

June 2nd, 1941

Mr. Baker
Librarian
University of Kansas

Dear Mr. Baker:

The Physical Education is desirous of having
the following books:

Swimming Pool Standards Fredrick W. Luehring A.S. Barnes Co.	\$5.00
Modern Trends in Physical Ed. Facilities for College Women Ruth E. Houston A. S. Barnes Co.	5.00
Corrective Physical Education Rathbone (additional copy) W. B. Saunders	2.50
Measuring Achievements in Physical Education-Glosson and Broer. W. B. Saunders	2.75
Fundamentals of Physical Examination- Deaver. W. B. Saunders	2.75
An Anatomical Analysis of Sports- Gertrude Hawley--A.S.Barnes Co.	3.00
Boxing in Education Edwin L. Haislet Burgess Publishing Co.--Minneapolis	2.25
Physical Education for small Elementary Schools--Harold M. Jack-A.S. Barnes & Co.	1.60
Six man Football-Roy O. Duncan- A.S. Barnes & Co. New York	1.00
The Modern Teacher of Physical Education Gertrude M. Baker F. S. Crafts & Co.--41 Union Square New York	2.00
Physiological Hygiene-C. P. Hickman Prentice Hall-70 Fifth Ave.-New York	3.25

page two

Successful Teaching in Physical
Education- Elwood C. Davis

3.00

Prentice-Hall N. Y.

In case we are not allowed all these books, we prefer
those which are not additional copies.

Thank you!

Sincerely yours,

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

FCA:rc

Swimming Pool Standards
Fredrick W. Leckring
A. S. Barnes Co. _____ 5.00

Modern Trends in Physical Ed.
Facilities for College Women
Ruth E. Houston -
A. S. Barnes Co _____ 5.00

Corrective Physical Education
Rathbone - (additional copy)
W. B. Saunders _____ 2.50

Measuring Achievement in
Physical Education - Glasgow &
Groer. H. B. Saunders _____ 2.75.

Fundamentals of Physical
Examination - Deaver.
H. B. Saunders _____ 2.75

~~An~~ An Anatomical Analysis of
Sports - Gertrude Hawley -
A. S. Barnes Co _____ 3.00

Boying in Education
Edwin L. Haislet _____ 2.25 (over)
Burgess Publishing Co. Minneapolis

Tournament

Event No.

Description

SPORTSMEN'S HORSE SHOW AND EXPOSITION

ENTRY BOOK—SPORTS DIVISION

Entry No.

NAME

ADDRESS

SCORE

Award W

Prentice-Hall — N.Y.

Successful Teaching in Physical Ed. Elwood C. Davis — 3.00

Physiological Hygiene — C. P. Hickman
PRENTICE-HALL — 70 FIFTH AVE
NEW YORK 325.

The Modern Teacher of Physical Education: Gertrude M. Baker — 2.00
F. S. Crofts + Co. 41 Union Square
New York

Six Man Football - Roy O. ~~Johnson~~
DUNCAN — 1.00
A. S. BARNES + CO NEW YORK.

Play for Convalescent Children

^{SMALL} Physical Ed. for Small Elementary Schools. Harold M. Jack — 160
A. S. Barnes + Co.



ORDER BLANK

National Education Association

1201 Sixteenth St., N. W., Washington, D. C.

Enclosed please find \$..... (Check-Cash-Money Order) in payment for publications as listed below.

1 copies HEALTH EDUCATION \$.....

..... copies \$.....

..... copies \$.....

Name.....

Mailing Address.....

City..... State.....

Make checks or money orders payable to the National Education Association. Orders for less than one dollar must be accompanied by funds. Carriage charges will be prepaid on cash orders but orders not accompanied by cash will be billed with carriage charges included.

Discounts on quantity orders: 2-9 copies—10%; 10-99 copies—25%; 100 or more copies—33 $\frac{1}{3}$ %.

Write for separate list of general publications.

schools

CHAPTER VIII—PHILOSOPHY, PSYCHOLOGY, AND RESEARCH	177
CHAPTER IX—LEARNING SITUATIONS: PROCESSES OF MEETING THEM	206
CHAPTER X—LEARNING SITUATIONS: ACTIVITIES AND MATERIALS	229
CHAPTER XI—ILLUSTRATIONS: SOME REPORTS OF LEARNING EXPERIENCES	243
CHAPTER XII—TEACHER PREPARATION FOR HEALTH EDUCATION	296
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learn

*Completely
revised
and
enlarged*

SEE OTHER SIDE

Book Order

- McCloy, C.H. Philosophical Bases of Physical Education. F.S. Crofts & Co.
- Mitchell, E.D. and Mason, B.S. The Theory of Play, A.S. Barnes and Co., New York, 1924.
- Dull America Learns to Play, Appleton Century Book, Co.
- Hickman Physiological Hygiene, Prentice-Hall.
- Staley, S.C. Sports Education, A.S. Barnes Co., 1939.
- Williams J.F. and Hughes W.L. Athletics in Education (2nd Ed.) W.B. Saunders, 1938.
- De Rosa Manual for Functional Football
Conyer, Ray Track & Field A.S. Barnes Co. 1939

Mr. De Groot:

I am wondering
if a book order
for these books
has been made
yet.

The Challengers

ALL COACH PULLMAN - TOURIST SLEEPING CAR TRAIN
REGISTERED NURSE - STEWARDESS SERVICE



CHICAGO · OMAHA · LOS ANGELES · SAN FRANCISCO

Mr. De Groot

Since this letter
came in Dr. Allen
thought you might
want to put through
some book orders
right away -

O.K.
Ed and I will work
out an order



See BOULDER DAM En Route to or from California

THE UNIVERSITY OF KANSAS
LAWRENCE

UNIVERSITY LIBRARY
C.M. BAKER, DIRECTOR

April 1, 1941

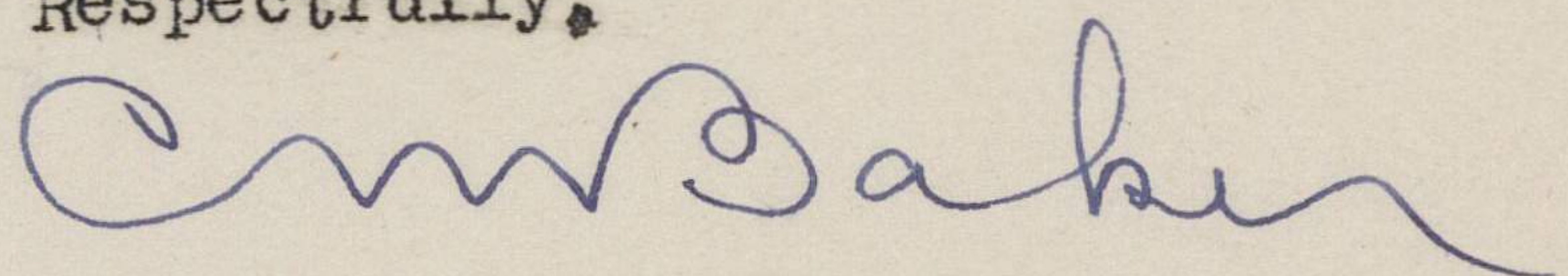
Dr. F. C. Allen
100 Robinson Gym
K.U.

Dear Sir:

The Library records indicate that your department has an unexpended balance of about \$⁵⁹..... 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.

Respectfully,



May 7th, 1941

Mr. Baker
University Library
University of Kansas

Dear Mr. Baker:

As per your request, I herewith inclose a list
of books we wish to order.

Sincerely,

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

FCA:rc

BOOK ORDER

- McCloy, C.H. Philosophical Bases of Physical Education,
F.S. Croffs & Co.
- Mitchell, E.D.
& Mason, B.S. The Theory of Play, A.S. Barnes & Co.
New York, 1924
- Dulls America Learns to Play,
Appleton Century Book Co.
- Hickman Physiological Hygiene, Prentice Hall
- Staley, S.C. Sports Education,
A.S. Barnes & Co., 1939
- Williams, J.F.
& Hughes, W.L. Athletics in Education (2nd Edition)
W. B. Saunders, 1938
- DaGrosa Manual for Functional Football
- Conger, Ray Track & Field, A.S. Barnes & Co., 1939
Health Education, National Education Assoc.

B

June 6th, 1941

Mr. Baker
Librarian
University of Kansas

Dear Mr. Baker:

Our department would like to have the following books:

Burnham, H. S. Practical Horsemanship.
American Horseman, Lexington, Kentucky, 1937.

Cromwell Dean B., and Wesson, Al Championship
Technique in Track and Field, Whittlesey House,
McGraw-Hill Book Co., New York., 1941.

We prefer these books to some of those sent in last list,
in the event we are not allowed all of them.

Sincerely,

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

FCA:rc

May 29th, 1941

Mr. Baker
Librarian
University of Kansas

Dear Mr. Baker:

I am herewith giving you a list of books that this
Department would like to have.

Aquitter, George	Lessons in Tennis
Meissner & Yend	Basketball for Girls
Norton, E.	Play Streets
Reynolds, H. Atwood	The Game Way to Sports
Meredith, F. L.	Hygiene (3rd Edition)
The Blakiston Co., Philadelphia, Assoc.	
Davis & Lawther	Successful Teaching in Physical Education-- Prentice, Hall--New York

(\$3.00)

Sincerely,

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

FCA:rc

Books not in Library

Aqutter, George Lessons in Tennis

Meissner & Yend Basketball for Girls

Norton, E. Play Streets

H ~~Gullion, Blair Basketball Offensive Fundamentals Analyzed~~

~~Lipovetz, Ferd John Teaching of Swimming, Diving, and Water Sports~~

~~Reynolds, H. Atwood The Game Way to Sports~~

Meredith, F.L. Hygiene (3rd Edition).
The Blakiston Co., Philadelphia. \$3.50

Davis and Lawther Successful Teaching in
Physical Education
Prentice-Hall, N.Y. \$3.00

Transfer
Library
cards.

Mr. Barker

← 6	Playtime Activities	.50	—	3.00
6	Physical Education Activities for Intermediate Grades	-1.25	—	7.50
				<hr/>
				10.50

Sold to Board of Education,
Lawrence, Kansas

Howard Sutherland, Pres.

Miss Rose Wickey, Director
Kansas City, Mo. Schools
Curriculum Dept.
9th & Locust
K.C. - Mo.

50¢ each
✓ 250 copies

110.00
10.50
100.50

2

THE UNIVERSITY OF KANSAS
LAWRENCE

UNIVERSITY LIBRARY
C.M. BAKER, DIRECTOR

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

Dear Sir:

The University Library Committee has apportioned the Book Fund for the year 1940-41. The allowance for your department appears below.

Very truly yours,



Director of Libraries.

Allotment for 1940-41..... \$ 100

Balance from 1939-40..... 27

Total Fund..... \$ 127

Incumbered for Periodicals
and Continuations..... \$ 24

Incumbered for books to date.. 16

Total..... \$ 40

Balance unincumbered..... **NOV 15 1940** \$ 87

Note: Incumbrances for foreign publications have been reduced for the year in view of the situation in Europe.

Biennial Report

UNIVERSITY OF KANSAS LIBRARY

1938-'40

I hereby present my biennial report as director of libraries for the biennium 1938-'40:

UNIVERSITY BOOK HOLDINGS ON JULY 1, 1940

At Lawrence	303,365
At Medical School (bound)	16,717
Total volumes	320,082

This represents an increase of 19,706 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	1937-'38	1938-'39	1939-'40
Books issued at Watson Library	292,846	297,671	315,090	322,796	317,548

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

PREPARATION

	1937-'38	1938-'39	1939-'40
Book Titles Ordered	4,169	4,980	4,214
Titles Cataloged	3,988	4,166	4,269
Volumes Cataloged and Marked	12,964	14,077	12,896
Catalog Cards Prepared	35,771	33,147	35,700

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, emergency stacks set in the middle of corridors, and the new storage room have raised the capacity of the whole building to 255,000 volumes.

THE PROBLEM

Cataloged books on campus	303,365
Stock of Science Bulletins, Catalogs, duplicates	15,000
Total to be shelved	318,365
Shelving capacity of the campus	302,000
Books without shelves	16,365

SHELVING CAPACITY

Watson Library:	
Stack	120,000
Room and corridor shelving	55,000
Storage room	80,000
	255,000
Branches capacity	47,000
	302,000
Total capacity	302,000
Total books on campus	318,365
Books without shelves	16,365
Annual increase in books	10,000

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 88,000 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 10,000 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 80,000 volumes. The room should 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 con-

struction, 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 100 percent and 90 percent trained. That of the University is only 50 percent trained.

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

SALARIES

The median salary of this University library staff is still \$1,200 for eleven months service. This is several hundred dollars below the median of the library staffs of the other Kansas state institutions. 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

An assistant director is needed to relieve the director of the administrative detail and to give much needed supervision over the seven branch libraries. With the present duties it is physically impossible for the director to give adequate attention to the major problems of the library.

Another trained cataloger 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 cataloger might possibly devote part time to teaching. It should be noted, however, that people competent to teach library courses command high salaries.

The Engineering and the Geology Libraries need full-time trained librarians at adequate salaries to insure continuity of management in place of the present rapid turnover.

N.Y.A.

During the biennium the library has had an average of eleven N.Y.A. 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 N.Y.A. helper could labor only a few hours a week, there could be little continuity to their work.

BINDERY REPAIR DEPARTMENT

	1938-'39	1939-'40
Volumes bound	2,236	2,302
Volumes repaired	763	402
Volumes in pamphlet binders	1,543	1,961
Total	4,542	4,665

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.

INTERLIBRARY LOANS

	1930-'31	1935-'36	1937-'38	1938-'39	1939-'40
Books borrowed	272	496	309	502	625
Books loaned	328	411	456	372	463
Total	600	907	765	874	1,088

Other libraries have found that the administration of interlibrary loans is their most expensive function. Over one-third of the reference librarian's time is spent on this work. 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.

STAFF CHANGES

I have to report the resignations of William Ege, Ruth Schweickart, Louise Voth, Samuel Sass, Laretta M. Schmitt, all of whom served this library for several years. The death of Clara Gillham, for forty-five years a member of the staff 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.

The Riposte
Jose R. de Capriles

61 West 9th St

N. Y. C.

1.00

~

Ordered

Order

1 copy

1 - Parbasset - "Art of the Foil"

2 copies

2 - Vince - "Fund. of Foil Fencing"

1 copy - Chester Bowers -

"Advanced Tennis"

MacMillan Co. - \$1.75

Order quantity 1

Additional Book Order:

Horsemanship & Horse
mastership

Vol. I, Reprint 1937,

Academic Division,
The Cavalry School

May be purchased
at the Post Store

Fort Riley, Kansas

Price ~~\$~~ 1.00

Horsman

Ordered
July 1

Horsemen:

181005

100.00

[Faint handwritten notes]

Foot Kipling K... 200

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Went to ...

the ...

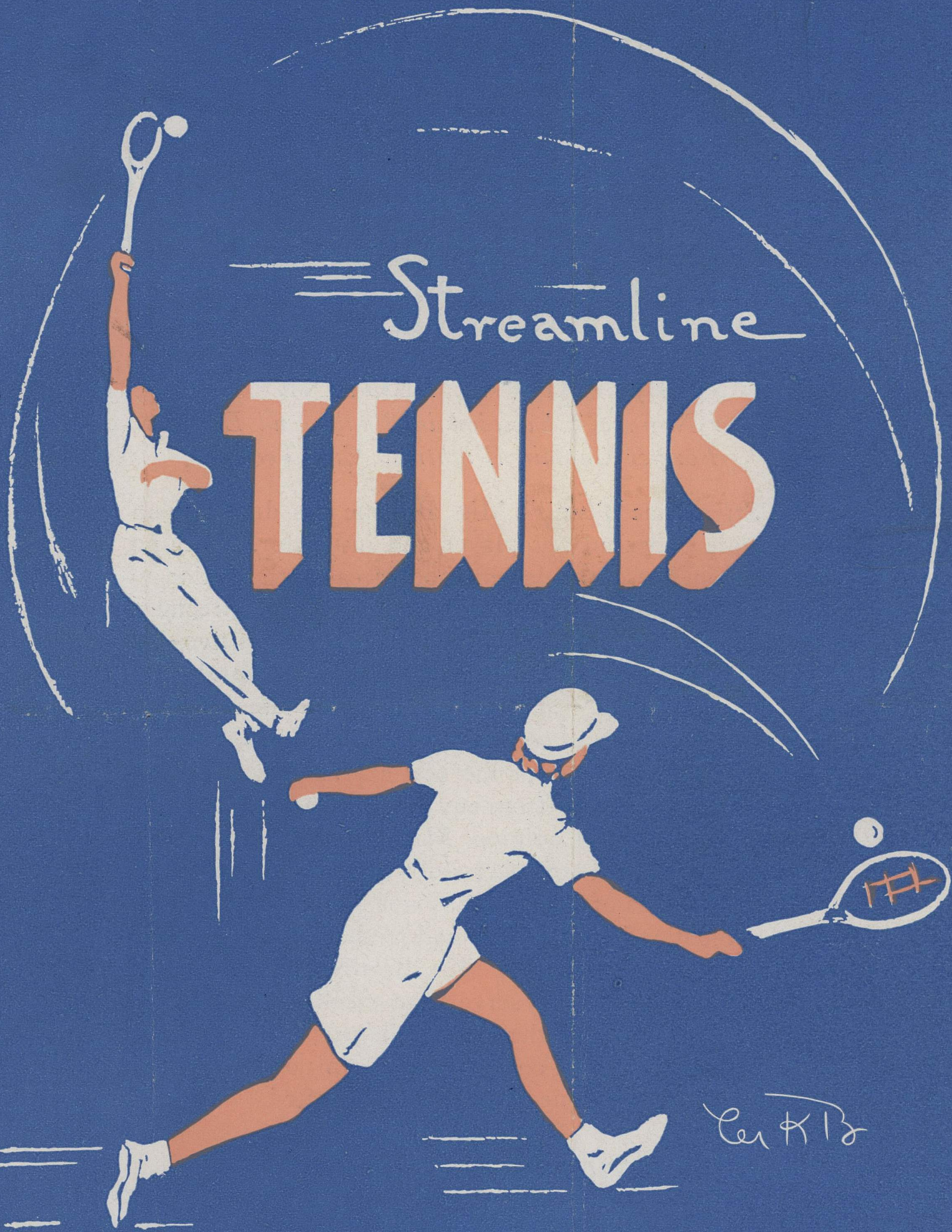
... in ...

Vol I ... 1835

did not get off

at the ...

Book ...



Streamline
TENNIS

BY **MARY K. BROWNE**

*Ordered
July 1*

JUST PUBLISHED

STREAMLINE TENNIS

By MARY K. BROWNE

*Former National Champion in Singles and Doubles
Former Captain Wightman Cup Team*

In "Streamline Tennis" Miss Browne has drawn upon her wide experience as player and instructor. Turning aside from the outmoded method of calling attention to the faults of the beginner, she blazes a trail of directness to the goal of perfection. Her methods are positive, not negative. The academic methods of grip and stroke are presented in simplified form, as also employment of the variations of each in competition, while the chapters on stroking present some of the best explanatory diagrams that have as yet come from any player. Incidentally, and contrary to general opinion, Miss Browne believes that women are capable of successfully playing the net game, citing instances of where it has won for leading players, not to mention herself. Rich and fresh in its treatment of tennis strokes and tactics, Miss Browne has provided a volume that should also serve as an excellent textbook for teachers, particularly the closing chapter, "101 Questions and Answers," which contains many gems of information on play and technique. Profusely illustrated.

Price \$2.00 Postpaid

All booksellers, or
AMERICAN SPORTS PUBLISHING COMPANY
19 Beekman Street, New York

Illustration on reverse side drawn by Mary K. Browne

THE UNIVERSITY OF KANSAS
LAWRENCE

UNIVERSITY LIBRARY
C. M. BAKER, DIRECTOR

JUN 8 1940

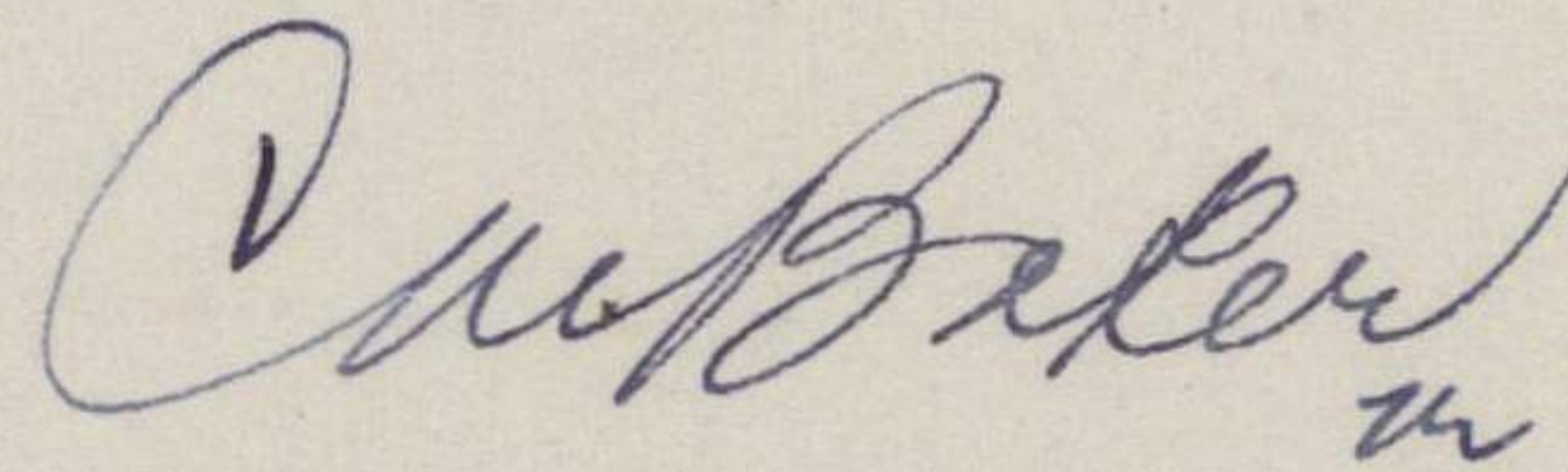
Dr. F. C. Allen
100 Robinson Gym.

To Department Heads:

During the summer the Order Department of the Library will be working on the renewal of periodical subscriptions.

If you desire to cancel any journal charged to your department, please inform the Order Librarian or the Director before July 1.

Very truly yours,



Director of Libraries

CMB:M

Book Order

1 copy McTaggart, M.F. The Art of Riding, Charles Scribner's
Sons, 1931

3 copies Boniface, J.S. Riding. A Manual of Horsemanship
1.00 for Beginners, A.S. Barnes & Co., New York

2 copies Williams J.F., Dambach, J.I., & Schwendener, Norma,
2.50 Methods in Physical Education, W.B.
Saunders Co., 1932

2 copies Sharman, J. ~~Rife~~ Teach The Teaching of
1.60 Physical Education, A.S. Barnes & Co., 1936

Ordered

The Org. & Adm. of Physicals - Nash - Barnes 3⁰⁰
 * Theory of Play - Mitchell & Mason - Barnes - 2⁰⁰
 Leisure & Recreation - Neumeier " 3⁰⁰
 Arc. Games & Rec. Th. & Mason " 2⁵⁰
 Handy Kit Pahrbrong Coop Rec. Service (?! 2⁵⁰
 The Book Delaware, Ohio.
 Princ. & Prac. & Rec. Therapy Barnes 3⁰⁰
 Davis & Denton Jr.
 Table Games - Warren " ✓ 1⁵⁰
 Drums, Tom - Tom & Rattles Mason - ✓ 2⁵⁰
 * Calisthenics Staley A.S. Barnes
 " " " A.S. Barnes
 * Marching " " A.S. Barnes
 * Hockey Hilda Burr A.S. Barnes

Ordered