

THE UNIVERSITY OF QUEENSLAND LIBRARY
ANNUAL REPORT
1963

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INTRODUCTION

Although 1963 was a difficult year for the University Library, it is possible that in 1964 new lines of policy will be agreed upon along which the Library may develop to a stature appropriate to a university of quality.

The year saw a further decline in acquisitions, mounting criticism of the Library's resources from students and staff, especially in the social sciences and humanities fields, severe accommodation problems in the Main Library and many department libraries, very bad staff working conditions in the Main Library and in some department libraries, especially in Geology, staff shortages and an imbalance in the staff between trained and untrained personnel.

The only one of the major difficulties facing the Library from which there is some firm indication of relief is in the matter of accommodation.

Resources, staff, and the whole pattern of library service within the University were still the subjects of active thought and discussion at the end of the year.

RESOURCES

1. Total acquisitions

During 1963, 29,147 volumes were added to the Library. This includes all purchased items and those received by way of gifts or exchanges and was 4,823 volumes less than in 1962. Of the 17,440 books which were acquired in 1963, only 8,369 were not duplicating titles already held.

2. Acquisitions with special reference to purchased items

(a) Declining purchasing power

The Library's purchasing power has fallen rapidly since 1961 when 21,950 books were bought and 7,822 bound volumes of purchased periodicals were taken into the Library. In 1962 the number of books bought fell by five and a half thousand to 16,484 volumes. In 1963 there was a further drop of 2,205 volumes, and therefore, over two years book purchases have fallen to less than two-thirds of the 1961 level. Over the same period additions of bound volumes of purchased serials have risen steadily, but these increases did not nearly compensate for the fall in book buying, hence the overall decline in acquisitions.

It is most regrettable having to report these facts at a time when the University has been expanding at a remarkable rate. The rapid growth of student numbers, the increases in academic staff and, in particular, the growth of postgraduate and research work being done in the University have put unprecedented demands on the Library which is far from being adequately equipped from the point of view of resources and appropriately qualified staff.

(b) Recent surveys

During the year, departments associated with the Faculty of Arts made a detailed survey of library holdings in their respective fields as a preliminary to making a concerted plea for greatly enlarged grants. In its findings the report of the survey included an indictment of the Library's quality, and this was echoed by most departments throughout the University.

It should not be thought that this situation is peculiar to Queensland. In 1959 G.H. Russell and A. Grenfell Price reported that:

"Our examination of the (library) collections of the Australian universities ... has left us with the clear impression that they are, even at their best, completely inadequate, except in quite limited fields". 1

Last year at the end of a long and detailed survey of Australian library resources M.F. Tauber concluded that:

"Libraries in Australia have never had enough funds to purchase materials and to organize and preserve them". 2

A little later the following observations are made:

"It is...apparent that resources are not sufficient to meet the needs of Australia's own scholars and research workers. Undoubtedly there will be serious gaps in the collections for some years to come and there will be a continuing need to secure materials from overseas through loan or copy and to send Australian scholars to use material in foreign libraries. But the time has come for Australia to make an energetic effort to become more and more independent in terms of library resources. There is a correlation between effective library service and national achievement and libraries cannot be disassociated from scientific, technological, economic, educational and other developments in Australia.....Australia needs to support its libraries in a way that it has never done in the past. Good library service is expensive but poor library service is extravagant and wasteful. Not only does it fritter away funds that should be used for the development of resources, but it inhibits a favourable public attitude towards libraries. When libraries do not provide the

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1. In Price, A. Grenfell ed. *The humanities in Australia: a survey with special references to the universities*. Sydney, Angus and Robertson, 1959, p.106
 2. Tauber, Maurice F: *Resources of Australian libraries*. Canberra, Australian Advisory Council in Bibliographical Services, 1963, p.9

materials that people want and need they are rapidly set down as inept, but when a library is given funds for books, buildings, and qualified staff it will quickly become recognized as indispensable." 3.

(c) Australian Universities Commission Report

One of the most notable defects of the recent Australian Universities' Commission report was its apparent lack of concern over the position in the university libraries. There are four reasons for regarding the A.U.C. report as a disappointing, perhaps even a dangerous document, from the point of view of library development.

Firstly, there is the failure to come to grips with the problem of inadequate library resources in the Australian universities as a whole. These inadequacies have been pointed out in surveys such as those of the Humanities Research Council and the Australian Advisory Committee on Bibliographical Services mentioned above. Local surveys such as the one carried out by the Faculty of Arts in this University have all reinforced the view that, given the Australian situation, university library expansion is not going forward at anything like the rate it must if those libraries are going to serve their institutions properly within a reasonable time.

Further, there is no mention of libraries in the sections of this report dealing with problems of student performance or with the development of post graduate degree work. Most surprising of all, in the chapter on research, there is a list of what purport to be the factors contributing to the present difficulties of expanding research in the universities (p.50), but the shortcomings of library collections are not even mentioned. Inadequate library resources are always among the most serious grievances of academic staff who are discussing stumbling blocks to research activity. This is particularly so for scholars in the social sciences and humanities, but it is true for members of many other departments as well.

Secondly, the scant mention of libraries in the report, and the content of the few remarks that do touch on them would lead one to assume that, because something is being done about buildings, libraries are being looked after fairly. Such an implication is completely unjustified in terms of present library resources development.

Thirdly, three recommendations were made concerning the development of library collections. Increased book and serial buying is supported for Newcastle and Townsville (pp. 78,79) and no one would take exception to these suggestions. The only

other such recommendation, however, is that collecting should be stepped up at Sydney University Library (p.77). Undoubtedly this growth is needed badly, but Sydney's is easily the largest university collection in Australia (twice the size of Melbourne's and two and a half times as big as Queensland's); and one cannot believe that the Commission thought Sydney's needs for library expansion outweighed those of other universities.

Fourthly, there appears to be a lack of balance between library problems and other matters covered by the report.

There does seem to be a need for each of the universities to urge the A.U.C. towards a revaluation of the position of the library in the university. As a starting point the Commission might adopt the principle laid down by the University Grants Committee in its 1921 report where it was written that "We regard the fullest provision for library maintenance as the primary and most vital need in the equipment of a University. An adequate library is not only the basis of all teaching and study; it is the central condition of research, without which addition cannot be made to the sum of human knowledge." Continuing concern over library provision by the U.G.C. is illustrated by the recent appointment of a special committee to enquire into university library problems in Britain.

It is unlikely that Australians can ever look forward to building great collections comparable to those of Europe, Russia or North America; but when one bears in mind that the Harvard University Library alone contains millions more titles than all the Australian university, state, and national libraries put together, the difficulties under which our scholars work can be appreciated readily. Surely it should be possible for the combined resources of Australian libraries to be developed to the point where they can offer facilities equal to the better individual collections overseas.

(d) Budgetary proposals for 1964

It was against a background of poor existing resources and of a declining rate of acquisitions that a detailed case for a greatly expanded library budget was prepared in 1964. The proportion of the total university current expenditure budget that went into the Library in 1963 was 4.75 per cent. In that and in previous years this proportion was either the lowest or second lowest among the Australian universities. The budget that was prepared sought to do one basic thing -

to start the Library on a new financial footing that would enable it to begin the long job of setting its house in order from the point of view of both resources and staff.

These budgetary proposals were strongly supported by the Library Committee, but although they received thoughtful and sympathetic consideration by the Senate and its Administrative and Finance Committee, it was finally decided that increases in library expenditure in 1964 could not rise other than by a figure proportional to the general rise in the University's current expenditure. This meant that the Library would remain in the same relative position in 1964 as far as finance was concerned, as it had occupied in 1963. But the increase would not compensate for the rising cost of library materials and it could be confidently predicted that the volume of acquisitions in 1964 would fall again for the third year in succession.

Although the outlook for 1964 is depressing, there were two more cheerful aspects of the discussions and decisions on Library finance during 1963.

The first was that there was a sincere appreciation on the part of the Library Committee, the Senate, and the Administrative and Finance Committee of the inadequacy of the Library's budget, and of the shortcomings of the Library's collections and service in so many areas. This realization was illustrated by emergency action, readily taken during 1963, to augment Library funds by £10,000 at a time when a number of departments found themselves without basic library material for current undergraduate courses.

Although this action was to meet an acute short term demand and could have little effect on the overall deficiencies of library resources, the Library Committee and the Senate have also shown an understanding of the basic problems of library provision in this University during discussions on the 1964 budget, and on the detailed survey made by the Faculty of Arts in 1963 which showed how much must be done before adequate library resources are available here in the social sciences and the humanities.

The second was the Research Committee's decision in relation to the division of the £110,000 special research grant, to accept submissions from departments, which included requests to spend some of these funds on acquiring library materials.

But the fact remains that, so far as the 1964 financial year is concerned, I have to report failure on two crucial points.

One was to raise Library expenditure so that it would be comparable to those of most of the other Australian university libraries, as compared to overall expenditure by those universities.

The other was to convince the University that even if the proportion of its current expenditure that goes into the Library was as high as most of the other universities, the money involved would be still far short of what is necessary to start building up a collection and staff that would, within a reasonable time, serve the vital teaching and research needs of this University.

3. Acquisitions with special reference to donations

Important donations received during the year included a copy of the Enciclopedia Italiana from the Italian Government and presented personally by His Excellency Count Renato Della Chiesa d'Isasca, in addition to notable gifts from the French and Canadian Governments. Many members of the staff gave valuable donations to the Library. Especially noteworthy were those of M. A. Denat who has been a strong supporter of the Library for many years, Dr. R. Staveley, and Mr. E. Bowker.

During 1963 gifts of money to the Library, as in other years, were small, amounting to only 2.3 per cent of total expenditure on acquisitions.

On the other hand donations of printed materials accounted for 12.8 per cent of the total number of volumes added to the Library in 1963. Although some of this material is very important indeed, much of it is of borderline value. The figure of 12.8 per cent has taken into account publications bought with the money donations.

Although the tradition of private support for Australian university libraries is not as strong as in many other countries, and although this Library has not attracted gifts comparable to those made to some other Australian university libraries, it is highly likely that greater initiative on the part of the University would receive some response. If it is possible to receive 12.8 per cent of total intake through unsolicited donations, then a reasonable inference is that much more could be obtained if gifts were actively sought. It is likely that such donations would have a strong appeal when it is realized that they are of lasting benefit to the University and the community. Far from depreciating, much library material rises in value over the years, besides serving the needs of succeeding generations of scholars.

STAFF

A library is judged not only by the depth of its collections, but also by the quality of the organization of those collections, and the skill with which they are maintained and made available to the library's public. Although the functions of processing and reader services are tightly interwoven, it is convenient to report briefly under the two separate headings.

1. Processing

(a) General

For many years pride has been taken on the part of the Librarian and his staff in the efficiency and economy of ordering, accessioning and cataloguing in the Library. This has been achieved by a rigorous division of labour, by extensive use of and even dependence on published aids, by pressing staff to active study towards university degrees and Library Association certificates, and by a continuously vigorous programme of in-service training. More will be said on the subject of training for librarianship shortly.

In 1963 the volume of work handled by the processing departments was such that their achievements will bear comparison with any similar libraries.

(b) Acquisitions Department

The Acquisitions Department carried out the bibliographical and catalogue checking of 14,536 orders. These were placed with hundreds of suppliers throughout the world and many thousands of letters and invoices related to these orders were dealt with.

17,440 volumes were accessioned and detailed records of 118 accounts operated on by the various departments of the University spending a total of over £80,000 were maintained.

(c) Serials Department

The Serials Department received and accessioned the individual parts of 12,587 serial titles which are received regularly, and distributed them to their various locations throughout the Library. A continuous check was kept on non-received or missing parts and a heavy correspondence with publishers, agents and other suppliers was maintained.

The Serials Department is responsible for organizing the University's exchange of publications programme. Material is sent to and received from approximately 1,350 institutions, societies and

other bodies throughout the world. It is unfortunate to report that this University's exchange programme is grossly lopsided, and that the amount of material received under these arrangements far exceeds that which the University sends in return. For many years we have been dependent on the generosity of our exchange partners, and a considerable increase in publications for exchange purposes by this University is an urgent necessity if a decline in our exchange programme is to be avoided. In recent years there has been a hardening on the part of most societies and institutions towards giving away valuable publications, and towards exchanging them on a basis that is far from equitable.

The Serials Department is responsible for organizing the receipt and despatch of binding to be done by the University Bindery or by private commercial binders. In 1963, 10,451 volumes were bound by the University Bindery and a few hundred by commercial binders. The bank up of material waiting to be bound reached crisis proportions.

In June an examination of the binding situation showed that throughout the Library just over 30,000 volumes were unbound or in need of repair. Of these, 9,000 volumes were in the class of heavily used material, the binding of which was a matter of urgency. During 1963 material in need of binding was being received at the rate of 13,000 volumes a year, but the Bindery could not handle more than the 10,451 volumes mentioned above. At the end of the year the backlog had increased still further with no prospect of being overcome.

The Library Committee recommended that a special grant be made to allow the arrears to be handled by commercial binders, and urged that speedy action be taken to remove the Bindery to new premises where its output would be no longer restricted by accommodation shortages.

(d) Cataloguing Department

The Cataloguing Department catalogued and classified 26,795 items in 1963. It produced over 350,000 catalogue cards for filing under author, subjects and titles in the main catalogue and its associated shelf lists and authority files and in catalogues in the branch, department and seminar collections; and it sent copies of cards for insertion in the national union catalogues of serials and monographs, in the National Library of Australia and in the Commonwealth Scientific and Industrial Research Organization.

The public catalogue in the Main Library is a large and rapidly growing bibliographical tool containing approximately half a million entries. Supplemented by thousands of published bibliographies the catalogue provides the only satisfactory subject, author and title approaches to the Library's holdings. To get the best out of the catalogue and in turn out of the Library's collections, a knowledge of its general principles and some practise in its use is essential. In 1963 it was decided to have a senior member of the Cataloguing Department staff on duty at the public catalogue to help readers learning to consult the catalogue and other bibliographies. There is no doubt that this service has greatly benefited the university's staff and students in their use of the Library.

In 1962 a beginning was made in the xerographic reproduction of catalogue cards, but had to be discontinued because of money shortages. The financial situation in 1963 prevented the project from being restarted, but there is no doubt that an improvement on the work now produced on a hectographic duplicator is badly needed. The prospect of such improvement in 1964 was not bright but the acquisition of a suitable copying machine must remain high on the list of priorities when the budget position does improve.

2. Reader Services

(a) Improvements

The year saw some improvement of the quality of this aspect of the Library's work in the way of extended opening hours of the Main Library, an improved reference service for the whole Library, an improved inter-library loan service for the whole Library, much greater accuracy of loan records following the introduction of student cards in the whole Library, much tighter control over borrowing procedures in the Main Library, and some improvement of follow-up notices and fining procedures for overdue loans in the Main Library. In addition the staff and students using any part of the Library benefited from the introduction of the catalogue enquiries service mentioned above.

(b) Circulation work

A summary of circulation figures in the various parts of the Library is shown in Appendix C.

Interlibrary loans continued at a high level in 1963. This Library made 3,317 requests to other Australian and overseas libraries and we received 1,435 requests from other institutions.

(c) Opening hours

In the second term of 1963 extended opening hours for the Main Library were introduced. From Mondays to Fridays the Library was open for $13\frac{1}{2}$ hours a day (8.30 am. to 10 p.m.) and the Saturday hours remained at 9 am. to noon. The response to this move was very strong and it points to two important facts.

One is that the opening hours for the Main Library are still too short, and special attention should be paid to longer opening hours at weekends.

The other is that departmental libraries are not being made properly available to evening students, or indeed to the large numbers of full time students and staff who wish to study in the evenings or at weekends. Only four department libraries were opened in the evenings, and only one of these for more than one night a week. There was no weekend opening of any department library.

Within the context of the existing pattern of library service in this university, the only way to arrange for greater availability of the whole collection is to increase staff.

(d) Use of Main Library

It was interesting to note during the year that there is now significant use of the Main Library by students of all faculties. It is sometimes assumed that little use is made of the Main Library by students other than those pursuing courses in the social sciences and the humanities. A check in the middle of third term showed that of the two and a half thousand visits per day made to the Main Library, one in three was made by students⁴ in the non-humanities/social sciences group. This is not so surprising when it is remembered that the Main Library is the only place where there is any generality of resources, where there is a range of reference books covering many fields, and where there is the only index to the whole library irrespective of where the material is housed.

3. General staff matters

Before ending the section of this report dealing with staff, some important general aspects remain to be discussed. Any Library's quality is heavily dependent on the quantity and quality of its staff. There is good reason for arguing that when a library's collections are limited, and its accommodation unsatisfactory, there are much heavier demands on the staff.

The quality of work done by the staff is dependent on its professional competence, on its size in relation to its work load, on the standard of the layout and accommodation in which it works, and on its general morale.

4. Slightly more than half of these were first year students

It is perhaps unnecessary to refer again to the conditions under which the staff of the Main Library, and a number of departmental libraries have to work. In the cases of some department libraries, improvements are in sight and in the Main Library some improvement should be possible after two years.

In 1963 there was nearly sufficient staff except in reader services, to carry out, in a fashion, work necessary for library organization as it has been attempted for some years. However, any work which has not normally been done in recent years, could still not be attempted without repercussions on other activities. For instance at the end of the year a stocktake of the open access book collection in the Main Library was carried out. Staff for this was drawn mainly from the Cataloguing and Reader Services Departments with other departments working on skeleton staffs. Immediately there was a build up of material to be handled in all the processing areas. In the case of the Cataloguing Department, where normal work was further interrupted by preparations to transfer the mathematics collection from the Main Library to the newly approved department library concerned, the backlog had built up to approximately 3,500 volumes by mid-February, 1964.

Apart from stocktaking, however, there are still many important aspects of library work which are not carried out and which are not impeded by present accommodation difficulties. Some examples of these might be cited.

- (i) The public catalogue which is the key to the whole collection is badly in need of careful editing. Such editing should be carried out continuously, and there will be need for action on this matter before the catalogue is filmed in 1965 for inclusion in the National Union Catalogue now being prepared by the National Library of Australia.
- (ii) Many department library catalogues are in urgent need of overhaul by trained people. Most department libraries are staffed by untrained or partly trained staff and they badly need continuing visits, advice and help by fully trained officers.
- (iii) The relatively short opening hours of department libraries has already been mentioned.
- (iv) The Acquisitions Department is unable to spend a fraction of time it ought to in advising and helping teaching and research staff with their book and serial selection problems. Besides this it is unable to keep up a regular check on overdue orders.
- (v) Reader Services was inadequately staffed during both day and evening shifts and could not handle either the volume of enquiries or the reshelving of materials in the stacks.
- (vi) In the Serials Department there has not been a stocktake of the Main Library periodical collection for fifteen years.

Although staff shortages have not been quite so severe as in earlier years, a very serious shortcoming continues to be the lack of trained librarians on the staff. During the year the University of New South Wales decided to raise the proportion of professional librarians on its library staff to $33\frac{1}{3}$ per cent in a university where there are no department libraries at all. The average proportion for the other Australian university libraries is thirty-six per cent, but only 24 per cent of the positions on our Library staff were at full professional level. To make the position more difficult it was possible to fill only two-thirds of these positions with people who were properly qualified and "acting" appointments had to be made in other cases.

There is no simple solution to this problem.

One of the most unsatisfactory features is the salary structure, which meant that in 1963 the senior levels fell short of the average rates paid in the other Australian university libraries by £500-£700 per annum. In July on the recommendation of the Library Committee, the Senate resolved in principle what the Library salaries should be increased to the average rates paid in the Australian mainland universities, but this policy had not been implemented when the year ended.

Another is the general shortage in Australia of trained librarians and the resulting strong competition for their services. This shortage however, is particularly acute in Queensland, where training facilities are completely inadequate.

The University Library and Public Library of Queensland run lecture courses for staff to take the first three units of the Registration Examination. At the same time the University Library presses its staff to proceed with evening studies towards a degree and the University pays the bulk of their fees.⁶ There are 19 papers in the advanced part of the Registration Examination from which candidates must choose six. But in only four of the 19 papers are any classes available and these are at the Technical College which is completely unequipped to carry out sessions of practical work.

The results of this situation are that in-service training of an intensity far beyond normal is called for, and that the time taken for a person to become fully qualified is six or seven years for those who join the staff at matriculation level, and three years for those who join after graduation.

6. 47 of the 67 $\frac{1}{2}$ members of staff sat for either Library Association or University examinations, and in many cases both, during 1963.

The case for establishing the full time postgraduate school of librarianship in the University as proposed by the Library Committee in 1962 is very strong.

In the meantime the small group of professionals in the Library carry a heavy responsibility and, despite their best endeavour, find their work far too thinly spread, and quality standards throughout processing and reader services suffer accordingly.

On the matter of morale, it is with pleasure that I report that the staff is exceptionally cheerful and hardworking. More than anything this is due to the unselfish and dedicated leadership of the senior staff, among whom morale is also high, although they are thoughtfully aware of the magnitude and multiplicity of problems the Library faces.

It has been the usual practice in these annual reports to list resignations, transfers, promotions and new appointments, but these are very numerous and the same purpose might be achieved by listing the staff establishment at the end of 1963. (See Appendix B).

The most important change of staff in 1963 was the departure of the Librarian, Mr. Harrison Bryan, after serving in that position since 1950 and as Assistant to the Librarian for two years before that. A tribute to his work was published in the University Gazette no.53 (1963) pp.10-11 and he will be long remembered by colleagues and other friends in Brisbane. With respect to earlier holders of the office of Librarian, there is no doubt that Harrison Bryan was the true founder of librarianship in this University.

From the beginning of March until early June, Miss B. McDougall carried out the work of Acting Librarian.

In June I returned from special leave during which I was a Unesco Library Advisor to the Turkish Government in Ankara where I had been specially concerned with the development of a library to serve the State Planning Organization. Apart from whatever contribution I was able to make to Turkish libraries and librarianship, I was particularly grateful to Unesco and to this University for enabling me to gain invaluable experience in the application of the principles of librarianship in remarkably varied and unusual circumstances.

ACCOMMODATION

It was clear in 1963 that accommodation shortages in the Main Library and in many department libraries, had long passed the point where they were seriously inhibiting use by students and hindering staff efficiency. In many cases, though, considerable improvement is in sight. Among the department libraries new quarters were under construction for the Central Medical Library, the Engineering Faculty Library, a combined Physiology and Biochemistry Library (with plans to include Microbiology and possibly Dentistry) and the Education Methods Library. A new larger room was provided for the Electrical Engineering Library and extensions were made to the Architecture Library.

Plans were made to extend slightly the areas occupied by the Veterinary School and Geology Libraries but even with these extensions the accommodation problem in them will remain difficult as it will also for the Physics Library, the Law Library and to a lesser extent the Chemistry Library. No solution was found to the problem of relocating the Thatcher Library nearer the Department of External Studies.

The most important decision taken on library accommodation during the year was the final decision of the Senate to proceed with planned vertical extensions to the Main Library. At the June Library Committee meeting the Acting Librarian had questioned the wisdom of going ahead with the extensions. His objections to the project were based on matters of basic design, of expense in construction and of limits to the life of the completed building as far as library use was concerned. The Library Committee subsequently requested the Senate to re-examine the whole matter, but the Senate decided not to reopen general discussion on the issue at such a late stage, and confirmed its decision to carry out the extensions as originally planned. Construction began in December, and it was then estimated that the five new floors would be completed in two years, and the existing two floors would be renovated and remodelled in the third year. In the meantime some expansion of the Main Library further into the Main building of the University was sought but no definite area had been agreed to at the end of the year.

LIBRARY ASSOCIATION OF AUSTRALIA

There was active participation by Library staff members in the work of the Library Association of Australia in 1963. Miss E.M. Waugh, Librarian of the Central Medical Library continued to hold the office of President of the Queensland Branch of the Association. Miss J. Knox continued as Secretary and various other staff members held office on the executive. Mr. S.J. Routh continued as editor of Quill, the official organ of the Branch.

Several hundred delegates attended the 12th Biennial Conference of the Association at Hobart in August and Miss B. McDougall, the Acting Deputy Librarian presented a paper.

Miss McDougall, Mr. Routh and Miss N.M. Mills each conducted a full year of evening lectures in cataloguing, reference and classification respectively for the Technical College.

Miss McDougall was an examiner in cataloguing for the Library Association of Australia's Registration Examination.

AUSTRALIAN ADVISORY COUNCIL ON BIBLIOGRAPHICAL SERVICES, Canberra.

Before his resignation took effect Mr. Harrison Bryan was this University's representative on the Council and later in the year he was replaced by the Acting Librarian. Illness prevented the latter from attending the annual meeting of the Council in August.

The most important activities of the Council and of the associated Australian Bibliographical Centre within the National Library of Australia during 1963 were:

- (i) Preparation and publication of the Tauber Report on Australian library resources.
- (ii) The filming of several major Australian library catalogues and further work and planning in connection with the national union catalogue of monographs, and the several other union catalogues maintained by the Bibliographical Centre.
- (iii) A detailed survey of inter-library loans among Australian libraries, the report on which has not yet been published.

SHAPCOTT PRESS

In spite of limited finance and even more limited time available, the Press produced two sizeable original items during the year: George Canning: a contemporary tribute and Two Elizabethan land deeds, both of which were set by hand and printed by Brian Donaghey and distributed free of charge to interested parties. An exchange

programme with other private presses throughout the world was established late in the year and over sixty presses are now cooperating. The first production to be sent out on exchange, City sunrise, an unpublished poem by Judith Wright, set up and printed by Peter Miller and Denise Mulhern, will be completed early in 1964.

OTHER ACTIVITIES

Mr. Routh, Mrs. J.M. Weld and the Acting Librarian were invited by the English Department to lecture to and examine English IV Honours students in historical bibliography.

Numerous lectures on using the Library and on using bibliographies in various subject fields were given to students of many departments by Mr. Routh and by other Main and departmental library staff.

TOWNSVILLE UNIVERSITY COLLEGE LIBRARY

A supplementary report dealing with the College Library will be presented to the next meeting of the Library Committee.

Brisbane
March, 1964

Barry Scott
Acting Librarian

APPENDIX AEXPENDITURE AND ACCESSIONS STATISTICS, 19631. Summary of Expenditure on Library Vote.

Payments for the year were:	1963	
	£	£
Books	44,520	
Periodicals	23,777	
Binding	1,343	
Sundries	11,138	
Total payments		80,778

Against which receipts were:

Library Vote		<u>80,304</u>
	Dr, £	474

2. <u>Accessions</u>	1963	
<u>Books</u>		
Purchased	14,279	
Donated	3,161	
Unclassified reserve	396	
Total		17,836
<u>Periodicals</u>		
Purchased	11,245	
Donated	203	
Total		<u>11,448</u>
TOTAL		29,284
Less withdrawn		<u>137</u>
		<u>29,147</u>

3. Total Bookstock	<u>31.12.63</u>
	318,908

APPENDIX B.Staff establishment at 31/12/63.

Acting Librarians: Mr. D. B. Scott
 Acting Deputy Librarian: Betty McDougall

MAIN LIBRARYCataloguing

Acting Head Cataloguer: Shirley B. Gunn
 Acting Deputy Head Cataloguer: Wendy O'Leary
 Cataloguers:
 (Assistant librarians) Diana Hoare
 Jeanette Knox
 Mary R. McCarthy
 Nona M. Mills
 Preliminary Cataloguers:
 (Graduate library Assistants) Helen C. Greenwood
 Mrs J. E. R. Wickham
 Library Assistants: Judith I. Huxham
 Denise Mulhern
 Library Clerk: Male: Mr. P. L. Miller
 Library Clerks: Female: Diana K. Langan
 Margaret A. Moses
 Judith M. Nix
 Janice L. Scott
 Hilary J. M. White

Acquisitions Department

Acquisitions librarian: Mrs J. M. Weld
 Assistant librarian:
 ($\frac{1}{2}$ time) Mrs L. E. Beckmann
 Graduate library assistant: Mrs S. M. Duskin
 Clerks: Jennifer D. Carew
 Carmel I. Kehoe
 Sandra L. Veitch.

Serials Department

Serials librarian: Mrs J. C. Owen
 Graduate library assistants: Suzanne H. Foote
 Patricia M. J. Moore
 Library Clerk: Male: Mr. G. J. Fleet
 Library Clerks: Female: Yvonne L. Ellis
 Lynette N. Fawdon
 Joanne E. Halstead
 Bernadette T. Peters
 Diana E. Shogren
 Beverley Thiele.

Readers Services Department

Reference librarian: Mr. S. J. Routh
 Graduate library assistants: Mrs N. Bryce
 Mrs J. S. Hales
 Mr. D. H. Stephens
 Patricia V. I. Wadley
 Sally M. Walmsley
 Library Clerk: Male: Mr. G. R. Leney
 Library Clerks: Female: Jennifer N. S. Clapp
 Ann L. Donovan
 Ruth Gilbertson
 Christine J. Jennings.

Secretary:

Margaret J. Kendall

DEPARTMENTAL LIBRARIES

Architecture:	Christine F. M. Hance (Library clerk)
Biological Sciences:	Mrs W. M. Coghlan (Graduate library assistant) Beverley M. West (Library clerk)
Central Medical:	Eirene M. Waugh (Assistant librarian) Mr. S. N. Rogers (Library clerk: Male)
Chemistry:	Margaret E. Rutherford (Library clerk)
Dentistry:	Mrs M. H. Abey (Library assistant)
Education Methods:	Janice C. Witte (Library clerk)
Electrical engineering: ($\frac{1}{2}$ time)	Elizabeth A. Way (Library clerk)
Engineering, George St.:	Kathleen O'Keefe (Library clerk)
Engineering, H.Q.:	Mrs D. M. Smith (Assistant librarian) Susan Twine (Library clerk)
Fryer Memorial Library:	Elizabeth Harrington (Graduate library assistant)
Geology:	Vivienne A. Birt (Library assistant) Elizabeth A. Way (Library clerk, $\frac{1}{2}$ time)
Physics:	Clair Gunnis (Library clerk)
Physiology:	Mrs J. A. O'Donoghue (Library assistant)
Thatcher Memorial Library:	Corinna E. Melville (Assistant librarian) Valerie C. Hall (Senior Library Clerk) Patricia A. Bartlett (Library clerk) Helene W. Strachan (Library clerk)
Veterinary sciences:	Mrs B. J. Guyatt (Assistant librarian) Veronica A. S. Cooper (Library clerk)

Number of staff at 31/12/63

Actg. Librarian	1
Actg. Dep. Librarian	1
Departmental Libraries	22
Main Library	43 $\frac{1}{2}$
	<hr/>
	67 $\frac{1}{2}$

APPENDIX CCIRCULATION FIGURES - 1963MAIN LIBRARY

	<u>Staff</u>	<u>Students</u>	<u>Frozen books</u>
January (approx.)	850	450	- 1.
February	644	299	- 1.
March	1,351	5,021	- 1.
April	1,199	5,429	- 1.
May	1,346	4,619	475
June	1,115	5,828	730
July	1,331	6,264	745
August	1,078	3,989	430
September	1,010	6,604	773
October	1,072	5,199	583
November	110	50	-
December	491	204	12
	<u>11,597</u>	<u>43,956</u>	<u>3,748</u>

Total loans Main Library = 59,301

DEPARTMENTAL LIBRARIES. 2.

Anatomy	852		
Architecture	1,780		
Biology	7,135		
Central Medical	5,358		
Chemistry	5,035		
Dentistry	1,624		
Education Methods	2,313		
Engineering	6,093		
Fryer	747		
Geology	3,358		
Law	712		
Pharmacy (July-Dec.)	81		
Physics	10,500		
Physiology	2,601		
Vet. Science	11,376		
Thatcher Memorial	19,095	(includes 1,002 loans to Main Library borrowers)	
		Total loans Departmental Libraries	= <u>78,660</u>

Total loans for the whole
Library =

= 137,961

1. Statistics not kept.

2. These figures, with the exception of Biology and T.M.L., are based on figures submitted by Departmental Librarians for March - December, with approximations made for January/February 1963.

APPENDIX DDepartmental libraries and collections

⌘ staffed by library staff.

- Accountancy
- Anatomy
- Applied Chemistry
- ⌘ Architecture
- Biochemistry
- ⌘ Biological sciences (includes Agriculture, Botany, Entomology, Zoology)
- ⌘ Central medical library (includes Hirschfeld Memorial Library)
- ⌘ Chemistry
- Child Health
- Computer Centre
- ⌘ Dentistry
- Economics
- ⌘ (Education Method Library
Education Research)
- ⌘¹/₂ Electrical Engineering
- ⌘ Engineering, George Street. (includes chemical, mining and metallurgical, mechanical engineering and pharmacy)
- ⌘ Engineering Headquarters Library (includes civil engineering and surveying)
- ⌘ Fryer Memorial Library of Australian Literature
- ⌘ Geology
- Institute of Modern Languages
- Law (includes Macrossan Memorial Library)
- Mathematics (approved only, to be established in 1964)
- Medicine
- Microbiology
- Music
- Parasitology
- Pathology
- Pharmacy - see Engineering George Street.
- Physical education
- ⌘ Physics
- ⌘ Physiology
- Physiotherapy (includes Occupational therapy)
- Remedial Education
- Sugar Technology
- Surgery
- ⌘ Thatcher Memorial Library
- ⌘ Veterinary science.

APPENDIX D (Cont'd)

In addition to the permanently established Departmental libraries, some Departments of the Faculty of Arts have on loan from the Main Library up to 200 books at a time and maintain these collections in their Seminar Rooms. Such collections are at present in the Seminar Rooms of :

Classics
English
French
German
History
Psychology.

December 1963