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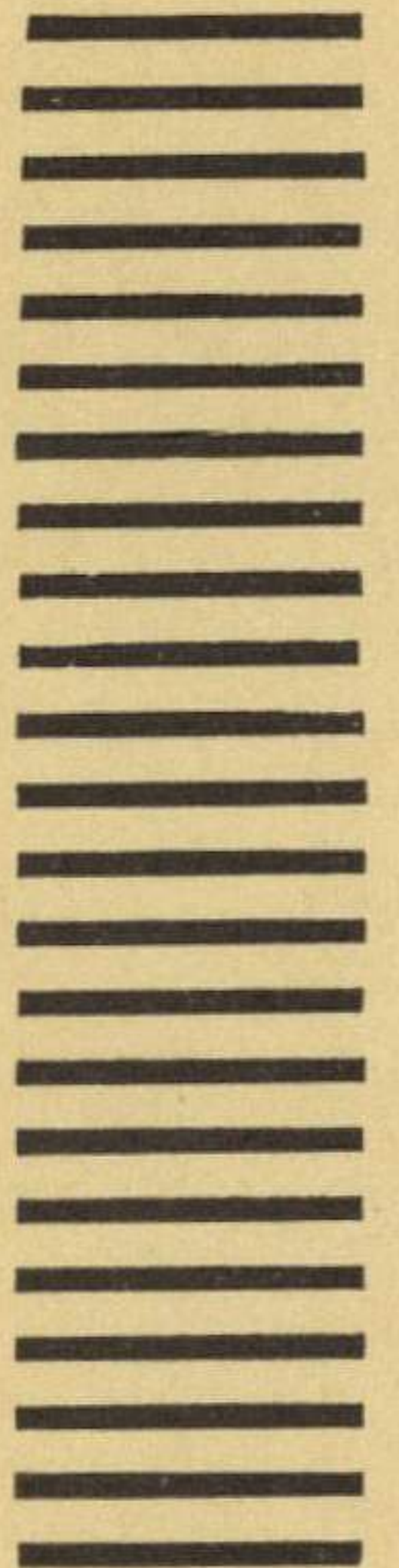
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- III. Forgotten Objectives of Physical Education
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Sincerely yours,

  
Director of Physical Education and Recreation,  
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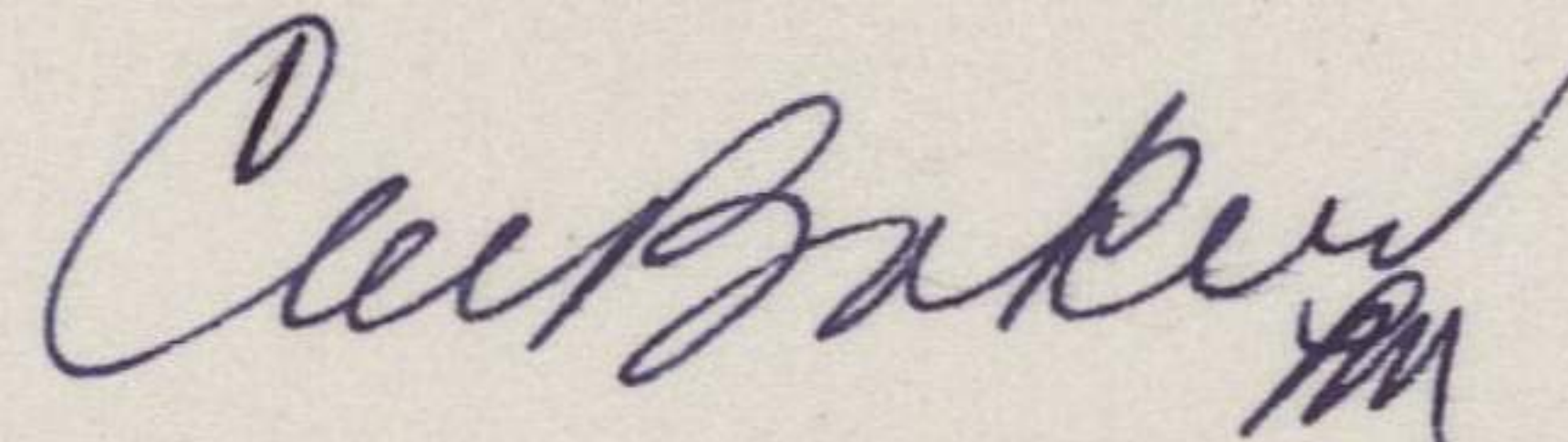
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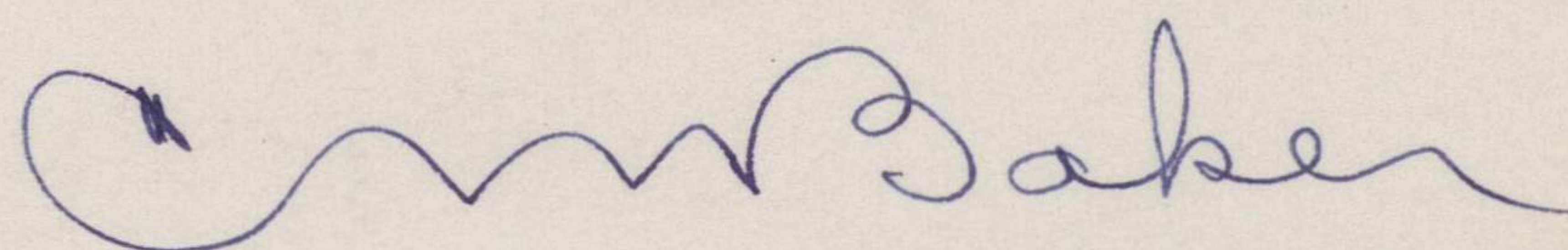
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Volumes Accessioned	13,425	10,284	11,665
Volumes Cataloged and Marked	13,788	12,964	14,077
Catalog Cards Prepared	37,580	35,771	33,147
Amount Spent on Books	\$21,347	\$22,258	\$20,425
Amount Spent on Periodicals	7,250	7,510	7,222
Volumes Bound	3,023	2,884	3,736
Pamphlets Covered	2,149	2,174	1,543
Volumes Repaired	1,360	1,071	763
Books Issued for Two Weeks	71,801	71,169	80,854
Reserve Books Issued	247,512	243,921	241,942
Full Time Staff (Watson)	19	19	19
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6 copies of Basketball Bible  
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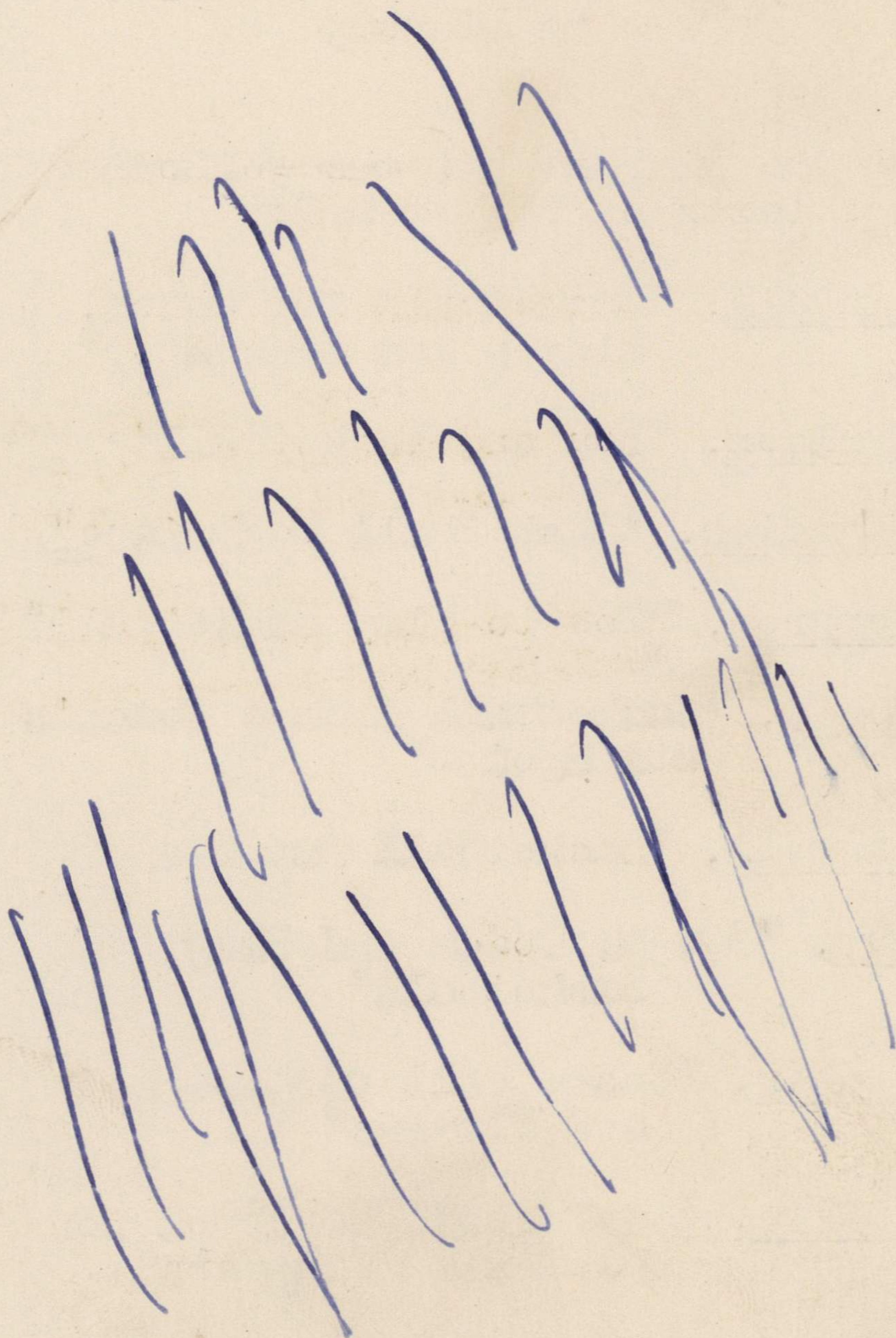
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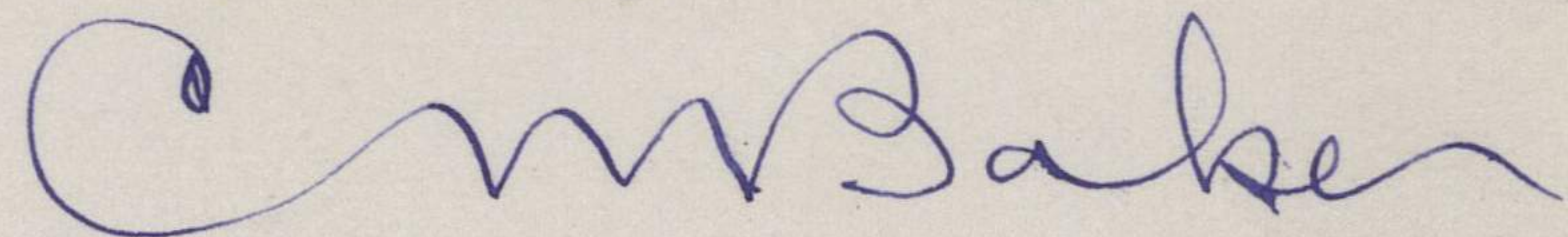
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# Biennial Report

## UNIVERSITY OF KANSAS LIBRARY

### 1936-38

I hereby present my biennial report as director of libraries for the biennium  
1936-'38:

#### UNIVERSITY BOOK HOLDINGS ON JULY 1, 1938

At Lawrence .....	286,014
At Medical School (bound) .....	14,362
<b>Total volumes</b> .....	<b>300,376</b>

This represents an increase of 21,909 volumes since my last report.

#### SERVICE

Circulation statistics show only a fraction of the service that a library renders its patrons, but as they represent about the only phase that can be expressed in figures they are at least useful in indicating the use made of the library.

	1932-'33	1935-'36	1936-'37	1937-'38
Books issued at Watson Library .....	292,846	297,671	319,313	315,090

These figures represent serious reading, as the library does not buy current fiction.

#### SHELF SPACE

The library must have more shelf space for its books. Without this relief it is rapidly heading into a chaotic condition that no amount of administrative skill can avert. Books without shelves can neither be preserved nor found when wanted. The Watson Library book stack, which was inadequate to shelve the book collection when it was built fourteen years ago, has a capacity of 121,000 volumes. Shelving in the reading rooms, and emergency stacks set in the middle of corridors, have raised the capacity of the whole building to 175,000 volumes.

#### THE PROBLEM

Catalogued books on campus .....	285,000
Stock of Science Bulletins, Catalogues, duplicates .....	15,000
<b>Total to be shelved</b> .....	<b>300,000</b>
Shelving capacity of the campus .....	222,000
<b>Book surplus</b> .....	<b>78,000</b>
Storage room (when finished) .....	50,000
<b>Books without shelves</b> .....	<b>28,000</b>

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Storage room .....	50,000
	225,000
Branches capacity .....	47,000
<b>Total capacity</b> .....	<b>272,000</b>
Total books on campus .....	300,000
<b>Books without shelving</b> .....	<b>28,000</b>
Annual increase in books .....	9,000



The surplus books are being handled in various ways:

1. Placed on temporary shelves in public corridors, exposed to theft.
2. Turned down in stacks to enable more shelves to be placed in a case.
3. Placed in the subbasement where the books are deteriorating from damp and mould.
4. Placed in cartons and stored in the attic and rendered not available to the public.
5. Shelved in one of the staff toilet rooms.
6. All unnecessary duplicates have been eliminated.

This overcrowding of the book collection produces the following bad results:

1. As over 38,000 volumes are shelved out of their regular order, from the subbasement to the attic, the service to the public is slowing up each year.
2. Valuable books are exposed to destruction by mould, mutilation, and theft.
3. In its present crowded condition it is impossible for the Library to attract the gifts or the bequests of the valuable collections of books that now exist in this area. It cannot promise any prospective donor that his gift will be given decent, not to say dignified, treatment. This is a very important point to a university library, for most libraries of this type depend on collectors and rich donors for their outstanding treasures.
4. The Library's book appropriation should be increased to bring the University's collection in line with those of other universities in this area, but it is useless to do so until there is assurance that the books can be made available.
5. The overcrowded condition of the Library is being made worse at the rate of 9,000 volumes per year. Without stack relief no administrative skill can prevent the condition becoming more chaotic.

Books without shelves cannot be preserved or found when wanted.

### STORAGE ROOM

During the year 1937-'38 a room was excavated under the basement reading room. The presence of five pier footings, eight feet square, greatly reduces the actual storage capacity of the space. Careful planning provides storage space for about 50,000 volumes. The room can be used only for books rarely needed, as its center is 75 feet distant from the elevator. The danger from damp and mould to books stored here is still to be determined.

This storage space will be taken up within a year with the library's surplus books and newspaper files, plus the little-used sets that will be brought in to give shelf space to the crowded departmental libraries. This storage room, while a welcome addition, does not attempt to solve the stack problem of Watson Library. Active books to be effective must be shelved in stacks where they are readily accessible to students. An addition to the stacks, continuing the floor levels is the only solution.

### REMEDY

The director of libraries urges that the library stack at the rear of Watson Library be extended 70 feet to the west in conformity with the original building plans and that this structure (70 feet by 50 feet) be filled to half its capacity with steel stacks. This will provide at once additional shelf space for 210,000 volumes



and, as this fills, stacks can be added to bring the capacity up to 420,000 volumes. This construction, which will extend the present stack floors, is the only way in which the active book collection can be made readily accessible to the students.

The rough plan for this extension was approved by the state architect in 1932. The construction cost for the outer walls, footings, and one half the steel stack should be estimated at \$160,000.

### TRAINED STAFF

Next to more stack space, the library needs more trained librarians on its staff. By trained librarian I mean a person with an A. B. degree and at least one year of graduate training in an accredited library school. Such a trained person brings to his task a comparative knowledge of library methods which he can apply to local needs. Besides this, he can give a much higher grade of assistance to the students and faculty members. Not only with the other University libraries, but with those of other Kansas colleges, this library makes a poor showing in this respect. Two state colleges have staffs 90 percent and 72 percent trained. That of the University is only 44 percent trained.

It is only reasonable that, serving 400 graduate students, the staff of the University library should be expected to furnish more exacting service in reference, bibliography, and cataloguing than is the case in the other institutions. I recommend that all vacancies in the regular staff be filled with trained librarians.

### ASSISTANT DIRECTOR

An assistant director should be appointed, as at the University of Nebraska, a man with library training who would relieve the director of some administrative detail and would have direct charge of the seven branch libraries. Owing to the amount of detail that now heads into his office, it is physically impossible for the director to give these branches adequate supervision, nor can he do justice to the major problems of the library.

### SALARIES

The median salary of this University library staff is \$1,200 for eleven months service. How much lower this is than the median of the other Kansas state institutions I am not permitted to state in print. It would seem that a university that emphasized professional training should be willing to reward it with an adequate salary.

### STUDENT ASSISTANTS

A comparison of college and university libraries shows that while the average ratio is 1,000 hours of student help to every full-time staff member, the University of Kansas employs 2,200 hours of student labor to each staff member, the largest amount, so far as can be ascertained, for any library in the country. This simply means that far too much of our staff time that should be devoted to technical work is spent supervising untrained, ever-changing student help that works when class schedules permit. As soon as possible part of the student assistant hours should be replaced by full-time staff members. A much greater library efficiency would result.

### MORE STAFF

Another trained cataloguer should be added to the staff to reduce the time required to send books through the preparation room.



If it is decided to offer a course in library methods this new cataloguer might devote part time to teaching. It should be noted, however, that people competent to teach library courses command high salaries.

### CSEP

During the biennium the library has had an average of eleven CSEP students engaged on special projects. I am glad to report that all these recipients of this government aid were industrious, eager to work, and in all cases highly satisfactory. The presence of these extra students added greatly to the supervisory duties of the regular staff, and as each CSEP helper could labor only a few hours a week, there could be little continuity to their work.

### BINDERY REPAIR DEPARTMENT

	1936-'37	1937-'38
Volumes bound .....	2,023	1,884
Volumes repaired .....	1,360	1,071
Volumes in pamphlet binders .....	2,149	2,174
Total .....	5,532	5,129

This department enables the library to bind its most important periodicals as soon as a volume is completed, thus reducing the danger of losing parts that are very difficult and expensive to replace. The decline in books during the last year was caused by the illness of the binder.

### INTERLIBRARY LOANS

	1930-'31	1935-'36	1936-'37	1937-'38
Books borrowed .....	272	496	386	309
Books loaned .....	328	411	489	456
Total .....	600	907	875	765

Other libraries have found that the administration of interlibrary loans is their most expensive function. At least one-third of the time of the director's secretary is devoted to this work, and in addition must be counted the labor of wrapping. So lacking are scholars in bibliographical accuracy that the library has found it necessary to recheck all local requests, both as to author and title, before they are sent out.

### CARD CATALOGUE

During the past year modern label holders were applied to the 900 drawers of the public catalogue. These carry lettering three times as large as the old labels and make the catalogue much easier to use.

### GIFTS

During the biennium the library received from Mrs. Frank Strong fifty volumes on political science and law from the library of the late Chancellor Strong. By the will of Professor Charles G. Dunlap, the library acquired his fine collection of English literature amounting to about 3,400 volumes. Owing to its limited staff, the library has not been able to catalogue these books.

### STAFF CHANGES

I have to report the resignation of Hope D. Murray, Marjorie Rumble, Ruth L. Hoff, and Grace Endacott, all of whom served this library for several years. The death of Nell Hudson, for twenty years law librarian, must be recorded.

In conclusion, I desire to acknowledge the loyal support I have received both from the regular staff and the student assistants.

Respectfully submitted,

CHARLES M. BAKER, *Director of Libraries.*



UNIVERSITY OF KANSAS LIBRARY

WORK PERFORMED

	1936-37	1937-38
Book Titles Ordered	3,631	4,169
Volumes Accessioned	13,425	10,284
Titles Cataloged	3,797	3,988
Volumes Cataloged and Marked	13,788	12,964
Titles Cataloged "Rush"	223	218
Catalog Cards Prepared	37,580	35,771
Amount Spent on Books	\$21,347	\$22,258
Amount Spent on Periodicals	\$ 7,250	\$ 7,510
Volumes Bound	3,023	2,884
Pamphlets Covered	2,149	2,174
Volumes Repaired	1,360	1,071
Books Issued for Two Weeks	71,801	71,169
Reserve Books Issued	247,512	243,921
Full Time Staff	21	21
Part Time Student Help	44	44



THE UNIVERSITY OF KANSAS  
LAWRENCE

WATSON LIBRARY  
C. M. Baker, Director

February 3, 1939

Dr. F. C. Allen  
100 Robinson Gym.  
K.U.

Dear Sir:

The Library records indicate that your department has an unexpended balance of about \$~~59.00~~ in its Book Fund.

I urge that this money be spent as soon as possible so the bills may be paid before June 1. Please send in your orders during April. <sup>March</sup> <sup>April</sup>

Respectfully,

*C. M. Baker*  
m

59.00  
11.60  

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47.40