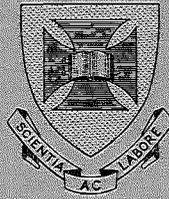


Z
871
Q4 A24



UNIVERSITY OF QUEENSLAND
LIBRARY

ANNUAL
REPORT
of
THE LIBRARIAN

FOR 1961

ANNUAL REPORT OF THE JAMES FORSYTH LIBRARIAN

FOR 1961

1. GENERAL

Selecting material for an annual report offers obvious pitfalls for the unwary: apart that is, from inevitable (though of course quite unworthy) doubts whether what one writes will be perused avidly by all those to whom it is directed. The truth, yes; and nothing but the truth, certainly, but the whole truth it may not always be tactically sound to reveal. For it seems probable that there is some law of diminishing return that applies to repeated catalogues of complaint and prognostications of disaster.

A librarian might do well to restrict himself to one, however fully-justified, "hard-hitting" report every decade or so. Since the Annual Report for 1960 did constitute just such a soul-searching, a real endeavour will be made on the present occasion to provide little more than a recital of the facts. They seem convincing enough in themselves.

The Librarian must be allowed, however, the luxury of pointing out that the record operations in 1961 which are catalogued herein do seem at least to establish that the University is getting its money's worth for what it spends on the Library. At the same time, the 1961 achievement still falls far short of the demands made, and those that should be made, of the Library.

There are a number of heartening and satisfactory events to report from 1961. Nor would the Librarian have it thought that he is unaware of the enormous pressure there is upon the inadequate funds provided for the University as a whole. He would record at the one time his gratitude for the interest and sympathy evinced in the Library's problems during 1961, and his profound regret that these sentiments could not be matched by sufficient funds, staff and accommodation to provide the kind of Library that the University should have.

2. STAFF

The Annual Report for 1960 listed in some detail the difficulties encountered in trying to build up the staff establishment to a point where the increasing responsibilities of the Library could be undertaken with something more nearly approaching satisfaction.

The Librarian must report that the story in 1961 was very similar. Despite a sympathetic hearing from the Standing Committee of the Professorial Board and despite a total of 11 extra appointments actually made during the year (of which three were for the Departmental libraries) the total staff is still far below that provided in libraries with a similar work load.

Under-staffing results in delays and over-hasty work, in the complete abandonment of some important sections of library routine and in the inadequate

coverage of others. All this breeds dissatisfaction and consequent lowering of standards among the overworked. Those in turn are reflected in the mounting volume of criticism from the Library's users.

The Librarian does realize that his complaint is directed perhaps as much towards the inadequate financing of the University as towards the University's support of its Library. Eleven new appointments in one year to a total staff of only 50 (including the bindery) is a generous gesture at a time of financial stringency. But at the end of 1961 the Librarian was forced to report that the Library was still 20 positions short of an adequate staff, and that 16 of these extra positions were needed in the Main Library. How this comes about is illustrated by the following figures of library growth since 1949:-

TABLE A
LIBRARY EXPANSION 1949 - 1961

	1949	1961
Library vote expenditure	£5,848	£58,447
Bound accessions	4,808 vols.	34,672 vols.
Main Library Staff (other than Bindery)	10	33.5

Table A thus establishes that over a period when the Library's financial resources increased ten times and its processing load increased by more than seven times, the Main Library staff increased less than four times. Moreover, of this increase a measurable portion was absorbed by reader services and so was quite unavailable for processing work.

Further comment seems unnecessary.

To conclude this section on a more pleasing note, the grade of Graduate Library Assistant introduced in 1960 has proved most successful and, by the end of 1961 the Library had a waiting list of no less than 25 graduands hoping for employment at this level.

Professional salaries too, which had slipped even below those paid in the Public Library of Queensland were, by an interim adjustment, brought to parity on this basis. Once again, however, the Librarian feels that he must draw the Committee's attention to the fact that, job for job and qualification for qualification, their senior staff are the lowest paid of any University library in Australia. That they are also the worst accommodated makes the more astonishing the fact that they continue, year by year, to produce a work output that would be difficult to parallel in the library field.

It gives the Librarian great pleasure to record the following successes by members of staff in academic and professional examinations in 1961:

Registration Certificate of the Library Association of Australia

Misses E. M. Carroll, B. A.; A. J. Doig, B. A.; E. M. Waugh, B. A.; and Mrs J. M. Merrell, all completed the requirements for this certificate.

In addition, nine other members of staff completed a total of 19 units towards this certificate, four of them with merit.

Preliminary Certificate of the Library Association of Australia

Eleven members of the full-time staff and two student assistants completed the Certificate, three of them with merit.

University examinations

Members of the staff secured a total of 23 units towards Arts degrees, including one High Distinction and three Distinctions.

Table B presents in summary form the academic and professional qualifications of the Library staff (including the Librarian and the Deputy Librarian) as at 31st December, 1961. Since the total staff (excluding bindery) concerned was 59, the figures in Table B (which refer to 42 separate persons) are quite significant.

TABLE B

ACADEMIC AND PROFESSIONAL QUALIFICATIONS OF LIBRARY STAFF (including Townsville)

MASTER'S DEGREE	DEGREE WITH HONS.	PASS DEGREE	DIPLOMA L.A.A.	REGISTRATION CERTIFICATE L.A.A.	CERT. TNG PLNSW LIB. SCHOOL	PRELIM CERT L.A.A.
1	6	15	1	10	2	31*

*NOTE: Of the 31 whose only professional qualification is this certificate, 6 had it awarded with merit.

For the record, the major staff changes occurring in 1961 are listed in Appendix A to this report.

3. ACQUISITIONS

Libraries tend inevitably to be assessed on the basis of comparative size. There are dangers, of course, in this largely quantitative approach, but one can assume at least some qualitative improvement in a library which more than doubles in size in six years and adds, in the next year, a further increase of one seventh.

Fully processed bound accessions totalled 34,672 in 1961. Even subtracting 879 volumes retired from stock, this represented an increase over the operations for 1960 of 36%.

The collections now number more than a quarter of a million catalogued volumes, a small enough figure by world standards but quite worth remarking in an Australian context. The accumulation of two thirds of this stock since 1950 is a notable achievement which renders much more attainable a figure of half-a-million. Some members of the Library Committee may remember that the

Librarian concluded from his overseas experience that this latter figure constituted a minimum for a good second-rate University Library. It seems probable that the half-million mark will be reached by the end of the present decade. The Library will then have at last a firm basis on which to build collections of high calibre, assuming, that is, that the material required is still available.

It is a matter for considerable regret that financial stringency in 1961 required the Library vote to be reduced from the figure of £65,000, estimated by the Library Committee to be needed to carry out the Library's multifarious responsibilities, to £57,000. This had to be compared with an expenditure of £54,560 in 1960. In the circumstances of continued University expansion coupled with rising book prices, the vote for 1961 represented an actual decrease in purchasing power proportional to commitments. Inevitably, at same time, the growth in size and complexity of the Library brought about an increase in its running costs, not merely salaries but also day to day maintenance.

In the face of the impossibility of decreasing the funds allotted to various subject fields, the budget was balanced once again only by abandoning virtually any attempt to sustain and improve the resources of the Library for higher study and research.

The present acquisition programme, however quantitatively formidable it may appear, certainly achieves little more than a cover of English language publications in the fields of the University's teaching. This means that the Library is still carrying out no more than one of its functions, however central this function may be.

4. CATALOGUING

The effectiveness of the Library's operations depends largely, though not exclusively, on the competence and despatch of the Cataloguing Department.

The Department works under very considerable, and many librarians would consider most undesirable, pressure. The very important and far-reaching effect of decisions made by cataloguers postulates that, in the University's interests, they should work in an atmosphere characterized at least in part by unhurried calm. There is certainly a break-even point beyond which undue haste is reflected in decreasing accuracy and reliability. Yet in the University library, unlike other types of library, since many of the customers themselves select the stock, they are all too aware of the time-lag between ordering, receipt and availability of new books. With a proper concern for the interests of their several subjects they are impatient of delays and bring the strongest pressure to bear on the Library for a general speeding up or, more often, for preferential treatment.

With a view to meeting the legitimate fraction of this criticism considerable staff increases have been made to this department in recent years, though it still falls far short of the number needed to carry out its task.

In recording the following figures of cataloguing since 1959 the Librarian

can merely assure the Committee that they represent a unit output which is quite outstanding by any standards and which, in view of the appalling accommodation difficulties under which it has been achieved, he would venture to call astonishing.

TABLE C
CATALOGUING OUTPUT 1959 -1961

YEAR	STAFF ENGAGED ON CATALOGUING	NEW CATAL. (VOLS.)	NEW PERIOD. TITLES CATAL.	RECATALOGUING (VOLS.)
1959	6.5	12,821	-	2,337
1960	9.5	19,170	1,515	6,195
1961	10.5	24,452	3,922	5,893

This apparent continued rise in unit-output revealed by Table C has resulted only from utilizing to the utmost such aids as the National Union Catalogue issued by the Library of Congress, from calling in Departmental library staff for cataloguing drives during vacation months and from the working of excessive amounts of overtime, paid and unpaid.

As a result of the most strenuous efforts in this regard, the department was able to clear, by Christmas Eve 1961, all purchased material awaiting cataloguing. This was a very notable achievement.

In an endeavour to reduce to order the mass of uncatalogued and unsorted donations the Librarian himself embarked on a crash-programme of limited cataloguing. This was made possible only by the use of Room B 5. For the first time for ten years, this enabled these arrears to be shelved for sorting. The results were very heartening. In three months of after-hours work, 1623 volumes were author-catalogued and more than 2000 set aside for offer to other libraries. While the space in B 5 lasts, this programme should make a real contribution to the Library's usable resources.

5. SERIALS

It has been an essential part of this Library's administration to treat serials separately from book acquisitions. A separate staff attends to their regular receipt, distribution, binding and service, and they are shelved separately from the book collection.

This practice is by no means universal elsewhere but, on the other hand, there can be very few libraries of comparable age or size whose coverage of periodical titles has expanded so rapidly.

In 1961 the cataloguing department recorded 3922 new periodical titles added by gift, exchange or donation, to the list of 7155 recorded at 31st December, 1960. This represents a formidable increase indeed in the work load of the Serials Department. Once again, this increase could not be matched by compensating increases in staff.

Two further major difficulties the department faces continually are accommodation and binding. As to the first, it must be remembered that figures of annual accessions refer only to bound volumes. 11,000 first copies, plus at least 800 second and later copies of the same titles, involve the receipt each year of at least 100,000 separate periodical parts. Until they are bound these are not shown on accession statistics but they still occupy space on shelves which is the equivalent of 10,000 or so bound volumes.

The second difficulty, binding, is clearly involved with the first. There can be no doubt that on a purely cost basis it is economically sound to bind on the premises and the economic argument is supported by the great advantages of convenience. Unfortunately the bindery can no longer cope with the volume of work required and this situation, which could be met by the appointment of extra staff, is aggravated by the lack of any further accommodation whatever for bindery extension.

If the situation is not to get completely out of hand it will be urgently necessary to find supplementary funds to cover commercial binding until further accommodation and staff can be provided for the bindery.

6. SURVEY OF AUSTRALIAN LIBRARY RESOURCES

During the year the Library participated actively in the survey of Australian library resources undertaken by Professor M. Tauber, Melville Dewey Professor of Librarianship at Columbia University, under the sponsorship of the Australian Advisory Council on Bibliographic Services.

Although by and large this resulted in every professional member of the staff devoting the equivalent of several weeks work to analysing and checking the Library's resources against standard lists and bibliographies, the efforts made were fully justified by the more intimate picture of the Library's stock so obtained. A document of several hundred pages was prepared for the surveyor and his report is awaited with interest.

The Committee should be aware that a great amount of this very laborious work was undertaken after hours and at no extra recompense to the officers concerned.

7. LIBRARY ASSOCIATION OF AUSTRALIA

The Eleventh Biennial Conference of the Library Association of Australia was held in Melbourne in August. Thirteen members of staff attended, taking advantage of the University's generosity in extending paid leave for this purpose. The Librarian and the Deputy Librarian both addressed sessions of the Conference.

A paper by the Librarian entitled Growing together and living together; problems in the concurrent development of University and State reference libraries has been published in the official record of the Conference entitled Library resources for the Nation.

Prior to the Conference a two-day seminar on technical services under the chairmanship of Professor Tauber was arranged by the National Library. Miss

McDougall, the Head Cataloguer, and Miss Paterson, the Acquisitions Librarian, attended as representatives of this Library and Miss McDougall presented a working paper.

The Librarian represented the University at the annual meeting of the Australian Advisory Council on Bibliographical Services prior to the Conference and also attended a meeting of University Chief Librarians. He was President for the year of the University Libraries Section of the Library Association of Australia.

Support of the Library Association of Australia, of which the University is a corporate member, continues to characterize the Library staff. The Deputy Librarian was again President, in 1961, of the Queensland Branch, and Miss Waugh, the Central Medical Librarian, was Vice-President. Miss Waugh also acted as Representative Councillor for Queensland on the Association's General Council.

Miss McDougall, Mr. Scott and the Librarian all acted as examiners in 1961 for the Australia-wide examinations conducted by the Association.

8. LIBRARY TRAINING

The Committee may remember that some time ago it was moved to support in principle the idea of University training for librarianship. This was in response to a query directed to the University by U.N.E.S.C.O.

It appears to the Librarian that the time may be ripe to consider seriously the possibility of introducing courses in librarianship at this University. It might almost be said that to do so would be little more than officially redognizing an existing practice.

At present the University of New South Wales alone among Australian Universities grants an award in librarianship; a post graduate diploma based on two years work. There are centres of training also at the National Library of Australia and at the State Library of Victoria.

Professional qualification in Australia, however, really rests at present on Certificates of competency issued by the Library Association of Australia, on the basis of examinations which it conducts, but for which it offers no training facilities.

In Queensland, the Public Library of Queensland has conducted classes for some years which are open to the public. These are restricted however, to the elementary introduction to librarianship which has been measured, to date, by the Association's Preliminary Certificate.

For the Association's Registration Certificate, the Brisbane Central Technical College has provided facilities for classes in four of the possible papers and these have been supervised by instructors found by the Queensland Branch of the Association. This still leaves about half the final examination completely unprovided for.

At the University library regular classes have been held each year to bring new members of staff up to the Preliminary level. In addition, candidates

for Registration papers have been able to prevail on the good nature of such officers as Miss McDougall and Mr. Scott and, to some extent, the Librarian himself, to give what have developed inevitably into regular-lunch hour lectures.

While the members concerned have willingly undertaken these extra tasks even in a period of drastic understaffing and consequent overwork, it seems that the time has arrived when the whole question of training could be considered afresh and in some detail. Strength is lent to this suggestion by the growing number of Queensland graduates seeking employment in the University Library. In December 1961, for example, a total of 25 graduands lodged applications. The Library Committee might like to support a full investigation of the implications of the introduction of University courses in librarianship.

9. DEPARTMENT LIBRARIES

During 1961 the Veterinary Science library moved into its new premises. Later in the year approval was given for a second appointment, at the clerical level, in this rapidly developing library. It has proved very difficult and tiresome to complete the details of furniture and equipment for the new library, but it rightly regarded as a very attractive addition to the University Library's Departmental service points. It stands in immense and pleasing contrast to the slum accommodation in which previously the library had had to work.

A process of what should be only temporary disintegration took place in the Engineering library with the shift of the section devoted to Civil Engineering to St. Lucia. This and the subsequent splintering-off of Electrical Engineering offer immediate problems of administration. They also require that the Committee re-affirm the need to provide in the final Engineering building plans for a re-integrated Faculty branch library. This alone will render possible efficient service both to staff and students and to the engineering profession.

Discussions were held during the year on the future siting of Library facilities in the Herston area, but no final decision was possible until building plans crystallized. Once again thought must be given to the growing use by the Medical profession of the Central Medical Library. While this use must never be allowed to assume a priority over the needs of staff and students, its growth seems a very proper form of University extension which can not fail to be reflected in improved University-community relations.

Problems involved in the dispersion of library stock throughout the General Hospital may be lessened by proposals to effect an aggregation in one new building of the various Professorial units.

A new library service unit was initiated during the year in Child Health though it is planned that this, as a small staff reference library, will not result in any diminution of the Central Medical Library as the normal centre of student library use in the Faculty of Medicine.

Accommodation for the rapidly growing Thatcher Memorial Library remains a pressing problem. In addition, the task of bringing out a long overdue

supplement to the printed catalogue sold to students underlined the futility of ever again attempting such an undertaking under present conditions. This catalogue was begun on the initiative of the Department of External Studies and has been continued in the past with the Department's enthusiastic support and assistance. For the present supplement however, the Department found it possible to provide little effective assistance and there seemed to be a distinct waning of enthusiasm for the project.

The Librarian warns that it will never be possible again for Miss Webb, the Thatcher Librarian, to undertake this task with her own staff. In the present circumstances of chronic understaffing, the Thatcher Catalogue seems destined to join the Library's Accession list in the limbo of discontinuance. Failure in this way to publicise the Library's acquisitions and holdings detracts seriously from its effectiveness.

For the first time it was possible, in 1961, to give some service, other than processing, to the growing collection of the Institute of Modern Languages at George Street.

However, the continued shift of the various Biological sciences to St. Lucia will seriously deplete library staff in the George St. area. Failing appropriate staff increases, no assistance of any kind will be available in 1962 for either the Institute of Modern Languages or the Pharmacy library which commenced operations in 1960. Added to these there remain still, at George Street, collections in Medical Psychology, Remedial Education and Music, which receive no assistance, other than processing, from Library staff.

The Librarian would like to renew the recommendation made in last year's report for a Departmental Library liaison officer. In the unmanned George Street libraries listed alone, it is estimated that an officer would be occupied half-time merely on regular routine operations. The remainder of his time would amply be filled by the tasks suggested in last year's report.

10. THE SHAPCOTT PRESS

In 1961 the Library received from the Ipswich Printing and Typing Service a century-old Columbian hand printing press.

This gift was made through the kind offices of Mr. H. S. Shapcott of Ipswich and at the instance of Professor A. K. Thomson. Acceptance was authorized by the Vice-Chancellor on the recommendation of the Darnall Professor of English, Professor Cawley, and the Librarian.

The Press was set up and repaired with the kind assistance of the Department of Mechanical Engineering and Chemistry and auxiliary equipment and supplies purchased to a total of approximately £100. A large part of this amount was borne by a research grant to the Department of English. A number of useful donations in kind have been made by Messrs. B. J. Ball and H. Pole and Co. and the assistance of the University printer, Mr. Breen, is gratefully acknowledged.

The press will serve a dual function; firstly as a teaching aid both for library staff and for students of English taking the Honours course in Bibliography and Textual Criticism and secondly as an item of research equipment.

Incidentally it has also made possible already provision on the spot of the large mass of new and amended notices and labels required by the Main Library.

11. MAIN LIBRARY ACCOMMODATION

The Librarian cannot believe that there is any section of the University which is unaware of the desperate accommodation situation in the Main Library. Extra space made available as an emergency in early 1961, and to which reference was made in last year's report, tided the Library over another year but by December a new crisis was at hand. The following specific examples may serve to illustrate this point:

- (i) Use of reading room furniture by staff unable to fit in work areas and the physical expansion of the catalogue have ensured that the number of reading places in the Main Library will be decreased in 1962, although already in 1961 they were over-crowded.
- (ii) Congestion at the control desk because of makeshift bag shelf provision has conspired with understaffing in the reader services section to encourage a disturbing volume of illegal borrowing of books.
- (iii) Department libraries have had to be instructed once more to cease sending material to the Main Library for storage.
- (iv) The securing of back runs of periodicals and the mounting number of titles regularly received have conspired with the binding lag to make the periodical stack a nightmare of disordered and well-nigh uncheckable shelves with overflow storage building up on the floor of several of the aisles.
- (v) Printery and bindery operations have spilled over into the library to render efficient shelving well-nigh impossible.
- (vi) The installation of the Shapcott press, has reduced the staff common room to a total area of less than 100 square feet. This room is used for tea breaks, luncheon and evening meals by forty members of staff.

The Librarian's relief can be imagined when the Chairman was able to inform the Committee in 1961 of a Senate resolution which awarded the highest priority to library accommodation in the 1964 - 66 triennium. It may just be possible somehow to survive until then though the present inadequacies of the Main Library's service will be increased inevitably in the interim.

12. UNIVERSITY COLLEGE OF TOWNSVILLE LIBRARY

The first annual report of the Librarian of the University College library is attached, (Appendix B.) It should be noted that except where specifically mentioned in this report, the statistics concerned are not included in those for the University library.

13 STATISTICS1. Summary of Expenditure on Library Vote

1960			1961	
£	£		£	£
		Payments for the year were:		
33,673		Books	33,414	
14,632		Periodicals	16,132	
-		Binding	112	
6,255		Sundries	8,788	
	54,560	Total Payments		58,446
		<hr/>		
		Against which receipts were:		
	53,320	Library vote		57,030
<u>Dr.</u>	<u>1,240</u>	Resulting in a balance of:	<u>Dr.</u>	<u>1,416</u>
		<hr/>		

2. Accessions

1960			1961	
		<u>Books</u>		
18,247		Purchased	21,950	
923		Donated	2,508	
-		Unclassified reserve	1,623	
	19,170	Total		26,081
		<u>Periodicals</u>		
5,620		Purchased	7,822	
87		Donated	769	
	5,707	Total		8,591
	<u>24,877</u>	<u>Total</u>		<u>34,672</u>
	54	Less, withdrawn		879
	<u>29,823</u>	Net increase		<u>33,793</u>

3. Total Bookstock

31.12.60		31.12.61
221,998		255,791

4. Staff

1960		1961
------	--	------

1		Librarian	1	
1		Deputy Librarian	1	
		<u>Main Library</u>		
		Sub-Librarians:		
1		Head Cataloguer	1	
1		Acquisitions librarian	1	
1		Serials librarian	1	
		Assistant Librarians:		
1		Reference Librarian	1	
4.5		Cataloguers	4.5	
-		Graduate library assistants	6	
6		Library assistants	3	
1		Male clerks	3	
<u>1</u>	27.5	Total	<u>1</u>	35.5
		<u>Departmental libraries</u>		
3		Assistant librarians	4	
3		Library assistants	5	
11		Library clerks	11	
<u>17</u>	17	Total	<u>20</u>	20
		<u>Bindery</u>		
3		Binders	3	
2		Table hands	2	
1		Apprentice bookbinder	1	
<u>6</u>	6	Total	<u>6</u>	6
<u>50.5</u>	50.5	TOTAL	<u>61.5</u>	61.5

APPENDIX A.

SUMMARY OF MAIN PERSONNEL CHANGES IN 1961

Sub-Librarians

Mrs. J. C. Owen, B.A., replaced Miss E. Carroll, B.A., as Serials librarian on the latter's appointment as Librarian, Townsville University College.

Assistant Librarians

Miss J. Webb, B. A. replaced Mrs. Owen as Thatcher librarian.

Mrs. J. Guyatt, B.A., was appointed to the upgraded position of Veterinary Science Librarian.

Graduate Library Assistants

Misses D. Nelson, B.A., M. Jackson, B.A., and N. Stanley, B.A., were appointed to the three new positions of Graduate Library Assistant approved by the Senate.

Miss J. Munro, B. A., later replaced Miss Jackson (resigned), and Miss J. Knox, B.A. replaced Mrs. Guyatt, on the latter's promotion from this grade.

Library Assistants

Miss J. Ferry replaced Miss C. Bayley as Dentistry Librarian, on the latter's resignation.

Mrs. B. Pryce replaced Mrs. J. Kermondy as Physiology Librarian, on the latter's resignation.

Miss M. Coward resigned as Chemistry Librarian.

Miss C. Francis resigned as Veterinary Science Librarian.

Miss V. Birt replaced Miss J. Ferry as Junior Cataloguer

Library Clerks

Miss M. Moses replaced Miss J. Liddell (resigned) in the Thatcher Library.

Miss M. Rutherford was appointed to a new position in the Veterinary Science Library and was replaced in the Main Library by Miss S. Twine.

Miss A. Way replaced Miss D. Jefferies who was appointed to a new position in the Townsville University College Library.

Miss Rutherford replaced Miss Coward as Chemistry Librarian. Her place was taken by Miss V. Cooper, whose position in the Main Library was then filled by Miss D. Langan.

Miss Twine replaced Miss Birt at Engineering and was herself replaced in the Main Library by Miss K. O'Keeffe.

Miss H. Bakker resigned and was replaced by Miss R. Chau Shun Wah.

Three new positions in the Main Library were filled by Misses A. Donovan, S. Veitch and Y. Ellis.

A new position in the Thatcher Library was filled by Miss J. Nix.

Male Clerk

A new position of Male Clerk was filled by Mr. P. Miller.

APPENDIX B

ANNUAL REPORT OF THE UNIVERSITY COLLEGE OF TOWNSVILLE LIBRARY. 1961

1. GENERAL

The University College of Townsville Library opened on 27th February, 1961, and thanks to the foresight and generosity of the Librarian of the University of Queensland, the library had about 1,000 volumes ready for use. These had been purchased and processed in St. Lucia during 1960 so that despite the initial difficulties such as incomplete furnishings, the library was able to be used immediately.

During 1961, the library has trebled its stock, and while it is encouraging to see this progress at the end of the first year, the use made of the library even by the relatively small number of staff and students would indicate that the expansion will have to be even more rapid within the next few years to cater for the demands made upon its services.

2. STAFF

Initially the library was staffed with one librarian. In April, approval was given for 15 hours part-time assistance to enable the library to remain open four nights a week. A further 15 hours assistance was approved in July to cope with the volume of material awaiting processing. A full-time appointment (at the clerical level) was made in August in anticipation of the extra volume of work in ordering and processing second-year material.

3. ACQUISITIONS

The library vote for Townsville University College was £2,000 which was augmented during the year by an additional £1,130. Donations were received from the Townsville Junior Chamber of Commerce Ladies' Auxiliary £55, and the pupils of St. Patrick's College £4.

The total number of separate orders recorded in the ledger was 1,237. The orders for second-year material for Townsville were actually placed from the University of Queensland Library.

The acquisition programme for 1961 included the purchase of two back runs of periodicals. Some provision will have to be made to implement plans for purchasing back runs initially of indexes and abstracting journals as the total lack of research facilities in the library is a matter of concern.

The Ringrose Memorial Library comprising 304 volumes formerly housed in the Municipal Library ^{was} incorporated into the University College Library in the early part of the year which considerably supplemented the initial material.

4. CATALOGUING

This proved to be one of the heaviest tasks in this initial year particularly as the library stock being so limited, new books were in demand soon after their arrival. The additional assistance approved during the year did help to relieve the back-log which had built up so that most of the books purchased during 1960 have been processed. However, a considerable number of donations were received, very few of which were able to be processed.

5. ACCOMMODATION

The library at present is housed in a room 24' x 36', and the accommodation problem will be acute in 1962. The provision for 24 readers has been well utilized in 1961, and it is a matter of regret, that because of the already crowded conditions, no further provision for reading space can be made for the expected increase in enrolments.

Undoubtedly, with limited resources, the University College of Townsville Library has made real progress in this initial year.

31/12/61

Elizabeth Carroll
Librarian.

6. STATISTICS1. Summary of Expenditure on Library Vote.

Payments for the year were:

	£	£
Books	2,095	
Periodicals	1,120	
	<hr/>	
Total payments	3,215	
Library Vote		2,000
Additional		1,130
Donations		59
		<hr/>
		3,189

Resulting in a balance of: Dr. £26

2. Accessions (includes only bound items fully processed during the year.)

Books	
Purchased	1,519
Donated	371
	<hr/>
Total	1,890
Periodicals	
Purchased	119
Donated	7
	<hr/>
	126

3. Total Book stock

27.2.61	31.12.61
1,093	3,109
	<hr/>

4. Staff

1 Librarian

1 Library assistant

30 hours part-time assistance per week
