ILLINOIS
UNIVERSITY OF ILLINOIS AT URBANA-CHAMPAIGN

PRODUCTION NOTE

University of Illinois at Urbana-Champaign Library
One of the main concerns of the Library during the year was the state of its book and serials collection. The Serials Acquisition Department undertook a survey which indicated: that the Library had some 750 incomplete sets that should be completed; that a great number of the books referred to by Granger's Index to Poetry and Essay and General Literature Index were not in the Library at all, some $24,000 being needed to add these to the Library; that deferred purchases of needed items since 1948 now totals $45,471; and that the Humanities holdings (through a survey in cooperation with the Humanities Division) contained serious gaps, showing, for instance, that we lack an average of 10 titles per author from a selected list of 111 outstanding authors. This survey was the basis for a plea for non-recurring funds for book purchases.
The plea failed.

A definite effort was made to weed the collection. Some one-third of the faculty responded to a call for help in this matter. Very little was accomplished, however, because it was found that practically the whole collection was still needed. Individual professors would recommend that certain titles be discarded, but others in the same department would insist they be kept. The net result was hardly worth the effort. Part of the reason is that the collection is relatively new and time has not yet taken its toll. One positive result of this effort was that many of the faculty were appraised of what the Library holdings in their fields were.

Fewer book titles were purchased this year because of high prices; money spent for beginning a new collection of U. S. Government publications, a print collection, and a record collection; and new subscriptions to much needed serials. This was compensated for, in part, by a larger number of gifts.

A study of the possibilities of establishing a map collection was made by Bill Woods, Map Librarian from Urbana. His report recommended that a map collection be established.

Use of the Library

In contrast to last year, this year's student enrollment dropped 8%. Library book circulation and reference use dropped even more (book circulation, 17%, reference use 16%). Most of the book circulation drop was due to a considerable decrease in reserve book use, which has its good side. Reference hopes that part of the reference decrease was due to their efforts to make the library instruction program more effective in terms of inducing the students to do more of their own reference work. Two factors affecting this situation
is the lack of sufficient new books, and the fact that considerable seating space had to be sacrificed to expanding stack area. One hopeful spot was in the increased use of the Fine Arts Department, which showed an increase in book circulation and a 50% increase in attendance. A new feature of library use is the clientele using listening services. Almost 5,000 availed themselves of these services in the Fine Arts (music) and Circulation (non-music), areas. Much of the use of non-music recordings was by class groups. The new print lending service created great interest, and the institution of paper back lending was successful.

A special study on reference use of the Library was made by the Reference Department, to determine: which reference titles were recommended to students for consultations, and which reference titles were used by the librarians to answer questions. This study was of value to the Reference staff in its work, and in its reference book selection.

Personnel Matters

Assistant Librarian David Maxfield left the staff on September 1, to work in the University of Michigan Library. Mr. Maxfield left after ten years of service, having organized the Library and seeing it through its most difficult days. Acting Reference Librarian Le Moyne Anderson left in June to take a position as head of the Library at Colorado A. & M. Mr. Charles De Young replaced Mr. Maxfield as head of the Circulation Department. Mrs. Katherine Ferrer came to the Staff, newly married, at the beginning of the year, and left to become a mother, at the end. Mr. Davis was transferred to the Acquisitions and Serials Department to help with book selection work. He continued to work half time in the Reference Department, however. The Librarian's secretary, Mrs. Pauline Franklin, did not report for work one Monday morning in April, and became a mother that afternoon. Her place was
taken by Miss Frances Stiritz, who was transferred from her job as secretary to the Purchasing Agent in Urbana.

The position of Assistant Librarian was dropped, with the departure of Mr. Maxfield. At the same time, four of the five department head positions were elevated in rank - from Instructor to Assistant Professor, with resultant salary increases. The position of Chief Library Clerk for the Librarian's secretary was changed to Secretary. A Chief Library Clerkship was created in the Circulation Department.

In April, Mr. Frommherz attended the Symposium on Systems for Information Retrieval, in Cleveland; in June, Mr. De Young attended the Educational Television Workshop at Purdue University; and various members of the staff went to American Library Association meetings, the Midwest Academic Librarians Conference in Milwaukee, the Illinois Library Association meetings in Peoria, the Chicago Library Club meetings, the Special Library Association meetings, and the University of Chicago annual summer institute. Mr. Heiliger and Miss Kester edited the College and University section of Illinois Libraries. Mr. Heiliger made several trips to Springfield as a member of the Illinois Library Association committee to advise the Illinois State Library on the expenditure of federal funds for aid to libraries. All professional staff members belonged to committees of library associations and of the faculty. Mr. Heiliger addressed a meeting of the Regional Group of Catalogers and Classifiers, a P.T.A. meeting in Chicago, and a librarian-trustee meeting in Lake County.

Difficulties in finding and keeping good clerical help continued. The Business Office decision to allow the use of clerical funds for student help to tide over when it was impossible to get clerical help, was of great assistance. This, we know, was an extra burden to the Business Office.
Income and Expenditures

Income remained the same as for the preceding year, and expenditures were kept within the limits prescribed thereby. Dissatisfaction with the amount provided for books was pronounced. Faculty complaint was general. As a result, a plea was made for supplementary funds and a restoration of the 1950 book budget level of $38,000 for the coming biennium was recommended by the Senate Library Committee. Equipment money provided, $200 per year; is hardly enough to begin to replace much of the old Navy equipment the Library has been using since it began. The Cataloging Department, for instance, has not had a new typewriter in eight years. Stacks alone to take care of the new books and magazines each year cost considerably more than $200. This year, storage items sent to the Midwest Center, released old storage stacks which were moved to the reading rooms and used there.

Special Administrative and Organizational Problems

The Staff organization, which ran so well the previous year under Miss Sullivan's leadership, did nothing this year with a nonacademic person as president.

Department heads meetings were held on the average about three times a week. This proved effective in solving problems involving more than one department (as most did), before they festered. It also was an effective way for the Librarian to keep the staff informed of developments at his level.

Book selection meetings (weekly) of all the professional staff, proved to be ineffective. Too much staff time seemed to be used to too little effect. Perhaps the Staff is too small to be able to bring enough to bear on the discussion of titles. Or, perhaps a commuting staff finds little time for reading. The prospects are that for the coming year, the staff will submit
order cards for their recommendations, with the Acquisitions people watching to see that no major non-curriculum items are missed.

When Mr. De Young was hired as head of Circulation, it was on the basis of his spending much of his time working at tying the Library into the instructional program of the University. To give him more time for this, a chief clerkship was created in his Department. This worked quite well, with most of the faculty interviewed and resultant facts relayed to the Library staff. It also helped inform the faculty on library services.

Building Improvements, Equipment Added

All requests for building improvement are almost certain to be refused, because the University does not want to spend money on a building which it will not, in all likelihood, occupy for long. Money was not forthcoming for enclosing space in the second floor lounge adjacent to the Library, space allotted by the Administration's Space Utilization Committee. A reading machine, Kodak, for reading microprint, was purchased, along with listening and playing equipment for the record tape program. These latter were purchased with profits from the sale of the Library Handbook.

Storage stacks (wooden) were brought out of the storage room behind the Fine Arts Reading Room, and set up in the Main Reading Room and the Fine Arts Reading Room. The entire collection was shifted during the summer, so that this new stack area could be utilized. This new area was only enough for the year's additions of books and periodicals.

Description of Attempts to Increase the Usefulness of the Library

"Operation Paperback" worked out very well. Some 571 good paperbacks were selected. Processing work was held at a minimum, with no cataloging done
on them. In the three and one-half months, the average circulation per title was two. Most popular titles were: "Brave New World", "All Quiet on the Western Front", "Vincent Van Gogh", "Pyramids of Egypt", "The Grapes of Wrath", and "Freud - His Dream and Sex Theories". One result was that a course in English history was completely revised and a series of paperbacks used instead of one text.

A majority of the faculty were approached individually for suggestions on how the Library could best serve their teaching needs. These suggestions were all discussed at Department Heads meetings, and many were the basis for action. The Library staff member making the approach also used the opportunity to tell the faculty member of new services being offered by the Library.

The exhibit program was developed in cooperation with student organizations. Fifteen of them put up Library exhibits which drew much favorable comment.

The Foreign Language Department reported that the Library practice of taping the reading sections of the texts and making them available to the students had resulted in a noticeably faster tempo in the learning process. The recording on tape was done by the professors themselves.

Sixty five (65) classes gathered in the Library during the year to listen to non-music recordings of drama, poetry, historical selections, etc.

Meetings were held with all advisors of student clubs and organizations, including the Library Committee of the Student Council. The latter proposed that certain student funds be used for sound-proofing a room for listening purposes. The price was too high and the proposal was turned down.

Three changes in the catalog filing rules were instituted, to make it easier to use the catalog.

The new lending service for framed prints of famous paintings (two-month loans) reached a total of 269. Books on the painters and periods were
tied into the loans when possible.

Notes of Special Progress

Two Library TV programs were given on WGN-TV. Mr. De Young handled them both in a very satisfactory manner. The Librarian cooperated with the Library TV program downstate, in a program on books on Mexico. The Librarian also served as secretary of the Faculty's Radio and Television Committee. A project for the use of closed circuit TV for library instruction was put in the hopper for Ford Foundation consideration. We find that the Evanston High School Library was given a grant to do the very thing which we proposed - and hope that our proposal helped their's along. We are now consulting with Mr. Partridge on the possibility of trying again with closed-circuit TV reference service. Technically, it is feasible.

For the first time, the Library has had a faculty library committee. The organization of the new Interim Senate made this possible. As the year ended, the Interim Senate ceased and the Senate came into being. There is now a Library Committee of the Senate, which will start to function this Fall. It will purely be advisory in nature and should be of great assistance to the Library. During the year, the Library Committee of the Interim Senate met three times at the request of the Librarian. Each time they met to discuss specific problems, and each time came up with formal recommendations.

The Librarian had charge of the program for the University's Pan American Day Convocation, arranging for the speaker and introducing him.

The Reference Librarian held a "workshop" in his department, for the general engineering faculty. The object was to assist the faculty in planning ways and means for making students more aware of the value of the Library in their work. It proved to be an opportunity to make the faculty members themselves much more aware of what the Library offered. The "workshop" was so successful that the professors asked for a repeat.
Work of Departments

Much of the work of the Departments has been already mentioned. The following gives a general statement plus some details:

Cataloging Department: The Urbana and Chicago Public Library loan collections became gifts to the Library during the year, and were cataloged for the permanent collection. Emergency shifting of S-Z cards in the catalog was necessitated by crowding. Very shortly new trays will be needed for the rapidly expanding catalog. The work connected with the aforementioned changes in the filing rules, was accomplished. The Department assisted the Fine Arts Department in its work of "temporary cataloging" phonodiscs and prints.

Fine Arts Department: Special facilities were designed and built for the new print lending service and for the high fidelity listening service. The music collection was added, being moved from the Main Reading Room. This necessitated shifting the entire Fine Arts Collection. A major job done on the architecture vertical file, with the American Institute of Architects classification system being used for the first time. The Fine Arts Librarian provided two major exhibits for the University's Art Gallery. The following lists were issued during the year: Library holdings of 1) prints; 2) music recordings; 3) non-music recordings; Bibliographies for courses in architectural design; and new books lists.

Acquisitions and Serials Department: Considerable work was done on an Acquisition Policy Manual.

An Incomplete Series and Set Survey, and a Humanities Survey, were accomplished, laying the base for overcoming serious lacks in the collection. Weekly book selection meetings were held for the professional staff, these being the means by which expenditures from General Funds were made. This was not too successful, and a change is being discussed for the coming year.
Reference Department: A major effort was made to fill in gaps in the Reference Collection. This has been a two-year project, during which time more money has been allotted for this purpose.

A Reference Staff Manual was compiled. In the process, it was recognized that certain procedures needed changing, and this was done.

Reference stacks were installed for the first time. These are now adjacent to the Reference service area, a convenient location. This involved shifting the whole reference collection. At the same time, the periodical indexes were moved over next to the Reference desks, from the Circulation location they had before.

Circulation Department: Although the number of people entering the Library during the year fell somewhat (4%), the enrollment fall was greater (8%), so there was a somewhat greater per-student use of the Library.

The 1957 inventory, to be taken during July and August, was planned by the Circulation Department.

The Library's public relations program was centered in this department, where the year saw a development of the Library's relations with the student newspaper, with the radio and TV work of the University, with student and faculty sports activities (bowling and softball), with student organizations, and, most notable, with faculty.

Recommendations for the Future

Further efforts should be made to tie the Library more closely to the teaching program. This can be done by working with the faculty in every way possible. A continuation of the series of individual conferences with the faculty, begun this past year by the Circulation Librarian, and an expansion of the "workshop" for the faculty idea, begun last year by the Reference Department,
are certainly in order.

The serious gaps discovered in our Humanities collection as a result of the survey of that collection by the Acquisitions and Serials Department, suggests that similar surveys of other parts of the Library's holdings could be conducted.

Every staff member should have well in mind the objectives of the University, as well as the Library's part in helping to achieve those objectives. The year before last, several top administrators of the University addressed the Library staff, telling about their duties and responsibilities. This was very successful, and will be renewed this coming year.

More books, more space, and more equipment, are urgently needed, and every effort should be made to get them.

If and when the new campus site is purchased, building planning will become of immediate importance. Some staff work on this has been done during the past two years, but a great deal more will have to be done when the campus location becomes known.

Cataloging and Serials Statistics

Cataloging:

- Titles cataloged (including 2891 books, 9 microcards, 21 recordings) 2,921
- Analytical titles cataloged (65 books, 42 recordings) 107
- Titles recataloged (books only) 284
- Items (volumes, not including analytical titles) (4641 books, 892 pamphlets, 101 microcards, and 44 sound recordings) 5,678
- Office collections (including 109 books and 110 pamphlets) 219
- Items withdrawn 192
- Items for Departmental Libraries (678 books, 70 pamphlets, 44 films, 983 microprint sheets) 10,630
- Periodicals (bound volumes) (756 book form, 44 films) 800
### Holdings at end of 1956-1957 year:

<table>
<thead>
<tr>
<th>Item</th>
<th>5/31/55</th>
<th>5/31/56</th>
<th>5/31/57</th>
</tr>
</thead>
<tbody>
<tr>
<td>Volumes (Cataloged)</td>
<td>71,341</td>
<td>74,609</td>
<td>79,959</td>
</tr>
<tr>
<td>Pamphlets (Not Cataloged)</td>
<td>12,106</td>
<td>11,250</td>
<td>9,902</td>
</tr>
<tr>
<td>Microfilm Reels (Cataloged)</td>
<td>1,436</td>
<td>1,480</td>
<td>1,517</td>
</tr>
<tr>
<td>Maps (Uncataloged)</td>
<td>3,268</td>
<td>3,268</td>
<td>3,268</td>
</tr>
<tr>
<td>Prints (Check listed only)</td>
<td>34</td>
<td>113</td>
<td>197</td>
</tr>
<tr>
<td>Sound Recordings (Partially Cataloged)</td>
<td>912</td>
<td>1,200</td>
<td>529</td>
</tr>
<tr>
<td>Periodicals Currently Received (Cataloged)</td>
<td>604</td>
<td>665</td>
<td>765</td>
</tr>
<tr>
<td>Microcards Total (Cataloged)</td>
<td>----</td>
<td>2,761</td>
<td>2,882</td>
</tr>
<tr>
<td>Miniature Scores (Not Cataloged)</td>
<td>----</td>
<td>----</td>
<td>7</td>
</tr>
<tr>
<td>Paperbound Books (Not Cataloged)</td>
<td>----</td>
<td>----</td>
<td>572</td>
</tr>
<tr>
<td>Microprint Sheets (Not Cataloged)</td>
<td>----</td>
<td>----</td>
<td>9,838</td>
</tr>
</tbody>
</table>

*Holdings figure for 5/31/56 was taken last year from Acquisitions figures. It is hereby corrected from Cataloging figures from 74,571 to 74,609. Hereafter, only cataloging figures will be used.*
Gifts and Important Acquisitions


The most noteworthy acquisition of the year was the completion of Beilstein's Handbuch...---, which is now complete from v. 1 and its supplements up to and including supplement II, v. 29, part III.

Donors were: (From faculty, staff, alumni, and students)

Mr. L. W. Anderson, Dean Harold W. Bailey, Mr. E. F. Burr, Mrs. J. P. Crews, Mr. Charles De Young, Dr. E. Frank, Mr. C. Frommherz, Mr. S. Gabis, Miss G. Gumbinger, Dr. A. Howard, Mr. E. Heiliger, Mr. W. H. Huff, Dr. R. W. Karpinski, Dr. A. W. Kenney, Mrs. M. Kerwick, Dr. F. Klassen, Professor Robert Mehr, Professor B. Kogan, Professor H. McEldowney, Mr. C. Radice, Mrs. M. L. Rafal, Miss J. Richey, Dr. W. Thompson, Dr. K. Yokayama.

(From Other Individuals)

Mr. Hugh Bradshaw, Mr. Ralph F. Gross, Mr. R. H. Harrison, Mr. Wayne Hartwell, Miss Hicks, Miss Kinkes, Mr. W. T. McClanahan, Mr. David K. Maxfield, Rabbi I. Miller, Mr. E. G. Martin, Mr. Max Nomad, Mr. L. C. Powell, Mr. deLafayette Reid, Mr. Sean G. Roman, Mrs. Frederic B. Schmidt, Mr. Frank T. Sisco, Mr. R. E. Smallwood, Mr. Henry Wasser.

Edward Heiliger
Librarian