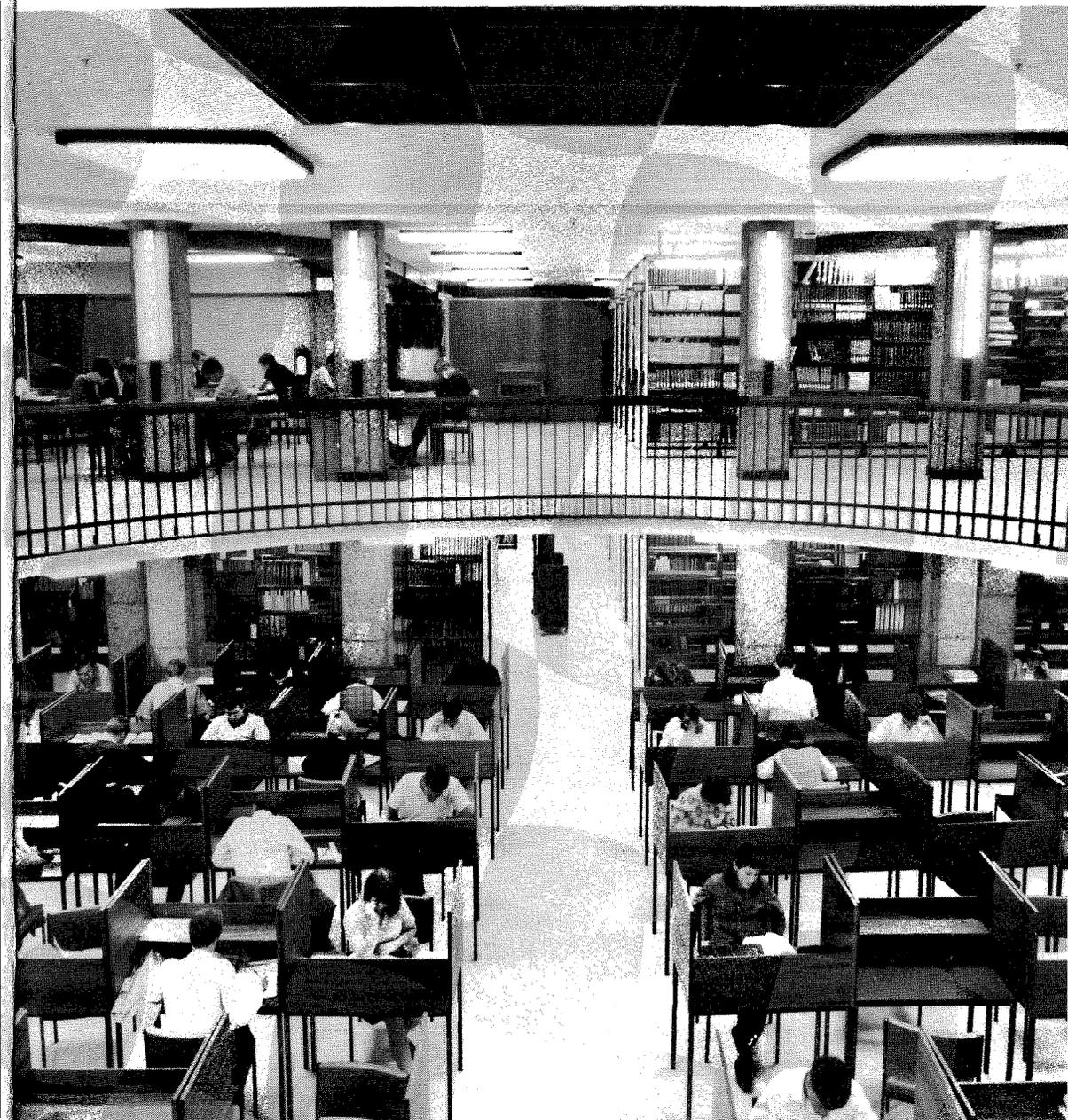


UNIVERSITY OF QUEENSLAND LIBRARY  
ANNUAL REPORT OF THE UNIVERSITY  
LIBRARIAN FOR 1966

UNIVERSITY OF QUEENSLAND  
LIBRARY ROOM



James Forsyth Librarian

F.D.O. Fielding, M.A.Dub., A.L.A., A.L.A.A.

Deputy University Librarian

S.B. Page, B.A.Syd., A.L.A., A.L.A.A., A.M.I.R.T.  
(From March 1966)

Principal Librarian i/c Acquisitions and Serials

V.W. Prescott, B.A.Syd., A.L.A., A.L.A.A.  
(From June 1966)

Principal Librarian i/c Cataloguing

Mary R. McCarthy, B.A., Dip.Phty., A.L.A., A.L.A.A.,  
(From December 1966)

Principal Librarian i/c Circulation

Mrs. J.C. Owen, B.A.Lond., M.A., A.L.A.A.  
(From June 1966)

Principal Librarian i/c Reference Services

S.J. Routh, B.A., M.S.Col., A.L.A.A.  
(From November 1966)

Senior Librarian

Marianne M.H.E. Ehrhardt, B.A.Lond., A.L.A.A.  
(From June 1967)

Front cover: Reading floor in Main Library Extension

UNIVERSITY OF QUEENSLAND LIBRARY

ANNUAL REPORT OF THE UNIVERSITY LIBRARIAN FOR 1966

In 1965 the University Library was in retreat before the demands of increasing student numbers, the growth of post-graduate research, and the proliferation of new teaching departments and of new specialisations in existing departments. The retreat was showing signs of becoming a rout. Ordering and accessioning of books were in arrears, the library's accounts were in disorder and the Reader Services in the Main Library had virtually broken down. The lines of defence began to hold late in 1965, and during 1966 a considerable amount of lost ground has been recovered. This was partly due to the completion of long-term building plans, and partly to a much needed infusion of extra staff which permitted procedural changes to be made. The staff increases in particular could not have occurred without the sympathetic cooperation of the Vice-Chancellor and the understanding and effective support of the Chairman of the Library Committee, Professor G. Greenwood; I would like to record my appreciation for their continuing assistance with library matters.

Much remains to be done, and plans must now be made for the future if the retreat is not to be resumed once again. Some of the problems which need consideration and suggestions for their solution will be outlined in this report.

## BUILDINGS

### *Main Library*

Although the Main Library remains shrouded in scaffolding in 1967, all floors gradually came into use during 1966. Books were moved into the fourth and fifth floors during First Vacation, by which time students had already been reading on these floors for some weeks. In Second Vacation the lower ground floor was reoccupied as an Open Reserve undergraduate library, making available 250 more seats and permitting the abolition of the closed reserve collection which had been temporarily housed in Fryer Library.

Seemingly interminable negotiations and delays occurred before supplementary lighting was installed on the new floors. The ceilings were also painted white and became not only much more efficient reflectors than in their previous natural concrete grey but also aesthetically much more pleasing. In spite of these measures there were still dark areas and it was not until after the close of 1966 that additional light fittings were installed bringing the illumination up to a satisfactory level.

Apart from the sandstone exterior the only major unfinished section of the library, except for some comparatively minor furniture, is the listening area. It has proved extremely difficult to discover whether there are any funds remaining from the original capital grant, but it appears that the \$5,000 required for equipment in the listening area will have to be found from other sources. For the University Librarian this is not a complete tragedy, since the operation of the open listening area will require staff and possibly some funds to spend on materials, and both staff and funds are still in short supply. On the other hand the Auditorium, using temporary equipment generously lent by the Phonetics Department, has been well used, by language departments in particular, and ought to be properly fitted out. A considerable sum of money was spent on the false floor for the open listening area and this investment will be wasted if the area remains unused.

It was made clear in my last report that the Main Library is not well designed for its purpose, nor is it economical to staff. Within these limitations it is functioning satisfactorily. The large number of enclosed single tables, which are apparently not popular with the Australian Universities Commission, are certainly popular with students who welcome the privacy which they allow. There are many areas where larger tables would not fit, particularly in a building where there are pillars at irregular intervals and reading areas of a variety of geometrical proportions; in this situation single tables allow a welcome degree of flexibility in lay-out. Larger open tables are also available for those who prefer this form of seating.

The installation of controlled turnstiles at the library exits attracted some adverse comment from library users

accustomed to a much more informal atmosphere. The plain facts are that losses from the library in the past have been heavy. Some of these arose from human weakness in unintentional failure to complete loan cards, and the controlled exits should prevent this. Much more serious is the clear evidence of dishonesty and unscrupulous theft. Two incidents will illustrate this. Recently twenty-four books and eight bound volumes of periodicals were returned to us by a gentleman who was moving house. They were found in a room formerly rented by an Honours Student and had quite clearly been stolen from the library in 1962 or 1963. On another occasion a small number of books were discovered which had been lowered from an upper window of the library. The books concerned were not of a kind likely to be of interest to undergraduates, but they did have a high economic value on the Australiana market. All windows in the library are now permanently sealed, except where scaffolding temporarily prevents this.

Bearing these incidents in mind it is very satisfactory to report that the Australiana and Rare Book collections are now adequately housed in closed access in the Fryer Memorial Library. This pleasant room is much more likely to encourage potential benefactors than the previous tightly packed alcove. There are, however, already signs that the growth of the collection will before long make inroads on Fryer's present seating area.

There are several minor faults in the original planning of the building. It is necessary to alter the controls of the lifts outside office hours to prevent access by students to staff working areas in the evenings and at week-ends when these areas are closed but the remainder of the library is open. There are as many as seventy individual light switches on a single floor, and the attendant closing the library must turn off up to two-hundred switches, a waste of time which could have been avoided. Clearing readers from the library when it closes would have been assisted by a warning or public address system. The major functional weakness is the lack of closed carrels. The typing rooms holding three or four people which occupy a curiously shaped area on three floors are in very great demand by Honours and Post-graduate students. It has been necessary to allocate these on the basis of seniority and lack of alternative facilities in the teaching department concerned, but there is clearly an educationally

justifiable demand for a large number of closed carrels which we are not able to meet.

A different kind of functional weakness is the dangerous nature of the original library stairs. There have been several accidents on the stairs, one of which put a member of the library staff in hospital for some months. A request to lay non-slip tiles on the stairs was rejected as impracticable, and an expressed intention to renew the carborundum during the Long Vacation has not been carried out.

The basic weaknesses referred to in my previous report are irremediable in the present building. With the loss of the "Anarchy rooms", - lecture-rooms temporarily used by the library during its time of greatest need, - there are now 879 seats for readers. There are, of course, 786 seats in branch libraries. The total of 1665 seats is not at all adequate. The much smaller University of Western Australia has 898 main library seats (584 in its Open Reserve) and 593 in branches; the University of Sydney plans 2364 seats for undergraduates in the Fisher Library (Total seats 2908) and 1510 in branch libraries; the University of Melbourne plans 2,400 seats for undergraduates and 600 for post-graduates in the Baillieu Library alone, in addition to 2,400 seats in branch libraries. In these circumstances the recommendation in my last report that an Undergraduate Library with 2,500 seats should be built appears to be fully justified, particularly as student numbers are continuing to grow because of the postponement of the new university at Mount Gravatt. By 1970 book expansion space in the Main Library is likely to be exhausted; the seating provision is already inadequate at peak periods. It is imperative that construction of an Undergraduate Library should begin early in the 1970/72 triennium.

### *Branch Library Buildings*

Several branch libraries have been rehoused during the year. The largest structural alteration was the reconstruction of the upper floor at the western end of the Main Building to house the Thatcher and Law Libraries. This permitted the removal of Thatcher from the Main Library where books had been piled on floors and the staff had worked in medieval conditions on a

basement mezzanine. At least it is now possible to place the books in order on accessible shelves and the staff at last have pleasant and adequate working conditions. Space for books in the new area will probably be exhausted by 1969.

The relocation of the Law Library has been welcomed by a large upsurge of student demand. The number of seats has more than doubled to 83 and it has been possible to bring together books which, by necessity, were previously stored in crowded overflow areas and in staff-rooms. It was apparent from the beginning that the new quarters were at the same time a considerable improvement on the former library and yet far short of what is desirable. No student depends more heavily on library material than the Law student, and by its nature much of what he wants to consult cannot be taken from the library. Law libraries require the greatest ratio of seats to readers of all university libraries. In recent years Western Australia had virtually a 1:1 ratio in its Law Library, and this was not found excessive; Monash has planned on a 1:2 ratio for its Law Library. To meet this standard Queensland would require 220 seats, instead of the present 83. If the new Undergraduate Library materialises and also includes Thatcher as has been recommended, Law can be extended into the present Thatcher area. This would take care of book storage for many years, but it would at most provide space for 40 more readers. The present area is not suitable for a permanent Law Library unless expansion onto the floor below with a completely internal staircase is envisaged. While not administratively ideal such a development could solve the space problem.

The Physics Library moved to the new Physics Annexe in August. The change has produced pleasant and comfortable conditions and the new library should be satisfactory for several years.

The Music Library was brought to St. Lucia from George Street in August 1966. With the Music Department it is now housed temporarily in the J.D. Story Building. It is to be hoped that "temporarily" will not become semi-permanently. The new room is attractive and a considerable improvement on the former area. It also houses the Department's record collection and six listening points. Unfortunately a mere six seats for readers are available and the present rapid growth of the bookstock will shortly drive all

readers out. A satisfactory library should be an important feature of permanent facilities for Music when plans come to be drawn, although whether this should continue to house relevant monographs, as well as scores, may be open to question.

Late in 1966 the remainder of the Engineering Library came to St. Lucia, so that now all Engineering Libraries except Electrical Engineering are housed together. After much negotiation lights were installed in two-thirds of the Engineering Library, and there are signs that the remainder will be installed in 1967. Although the office area remains unfinished and superseded chairs and tables from the Main Library have had to be used for readers, the Library is a most pleasant room and provides sufficient space to meet future needs for some years. It is a pity that its situation is peripheral to the Engineering complex and that access to it from Electrical Engineering is not as easy as would be desirable. No doubt the time will come when the present room will be required by Civil Engineering, and provision should be made in forward planning for a more centrally located library in the future.

By the end of 1966 the new Clinical Sciences Library was nearly ready for occupation. It commenced operation following the period covered by this report.

In my last report I drew attention to the lack of room in several branch libraries. Of these Architecture and Geology defy expansion in their present locations. The installation of a mezzanine has been recommended for Veterinary Sciences. Plans for alterations to the Chemistry Library await clarification of plans for the new Chemistry Building. A proposed change in the character of the Education Methods Library to a "Curriculum Laboratory" may require internal building alterations.

Future library development is dealt with in some detail later in this report. It is perhaps sufficient to record here that the proposal to build an Agriculture - Entomology - Veterinary Sciences Library in the 1967/69 Triennium has failed for lack of finance. During discussions with the Heads of Departments concerned, agreement was reached in principle to a joint Biological Sciences

Library, but this was dependent on the availability of a site at the Western end of the Main Building.

## ORGANISATION

### *Staff*

At the end of 1966 the six most senior positions in the Library were held by permanent appointment for the first time since 1962. Mr. S.B. Page B.A., A.L.A., A.L.A.A., A.M.I.R.T., took up duty as Deputy University Librarian in March, and has already given clear evidence of his energy, initiative and experience by his radical revision of book ordering procedures. In June, Mr. V.W. Prescott B.A., A.L.A., came from New Guinea where he had been Archivist, to become Principal Librarian in charge of Acquisitions. Also in June Mrs. J.C. Owen M.A., A.L.A.A., was promoted to Principal Librarian in charge of Circulation. In September Mr. S.J. Routh B.A. (Hons.), A.L.A. returned from Columbia University, New York, having gained the degree of Master of Library Science with Honours and the Tauber-Begner award for the candidate who demonstrates the greatest proficiency in Technical Services. Mr. Routh was promoted in November to be Principal Librarian in charge of Reference Services. Finally in December Miss M.R. McCarthy B.A., Dip. Pty., A.L.A., was promoted to be Principal Librarian in charge of Cataloguing.

It is clear that present library salaries cannot attract trained librarians from overseas below the Deputy Librarian level. During the year only one Librarian joined the staff from the United Kingdom, and she came to Queensland primarily for personal reasons. This situation has not proved damaging because the library is now attracting very good local applicants at graduate level. No fewer than six members of the library staff completed their qualifications and were promoted to Librarian grade at the end of 1966. If this situation becomes normal, the University will produce sufficient good local talent to fill positions at Graduate and Librarian level.

The staff situation has been greatly improved by the creation of a number of additional positions during 1966. A fully qualified

Librarian from Japan was appointed early in 1966. At the same time new positions for one Graduate Library Assistant, seven full-time Clerks and one half-time Clerk, and three Male Attendants were also created. Late in the year a further three Clerks and one Male Attendant were added to the staff. This generous assistance brought the library staff close to a position where it could reasonably be expected to meet efficiently the demands being made on it, although frequent requests for more extended hours of opening, particularly in Branch Libraries, cannot yet be satisfied, and the incidence of sickness among such a large staff creates crises which cause regular work to fall into arrears.

The turn-over of staff on the more junior level has remained exasperatingly high. Vacancies during the year were as follows:

Senior Librarians	2
Librarians	4
Graduate Library Assistants	14
Library Clerks	22
Typists	5
Male Attendants	4
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Total	51
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With new positions this means that 68 new people had to be appointed and trained during the year out of a total staff of 115 (of whom 3 are part-time). Apart from the time taken in interviews and administration, it is very difficult for a barely sufficient staff to operate efficiently when so many of them have little experience. It is, therefore, a cause for considerable satisfaction that the Senate has approved the appointment for a Staff Training Officer when funds become available. The wastage of Library Clerks, who are mainly part-time female students, is likely to continue, and young graduates are naturally anxious to take advantage of opportunities to work in other parts of Australia or overseas.

The most obvious remaining weakness is above the first qualified librarian level. There are several tasks which require,

in addition to basic qualifications, wide experience of libraries elsewhere. We have been particularly fortunate in the quality of our own graduates, but too much in-breeding is as limiting in the library as in an academic department. Advertisement of a position of Senior Librarian in charge of Branch Libraries attracted no suitable outside candidates, and indeed if we had been dependent on filling Principal Librarian positions by outside appointment instead of internal promotion, the results would have been very disheartening. The University may need to re-examine its attitude to the salaries of experienced librarians and bring them into line with the higher levels prevailing in several other universities.

Promotion from the present Librarian Grade also requires clarification. At present this grade is common both to newly qualified librarians and to others of considerable experience, some of whom are carrying considerable independent responsibility. There is much to be said for applying to promotion from Librarian to Senior Librarian the procedure which is followed for promotion in academic departments. This would permit Librarians to submit their case for promotion to a suitable committee which would have power to make recommendations to the Library Committee or direct to the Vice-Chancellor.

In general it can be said that the staff situation in the Library has been transformed by the co-operation and assistance which has been given to the present University Librarian since his arrival in 1965.

It is appropriate here to record the Library's debt to three senior staff who are no longer with us. Mrs. L.E. Beckmann, B.Comm., A.L.A.A., resigned in February 1966. She came to work in the Library part-time in 1962 to assist with a crisis in the Acquisitions Department and was persuaded to become full-time Acquisitions Librarian in 1964 and Acting Deputy Librarian in 1965. She guided me most capably through the early months of my appointment, and I very much regret that she decided to return to home duties when she had completed this task.

The late Miss Shirley Gunn, B.A., A.L.A.A., Senior Librarian i/c Cataloguing worked for only a few days early in 1966 before a fatal illness prevented her from continuing. Her cheerful efficiency and leadership were to a large extent responsible for the fact that the Cataloguing Department was functioning satisfactorily in 1965.

Miss Jeanette Knox, B.A. (Hons), A.L.A.A., resigned in February 1966 to travel overseas and is now employed at Leeds University. She was Acting Librarian i/c Acquisitions during 1965 and great credit is due to her that Acquisitions functioned at all in the understaffed and overcrowded conditions which then prevailed.

## Technical Services

### *Acquisitions Department*

This Department was in a state of collapse at the beginning of 1966. Accounts were badly in arrears and statements of account from suppliers showed large debits which the records could not explain. There was continual and justified criticism that orders took a very long time to be placed, and that even when supplied books remained unpacked for long periods.

Although control of the Acquisitions Section changed hands four times during the year, there has been tremendous progress on all of these matters. At the beginning of the year an attendant was placed in continuous charge of the Goods Entrance to receive and despatch all mail. In August two clerks, including one male, were added to the Acquisitions staff, and throughout the year a senior member of the Bursar's staff, Mr. J. Brignell, was seconded to the Library to be succeeded eventually by a Senior Accounts Clerk.

Mr. Brignell spent many hours disentangling the library's accounts, and in obtaining copies of suppliers' invoices. In the case of our largest supplier it proved necessary to close all university accounts and start afresh. Mr. Brignell also wrote a most useful report on library ordering procedures and many of his recommendations were included in the new procedures designed by Mr. Page.

The Library now maintains a permanent file of orders arranged by a code which automatically keeps together the orders against each fund. From this it is possible at any time to advise a teaching department of the content and value of outstanding orders. The commitment record refers to suppliers invoices which are themselves filed by supplier. These changes have not only greatly reduced

clerical operations, they have also made available much useful information which was previously inaccessible.

All orders are now current for six months only and those not supplied are followed up as a matter of routine. Considerable progress has been made on clearing up a great mass of outstanding orders, many of which are several years old. Lists of books available only on the second-hand market are sent to dealers for quotation, thus avoiding the notional commitment of funds for items which may never arrive.

Automation was not considered at this stage as it was thought desirable to reduce routine to essentials before incurring the costs of conversion. After six months of operation the new arrangements appear to be working well.

Expenditure on books rose by \$10,035 and on periodicals by \$10,957. This represents just over 8% increase on the 1965 expenditure. Since the annual rise in book and journal prices is between 10% and 15%, it is clear that the library will be able to extend its purchasing to cover new teaching areas only at the expense of existing subjects. The total expenditure on books and periodicals in 1966 of \$238,046 would need to approach much more closely Sydney's \$449,000 before there could be any grounds for feeling that post-graduate teaching and research are being adequately supported by the library.

In my 1965 Annual Report I pointed out the difficulties created by the inability of the Accounts Department to carry forward funds to meet outstanding orders. As a result the Library must overcommit to ensure that much needed funds are not lost to it and charged to the following year. A commitment of \$60,000 was carried forward into 1967. Our new procedures will permit a reduction in this commitment in future years, but it is necessary to do some very inspired guessing to prevent an error which could cause the Library to stop payment before the end of the year. Our overseas suppliers already wait five months at least for payment, of which three months is transport time. Other Australian universities are known to carry commitments forward and it is difficult for one who is not an accountant to understand the impediment in Queensland.

A problem concerning Binding charges has emerged during the year. In August 1965 the former arrangements under which the Library Budget paid the salaries of the binders employed in the University Printery were changed without warning to a system of charging per item bound. In 1966 the Library Budget was credited with \$19,478 - the cost of salaries of the binders. Provision was made in the Library Budget to spend \$24,000 on binding in 1966, but the actual charges, of which the library receives no detailed statement, came to \$35,412. It has been possible to set aside only \$30,000 for Binding in 1967 and it will be necessary to cease sending binding when this amount has been spent because further payment would have to be from book-purchasing funds. Unless the new system for charging is altered in 1967, the farcical situation will be reached where the Library has books to be bound which it cannot afford to send to a University Printery where the University is paying binders who have no work to do. In fairness it should be stated that the Printery bound 15,645 items in 1966, an increase of nearly 2,000 on 1965, and that the cordial co-operation of the Printery Manager Mr. Breen is much appreciated.

### *Serials Section*

The Serials Section is a sub-division of the Acquisitions Department. An analysis in June 1966 of serials taken revealed the following information:

Individual titles received by subscription	4,968
Individual titles received by gift and exchange only	5,517
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Total individual titles received	10,485
Titles for which there is more than one subscription	301
Total number of subscriptions (single & multiple) (4,968 individual titles)	6,213
Total number of gifts and exchanges (single & multiple) (5,665 individual titles)	6,569
Total incoming serials	12,782

An analysis of the nature and cost of duplication was in process but not completed at the end of 1966.

In spite of cumbersome equipment and procedures, Serials section clears the large incoming mail every day, although other important tasks are in arrears. During the Long Vacation 1966/67 details of payment were transferred to the Accession (Kalamazoo Binder) files; discrepancies between these records and the old "Standing Order Book" had reached mammoth proportions and subscriptions were being renewed without proof that the items were being supplied. A major re-organization of procedures for serials accessioning is required and Mr. Page has begun preliminary work on this. The complex problem of scheduling the binding of journals is also under study. The many repetitive activities required in serials accessioning suggest, at a superficial glance, a clear case for automation. Experiments overseas have shown that while this is possible, the perverse nature of serials requires very careful programming.

### *Cataloguing Department*

There were no revolutionary changes in Cataloguing in 1966, but the year was one of great activity. There are few university libraries which can claim, as we can, that there are virtually no arrears of cataloguing. This is in spite of the fact that the very heavy load of providing relief staff to meet the emergencies of sickness or recreation leave falls on the Cataloguing Staff. A start was made on providing an organised system of references in Branch Library catalogues, and in typing headings on all cards for Branch Libraries. Gone are the days when there was time to do this in the unhurried life of a Branch Librarian.

The costs of a series of untrained clerks in charge of a Branch Library were paid in Long Vacation 1966/67 when up to ten staff were employed on remedying years of tinkering by amateurs with the catalogue and classification in the Biological Sciences Library. It is very difficult to convince teaching staff that the essential function of classification numbers is to arrange books on shelves, and to ensure that they will be put back in the same place after use. The arrangement is based on a standard scheme which attempts to place books on the same or related subjects together.

No amount of re-arrangement to suit the views of a particular individual will produce a sequence which suits any other person, but re-arrangement will cause a lot expense in labour costs to alter the records in the various library catalogues, and if these records are not altered much inconvenience and frustration will be experienced by other library users for years to come. This was the case in the Biological Sciences Library. It was necessary to re-sort the entire catalogue into sets of cards which could be checked for completeness and made to record accurately the location on the shelves of the books concerned. More than sixty drawers of catalogue cards were involved.

A much smaller, but similar operation was undertaken on the catalogue of the Institute of Modern Languages. Maintenance of adequate catalogues in collections not supervised by library staff is a continuing problem.

The Cataloguing Department will be faced with extra work as a result of the fusion of departmental collections into the Clinical Sciences Library in 1967. It will also be necessary for it to catalogue books for hospital libraries in the future if present negotiations for joint libraries prove fruitful.

Physical preparation of most books for use is carried out in the Cataloguing Department. During 1966 a Selin Labeller was imported from America; this equipment prints call numbers on plastic covered labels which are then heat-sealed to the spines of books. The result is much more uniform than the previous use of an electric stylus or coloured ink. The great variation in loan practices in different branch libraries prevents complete centralisation of processing at present. Consideration is being given to improved methods of marking books as library property in order to make theft more difficult.

## Reader Services

### *Circulation*

This department was re-organised and re-housed in 1966 and divided into separate Circulation and Reference Departments. The Circulation Department is responsible for lending, and re-shelving,

in the Main Library, and for control of the Reserve Collection. Mrs. Owen was appointed Principal Librarian in June, but had been Acting Reader Services Librarian since November 1965.

As reorganised the Circulation Department staff is divided into three shifts to cover the seven days and five evenings per week for which the Main Library is open during the Academic Year, and a separate group in the Reserve Collection who also work shifts. They are expected to be independent of relief from other sections of the library staff, except that an emergency roster of library staff in 9 a.m. - 5 p.m. departments is maintained, from which relief is drawn to meet the crises caused by illness. To make the new system function, two male attendants and two full-time and one half-time library clerks were added to the Circulation Staff in 1966. In spite of this it proved necessary for the Circulation Librarian herself to work many hours of voluntary overtime to keep the ship afloat. It is hoped to remedy this situation in 1967.

Revised procedures which allowed immediate recall of overdue books and prompt imposition of fines combined with the introduction of turnstiles produced some initial adverse comment, as was to be expected. These were more than balanced by many expressions of satisfaction at the greatly improved access to books. A cashier was appointed to take care of the increased fine receipts and charges for copying; this increase is to be deplored, as the object of the system is to encourage a fast turn-over of books in demand and fine revenue is a sign that some students are content to pay "rent". It is desirable that fine revenue should decline in future years. The machinery for collecting fines from recalcitrant students is not satisfactory; this matter was under review by a Senate Committee at the end of 1966.

The revised circulation procedures are intended to keep the system working until a much more radical change can be made, probably involving use of automatic data processing methods.

The situation in regard to loans to academic staff remains much as in my last report. The restriction of loans of periodicals to 14 days has received co-operation, although in a few cases three or four recall notices are required before a response is received.

The number of books to be borrowed and the period of loan remain unrestricted. This is inevitable while the library has no carrels and there is no certainty that a reader will be able to find a convenient seat. Books on loan to staff are recalled once a year, although immediate recall notices are sent for any book in demand. Annual recalls are not sufficiently frequent; there is a small but steady number of cases in which a staff member claims that a book has been returned, but no trace of it can be found in the library. Little can be done when many months may have elapsed since the alleged return, and such books must be re-ordered as replacements. There is also a small but time-consuming number of cases in which a staff member has left the University or gone on extended leave without returning all books. These cases are very much a minority and the vast majority of teaching staff are consistently helpful and co-operative. The development of research and post-graduate work make it increasingly desirable that major sets and important works should always be present in the library for consultation. It will not be possible to prohibit borrowing of such material until sufficient single studies are available in the Library. Indeed, there is pressure from Post-graduate and Honours students for permission to borrow serials because they are frequently unable to find a seat, or having found one they lose it if they spend any time consulting books in the book-stacks. Assigned library places, preferably in lockable carrels are essential in a library serving Honours and Post-graduate readers. In its present form the library building cannot begin to meet this need.

The old "frozen" book system under which students queued to read much wanted books has been abolished. In August 1966 an "open reserve" collection of such books came into use on the Lower Ground Floor. In this area students have immediate access to the books for reading at the 253 seats on this floor. The exits from this collection are controlled to discourage theft. Of some 10,000 books in the Open Reserve, 41 could not be found at the end of the year. The new arrangements appear to be working well; although 253 seats cannot meet the demand. Reshelfing books quickly is essential to the most efficient functioning of the Open Reserve, and insufficient staff made this a weakness in 1966. The control desk for the Open Reserve also serves as a control desk for the Lower Ground Floor entrance, and in this way mitigates the expense of having two entrances to the Library.

Even more intensive use could be made of the Reserve books if they could be lent overnight. It would be essential to ensure that books were returned promptly next morning and shelved immediately. This would require more staff than is at present available.

### *Reference Department*

The activities of this department consist essentially of assisting and instructing readers in the use of the library and providing the inter-library loan service; they are quite vital to efficient library use. During Mr. Routh's absence on leave a temporary replacement for an unfilled senior position was used to maintain a Reference staff of three, which was not sufficient to staff the reference desk at all times. In a building of seven floors the only reference librarian on duty is often absent for long periods assisting readers and others awaiting service give up in frustration. Ideally a reference librarian should be available on each of the three main reading floors in addition to the Reference Desk. With the present hours of opening to staff each service point all the time requires  $82\frac{1}{2}$  hours of staff time, or more than two people at  $36\frac{1}{4}$  hours per week. This ideal is far beyond the resources of a total reference staff of three people. The separation of Reference from other Reader Services has revealed a clear demand for reference assistance. One of the tasks for the future is improvement in this area.

A very welcome innovation in 1966 was the installation of Telex in the Administration Building. This provides rapid communication to other libraries on the Telex system. Many inter-library loan requests require first a call to the National Union Catalogue in Canberra and then to a library which has the book. Using Telex instead of letter post can reduce the waiting time for books from weeks to days. Much depends on the time which staff in the lending library can devote to inter-library loans work. The system remains frustrating to a scholar in a hurry; inter-library loan is a poor substitute for local self-sufficiency in important research material.

*Branch Libraries*

The Law Library was controlled by library staff for the first time in 1966. The clerk who had run the library for some years, and who had passed the Library Association of Australia Registration Examination joined the library staff. Another library clerk was appointed to assist her. The transition was effected without difficulty and appears satisfactory both to the Law Department and to the University Library. Removal to larger and more suitable quarters brought a request from the Law Students' Society for hours of opening equivalent to those in the Main Library. This request, supported by the Dean, Professor Sykes, and myself, was sympathetically received by the Vice-Chancellor. Part-time staff was employed to keep the Law Library open on Saturday and Sunday; that the need was real was proved by the extensive use of the Library made by students during the week-end. There remained a problem of arrears of books to be reshelved. It is proposed to replace part-time assistance by a third full-time appointment in 1967, and this should eliminate staffing problems in the Law Library for some time to come.

The Department of Music has had for some years an unstaffed collection of books and journals. Arrears of uncatalogued sheet music had accumulated, and the increase in expenditure following the appointment of Professor Nickson emphasised the fact that the collection had grown beyond the stage where the staff of the Music Department could be responsible for the collection. The usual problems connected with unsupervised collections were also present. Agreement was reached to appoint a Library Clerk, and Miss M. Claire was transferred from the Main Library. Following the move to St. Lucia part-time assistance was provided to keep the Music Library open until 7 p.m. on week-days.

My own views on Branch Libraries were set out at some length in the previous Annual Report (pp 13-15). The greatest immediate problem, apart from space difficulties previously mentioned, is to meet an ever-growing demand for extended hours of opening. In addition to the cases of Law and Music mentioned above, the hours of opening were extended as follows by the use of part-time assistants.

*Architecture Library* opened 6 p.m. - 8 p.m. on two nights per week from March 1966. This was extended to 9 p.m from July 1966 from which time the Library also opened at 8.30 a.m. each morning.

*Bancroft Library* Regular staff opened this library until 6 p.m. four days each week, and 9 p.m. on the fifth. Part-time assistance was provided to open until 9 p.m. on one further night from April, and in Third Term this was extended to 10 p.m. every week night and to 5 p.m. on Saturday and Sunday.

*Dentistry Library* From First Term part-time assistance was provided to keep this library open from 6 p.m. - 9 p.m. on two evenings a week and from 9 a.m. to 12 noon on Saturday.

*Mathematics Library* Part-time assistance was provided to open the Mathematics Library from 6 p.m. to 10 p.m. on Mondays in Third Term.

*Central Medical Library* This Library was opened from 9 a.m. to 12 noon on Saturday mornings during Third Term using part-time assistance.

This list refers only to extension of hours by employment of additional part-time assistants. In many cases Branch Libraries are kept open later than 5 p.m. either because the staff of the particular library work shifts or because relief is provided by Main Library, which already carries a heavy burden for sickness and vacation relief. Any further extensions of opening hours, -- and requests are increasing - can only be met by further part-time or full-time appointments.

In my Annual Report for 1965 I suggested that "some of the pressure from departments which do not have separate libraries could be met by permitting a very limited number of books to be purchased from library funds to be indefinitely housed in departments". This proposal will be implemented in 1967, when 5% of the library allocation to a department may be used for this purpose provided that sufficient copies are available in the University Library.

In the case of departments for which the Library Committee has approved Seminar Libraries, 10% of the allocation may be spent on duplicate material to be housed in the Seminar Library. These collections of books are not supervised by library staff, and they exist in Accountancy, Economics and, a very small collection, in Classics.

Departmental Collections differ from Seminar Libraries because they are not collections of duplicates; they consist of the main university holdings in the field concerned. Those in Pharmacy and Remedial Education appear inevitable because of the isolation of these departments at George Street. Geographical factors also explain the existence of collections in Physiotherapy and Occupational Therapy. There is a good case for absorbing the Anatomy and Physical Education collections at St. Lucia into properly staffed libraries. All the arguments of overlapping subject matter, the value of trained assistance and provision of service over extended hours which are relevant to small staffed Branch Libraries apply with even greater force to unstaffed collections. As student numbers grow, the traditional honour system breaks down and theft becomes a serious problem. At Professor Cooper's suggestion the range of books in the Classics Seminar Library has been reduced and access limited because of severe loss of books. It is known that many books have been stolen from Physical Education, and there appear to be no strong geographical reasons why the books in Physical Education should not now become part of the Main Library.

Late in 1966 a meeting was held to discuss the possibility of setting up a Joint-Biological Sciences Library to include the present Veterinary Sciences Library, Biological Sciences Library (Botany, Zoology, Entomology and Agriculture) Bancroft Library (Physiology and Biochemistry) the Anatomy collection and Microbiology (at present housed at Herston). Agreement was reached in principle, provided a suitable site could be found. The only generally acceptable site was that set aside for the proposed Western Arts extension. Other available sites were too peripheral for some departments.

It is uncertain whether the Western Arts site will be available. There is a very appropriate site for a joint library between Biochemistry and First Year Science. The proposed

development of Chemistry, Pre-clinical Dentistry and Microbiology in this area appears to offer an opportunity to construct a joint library for these departments with Physiology, Biochemistry and some other neighbouring departments. In the architectural planning of such a library great emphasis would have to be laid on providing convenient sheltered access from co-operating departments.

The site adjacent to Biochemistry would be too peripheral to serve Agriculture and Veterinary Sciences. It was intended to construct a joint library for Agriculture, Entomology and Veterinary Sciences in the 1967/69 Triennium but this proposal has been abandoned for lack of capital funds. If the project for a Joint Biological Sciences Library should fail, it would be appropriate to plan for a joint library for the departments on the western side of Mill Road. The future arrangements for Botany and Zoology would remain for decision; there are strong arguments for placing these with Agriculture, Anatomy and Veterinary Science.

Reference has already been made to the future need for an Engineering Library. Developments in the part of the campus at present occupied by the Co-ordinator General's Department may also affect library provision, if Architecture and Music should be located there.

### *Medical Libraries*

Agreement has been reached through the Clinical Departments Advisory Committee and the Faculty of Medicine on a basis for future development of medical libraries.

The provision of a library in the Clinical Sciences Building made it appropriate to review the prevailing system of separate Departmental Collections. The Central Medical Library has, in fact, housed only books for Social and Preventive Medicine, and Microbiology, or purchased from special Central Medical Library Funds. Pathology, Child Health, Obstetrics and Gynaecology, Surgery, Medicine and Psychological Medicine have had separate Departmental Collections.

It has been agreed that from 1967 all existing journal subscriptions will go to Central Medical Library, in the case of

Pathology, and to the new Clinical Sciences Library in the case of Medicine, Surgery, Psychological Medicine and Obstetrics and Gynaecology. Of the departmental allocations 75% will be spent on books to be placed in the Central Medical Library in the case of Social and Preventive Medicine, Pathology and Child Health, and in the Clinical Sciences Library for Medicine, Surgery, Psychological Medicine (from 1968) and Obstetrics and Gynaecology. The remaining 25% may be spent on books for Departmental Collections, and this may be increased to 30% if the Department wishes to have some duplicate journal subscriptions. The recurrent cost of the latter will not be absorbed by the General Periodicals Fund in future years.

A decision was also reached, and approved by Senate, to open negotiations with Teaching Hospitals to set up joint University-Hospital Libraries. In the case of Royal Brisbane it would be proposed to make Clinical Sciences the joint-library. At the end of 1966 negotiations were under way with Royal Brisbane, Mater Misericordiae and Princess Alexandra Hospitals.

These developments, if successful, will go far to remedy the astonishing poverty of Queensland medical libraries. Robert Esterquest, a recognised authority on medical librarianship in the United States, stated in 1963 that the average medical school library serving students, faculty and hospital doctors could satisfy 90 - 95% of their needs with 90,000 volumes. Brisbane's largest medical library, the Central Medical Library, contains some 10,000 volumes.

### *Conclusion*

The University of Queensland has made very considerable efforts in recent years to establish a University Library adequate for the rapidly growing demands of undergraduate and post-graduate study. The University of Sydney is far ahead of all other Australian Universities in its expenditure on library materials, but only the Universities of New South Wales and Monash now spend more than Queensland on books and journals. It is true that Adelaide and Melbourne were acquiring books steadily over many years when growth in Queensland was very slow, but the efforts made in recent years, if continued, will go some distance towards remedying the decades of comparative neglect. It is most important that these efforts should continue for this State is easily the weakest in

library resources in Australia. Lack of funds prevents the Public Library of Queensland from being an adequate alternative source of library materials; Townsville University College has less than half the resources of the much more recent Flinders and Macquarie Universities. With this in mind it is very regrettable that the Commonwealth Government turned down the recommendation of the Australian Universities Commission that an initial grant of \$2 million should be made to Australian Universities during the 1967/69 Triennium as a first step towards remedying present deficiencies.

The University Library has two principal functions, - to acquire, preserve and make available the information required by those engaged in study, research and teaching at the University, and to ensure that graduates leave the University equipped in the techniques of gathering the information which they will require for success in their professional duties. Accomplishment of the first function is now hindered only by the financial limitations which are restricting all aspects of University development. Accomplishment of the second aim requires the abandonment of the traditional departmental attitude to libraries, recognition of the great overlapping interests of functionally distinct university disciplines and acknowledgement of the growth of interdisciplinary fields. A small collection of books may form part of departmental equipment, but a properly organised library becomes an independent source of education and inspiration. Future library development must now be planned with both of these functions in mind.

May, 1967.

F.D.O. FIELDING  
University Librarian

UNIVERSITY OF QUEENSLAND LIBRARY STATISTICS

	<u>1966</u>	<u>1965</u>	<u>1964</u>
Full-time teaching staff, Lecturer and above	617	549)	
Other full-time teaching and research staff	395	362)	625
External undergraduates	2,701	2,570	2,488
Full-time undergraduates	6,100	5,478	5,383
Part-time undergraduates	4,450	4,097	4,157
Post-graduate students	1,054	692	600
	<hr/>	<hr/>	<hr/>
Total potential readers	15,317	14,028	13,253

*Library Staff*

Professional (As defined by L.A.A. that is possessing a library qualification.)	28 $\frac{3}{4}$	18 $\frac{3}{4}$	21
Sub-professional (Graduates without library qualification)	22 $\frac{1}{2}$	22 $\frac{1}{2}$	19 $\frac{1}{2}$
Clerical	55	47 $\frac{1}{2}$	39 $\frac{1}{2}$
Male Library Attendants	8	4	2
		(Student Assist.)	
	<hr/>	<hr/>	<hr/>
	113 $\frac{3}{4}$	92 $\frac{3}{4}$	82
	<hr/>	<hr/>	<hr/>

	<u>1966</u>	<u>1965</u>	<u>1964</u>
<i>Distribution of Library Staff</i>			
Administration	3	3	3
Acquisitions	11½	7½	6
Cataloguing	28	26	23
Serials	11	12½	10½
Services to readers - Main Library	28¾	17½	15
Services to readers - Departmental Libraries	31½	26½	24½

*Services*

Lending: From Main Library	107,598	106,932	77,910
From Departments	108,968	112,357	99,533
From "Frozen Reserve" not recorded		3,507	4,930
Books borrowed from outside the University	4,626	4,704	4,872
Books lent to other libraries	3,995	3,731	3,419
Hours of opening (Main Library)	82½	82½	82½
			(3rd Term only)

	<u>1966</u>	<u>1965</u>	<u>1964</u>
<i>Accessions</i> (includes bound volumes of periodicals)			
By purchase	37,329	35,624	35,978
By gift	3,962	2,863	4,414
New titles added (books only)	13,153	10,393	9,558
New periodical titles	1,166	714	not known
Total number of bound volumes in Library	440,231	398,793	359,896
Total number of periodical titles received, by purchase or gift.	13,377	13,922	12,343
	(Records revised in 1966)		

*Expenditure*

Books from Library vote	\$156,925	\$157,768	\$117,834
*Books from other funds (Research, donations etc.)	30,386	19,508	32,476
Serials from Library vote	81,121	70,164	67,790
Cost of binding	35,413	22,796	19,754
Maintenance & Equipment	43,041	23,362	29,020
Total (except salaries) from Library vote	<u>316,500</u>	<u>274,090</u>	<u>234,406</u>
Salaries and payroll tax	281,925	233,686	171,920
	<u>\$598,425</u>	<u>\$507,776</u>	<u>\$406,326</u>
Expenditure from Library vote as a % of University recurrent expenditure	5.5%	5.1%	5.3%

\* Not included in Totals

APPENDIXDONATIONS TO THE LIBRARY IN 1966

Students, staff and graduates of the University, and many other private individuals, commercial firms, and government departments have again shown their awareness of the Library's needs through donations during the year. Only a few can be thanked by name here, but they must be taken as representative of a much greater number, to all of whom the Library owes a considerable debt of gratitude.

Perhaps most welcome of all are donations from students themselves. We have, for example, received the *Works of Thomas Middleton*, ed. A.H. Buller (repr.1964) and *Early English dramatists*, ed. J.S. Farmer (repr.1966) from the English IIIA class, and a considerable number of books by contemporary theologians from the Newman Society.

Professor A.F. Pillow has donated a set of *Applied Mechanics Review*, and many other members of the teaching staff have made donations in their subject areas. Other scientific material received includes the *Proceedings of the American Railway Engineering Association*, from Mr. R.A. Leach, Taringa, and over a hundred titles from the British Council.

Many important works on the Territory of Papua and New Guinea and on anthropology generally were included in a gift from Mr. J.K. Murray who has taken a great interest in the Library for many years now.

There were many benefactions from official bodies. Special mention should be made of the assistance of Dr. Mario Rotelli, the Italian Consul, in securing a copy of a beautiful and scholarly edition of Catullus (*L'edizione Veronese*, 1963).

Finally, Australian literature and history are the fields in which the research potential of the Library have been most consistently strengthened through donations. Mr. Walter Stone, Cremorne, N.S.W., has given a revised typescript of a novel by Steele Rudd, and has secured many other important titles for us. Mr. and Mrs.

E.T. Hockings (in a donation that also included 18th and 19th century English titles) and Miss C. Delpratt and Mr. P.S.P. Delpratt also gave important titles in this field. So too did the Redcliffe and District University Society, the Queensland Bush Book Club, Mr. N.K. Harvey, Mr. J. Tardent, and many other friends of the Library.

The quality of a library depends as much on the material which it preserves from the past as on its current acquisition of newly printed material. The University of Queensland is a comparatively young university, and has not the financial resources to scour the second-hand book market or to purchase many of the very expensive reprints which are now appearing. There are still stores of older books and journals, not particularly valuable by themselves, but treasures to the scholar when collected together and organised, which are hidden away in attics and trunks in private homes in Queensland. It is to be hoped that the assistance of our many friends will continue to help us to publicise our interest when occasion arises so that we may in due course add these hidden resources to the University Library.