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JUL 24 1962

CHANCELLOR'S OFFICE

MICHIGAN STATE UNIVERSITY OAKLAND

ANNUAL REPORT OF THE LIBRARIAN

1961 - 1962

TO: THE CHANCELLOR OF MICHIGAN STATE UNIVERSITY OAKLAND

As University Librarian I have the honor to submit the following report of the Michigan State University Oakland Library for the year July 1, 1961, through June 30, 1962.

The changes in the University Library during this year are probably greater than they will be in any year in the future of the institution. The library quarters, the arrangement of the book collection, and the library staff are all very different at the end of the year than they were at the beginning. The change in quarters and the rearrangements and organization of the book collection were, of course, predicted in advance and have been expected operations. Changes in personnel were not so predicted, and have made continued progress in other areas somewhat more complicated to achieve.

The year began with the resignation of the Associate Librarian, Audrey North, to become the Librarian of Keuka College. Miss North had actually been on the scene during the first six months of the operation of MSUO in the fall of 1959, before I was able to devote full time to the Library. Therefore, her leaving involved a considerable break in the continuity; especially in our processes of ordering and binding where she had worked out routines. At the end of the year, Louis Martin, Assistant Librarian, who had been developing our programs with students and faculty, resigned to become Assistant Director of Libraries at the University of Rochester. For him this represented an opportunity to accept a new position in one of the rapidly expanding research libraries of the nation against which we could not compete. Our clerical staff, which consisted of four clerks and one vacancy on July 1, was expanded in September to nine. Two of the five people we employed in that almost crash program of hiring are no longer with us, and a third is currently on leave of absence. Such are the difficulties of trying to build a clerical staff rapidly in an operation which is quite strange to the labor market available. When we can add people more slowly, we seem to do better. Three of the four clerks, for instance, who were with us at the beginning of the year are still on the staff and the fourth, who resigned in January to return full time to college, is back filling in for the summer. We are extremely fortunate in these earlier appointments. Miss Pung, who has charge of the circulation desk, now has the longest service on the staff, having been actively on the payroll four months before I was; and Mrs. Mitchell and Mrs. Burt both joined us during the first year.

We had felt that this year was the time to begin attacking our problems of cataloging and organizing the library materials

for use in the same way we had concentrated during the first two years on the acquisition of materials. We, therefore, added to the staff Miss Mary Patricia Ruskin and Czetong Song to work primarily as catalogers, although they would also have some responsibilities for the serving of students and faculty. Miss Ruskin came to us directly from the General Motors Corporation where she had been in charge of building a library in a new research installation. Previously, however, she had had a rich experience as an army librarian in Okinawa and in the Cataloging Department at the University of Detroit, including a period as head of that department. Mr. Song came to us immediately after receiving his M. A. in Library Science from the University of Michigan where he also holds an M. A. in philosophy. This training, combined with his oriental background, seemed to make him an ideal appointment for MSUO.

Even before the resignation of Mr. Martin, we had felt the lack of an organized reference service and were looking toward its development during 1962-63 in somewhat the same way that cataloging had been developed in 1961-62. We were exceedingly fortunate to find Mrs. Margaret Irwin and to be able to arrange for her to join us in April. Mrs. Irwin's interests are in the social sciences, and her library degree is from the University of California. She has held a great variety of responsible library positions in several locations between Cambridge and Hawaii. She not only inherits with me Lou Martin's job as a promotor of library services and liaison man with the faculty, but is also responsible for the organization and development of our reference collection and services. To aid her in this work, we have transferred Tom Song entirely out of cataloging.

Our annual report of the year ending June 30, 1960, told in some detail of our early routines for the alphabetical shelving of material without cataloging, and the later development of a cataloging program. At that time, we reported more than half of the total collections of over 7,000 volumes in these uncataloged alphabetical collections, but predicted the elimination of these collections before the University had a senior class. Although on June 30, 1961, these uncataloged collections had increased in size, we are able to report their elimination at this time. Heretofore we have counted as a part of the library, materials on which our records were not complete, but beginning with this count on June 30, 1962, we are counting only materials which are fully cataloged or otherwise permanently entered in our records of serials.

TABLE I
SIZE OF LIBRARY

	June 30, 1960		1961		1962	
	<u>Titles</u>	<u>Volumes</u>	<u>Titles</u>	<u>Volumes</u>	<u>Titles</u>	<u>Volumes</u>
Cataloged and Classified:	2,772	3,275	10,485	12,470	20,115	25,536
Alphabetical collections:		3,658				
Completed volumes of peri- odicals - Bound:		304	} 8,157			1,472
microfilm reels:		71				1,105
Special collection of rare books and fine printing:		84				157
		<u>7,392</u>		<u>20,627</u>		<u>28,270</u>
Records:		6				144
Serial titles regularly received by subscription or gift:		176				469

Approximately 7,000 volumes from our uncataloged collections were cataloged this year, in addition to some 6,000 new items. This total of 9,630 titles and 13,066 volumes is a tribute to the organizing ability and just plain hard work of Miss Ruskin. Following our policy of taking full advantage of work done by the Library of Congress, and with some help from Mr. Song and adequate clerical help, she has turned out what would normally be regarded as a work load of somewhere between three and four professional catalogers. This she has done also in the face of the considerations and conferences required to set precedents and policies for the future, responsibilities for several hours of public service each week, and a heavy load of general work concerned with the development of over-all library policies. Although we still have a backlog of items from the Kirshner collection and other block acquisitions, we feel that these can be eliminated without a special program. With the elimination of uncataloged materials from the library proper, we will be free to make inroads into the backlog during the next year or two.

On October 27, 1961, we moved from what had been very superior quarters in North Foundation Hall, quarters in which two years before there had not been a single book, to the well planned and spacious Kresge Library building. We tried to make the move fun and meaningful to the community, as well as efficient. Immediately after lunch on that day we held a brief ceremony on the library steps at which the Librarian got a speech off his chest, the President of the student body spoke, and the Director of College Work for the Episcopal Diocese of Michigan said a prayer. Following this, approximately eighty students per hour pushed book trucks from North Foundation Hall to the new building, while others worked on loading and unloading, until all of our materials were moved in a period of about three and one half hours. All students and faculty who worked were then entertained at supper in the Oakland Center. The new building was dedicated, and a Friends of the Library group launched among citizens of the area, on May 12, 1962. Eight members of the Kresge family, including the founder, were present for that occasion.

It is interesting to speculate how much effect this building has had on the use of materials on the campus, and how much increase may have been caused by the continued greater adequacy of the library collections and the introduction of upper-class work in the curriculum. Experience elsewhere has shown that a new library building may result in a doubling of circulation figures. We did not have sufficient personnel at the circulation desk to count the use of materials placed on reserve until the fall of 1961. Hence, the 7,258 total circulation reported for 1960-61 should be compared with 16,682, rather than the grand total shown in the table, for an increase of 9,424 in the areas in which we kept a count in 1960-61.

TABLE II

TOTAL CIRCULATION - 1961-1962

	<u>Students</u>	<u>% of Total Circ. To Students</u>	<u>Others</u>	<u>Faculty</u>	<u>Bindery and Use In Lib.</u>	<u>Total</u>	<u>Approximate % of Collection</u>
<u>GEN. CIRCULATION</u>							
Humanities	6,249	46	70	1,007		7,326	44
History, Geogra- phy	2,945	21	16	519		3,480	27
Social Science	3,557	26	84	409		4,050	20
Science	965	7	2	112		1,079	9
<u>Sub Total:</u>	<u>13,716</u>	<u>100%</u>	<u>172</u>	<u>2,047</u>	<u> </u>	<u>15,935</u>	<u>100%</u>
Records	511		8	51		570	
Microform							
Reserve Books*	1,252			5	11,389	12,646	
Bindery*					1,023	1,023	
<u>NON CIRC. MATERIALS</u>							
Periodicals	66		1	110		177	
FINAL TOTAL:	15,545		181	2,213	12,412	30,351	

* No records kept before October, 1961.

TOTAL MONTHLY CIRCULATION - FISCAL YEAR 1961-1962

July, 1961	479
August, 1961	244
September, 1961	1,045
October, 1961	4,146
November, 1961	4,223
December, 1961	3,360
January, 1962	3,843
February, 1962	3,245
March, 1962	2,790
April, 1962	2,430
May, 1962	2,528
June, 1962	<u>2,012</u>

TOTAL: 30,351

Actually our high months in these summary figures were in the fall semester, but this is deceptive because of the greater number of books placed on reserve at that time. Circulation of non-reserve materials was about 500 volumes higher in the winter semester than the fall, but reserve book use fell from about 7,000 in the fall to about 4,000 in the winter. This occurred in part because 315 fewer volumes of 140 titles were placed on reserve in the second semester.

During the fall semester we seemed to suffer from poor communication as to the meaning of reserve. Some teaching faculty asked us to put any books on reserve in which one or two students might be interested. The result was a great inflation of statistics because these books could not be taken out of the Library, and were used day after day by the same student, each use counting as one. This led us to adopt a routine of informing each faculty member of the use of books from his reserve shelf at the time they were taken off, and has helped make use of reserve more realistic, as well as a saving of considerable time for other tasks at the circulation desk.

Our contention is that the arrangement of the Kresge Library, and the careful selection we exercise in the adding of new titles, makes our entire library a kind of open reserve and that whenever possible the student should be encouraged to learn to select his own sources. Hence, the closed reserve shelf need be used only for those assigned materials where use is so heavy as to render circulation for one week impossible.

This one week circulation period represents a change. Actually we publish the fact that we have no date due for our materials, but last year we would call them back from anyone after they had been out two weeks. Because this seemed to limit the possibility of several students withdrawing a book during the same semester, we are changing to one week. This system, of course, is good only if users will ask for material they can not find on the shelves so we can call it back. We are trying to train people to do this because it seems to us superior to an arbitrary date due whether anyone else wants the material or not.

The arrangement of the Library into four divisions indicated by these statistics represents a guess made by Dean Hoopes, Audrey North, and me in the summer of 1959 as to how the University would develop. At the beginning of the spring trimester we rearranged our shelving to conform to the three divisions which actually have grown up with the University, and future statistics will be compiled on this basis.

Although the major effort of the faculty and acquisitions staff of the Library continued to be directed toward the building of

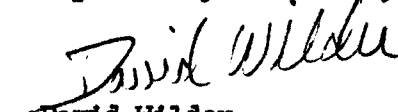
the collection through the selection and purchase of individual monographic items, we have not overlooked the importance of bulk purchases and gifts as the primary way of building the Library in its early years. During the year we have worked on the processing of the Church collection of opera scores, the medieval materials of the late Professor Sidney Painter, and literary materials from the library of Francis Johnson. The Stanford University Library with whom we are dividing the Johnson books has not yet completed the shipping of our share of the books, but we have been busy binding and processing the journals.

This project was delayed because in the fall we found it necessary to change binders and to work out new internal procedures for the preparation of binding. Only during this spring trimester have our routines for preparing and binding these valuable sets been such that we have been able to make large binding shipments each month. Also during the year the librarians analyzed our subscription list, title by title, and made decisions as to which of the almost 500 titles were to be bound, which preserved in microform, etc.

Our most important gift during the year was \$15,000 from C. Allen Harlan for the purchase of monumental sets and backruns of journals in the humanities. \$5,000 of this was turned over to music, the bulk of which has been committed. More than 7,000 of the remaining \$10,000 had been committed in other fields by the year's end. Our actual purchases with this gift will have to be the subject of a special report; but the usefulness and value of the gift must be recorded here as an indication of the interest of both the university administration and the local community in cooperating with the Library. The increase in the library staff for 1962-63 and the drive indicated by the rapidly developing Friends of the Library augur well for the future.

We also expect to be greatly aided by the appointment of the three associate deans as a Library Committee. During the first two years we were successful in budgeting our acquisition funds as we went along, but the increase in the faculty has made it essential to introduce guidelines as to how much should be spent on current materials in each discipline and how much budgeted for important non-current purchases. Actually, if it had not been for the Harlan gift we would have neglected the latter this year. The Committee will be of great assistance in this budgeting, as well as in advising on ways and means of increasing library use on the part of students and faculty generally.

Respectfully submitted,



David Wilder
University Librarian

cc: To each faculty member