the racking of materials upon the floor, and other irregular practices.

The re-lighting of the Concourse, for which plans and estimates were made two years ago (and for which successive classes of students make repeated clamor), more card catalog cabinets in the Catalog Alcove, and the installation of acoustical tile and additional lighting fixtures in a number of work areas are still projects of major importance.

A separate paragraph must be devoted to the final retirement of the ancient revolving door. However dear its tradition and fitting its place in a Point Grey gothic setting, its double, swinging, plate glass successor is a certain contribution to the convenience and comfort of scholars. Its replacement was made possible by a parting gift of the graduating class of 1954.

Unified Library Service

The Library is a unifying force within the University, the core and gravitational centre which provides support and cohesion to academic life and sustains academic man.

Through its liberal development and its broad application to the full range of individual needs, the wholesome homogeneity of the University can be preserved.

Cataloging of Materials in Departmental Reading Rooms. With the winter session, 1954/55, the cataloging of materials of general utility in departmental reading rooms will begin, in order to indicate in the central public catalog their existence and availability. For two years the obligation to maintain the central record of campus library holdings has been realized only in part because of insufficient personnel (prescribed in the Senate Statement of Policy on the University Library, of February 13, 1952, and by a directive from the Committee of Deans). A record of all new additions has been made in order to prevent unrecognized duplication, but the listing of material previously received has not been fully undertaken.

As a unifying factor, the Library is the purchasing agent for all library materials, maintains the central union catalog, promotes the development of the collections, provides reference and information service, and facilitates the flow and use of library resources.

The Nature of Departmental Reading Rooms. When essential, certain types of materials may be housed in departmental reading rooms, subject to an annual review to assure continuing availability and need: (1) "laboratory" material, in constant use under laboratory-type conditions; (2) publications which may be characterized as "reference" in nature because of the intensity or frequency of use; and (3) issues of current periodicals in departmental fields, on loan for brief periods or for the duration of the current volume, depending upon other need. Expendable and ephemeral materials, and serials which may be classified in categories (1) and (2) above, may be acquired with departmental funds only when approved by the Librarian and Dean.

Reading rooms are to serve reference and laboratory uses, are not for general reading and literature research, and include only material in continuing use. Availability of material for reading rooms depends upon urgency of need, campus-wide demand, and the existence of funds to purchase unique or second copies. Grants from outside sources do not confer liberty to establish an independent library program; departmental rights in such instances are prior, not exclusive, and grants supplement existing funds and contribute to the enrichment of the University's library resources.

Senate Library Committee. As the direct representatives of those immediately affected, the Senate Library Committee brings faculty advice and concern to the problems of Library management.

For the second year under the chairmanship of Dr. Gilbert Tucker, the Committee met in October 1953 and in January and April 1954, allocated funds to departmental subject fields, supported the request for increased book funds directly to the Administration and by securing departmental backing, expended the Committee Fund on research materials, and reasserted the basic unity of library service. Many matters of policy and practice were worked out through free and intelligent discussion. (For list of the Committee see Appendix C.)

Student Library Committee. Representing the student body and the Alma Mater Society, the Student Library Committee met to discuss the Library in relation to their special interests.

Whether insufficient student time was available for Committee work or no serious problems exist which the Committee and the Library together are able to solve, little was accomplished through this liaison group during the year.

Library Friends

Old friends may not be lost by a lack of cordial attention, but new ones are less likely to be produced under such aseptic conditions. An informal society of friends has consequently been in the making for more than a year.

A local founding committee has been set up, and arrangements have been worked out through the Alumni Association and the University Development Fund for mailing and accounting privileges. A new pamphlet edition of the "Proclamation Providing for the Government of British Columbia, 19th November, 1858," stamped in red with the proud arms of Queen Victoria and handsomely printed for the friends of the Library, is ready for distribution to members of the new organization.

Report of the Library Divisions

Acquisitions, Cataloging, Loan, Reference, Serials--these five divisions, closely interlocking, carry on the fundamental and complex work of the Library, in many ways the most urgent in the University. In 1953/54 each has been spurred on by circumstances to more than average activity.

Acquisitions Division

To the Acquisitions Division, which is responsible for the purchase and preliminary processing of all incoming materials (except serials), the welcome increase in book funds brought a sharp increase in the work load.

The number of orders placed was 10,471, an increase of 2,336 over the previous year, and the total of 22,458 volumes received was 4,660 higher than ever before. This new volume was achieved with the same number of staff members, and the proper expenditure of the funds within the fiscal year is a tribute to the capable direction of the chief, Miss Eleanor Mercer, and to the zeal and overtime of the staff.

A number of technical innovations were introduced which contributed much to the effectiveness of the Division. Some operations were discontinued, and a new system of multiple forms was adopted in September 1953 to reduce the number of necessary clerical operations. An electric typewriter must be secured before the full benefits of the system are realized.

As a young library still lacking many of the older standard works, this institution is to an exceptional degree dependent upon the success of the Acquisitions Division in securing out-of-print books. By advertising in trade papers and circulating its own mimeographed want lists to some sixty book dealers, very good results have been obtained (20 out of 102 items received in the first group, 216 of 570 in the latter).

Gifts and Exchanges. With the growth in number and usefulness of UBC publications, the increase in duplicate books coming by gift to the University, and our own rising debt to

institutions throughout the world for materials received, the exchange business of the Library has required greater attention. Mr. R. Hennessey has been appointed Gifts & Exchange Librarian to bring together many exchange activities, and the Library has become a member of the United States Book Exchange, a world-wide service organization.

Miss Mercer's appointment as Head of the Acquisitions Division in July 1954 recognized her three years of successful experience as Acting Head and previous service in the Library extending back to 1938.

Cataloging Division

The Cataloging Division is responsible for the subject organization and description of the Library's resources (books, journals, music, film, micro-reproductions) and for the maintenance of records of its holdings.

The greatly increased acquisitions and the reclassification of the medical collection zoomed the output of the Division to a figure unheard of before in the Library's history. Twenty-nine thousand volumes were processed during the year, and this remarkable production almost kept pace with receipts from Acquisitions and the Bindery; a net increase of 730 volumes was added to the current uncataloged backlog at the end of the year.

The Division is more than maintaining the tradition of vigor, zeal, and overtime established by Miss Dorothy Jefferd. Miss Marjorie Alldritt, in her first year as Head of the Cataloging Division, has been unusually successful in devising new techniques for expeditious handling of the Division's work and in leading and working with her colleagues. Operations formerly devolving upon the professional staff have been transferred to other capable personnel, conserving time and energies for original cataloging. The Division has fortunately retained the services of Miss Jefferd as senior cataloger.

The backlog of most imposing dimensions has long waited in departmental reading rooms, outside the Library building. The appointment of another professional cataloger promises that soon the entire book stock of the University will be made known to all faculty and students.

The rapid growth of the collections has meant a similar expansion of the card catalogs, which will very soon require new cabinets and files. The Cataloging Division has completed a survey of needs, which can be implemented as soon as funds are secured.

Serials Division

In four years the Serials Division has achieved stable and effective organization. It acquires and maintains the current journal files, supervises and prepares material for binding, fills in with persistence and care the back files of research journals, and works with faculty and students in promoting the use of the material.

The collection of journals is more accessible than ever before. Virtually all titles (current and others) are now listed in the visible files, and subject headings have been assigned to all titles currently received, with 5,000 cards being arranged under 82 headings. Over 16,300 loans to faculty and students were made, a 17% increase over last year's record.

Serials Currently Received. Of the 3,898 journals received, 2,694 are secured by purchase and 1,204 by gift and exchange from publishers, faculty, and other universities. A number of sets which have been allowed to lapse in past years need to be reactivated, and regular and comprehensive reviews of serials needs in subject departments must be made. Surveys already undertaken in some specific fields indicate that a very considerable number of standard journals are not available here.

Binding. A total of 8,886 volumes (plus 729 "flush" bindings and 183 repairs and other special jobs) is the record output of the Library Bindery during 1953/54 (7,190 and 800 last year). Not only keeping up with new work, the Bindery is reducing the backlog which has deprived library users of access to many resources in past years.

The Head of the Division, Mr. Roland Lanning, is well supported by Miss Alice Rutherford, as First Assistant, and a very loyal staff of assistants. His unmatched personal knowledge of the Library's journal files, of the periodicals market, and of the needs of University departments has long been devoted to building up the collections. The Library has seldom had the means to secure complete back sets in a single purchase, and the remarkable completeness of the scholarly files is very largely due to Mr. Lanning's persistence and discrimination.

Reference Division

The prime responsibility of the Reference Division is to provide information and guidance in the use of the Library. It also operates services in special subject fields: the Fine Arts Room, the Howay-Reid history collection, and the Bio-Medical libraries on the campus and at the Vancouver General Hospital. The Division also acquires and cares for the official publications of governments and international organizations, maintains the map reference service, carries on the interlibrary loan operations, and prepares a continuing and stimulating series of library displays.

The Division's main accomplishment is always its fourteen-hour-a-day direct service to individual Library users, providing specific help to match individual needs. Statistics show a slight decrease in "questions answered," 10,645, plus 8,000 more by telephone, but a 50% increase in the number of "time-consuming questions" (requiring extended service, 485 in number). The latter figure would seem to confirm the impression of the staff that more faculty and research staff are calling upon the Division for assistance in investigations. Loans from the Reference Desk (18,720) reached an all-time high, reflecting increased use of government publications, particularly of the United Nations and of the Dominion Bureau of Statistics. Interlibrary loans (896 loaned, 734 borrowed) put us for the second time in a "credit" position in this service, perhaps reflecting the growth of the Library's scholarly resources. Medicine accounted for 97 loans and 168 borrowings.

Instruction in Library Use and Bibliography. Supplementing the individual instruction to hundreds of students daily, the Division provides formal lectures to many groups to acquaint them with the use of library materials and the literature in their subject fields. Lectures were given in Medicine, Nursing, Music, Architecture, Agriculture, Agricultural Engineering, Education, History, and Forestry. Mr. Inglis Bell was particularly active, giving a series of fifteen talks to all sections of the English 200 class. Tours of instruction were also given, a time-consuming but often remunerative undertaking. The annual library instruction project conducted in

cooperation with the English Department involves the whole staff and all but a delinquent minority of the freshman class. The increased awareness and facility of University students in handling the common tools of learning seem to justify the very great effort involved.

Government publications are difficult for the inexperienced reader to use without assistance, and these are consequently made the responsibility of the Reference Division. Twenty-seven thousand, six hundred and sixty-two items in this class were processed during the year, and a major reorganization of the Canadian set was made, making this important segment of the collection more easily accessible.

The map collection was increased by over 6,000 items, special arrangements were made to safeguard maps in books, a light table was secured to facilitate use, and three new map cases were received. Miss Doreen Taylor, recently returned from an internship in the Map Division of the Library of Congress, provided skilled guidance.

The Fine Arts library and the Howay-Reid Room have had very active years in increasingly restricted quarters. Miss Melva Dwyer and Mr. Noël Owens have primary responsibility for these special services.

This varied program of "Reference" activities, for so many years vigorously developed under the leadership of Miss Anne M. Smith, was during this year supervised by Miss Joan O'Rourke, while Miss Smith filled a one year appointment at the Japan Library School of Keio University. As Acting Head, Miss O'Rourke and a comparatively new staff, with great energy, maintained the standard which has made the Library preeminent in this field among Canadian universities.

Bio-Medical Library and Branch. The Bio-Medical Library expanded both its collections and service. Substantial back files of 74 journals were secured as a part of a long-term program, and 3,700 volumes of new materials were acquired. Eleven hundred and eighty-two serials of interest to Medicine are now being received by the University Library. With the acquisition of important abstracting journals and new research titles in foreign languages, the position of the four-year old collection as a research library is better assured. The Library and Branch were subjected to a searching analysis by representatives of the American Medical Association during an accreditation survey of the Faculty of Medicine in the spring, and facilities were found to be highly commendable for so young an institution. The widening scope of service this year has been chiefly in the public health field and auxiliary health services. Increasing service to out-of-town doctors is noted.

The great strides which have been made in developing the Bio-Medical Library during its brief existence testify to the cordial cooperation which has existed between the Faculty of Medicine and the University Library and particularly to the very able work of the Bio-Medical Librarian, Miss Doreen Fraser, and of her staff. They have been competent, zealous, and well disposed, and these qualities are reflected in the service given.

Loan Division

The work of the Loan desk is to many synonymous with the work of the Library, and not many aspects of library service are more important than the prompt provision of materials upon request. This implies the management and security of the collections, the maintenance of loan records, and the control of stack access and egress, in order that exact information about the library holdings may always be at hand.

There was a 3.8% increase in number of loans from the main Loan Desk (compared with a 1.5% increase in 1952/53), to match a similar increase in enrollment; and a 26% advance in use in the Reserve Book Room, compared with an 18.4% decrease last year. (For Circulation figures see Appendix D.)

	<u>1953/54</u>	<u>1952/53</u>	<u>1951/52</u>
Loan Desk	95,802	92,262	90,882
Reserve Book Room	82,882	65,649	80,499

Circulation statistics at the Loan Desk are expected to decline next year, because of the liberalization of stack privileges. As more students are allowed direct access to the books on the shelves, greater use will be made of them within the Library building and there will be fewer borrowed at random on the chance that they will be useful to the matter in hand.

The inventory of the collection completed in May found 425 volumes missing from the main book stacks (and 125 from the Bio-Medical Branch and other places). Seventy-five books had been returned by the end of August 1954, and it is expected that others will follow them within the year; meanwhile all of these are unavailable and may have to be replaced.

The Division was without its full complement of professional staff throughout most of the year, but under Miss Mabel Lanning's experienced direction, the responsibilities were

carried ably and satisfactorily. In August, Mr. Inglis Bell transferred from the Reference Division to the Loan Desk, providing the professional assistance which Miss Lanning has long lacked.

Extension Library

The Extension Library serves four groups: persons registered in Extension Department courses, people in the province living in other than metropolitan areas (lapping over into the Yukon), theatre and play reading groups, and students taking University correspondence courses. Particularly to those in rural districts is the library service a real boon, as many personal letters to the Extension Librarian attest.

During 1953/54 a total of 22,602 volumes were borrowed through the Extension Library, an increase of 10% over the previous year (15,073 books, 6,684 plays, 846 other). Registered borrowers numbered 870 (640 general readers, 230 theatre groups), a decrease from last year's 912, because of a discontinuation of service to residents of Vancouver, New Westminster, and Victoria. Loans have, nevertheless, been higher than ever before, and a greater tax upon the efforts of the staff of two persons. In April 1954 the membership fee was at last raised from one to two dollars to offset increased postage rates and other charges; thus far only expressions of appreciation have been received and of surprise that the rate had not been previously advanced.

"The enclosed two dollars," one reader wrote, "is a very small charge for the wonderful service you give and the excellent type of books that are available." "Please accept my grateful thanks for the existence of the Extension Library in the first place and for your own kind services," writes another. "May I take the opportunity to thank the staff for the excellent service you give.... It is one of the most valuable services in the world today." From Kemano: "Thank you so very much ... this service is indeed a boon to those of us who live under more or less isolated conditions." A borrower from Powell River acknowledges the usefulness of the service "in helping us choose books we want permanently." Very many expressions of gratitude are for apt selections of material to satisfy individual needs: "You must have read my mind I'm better off when I leave my choice to you."

The staff has pride in offering quick as well as individual service, since the books often spend a good deal of time in transit. Of the full-time staff of two persons another borrower comments: "You must have a magnificent organization--all of our requests have been answered so very promptly and with such efficiency. We cannot tell you how grateful we are."

Extension Library borrowers are justifiably appreciative of the keen personal interest, discriminating judgment, and catholic tastes which Miss Edith Stewart, Extension Librarian, brings to her work. She and Mrs. Armitage are performing an important University service for the province.

Acknowledgments

"Acknowledgment" may be a perfunctory word, implying only grudging concession, or it may be a full confession of debt, gratitude, or belief. At the close of a year or of an annual report the University Librarian is more aware than at any other time of his very general indebtedness. His position in the University is that of agent, and his power that of combining, provoking, and bringing to realization the more concrete contributions of others. This opportunity to confess his belief in the consequence of the work done and his appreciation for the human resources which have gone into this year's achievements should not be missed.

The great understanding, effort, and determination of the Library staff, the sincere and intelligent concern of the Library Committee, and the ready disposition of the University administration and of the Board of Governors to support and foster library interests are characteristic of the year's work. University family and University friends alike have given support, and in the absence of either, this progress report would have been other than it is.

Neal Harlow,
University Librarian

APPENDIX A

Selected List of Notable Acquisitions

Part I: Books

- Bonneau, Georges. *Bibliographie de la littérature japonaise contemporaine*. Tokyo, 1938.
- Deutsche Atlantische Expedition auf dem Forschungs-und-Vermessungsschiff "Meteor," 1925-1927. Berlin, 1932-
- Du Creux, François. *Historiae canadensis ...* Paris, 1664.
- Ebert, Max, ed. *Reallexikon der Vorgeschichte*. 15 v. Berlin, 1924-1932.
- Flaubert, Gustave. *Correspondance*. Paris, 1954.
- Goldsmid, Edmund. *Bibliographical sketch of the Aldine press...* 3 v. Edinburgh, 1887.
- Great Britain. Parliament. House of Commons. *Sessional Papers, 1731-1900*. (Microprint edition.)
- Great Britain. Public Record Office. *Rerum Britannicarum medii aevi scriptores: or, Chronicles and memorials of Great Britain and Ireland during the Middle Ages. The "Rolls Series."* 253 v. 1858-1911.
- Gunther, Robert William Theodore. *Early science in Oxford*. 14 v. Oxford, 1925-1945.
- Harrisse, Henry. *Découverte et évolution cartographique de Terre-Neuve, 1499-1501-1769*. Paris, 1900.
- Le Clerc, Jean. *Atlas antiquus, sacer, ecclesiasticus et profanus in quo Terrae Sanctae variae divisiones ...* Amstelodami, [1705].
- Lübbert, Hans, ed. *Handbuch der Seefischerei Nordeuropas*. Stuttgart, 1929-
- Pastor, Ludwig, freiherr von. *History of the Popes*, v. 13-40. London, 1891- (To complete set.)
- Prins, Anthony Winkler. *Winkler Prins encyclopaedie*. 6th ed. Amsterdam, 1947-1954. (Gift, The Minister of Education, Netherlands.)
- [Research materials on the Far East. 130 v. dictionaries, grammars, philology, in English, Chinese, and Japanese.] (Gift, estate of Richard H. Geoghegan.)
- Richardson, Sir John. *Ichthyology of the voyage of H.M.S. Erebus and Terror*. London, 1844-1848.
- Royal Asiatic Society of Great Britain and Ireland. *Catalogue of printed books published before 1932 in the library of the Royal Asiatic Society*. London, 1940.
- [Sir George Sansom Oriental collection. The private library of Sir George Sansom. About 1000 v. books, pamphlets, etc.]
- Scottish Text Society. *Publications*. 99 v. (Gift, Dr. G. B. Salmond.)
- Ta Ch'ing Hui Tien Shih Lee. 384 v. (Gift, Vancouver Chinese Community.)

Three centuries of drama; English and American plays, 1512-1800
(Microprint edition.)

Voltaire, François Marie Arouet de. Correspondence, edited by
Theodore Besterman. Geneva, 1953-

Weltforstatlas. Hamburg, 1952-

Part II: Serials

Acta Obstetrica et Gynecologica Scandinavica, v. 1-30, 1921-1951.

American Academy of Arts and Sciences, Boston. Proceedings. v. 1-36,
1846-1901.

Anatomischen Berichte. v. 1-45, 1923-1944.

Annual review of Biochemistry. v. 1-18, 1932-1949; index, v. 1-20.

Archives d'Anatomie, d'Histologie et d'Embryologie. v. 1-34, 1922-1951/52.

Bentley's miscellany. v. 1-64, 1837-1868.

Berichte über die Gesamte Physiologie. v. 1-157, 1920-1953.

Biochemische Zeitschrift. v. 1-249, 1906-1932.

Bulletin of Hispanic Studies. v. 1-29, 1932-1952.

Edinburgh Mathematical Society. Proceedings, o.s., v. 9-n.s., v. 8,
1890-1952.

Ergebnisse der Anatomie und Entwicklungsgeschichte. v. 1-23, 1891-1921.

Fauna Arctica. v. 1-6, 1900-1933.

Geofysiske Publikasjoner. v. 1-19, 1920-1953.

Geografiska annaler. v. 1-26, 1919-1944.

Jahresberichte der Geschichtswissenschaft. v. 1-36 (less 20), 1898-1913.

Journal of Speech and Hearing Disorders. v. 1-18, 1936-1953.

Journal of Urology. v. 1-38, 1917-1937.

Kongresszentralblatt für die Gesamte Innere Medizin. v. 1-115, 1912-1953.

Maitre Phonétique. v. 1-66, 1886-1951.

Naunyn-Schmiedeberg's Archiv für Experimentelle Physiologie. v. 1-166,
1873-1932.

Nova Europa. v. 1-33, 1920-1940.

Philologus. v. 1-56, 1846-1897. Supps. 1-6, 1860-1895. (Gift of Dr. McGregor.)

Public Administration. v. 21-31, 1943-1953.

Revue des Etudes Latines. v. 1-30, 1923-1952.

Revue des Langues Romanes. v. 1-25, 1870-1884.

Royal Entomological Society (London). Proceedings. n.s. v. 1-1926-1952.

Le sang. v. 1-18, 1927-1947.

Schweizerische mineralogische und petrographische Mitteilungen. v. 1-30, 1921-1950.

Schweizerische Zeitschrift für Forstwesen. v. 26-75, 1875-1924.

Schweizerische Anstalt für das Forstliche Versuchswesen. band 1-21, 1891-1939.

Skandinavisches Archiv für Physiologie. v. 1-73, 1889-1936.

South African Journal of Science. v. 34-50, 1937-July 1954.

Surveying and Mapping. v. 3-13, 1943-1953.

Transition. v. 1-28, Apr. 1927-Sept. 1938.

Zeitschrift für Französische Sprache. v. 46-65, 1924-1944.

Zentralblatt für Bakteriologie. Abt. I (Originale) v. 82-114, 1918-1929; Abt. II, v. 63-94, 1925-1936.

Zentralblatt für Biochemie und Biophysik, v. 1-23, 1902-1921.

Zentralblatt für die Gesamte Kinderheilkunde. v. 1-39, 1911-1943.

Zoologischer Jahresbericht. v. 1-34, 1879-1912.

APPENDIX B

Library Staff as of August 31, 1954

ADMINISTRATION

Harlow, Neal	Librarian	Aug., 1951-
Rothstein, Samuel	Assistant Librarian	Sept., 1947-
Fugler, Ethel	Secretary	June, 1947-
Campbell, Louise	Clerk I	July, 1954-

REFERENCE DIVISION

Smith, Anne M.	Assistant Librarian and Head of Reference (on leave)	Sept., 1930-
O'Rourke, Joan	First Assistant and Acting Head	July, 1948-
Taylor, Doreen	Senior Librarian	July, 1951-
Donald, Jean	Junior Librarian	Nov., 1953-
Dwyer, Melva	Junior Librarian	July, 1953-
Knowles, Dorothy	Junior Librarian	July, 1953-
Owens, Noel	Junior Librarian	July, 1951-
Scott, Priscilla	Junior Librarian	July, 1953-
Alston, Mrs. Doreen	Library Assistant	June, 1951-
Wilson, Mrs. Mary	Clerk II	July, 1944-

Bio-Medical

Fraser, Doreen	Bio-Medical Librarian	July, 1947-
Ford, Mrs. Marguerite	Junior Librarian	Apr., 1952-
Barnes, Mrs. Margaret	Library Assistant	Oct., 1952-
Pritchard, Mrs. Muriel	Library Assistant	Oct., 1951-
Riches, Eleanor	Library Assistant	Oct., 1952-

CATALOG DIVISION

Alldritt, Marjorie	Head	Aug., 1951-
Little, Mrs. Margaret	First Assistant	June, 1953-
Jefferd, Dorothy	Senior Librarian	Jan., 1915-
Liggins, Patricia	Junior Librarian	July, 1952-
Steckl, Peter	Junior Librarian	Sept., 1953-
Bunker, Jacqueline	Library Assistant	Dec., 1953-
Giuriato, Mrs. Lydia	Library Assistant	June, 1950-
Browne, Anne	Clerk I	May, 1952-
Farmer, Mrs. Bertie	Clerk I	Sept., 1952-
		Aug., 1954.
Higginbottom, Norene	Clerk I	Sept., 1951-
Kisch, Edith	Clerk I	March, 1954-

CIRCULATION DIVISION

Lanning, Mabel M.	Head	Sept., 1926-
Bell, Inglis	Senior Librarian	June, 1952-
Buchanan, Joyce	Library Assistant	Sept., 1952-
		Aug., 1954.
Makovkin, Mrs. Joyce	Library Assistant	Sept., 1951-
Neale, Robert	Stackroom Attendant	Sept., 1945-
Rolfe, Dorothy	Clerk I	Sept., 1944-
Charles, Della	Clerk I	May, 1952-
Klassen, Mrs. Evelyn	Junior Clerk	Sept., 1953-
Tankard, Patricia	Junior Clerk	Oct., 1953-
Wood, Patricia	Junior Clerk	May, 1954-

ACQUISITIONS DIVISION

Mercer, Eleanor B.	Head	Oct., 1938-
Hennessey, Reginald	Junior Librarian	July, 1952-
Colley, Elizabeth	Library Assistant	Sept., 1952-
Hearsey, Evelyn	Clerk III	Jan., 1923-
Böttger, Hermine	Clerk I	Aug., 1952-
Crouse, Philip	Clerk I	July, 1954-
Forsythe, Mrs. Yvonne	Clerk I	July, 1948-
Ketter, Annemarie	Clerk I	Aug., 1954-
Price, Mrs. Marguerite	Clerk I	May, 1952-
Spence, Joyce	Junior Clerk	Sept., 1952-

SERIALS DIVISION

Lanning, Roland J.	Head	Sept., 1926-
Rutherford, Alice	First Assistant	Aug., 1952-
Bailey, Freda	Library Assistant	Jan., 1953-
Dearing, Enid	Library Assistant	July, 1952-
Dobbin, Geraldine	Library Assistant	Apr., 1953-
Murphy, Mrs. Colleen	Library Assistant	Jan., 1951-
Waterman, Mrs. Mary	Library Assistant	Oct., 1951-
Nishimura, Kazuko	Stenographer I	May, 1951-

Bindery

Fryer, Percy	Foreman	Dec., 1951-
Colmer, James	Journeyman	Sept., 1952-
Brewer, Mrs. Elizabeth	Journeywoman	Feb., 1952-
Lynch, Mrs. Isobel	Journeywoman	Oct., 1953-
Fryer, Percy Jr.	Apprentice	Apr., 1952-

EXTENSION LIBRARY

Stewart, Edith	Extension Librarian	July, 1948-
Armitage, Mrs. Elizabeth	Clerk I	July, 1949-

RESIGNATIONS DURING PERIOD 1 Sept., 1953-31 Aug., 1954

ADMINISTRATION

Ross, Mary	Clerk I	Apr.-June, 1954
Titterington, Joan	Clerk I	Sept., 1953-April, 1954
Vabre, Suzanne	Clerk I	May, 1952-Sept., 1953

REFERENCE DIVISION

Thompson, Mary	Junior Librarian	Oct., 1952-June, 1954
Murray, Norma	Clerk I	Nov., 1953-Sept., 1954

CATALOG DIVISION

Holland, Mrs. Christine	Clerk I	May, 1953-Mar., 1954
-------------------------	---------	----------------------

CIRCULATION DIVISION

Gubbins, Kathleen	Library Assistant	Oct., 1953-Aug., 1954
Sinclair, Mrs. Beverly	Library Assistant	Sept., 1953-May, 1954
Snyder, Mrs. Gertraude	Library Assistant	Sept., 1952-Sept., 1953
Pollock, Mrs. Josephine	Clerk I	Sept., -Oct., 1953
Kore, Runjeet	Junior Clerk	July-Sept., 1953
Zipursky, Esther	Junior Clerk	Sept., 1952-Apr., 1954

ACQUISITIONS DIVISION

Wong, Wang-Feng	Clerk I	June, 1953-July, 1954
-----------------	---------	-----------------------

BINDERY

Jamieson, Mrs. Margaret	Journeywoman	Jan., 1952-Sept., 1953
-------------------------	--------------	------------------------

APPENDIX C

SENATE LIBRARY COMMITTEE 1953-54

Faculty Representatives

Arts and Science - Dr. G. N. Tucker (Chairman)
Dr. D. C. Murdoch
Dr. Ian McT. Cowan

Applied Science - Professor L. C. R. Crouch

Agriculture - Dr. V. C. Brink

Law - Dr. M. M. MacIntyre

Pharmacy - Professor J. E. Halliday

Graduate Studies - Dr. J. L. Robinson

Medicine - Dr. S. M. Friedman

Forestry - Dean G. S. Allen

Nominations of the Chair

Dr. B. A. Dunell
Dr. T. M. C. Taylor
Dr. J. G. Spaulding

Ex-Officio

Chancellor Sherwood Lett
President N. A. M. MacKenzie
Dean G. C. Andrew
Mr. C. B. Wood
Mr. Neal Harlow (Vice-Chairman)

TERMS OF REFERENCE

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.

APPENDIX D

CIRCULATION STATISTICS, September 1953 - August 1954

[illegible]