

April 5, 1943.

Mr. C. M. Baker,
Director of Libraries,
University of Kansas.

Dear Mr. Baker:

I am returning herewith the book by Best and Taylor, "Physiological Basis of Medical Practice", which I have had checked out.

I have never checked out "Living Thoughts of Thoreau", by H. D. Thoreau, which is listed on the enclosed page. Perhaps you have this book charged to me when it should be charged to another Allen.

Sincerely yours,

Director of Physical Education,
Varsity Basketball Coach.

THE UNIVERSITY OF KANSAS
LAWRENCE

UNIVERSITY LIBRARY
C. M. BAKER, DIRECTOR

Circulation Desk
March 30, 1943

Professor F.C. Allen²
105 Robinson Gymnasium
University of Kansas

Dear Professor Allen:

I enclose a list of books which, according to our records, are charged to you. Owing to the scarcity of help it is necessary for the Library to start early on this work.

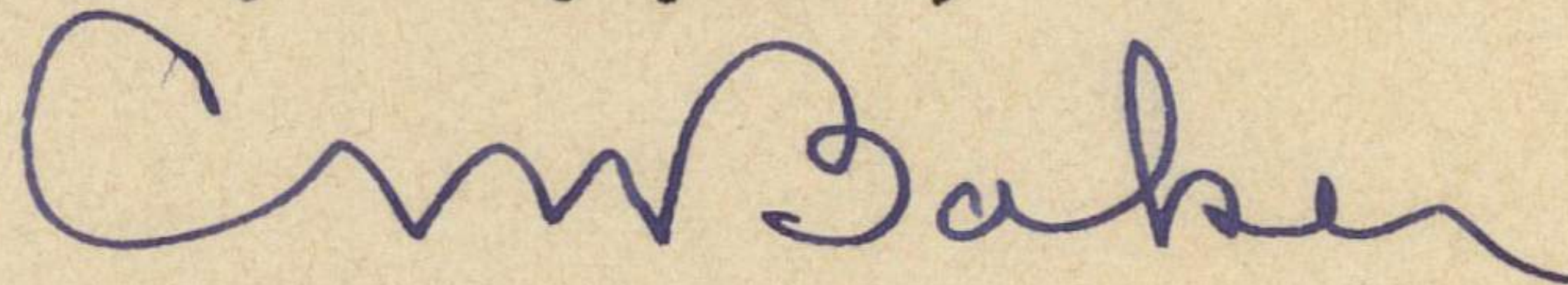
I request that you check this list as soon as possible and return it to the Library that we may confirm the correctness of our records.

As the Spring Semester will be over before we realize it, I request that all books you are not actually using be returned to the Library. If there are some items on this list which you intend to use during the next few weeks please note these on the list and we will recharge them to you for the remainder of the semester.

Please remember a new semester will start in May to run through the summer and that many books may be required for class work.

In anticipation of your cooperation, I am

Very truly yours,



C. M. Baker
Director of Libraries.

LIBRARY BOOKS SHOULD NOT BE LEFT IN OFFICES OR HOMES THAT
WILL BE CLOSED DURING
MAY, JUNE, JULY, AUGUST OR SEPTEMBER.

UNIVERSITY OF KANSAS LIBRARY

INTERLIBRARY LOAN SERVICE TO FACULTY AND GRADUATE STUDENTS

The general unfamiliarity of faculty and graduate students with interlibrary loan practices and procedures has made an explanation of some of the rules seem advisable. The following extracts from the American Library Association's Interlibrary Loan Code, 1940, are self-explanatory:

MATERIAL WHICH SHOULD NOT BE REQUESTED. Libraries ought not to ask to borrow: current fiction; books requested for a trivial purpose; books in print which can be purchased readily and for which there is a natural demand in the library which owns them. No material of any kind may be borrowed for class use.

LIMIT OF NUMBER OF VOLUMES. No greater number of volumes should be asked for at one time than can be used effectively in the customary loan period.

DURATION OF THE LOAN. Loans vary from seven days to four weeks, depending upon the lending library. The time allowed will be stated in each case by the lender when a loan is made. The period is counted from the day the book reaches the borrowing library to the day it is returned. An extension of time usually may be obtained for good reasons. AN APPLICATION FOR SUCH AN EXTENSION MUST BE MADE EARLY ENOUGH TO PERMIT AN ANSWER FROM THE LENDING LIBRARY TO BE RECEIVED BEFORE THE BOOK'S RETURN IS DUE.

SAFEGUARDS. The borrowing library is bound by the conditions imposed by the lender; these it may not vary. (This applies to books restricted to use in the building of the borrowing library.)

RESPONSIBILITY OF BORROWERS. The borrowing library must assume complete responsibility for the safety and prompt return of all material borrowed.

VIOLATIONS OF THE CODE. Disregard of any of the foregoing provisions, ... or detention of material beyond the time specified for its return, will be considered a sufficient reason for declining to lend in the future.

Local applications for loans should be made to the Reference Librarian and should include the following information: BOOKS. Author (full name and dates), title accurately stated, volume number if in a set, edition if a particular one is desired, place of publication, publisher, date of publication. PERIODICALS. Complete title of magazine, date of issue, volume number, inclusive paging of desired article, author and title of article. IF THE ABOVE INFORMATION CANNOT BE SUPPLIED, A COMPLETE REFERENCE SHOULD BE GIVEN TO THE SOURCE WHICH CITED THE ITEM.

TO AVOID NEEDLESS WASTE OF TIME AND EXPENSE, OUR HOLDINGS MUST BE CHECKED CAREFULLY BEFORE TURNING IN REQUESTS FOR INTERLIBRARY LOANS. This means that books should be looked up in the card catalog under author's name, including all possible variations in spelling, and title. Magazine titles should be looked up in the card catalog, and at the Periodical and Exchanges Desks.

The length of time necessary to secure a loan varies from three days to several months, depending upon the item desired. Giving complete bibliographic data with each request is the most effective means of making it possible to locate books quickly.

C. M. BAKER
Director of Libraries

THE UNIVERSITY OF KANSAS
LAWRENCE

UNIVERSITY LIBRARY
C. M. BAKER, DIRECTOR

January 21, 1943

Dr. F. C. Allen
Department of Physical Education

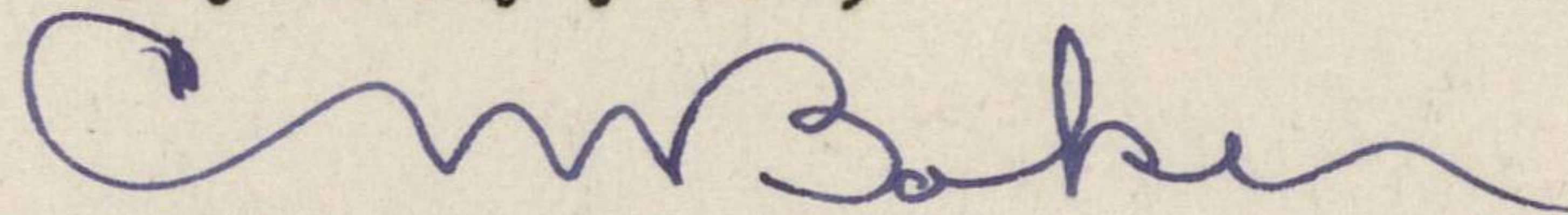
Dear Sir:

The University Library Committee has apportioned the Book Fund for the year 1942-43. The allowance for your department appears below.

Please remember that the budget allowance for books and periodicals was cut 27% in 1941-42.

By order of the Budget Committee continental periodical subscriptions have been cancelled. Incumberances for continental continuations (yearbooks, etc.) have been reduced to 1/5 the usual amount.

Very truly yours,



C. M. Baker
Director of Libraries.

Allotment for 1942-43.....	\$ 78.00
Balance from 1941-42.....	32.00
Total Fund.....	<u>110.00</u>
Incumbered for Periodicals and Continuations.....	\$ 25.00
Incumbered for books to date.....	19.00
Total.....	<u>44.00</u>
Balance unincumbered.....	<u>\$66.00</u>

THE UNIVERSITY OF KANSAS
LAWRENCE

UNIVERSITY LIBRARY
C. M. BAKER, DIRECTOR

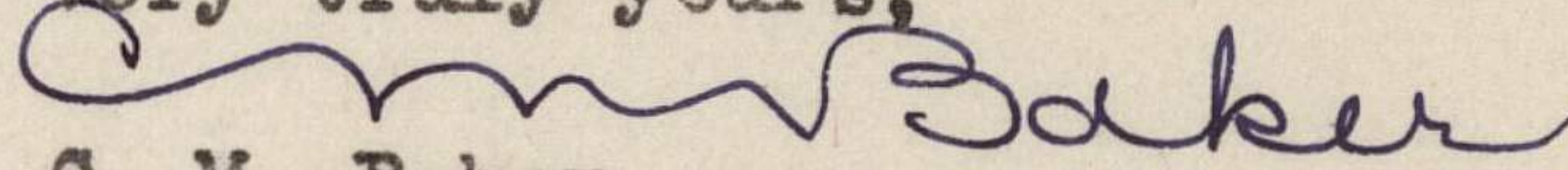
May 29, 1942

Dr. F. C. Allen
Department of Physical Education
105 Robinson Gym

To those in control of Library Funds:

The Library urges that all book orders be sent in before June 15. We shall not be able to place large orders received after that date.

Very truly yours,



C. M. Baker
Director of Libraries

CMB:T

March 31, 1942.

Mr. C. M. Baker,
Director of Libraries,
University of Kansas.

Dear Mr. Baker:

I am in receipt of your letter of March 26th calling attention to the following book which I have checked out of the Library:

612 Best & Taylor
B46p Physiological basis of medical practice
322015

I have this book in my office and since I am teaching Kinesiology this semester I find the book very valuable as a reference. I should appreciate it if I may keep it here until the end of the semester.

Assuring you of my desire to cooperate with the library service at all times, I am

Sincerely yours,

FCA:AH

Director of Physical Education and Recreation,
Varsity Basketball and Baseball Coach.

THE UNIVERSITY OF KANSAS
LAWRENCE

UNIVERSITY LIBRARY
C.M. BAKER, DIRECTOR

March 26, 1942

Prof. F. C. Allen
105 R.

Dear Mr. Allen:

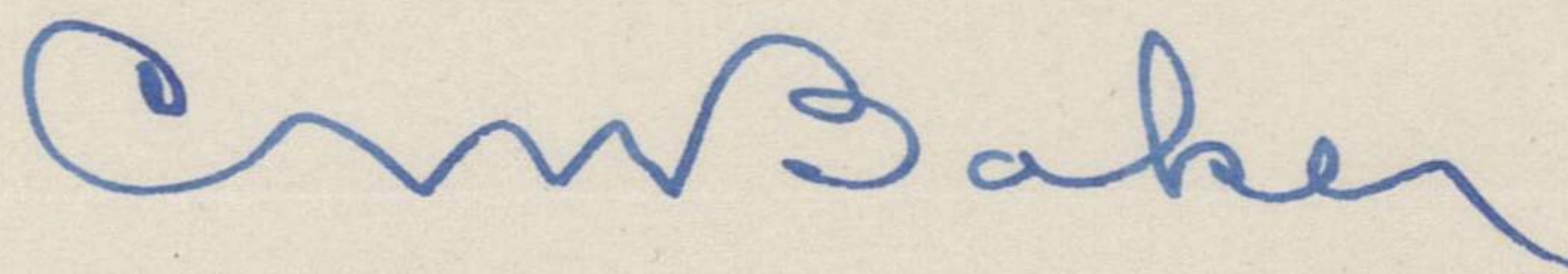
I enclose a list of books which, according to our records, are charged to you.

I request that you check this list as soon as possible and return it to the Library that we may confirm the correctness of our records.

In view of the approaching end of the semester, I request that all books which you are not actually using be returned to the Library. If there are some items on this list which you intend to use during the next few weeks, if you will kindly note these on the list, we will charge them to you for the summer session. The only exception to this rule will be the requirement of some of these books for courses given in the summer school.

In anticipation of your cooperation, I am

Yours very truly,



C. M. Baker,
Director of Libraries.

LIBRARY BOOKS SHOULD NOT BE LEFT IN OFFICES OR HOMES THAT
WILL BE CLOSED DURING THE SUMMER MONTHS.

612
B46p

Best & Taylor
Physiological basis of medical practice
322015

Checked out
9-20-41

THE UNIVERSITY OF KANSAS
LAWRENCE

UNIVERSITY LIBRARY
C.M. BAKER, DIRECTOR

January 7, 1942

Prof. F. C. Allen
Department of Physical Education
105 Robinson

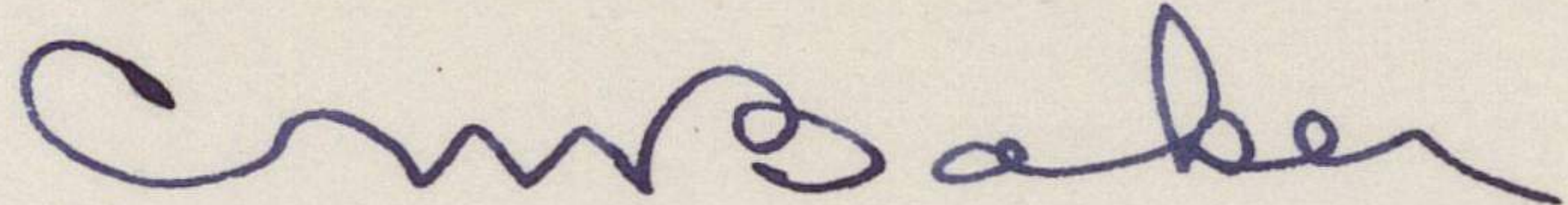
Dear Sir:

The University Library Committee has apportioned the Book Fund for the year 1941-42. The allowance for your department appears below.

Please remember that the budget allowance for books and periodicals was cut 27% for 1941-42.

By order of the Budget Committee continental periodical subscriptions have been cancelled. Incumberances for continental continuations (yearbooks, etc.) have been reduced to 1/5 the usual amount.

Very truly yours,



Director of Libraries.

Allotment for 1941-42.....	\$ 78
Balance from 1940-41.....	44
Total Fund.....	<u>\$ 122</u>
Incumbered for Periodicals and Continuations.....	<u>15</u>
Incumbered for books to date.....	<u>9</u>
Total.....	<u>24</u>
Balance unincumbered.....	<u>\$ 98</u>

File

THE UNIVERSITY OF KANSAS
LAWRENCE

UNIVERSITY LIBRARY
C.M. BAKER, DIRECTOR

October 4, 1941

To Head of Department Concerned:

Enclosed you will find a list of Journals charged to your department.

Please revise this list and return it by October 20. If not returned by that date, in view of the emergency, the Director of Libraries will use his own judgment in cancelling items.

You are reminded that the Library's Book Fund was cut from \$28,800 to \$18,500, a reduction of over 35%. Efforts to increase this fund have not been successful. It is safe then for a department to assume that its book fund has been cut to that extent and that the difference must be absorbed either by going without books or journals.

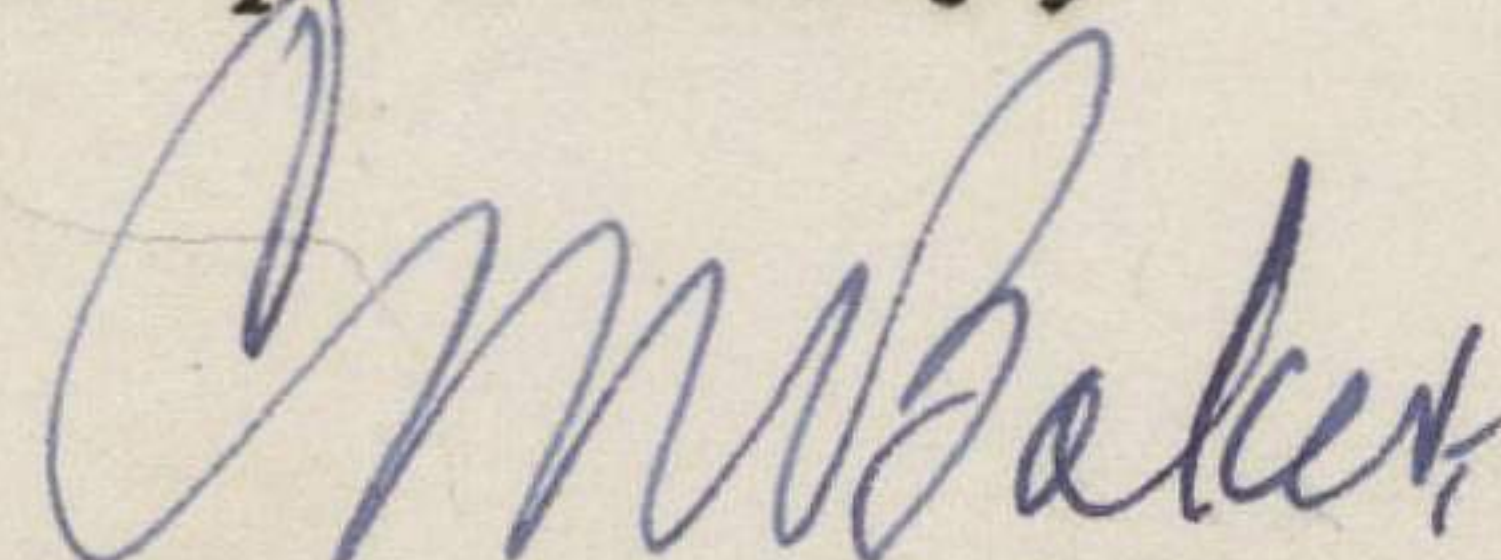
Just how Continental subscriptions can be handled this year is a matter still under study by the American Library Association. Perhaps subscriptions should be kept up, but the foreign items should be carefully scrutinized to see if some have not lost all scholarly value owing to their political background. The domestic journals may also need weeding.

It is possible that some subscriptions are continued by inertia or habit long after the usefulness of the journal has ceased.

During the year 1940 - 1941 73 % of the Physical Education expenditures was for books.

Asking for your immediate cooperation at this trying time in order that our subscriptions may be placed promptly, I remain

Respectfully,



Director of Libraries

CMB:T

Sam Ward
Albany June
to Mr. Rapson

THE UNIVERSITY OF KANSAS
LAWRENCE

UNIVERSITY LIBRARY
C. M. BAKER, DIRECTOR

Circulation Desk
September 26, 1941

Professor F. C. Allen
Department of Physical Education
105 Robinson Gymnasium

Dear Professor Allen:

Will you kindly have your secretary check to see whether the following book checked out by Mr. Jim Raport is still in your department:

796.86 Vince, Joseph

V74 Fundamentals of foil fencing.

Since it is needed for circulation, we should appreciate having the book returned to the circulation desk.

Very truly yours,
C. M. Baker
C. M. Baker
Director of Libraries