

1. GENERAL.

The development of the University Library during 1959 presents a mixed picture. On the one hand it is extremely gratifying to record that the continued and increasing generosity of the Senate made possible a record acquisition of material and that, for the first time in its history, the Library made some real attempt to build up its potential for research as opposed to teaching and undergraduate study.

On the other hand it became increasingly disturbing as the year progressed to see how much this increased intake would be beyond the capacity of the existing staff. More depressing still perhaps was the appreciation of how difficult it would be to persuade authority of the need to increase staff commensurate both with this increased intake and with the Library's increasing responsibilities as a result of mounting enrolments, increased staff numbers and, most important, increased appreciation of the need for library use.

In the matter of accommodation, too, while it was more than heartening to secure a considerable enlargement of the capacity of the Main Library Building, there was the uneasy feeling that this was regarded too much as a final solution rather than as just another in a series of stop-gaps.

On the whole the Librarian must record his impression that the collections themselves, the flow of material into them and the appreciation and use made of them gave heartening evidence of the Library's sudden growth to a position of considerable importance. At the same time he must warn the Committee that, as so frequently happens in periods of rapid expansion, the organization bids fair to being overwhelmed by its very growth. It is of little use to provide generous funds and acquire impressive quantities of material if lack of staff precludes their rapid and accurate processing and lack of accommodation reduces their availability to readers.

2. STAFF

As was the case in 1958 so many changes of staff took place in 1959 that it would be tedious to include them all in the body of this report. For the record, however, a complete list will be found in appendix A.

Some items deserve special mention. Miss E. K. McIver retired in October after more than 41 years on the staff of the University Library. For almost a quarter of a century all told she had been in actual charge of its operations and, while her later years were marred by illness, the University is immeasurably in her debt for the way in which she maintained the independence and importance of its Library.

Mrs. J. Zeller resigned, in December, after sixteen years service, during which she was successively Biology librarian and Cataloguer and, ultimately, the first Head Cataloguer in the Library's history.

The Librarian was very relieved to have approval in 1959 for a regrading of staff that would bring salaries for equivalent positions and qualifications at least to a level comparable with those offered in the Public Library of Queensland. [Appendix B lists the staff structure as at present operating.] It must be reported, however, that salaries paid are still insufficient to attract applicants with the qualifications that the exacting work of a University library requires. As a result, of the 13 fully professional positions, no less than 8 are held, at reduced salaries, by officers who have not yet obtained the Registration Certificate of the Library Association of Australia.

During the year the Senate approved the new position of Reference Librarian and the officer appointed, Mr. S. Routh, B.A. has demonstrated already the value of having available to students and staff alike a competent guide to, and interpreter of, the vagaries of the collections.

Towards the end of the year the Librarian was invited to present to the Standing Committee of the Professorial Board (sitting for the purpose as a special meeting of the Library Committee) a statement of the Library's staffing requirements for 1960 and for the triennium 1961-3. [The Submission made by the Librarian on this occasion appears as appendix C to this report.]

The Standing Committee received this submission sympathetically. Table A lists the extra library staff positions recommended by it. The total positions shown for the triennium 1961-3 were included in the University's submission to the Australian Universities Commission.

TABLE A

EXTRA POSITIONS RECOMMENDED BY STANDING COMMITTEE

YEAR to	CATALOGUER	JUNIOR CATALOGUER	TYPISTES	MALE ATTENDANTS	TOTAL
1960	2	3	4	1	10
1961	1	-	2	-	3
1962	-	1	2	-	3
1963	1	-	3	1	5
	4	4	11	2	21

As the year ended it became obvious that the increased flow of material into the Library would result in a frightening bank up of uncatalogued material and efforts were made to anticipate some, at least, of these extra appointments. In addition to increased purchasing, the volume of work in every Department of the Library has increased with increases in student and staff numbers. It has become clear that in every respect the service the Library tries to give is being seriously threatened by an inadequate staff establishment.

During 1959 extra positions were created as follows -

Reference librarian (status of Assistant librarian) 1  
 Fryer librarian - formerly part-time (status of Library Assistant) 1  
 Junior library assistant 1 (Central Medical Library)  
 1 (Main library--in anticipation of  
 1960 appointments)  
 $\frac{1}{2}$  (Main library as a result of full-time  
 Fryer appointment.)

The following position was allowed to lapse :

Assistant Librarian 1

These additions gave a net gain of 3.5; an increase of almost exactly 10% in the total library staff in a year in which the student population rose by 19% and the Library vote by 40%.

It should be noted, too, that staffing of the Department libraries also requires continued attention. During the year the appointment of a Junior Assistant to the Medical School Librarian at last made it possible for her library to commence functioning effectively as a central library for the scattered Faculty of Medicine.

In 1960 a serious dispersion of the Engineering library may well result from the piecemeal move of this Faculty to St. Lucia and, unless an extra assistant is provided for the Engineering librarian, much of the work that has gone into getting this library into shape will be seriously threatened.

The following academic and professional qualifications were secured by members of staff in 1959 :

Misses E. Carroll, J. Doig and M. Waugh graduated B.A.  
 Miss B. MacDougall completed the requirements for the Registration Certificate of the Library Association of Australia.  
 Miss N. M. Mills, B.A., Miss M. Proud, Miss W. O'Leary, Miss S. Gunn,  
 Miss J. Liddell and Miss J. Townsend passed the Preliminary Examination

of the Library Association of Australia.

The Librarian was this year promoted in status and salary to the equivalent of a University Reader.

### 3. ACQUISITIONS

As can be seen from the statistics appended to this report, there was, in 1959, a substantial increase in the library vote over that for 1958. £6,000 of this increase was intended for expenditure on basic reference material, in part accordance with a strong recommendation by the Library Committee that £72,000 be made available for this purpose, over six years.

Considerable difficulty was found in establishing a satisfactory method of allocating this special money so that, although it was spent, there seems some possibility that not all of it was devoted exactly to the purpose for which it was intended. The Committee determined to review the basis of allocation, in the event of a similar vote being made available in 1960 - a major portion of this extra grant went to purchase back runs of periodicals so that by no means all the increased acquisition programme is reflected in the actual number of separate orders lodged during the year.

Table B presents a comparison between the operations of this Department in 1959 and previous years.

TABLE B

#### ITEMS RECEIVING FULL PRE-CATALOGUE PROCESSING DURING THE YEAR

<u>YEAR</u>	<u>ITEMS ORDERED PRIOR TO 1ST OCTOBER.</u>	<u>ITEMS ACCOUNTED FOR WITHIN THE YEAR OF ORDERING</u>
1954	7061	5373
1955	7507	5310
1956	7967	5625
1957	7670	4990
1958	9124	6837
1959	11183	9910

It will be seen that there was not only a considerable increase in the number of orders lodged but also a most gratifying improvement in the proportion of items actually delivered. In 1959 deliveries within the year rose to almost 90% of orders lodged.

There seem to have been two factors to which this improvement can be attributed. Firstly, the introduction of single-item ordering by Departments, on cards, though felt by some Departments to be something of an incubus, has amply demonstrated its value in reducing error and inaccuracy in the checking process. Each item can now be processed completely in 1½ minutes, though, of course, irregularities in the flow of orders to the Library can and do increase the time taken for any particular item to pass through.

In the second place, one must record that 1959 was the first full year since 1949 in which the majority of orders were lodged directly with overseas agents instead of through the University Bookshop. It seems quite clear that the direct placement of orders has proved of value both to the Library in more effective deliveries and to the Bookshop in releasing its staff for more urgent duties related to its primary function.

The actual number of bound and processed volumes added to the library over the period, 19,106, compares more than favourably with the record figure of 17,170 achieved in 1958. As will be noted later in this report, thousands of volumes purchased during 1959 were unable to be catalogued due to insufficient staff, so that, in fact, the total of what libraries normally term "accessions" for the year can have been little under 25,000 volumes.

The Library Committee should be aware that by British Commonwealth standards, this is a very substantial intake indeed. The collections are certainly growing at a rate which is quite outstanding in Australia. Table C presents the latest available figures for Australian University libraries.

TABLE C

ACCESSIONS TO AUSTRALIAN UNIVERSITY LIBRARIES FOR THE YEAR 1958

(IN ORDER OF SIZE)

<u>Queensland</u>	<u>17,110</u>
Melbourne	12,685
Adelaide	11,494
West. Australia	11,061
Canberra Univ. Coll.	11,060
New South Wales	10,906
New England	9,400
Aust. Nat. Univ.	8,883
Tasmania	6,486

Note : No returns from Sydney.

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Apart from mere quantity it is extraordinarily pleasing to note changes in quality of acquisitions which indicate, more perhaps than any other single feature, the rapidly changing nature of the Library. To take but two examples; in the first place, the rapid improvement in the Library's bibliographical resources enables much more intelligent use to be made of its still meagre collections, while facilitating at the same time, the exploitation of other libraries; in the second, the dramatic build up of back runs of periodicals establishes with ever increasing justification its claims to research potential.

4. CATALOGUING.

In contrast to the fairly optimistic note sounded in the report for 1958 it must be recorded that the cataloguing staff failed by a wide margin to process the books purchased for the Library during 1959, nor could they even attempt to attend to several large donations received. On top of this lag there are still thousands of volumes which have been presented at intervals over the last ten years and which must someday be sorted and catalogued.

Lest it should be thought that the preceding paragraph expresses criticism of the work rate of the cataloguing staff the Librarian would hasten to point out that the year's output constitutes yet another record. With no increase in staff the Department raised its total new book cataloguing to the very high figure of 12,821 volumes. In addition, 2337 volumes were re-catalogued.

Table D demonstrates both the increase in total output and the improvement in unit output of this Department over the last five years.

TABLE D

CENTRAL CATALOGUING

(BOOKS ONLY - NEW CATALOGUING ONLY)

YEAR	CATALOGUING GRADUATE	STAFF JUNIOR	OUTPUT IN VOLUMES	UNIT OUTPUT
1955	4	-	7180	1797
1956	4	1	9916	2203
1957	3.5	1	8836	2209
1958	4	2.5	12685	2414
1959	4	2.5	12821	2440

NOTE : Juniors counted as half-units.

Despite this outstanding achievement the arrears of cataloguing constitute a very serious problem. Re-organization of staff and a greater use of cataloguing aids should raise the unit output even higher in 1960, but there will still be little chance of coping with the year's intake, far less of making inroads on the accumulated back-lag from 1959, unless a real increase in staff is effected.

Beyond the problem of new cataloguing, too, there lies the seemingly never-ending task of re-cataloguing to remove the inconsistencies that have resulted from half a century of inadequate staffing. The catalogue itself, too, is urgently in need of editing; a task that can not be even considered by the present staff.

5. MAIN LIBRARY ACCOMMODATION.

The Mezzanine construction in the Main Library approved late in 1958 was translated, somewhat more slowly than planned, into actuality in 1959.

It effects a very considerable increase in the capacity of that portion of the Library so far completed. In terms of book storage, the building is shelved now for more than 200,000 volumes as opposed to the 60,000 for which the original plans provided. The total shelving now amounts to about five linear miles. Some idea of the overcrowding that had been the Library's lot before this accretion of space was engineered may be given by the realization that all this shelving is now calculated to be more than 3/5 full. That is to say the building houses, at the time of writing this report, the equivalent of at least 132,000 volumes.

Since it is estimated that the annual intake will amount to 15,000 volumes for this building alone in 1960, even if this rate does not increase all available shelves will be effectively full by early 1963, and crammed tight by 1964.

It should be noted, moreover, that already measures have had to be taken to make the maximum use of the expanded shelving. All bound newspapers, for instance, have been stacked in the corridors, oversize volumes in the periodical stack have been shelved in piles or on their fore edges and the Librarian has abandoned half his private office to shelving for 4,000 volumes of current acquisitions awaiting cataloguing.

It was immensely heartening, accordingly, for the Librarian to see the extra floors to the building given the highest priority in the University's submission to the Australian Universities Commission. But, as the year ended, there were distressing rumours that, once again, the Library might be slipping off the priority list. The Librarian can not emphasize too strongly the catastrophic result of such a further postponement.

Nor is the storage situation in the Main Library confined in its effects to that one building. Already many Department libraries are overcrowded. Not only does the actual accommodation situation preclude their indefinite expansion, but also there is much to be said, in any case, for the regular withdrawal of

little-used material from them for central storage. In this way they can preserve what should be in many cases, their proper function, that of small active collections of much used and easily available reference material; transferring to the Main Library the task of building up the research potential of the Library's collections.

As far as reader space is concerned, 1959 saw the complete re-modelling of the reading rooms as advised by Dr. Keyes Metcalf. Seating is now provided for 311 readers on the ground floor levels instead of 197 as previously. Moreover, 20 of these seats are placed in semi-privacy in the open access bookstack, thus providing, at last, some kind of accommodation for "serious" readers engaged in research. Whether the total figure achieved is adequate or not it is quite certain that it is the maximum possible until further floors are provided. It comprises, in any case, a remarkable and much needed improvement over the complete inadequacy of the Reading Rooms in recent years.

The situation with regard to staff working space is very serious indeed. Increases in staff can not be delayed if the Library is to continue to function, and yet the existing work rooms are hopelessly over-crowded. The cataloguing room, reported as overflowing with six members of staff in 1958 operated at the end of 1959 with a total of ten in the same space, as emergency measures were taken to try and ease the cataloguing back-log. This kind of situation is really quite intolerable and certainly infringes ethical, if not legal, health requirements.

The Librarian must pay tribute to members of his staff who have continued to work cheerfully and at a record rate under such deplorable conditions.

All this evidence points to the urgent need for the Library Committee to press for the completion of the Main Library building at the earliest possible date. It is true, certainly, that the basic plan of the building is sadly non-functional and that, as a result, neither the existing floors nor any succeeding ones can be used to the full extent of their cubic capacity. It may well be that a sound policy would be to abandon the present building and start afresh and this kind of advice may be influencing top-level allocation of building priorities. Whatever decision is arrived at, however, the vital point is that accommodation in excess of that at present provided is required now as far as staff-work space is concerned and cannot be delayed beyond mid 1963 as far as bookstorage is concerned.

## 6. DEPARTMENTAL LIBRARIES

In the absence of any certain accommodation relief for the Main Library it has been pointless for the Librarian to endeavour to press any further on the Library Committee his views as to the structure of the University Library as a whole.

It may be recalled that certain specific recommendations were made arising from the report submitted on the Librarian's return from study leave. In relation to Departmental libraries four specific points were made :-

- (i) The Library committee should continue to exercise rigid control over the development of new Departmental libraries.
- (ii) Where feasible, small units should be aggregated to allow efficient staffing and service.
- (iii) Departmental libraries should be restricted where possible to small working collections of reference books.
- (iv) Works of general application should be duplicated in the Main Library.

As to these points, (iv) has been covered, in part, by placing in the Main Library one copy of every book set or recommended for reading in each University course.

No new Department Library has been initiated during the year but, on the other hand, the most fruitful field for aggregation, the Biological Sciences, has not been exploited owing to the fragmentary nature of the move to St. Lucia of the Departments involved.

A further aggregation has been planned of Bacteriology, Biochemistry, and

Physiology. Recently it was hoped to add to this, holdings in Anatomy and Physiotherapy, but the layout and stage construction of the buildings concerned appear to preclude this.

As to point (ii) no move whatever has been made and it might be appropriate, as soon as the accommodation position is clarified, for a real investigation to be made of the need for many Departmental libraries, especially on the St. Lucia site, to house practically the Library's complete stock in the particular field concerned.

As always, considerable direct attention was paid to Department libraries by the Main Library staff in addition to its continual commitment on their behalf in the way of central processing. In 1959 a complete reorganization was effected of the catalogue in the Bacteriology library. In addition, Main library staff supervised various Department libraries during the absence on leave of the librarians concerned.

The Thomas Thatcher Memorial Library was transferred during the year to new quarters on the new mezzanine in the main library. Among other advantages that will accrue from this change in location, it is hoped, will be a rationalization of the holdings and acquisition policies of the Thatcher and the main collections.

7. THE FIRST DECADE

This report is the tenth submitted by the present Librarian. For what such records are worth, he has now directed the Library for considerably longer than any other of his full-time predecessors in the University's history. Perhaps this demonstrates no more than a certain lack of enterprise.

While he would be foolish to attempt to claim all or much of the credit for such a development it is right perhaps that the Committee should be aware that, in this decade, their Library has changed out of all recognition.

Table E lists, statistically, its growth in various Departments and categories.

TABLE E

SUMMARY OF LIBRARY OPERATIONS 1950 - 59.

YEAR	LIBRARY EXPENDITURE			(CATALOGUED)	
	BOOKS PERIODICALS BINDING ETC.	SALARIES	TOTAL	GROSS ACCESSIONS (BOUND VOLUMES ONLY)	FULL-TIME STAFF
1950	9332	5128	14460	5735	14
1951	12218	6838	19056	4991	15
1952	16601	9468	26069	7328	16
1953	17037	12232	30269	9271	20
1954	23814	13373	37187	9716	20
1955	23360	18181	41541	10664	26
1956	25268	22695	47963	13059	28
1957	26961	24048	51009	13437	30
1958	38002	28555	66557	17160	34
1959	49798	36325	86223	19106	43

NOTE :

LIBRARY HOLDINGS AT 1.1.50 97,648 vols.

LIBRARY HOLDINGS AT 1.1.60 197,175 vols.

NET INCREASE 99,527 or, 101.92 %

(Gross intake over the period has been 110,467 or 123.3 %, the difference between this and the net figure is accounted for by the return to its

owners of the Library of the Royal Geographical Society of Australasia (Qld. Branch) and by the writing off of worn-out stock.

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Statistics may well be misleading, but that the Library has more than doubled in size in this last ten years must be at least some indication of its improvement. Other important criteria of growth are less easily measured. They comprise an increasing dependence on the Library for assistance, advice and information by staff and students alike. To one who has watched closely its development, this dependence has grown dramatically in recent years. It is very pleasing evidence that the Library is gradually beginning to do its job.

That this development should have taken place is pleasing in itself and cannot help but be gratifying, but it makes all the more urgent the need to realize that increasing demands will lead to increasing failure to satisfy and so destroy the whole achievement, unless the Library's resources and particularly its staffing are increased progressively.

The Library as a service department is involved intimately with the expansion of every section of the University. It would be absurd if it did not itself expand at a rate at least equivalent to that of the most rapidly growing teaching Department. Failure to do so involves inevitably a progressive decrease in adequacy.

There is one continually disturbing feature to which the Librarian has drawn attention over the years and which, after ten years experience, he is certain militates against the University's full use of its Library. The arrangement whereby the Librarian reports directly to a committee of the Senate is much appreciated by him as a recognition by the University of the Library's importance. Unfortunately it results also, in practice, in a lack of efficient contact with individual teaching Departments and especially with the Professorial Board.

The Librarian must re-iterate his opinion that membership in some form, or at least access to the deliberations of the Professorial Board would immensely facilitate liaison with Departments, keep him informed more fully and at an earlier date than under the present arrangements of future University developments and enable him to advise on the library implications of such developments. As a supplementary but not unimportant point such membership would greatly enhance the prestige of the Library's executive officer and so of the Library itself.

This development, standard practice in Universities of repute elsewhere in Australia and in the British Commonwealth - to go no further afield - could be considered quite apart from questions of personal status or remuneration and, one feels, could be initiated without conflicting in any way with the authority of the Library Committee.

At its Silver Jubilee the University set the foundation stone of a new Library building, only the second permanent building to be erected in a quarter of a century.

Perhaps in the year of its Golden Jubilee it might consider this vital question of further recognizing the importance and facilitating the most efficient use of its Library.

8. STATISTICS

1. Summary of expenditure on library vote

£	<u>1958</u>	Payments for the year were :	<u>1959</u>	£
17,709		Books	27,326	
12,115		Periodicals	15,301	
5,604		Binding	1,024 *	
2,574		Sundries	5,647	
	38,002	<u>Total payments</u>		49,798

Against which receipts were :

	34,919	Library vote	48,798
<u>Dr</u>	3,083	Resulting in a balance of :	<u>Dr</u> 1,000

\* Note : The major portion of binding cost appears now as Salary payments; materials used in the bindery comprise portion of the sundries item.

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

	<u>1958</u>	<u>Books</u>	
10,084		Purchased	9,690
2,601		Donated	3,131
	12,685	<u>Total</u>	12,821
4,059		<u>Periodicals</u>	
		Purchased	5,086
426		Donated	1,199
	4,485	<u>Total</u>	6,285
	<u>17,170</u>	<u>Total</u>	<u>19,106</u>
	60	less, withdrawn	12
	<u>17,110</u>	net increase	<u>19,094</u>

3. Total Bookstock

31.12.58	31.12.59
178,081	197,175

4. Staff

<u>1958</u>		<u>1959</u>
1	Librarian	1
1	Deputy Librarian	1
1	Assistant librarian	1
	<u>Main Library</u>	
1	Head Cataloguer	1
1	Acquisitions librarian	1
1	Serials librarian	1
-	Reference librarian	1
3	Cataloguers	3
4	Library Assistants	4
6	Junior library Assistants	7
1	Library Attendent	1
<hr/>		<hr/>
20		22
	<u>Departmental Libraries</u>	
4	Senior Library Assistants	4
10	Library Assistants	12
<hr/>		<hr/>
14		16
	<u>Bindery</u> *	
	Binders	3
	Table hand	1
	Apprentice bookbinder	1
<hr/>		<hr/>
34	<u>TOTAL</u>	5 43

\* NOTE : Prior to 1959 the bindery operated as a service Department charging the Library on a per volume basis. This year the Library undertook, instead, the payment of salaries and purchase of material for all binding. This accounts for the decrease in the figure for binding shown in statistical table 1.

Harrison Bryan  
LIBRARIAN

APPENDIX A

STAFF CHANGES 1959.

Assistant Librarian

Miss E. K. McIver retired.

Head Cataloguer

Miss B. MacDougall, B.A. replaced Mrs. J. Zeller, B.A.

Serials Librarian

Miss E. Carroll, B.A. replaced Miss B. MacDougall, B.A.

Senior Library Assistants

Miss J. Quinn replaced Mrs. E. Hallister, B.A. resigned, as

Cataloguer

Miss A. E. Edwards, B.A. replaced Miss E. Carroll, B.A. as

Engineering Librarian

Mr. S. J. Routh, B.A. was appointed Reference librarian

Miss J. C. Smith, B.A. resigned as Thatcher librarian on marriage and was re-appointed temporarily as Mrs. J. Owen.

Library Assistants

Miss M. McCabe succeeded Miss J. Lee as Junior Cataloguer

Miss J. Lee was appointed Fryer librarian

Junior Library Assistants

Miss C. Morrison, Geology librarian, resigned on marriage and was re-appointed, temporarily, as Mrs. J. Manifold

Miss B. Battersby resigned from the Main Library Staff and was replaced by Miss M. Creighton

Miss H. Bakker was appointed temporarily pending the arrival of Miss Creighton

Miss M. Coward replaced Miss E. Marks as Chemistry librarian and was herself replaced in the Main Library by Miss V. A. Cooper

Miss S. Mansfield resigned on marriage and was replaced by Miss J. T. McCormack

Miss J. Ferry was appointed Junior Library Assistant

Miss V. Birt replaced Miss M. McCabe in the Engineering Library

Miss A. Sutton replaced Miss J. Atkinson, B.A. as Architecture librarian

Miss T. Bartlett was appointed as assistant in the Central Medical library.

APPENDIX B

STAFF STRUCTURE IN UNIVERSITY OF QUEENSLAND LIBRARY AT 31.12.1959

GRADE	NO. OF POSTS	QUALIFICATIONS REQUIRED	ACADEMIC ETC. EQUATION	SALARY	REMARKS
LIBRARIAN	1	Higher Degree Registration Certificate L.A.A.	Reader	2560 - 2800	Holds also Cert. Tng. Lib. Sch. P.L. N.S.W.
DEPUTY LIBRARIAN	1	Honours Degree Registration Certificate L.A.A.	Lecturer	1540 - 2040	
SUB-LIBRARIAN	3	Degree Registration Certificate L.A.A.	Senior Demonstrator	1200 - 1400 *	(1) Head Cataloguer (1) Acquisitions librarian (1) Serials librarian
ASSISTANT LIBRARIAN	8	Degree Registration Certificate L.A.A.	Junior lecturer	1100 - 1200 **	(1) Reference librarian (3) Cataloguers (1) Thatcher librarian (1) Agriculture/Botany librarians (1) Engineering librarian (1) Medical School librarian
LIBRARY ASSISTANT	11	Preliminary Certificate L.A.A. Papers R1 - 3 for Registration or 4 units to Degree	Female Laboratory Assistant	700 - 900 (+ C.O.L. 49½)	(2) Junior Cataloguers (9) Junior Department librarians *** (Architecture, Chemistry, Dentistry, Fryer, Geology, Physics, Physiology, Vet. Science, Zoology).
JUNIOR LIBRARY ASSISTANT	13	Matriculation	Clerk typist	350 - 805 (incl. C.O.L.)	(9) Junior positions in Main Library (4) Assistants in Thatcher (1) assistant in Central Medical library (1) Assistant in Engineering library
LIBRARY ATTENDANT	-	-	Male clerk	375 - 935	one attendant in Main Library.

Notes \* (1) Under-qualified incumbent paused at 1200  
 \*\* (7) Under-qualified incumbents paused at 1000  
 \*\*\* (4) Under-qualified incumbents being paid in next grade

## APPENDIX C

### SUBMISSION BY THE LIBRARIAN ON STAFF

NOTE : This submission covers the present organization and work load of staff, makes recommendations for urgently needed extra staff, and sets out a plan for development up to and including 1963. A separate submission has already been made directly to the Chairman covering the period 1961-3 to allow its inclusion in the University's case for the Universities Commission.

#### 1. ORGANIZATION.

The Library Staff may be divided into 3 Main groups :-

- (i) Control
- (ii) Processing
- (iii) Reader services

In fact, the borderline between these groups is difficult to define; (for instance, all members of staff with the exception of the Librarian and the Assistant Librarian undertake regular evening duty in the Main reading rooms,) but in the tables and calculations which follow care has been taken to divide out the proportion of time employed in each area by staff whose services are spread largely over more than one. It is submitted, however, that only by analysing the present staff in this way is it possible to indicate clearly the immensely increased work load which requires the urgent provision of extra staff.

#### 2. CONTROL STAFF.

This comprises 3 officers :-

- (i) Librarian
- (ii) Deputy Librarian
- (iii) Assistant Librarian

When the present Assistant Librarian retires shortly it is proposed to discontinue this position. Provision has been made in the calculations which follow for distributing the duties at present carried out by this officer.

No alteration is proposed at present in the other two positions though it is suggested that the question of improving the Status of the Deputy Librarian will become of increasing importance as the present incumbent amasses seniority and additional qualification..

#### 3. PROCESSING STAFF.

This is organized into three departments as follows :-

- (i) Acquisitions
  - (ii) Cataloguing
  - (iii) Serials
- together with the following two attached sections :-
- (iv) Typing
  - (v) Mail and duplicating

There follow details of present staffing, present and anticipated work load and recommended staff increases for each of these five departments.

##### (i) Acquisitions

This department is responsible for :-

- (a) Checking and amending orders received from Departments
- (b) Typing and despatching orders to booksellers
- (c) Conducting correspondence with booksellers
- (d) Maintaining the accounting records.

The staff comprises :-

Acquisitions librarian  
Junior Assistant

With regard to a) b) and c) the easiest measure of increasing responsibilities is given by the catalogued intake of books purchased over the years. As to d) the only measure here is the increase in size of the Library Vote. These are shown in TABLE A.

TABLE A. ACQUISITIONS DEPARTMENT (1950 - 1959)

YEAR	LIBRARY VOTE	PURCHASED BOOKS (VOLS.)	STAFF	
			HEAD	TYPIST
1950	9,668	5,299	1	1
1951	14,278	6,656	1	1
1952	16,743	4,095	1	1
1953	18,793	5,266	1	1
1954	22,105	6,402	1	1
1955	22,140	6,266	1	1
1956	24,406	8,416	1	1
1957	26,905	7,656	1	1
1958	34,919	10,084	1	1
1959	48,398	(14,324?)	1	1

Maintenance of this Department without alteration of staff has been made possible only by continued research into, and development of, more efficient procedures. In recent years also a large proportion of the typing listed under b) and c) has been undertaken by the typing section. By June 1959, however, the flood of work in both Departments had become so overwhelming that up to 4 months delay was occurring in the lodging of orders.

To meet this situation a large overtime bill has been incurred and, finally, a temporary typist employed for one month.

In sum :-

the financial responsibilities of this Department have multiplied by 5 since 1950;

the orders checked and processed have almost trebled;  
the staff has remained unaltered.

It is urgently recommended that an extra typist be appointed to this Department in 1960.

TABLE B continues the calculations of TABLE A up to 1963 and makes estimations based on the following assumptions :-

A steady increase of 20% annually in the basic vote  
A continued price rise of 10% per annum  
Provision each year of the £12,000 special vote requested  
Provision of a total of £4,500 to cover establishment of new courses.

TABLE B

YEAR	ANTICIPATED LIBRARY VOTE	ANTICIPATED PURCHASED BOOKS	STAFF REQUIRED AT 1958 STANDARD	
			HEAD	TYPISTS
1960	62,875	15,262	1	2
1961	74,552	18,053	1	3
1962	86,872	19,853	1	3
1963	101,414	21,272	1	4

(ii) Cataloguing

This department is responsible for the descriptive and subject cataloguing and the classification of all books and serial titles acquired by purchase, gift or exchange; for the classification of pamphlets, for filing and maintaining all catalogues and shelf lists; for distributing catalogue cards to Departments and for relieving Departmental librarians who take leave :

The staff comprises :-

Head cataloguer  
3 cataloguers  
2 junior cataloguers

TABLE C shows the increase in responsibilities and in output per unit since 1950.

TABLE C

YEAR	CATALOGUED PURCHASED	VOLS (BOOK ONLY) DONATED	TOTAL	STAFF		
				HEAD CAT.	CATS.	JNR. CATS.
1950	4,791	944	5,735	-	3	-
1951	3,647	1,344	4,991	-	4	-
1952	4,093	643	4,738	-	4	-
1953	5,266	1,416	6,682	-	4	-
1954	6,402	964	7,366	-	4	-
1955	6,266	914	7,180	-	4	-
1956	8,416	1,500	9,916	-	4	1
1957	7,656	1,180	8,836	1	3	2
1958	10,084	2,601	12,685	1	3	2.5
1959	(14,324?)	(2,500?)	(16,834?)	1	3	2

In sum :-

The items for cataloguing have trebled

The Staff has been increased by  $66 \frac{2}{3} \%$  (counting 2 junior cataloguers as the equivalent of one cataloguer).

In fact, of course, the enormous increase in acquisitions in 1959 will prove to be quite beyond the capacity of the staff and a considerable balance will remain to be catalogued.

Beyond this, there are :-

- (i) Approximately 5,000 volumes of donations awaiting processing.
- (ii) An urgent need thoroughly to edit the public catalogue.

For 1960 it is urgently requested that the cataloguing staff be increased by the appointment of 3 extra cataloguers and two extra junior cataloguers.

(Of these only one full cataloguer is requested to cope with the editing problem, the remainder are needed simply to keep abreast of the intake of material.)

TABLE D continues the calculations of TABLE C, on the assumptions made in TABLE B, together with the further assumptions :

Donations will continue at the 1958 rate (approximately 2,500 per annum)

Of the £12,000 Special grant, approximately £6,000 will be used each year for books.

TABLE D

YEAR	CATALOGUED VOLS (BOOKS ONLY)				STAFF REQUIRED		
	PURCHASED	DONATED	SPECIAL VOTE	TOTAL	HEAD CAT.	CATS.	JNR. CATS.
1960	12,762	2,500	2,500	17,762	1	6	4
1961	14,358	2,500	2,500	19,958	1	6	4
1962	16,153	2,500	2,500	21,753	1	6	5
1963	18,172	2,500	2,500	23,772	1	6	7

(iii) Serials.

This Department is responsible for the receipt, checking, distribution and binding of all serial publications received by purchase gift or exchange, for the distribution of the University's own publications on exchange, for the maintenance and issue of a list of serials and for stack service to Main Library readers.

The Staff comprises :

Serials librarian  
2 Junior Assistants

There are no accurate annual figures of the number of titles regularly received, but the following results of accurate occasional checks are of interest :-

TABLE E

YEAR	NO. OF TITLES REGULARLY RECEIVED	VOLUMES BOUND	STAFF	
			HEAD	TYPISTS
1950	1,090	1,000	1	1
1954	2,113	2,272	1	1
1958	5,035	4,059	1	2

In sum :

The number of current titles has multiplied by 5  
The amount of binding has multiplied by 4  
The staff has increased by 50%

It is urgently recommended that an extra appointment be made for 1960 and that, to meet increasing reader service as a result of the re-designing of the Main Library, this be made at the sub-professional (Junior Cataloguer) level.

TABLE F continues the calculation of TABLE E assuming :-

The percentage of the vote used for periodical subscriptions remains constant;

50% of the special grant will be used for buying back volumes of periodicals.

TABLE F

YEAR	NO. OF TITLES REGULARLY RECEIVED	VOLUMES BOUND	STAFF		
			HEAD	JNR. CAT.	TYP.
1960	5,918	6,497	1	1	2
1961	6,411	6,872	1	1	2
1962	6,945	7,228	1	1	3
1963	7,523	7,718	1	1	3

(iv) Typing.

This department is responsible :-

## a) To the Cataloguing Department for:-

Cutting master copy for catalogue entries  
Adding headings to duplicated cards  
Lettering books.

## b) To the Librarian for :-

Typing and filing Departmental correspondence

## c) To the Deputy Librarian for :-

Relief staffing of Main Library reading rooms

The staff comprises :-

- 1 Secretary
- 2 Junior Assistants

It is easiest to calculate the staff needed by reference to the cataloguing output. At present the actual typing time available amounts to one typist to four cataloguing units and is not adequate to cope with output.

To achieve an equivalence of one typist to between three and four cataloguing units it is urgently requested that an additional two typists be appointed for 1960.

TABLE G shows the typing assistance needed to parallel the expansion of the cataloguing Department.

TABLE G

YEAR	CATALOGUING DEPARTMENT			TYPING DEPARTMENT	
	HEAD	CATS.	JNR. CATS.	SEC.	TYPISTS
1960	1	6	4	1	4
1961	1	6	4	1	4
1962	1	6	5	1	4
1963	1	6	7	1	5

(v) Mail and Duplicating

This department is responsible for :-

- (a) Mail collection and sorting
- (b) Duplicating catalogue cards, accessions lists etc.
- (c) Errands
- (d) With the transfer of the Thatcher library this year it should take over the mass of parcel wrapping needed in this library.

The staff comprises :-

One male attendant

This establishment has been unchanged since 1953, during which time the library's operations have expanded to the degree indicated earlier.

It is urgently recommended that a further junior male attendant be appointed for 1960.

TABLE H shows the estimated staff requirements for this Department based on the intake figures quoted in earlier tables.

TABLE H

YEAR	STAFF
1960	2
1961	2
1962	2
1963	3

#### 4. READER SERVICES STAFF

Under this heading are included

a) Main Library staff employed wholly on reader service :-

- (i) manning the circulation and reference desks
- (ii) writing and mailing overdue notices
- (iii) clearing tables, putting away books, tidying shelves
- (iv) conducting the inter-library loan service
- (v) answering reference queries and assisting readers

b) Departmental library staff.

a) The full-time Main Library reader service staff comprises :-

- 1 Reference librarian (appointed, but to take up duty on 1/9/59.)
- 2 Junior Assistants
- 4 Student Assistants
- The equivalent of  $\frac{1}{2}$  junior assistant from typing department.

These attend to (i) to (v) above, 9 a.m. - 5 p.m. Monday to Friday, but are supplemented by staff from other departments to cover service 6 p.m. - 9 p.m. and 9 a.m. - 12 noon on Saturdays.

The increase both in readers and in intensity of use by readers requires now double-manning the circulation desk 9 a.m. - 5 p.m. if item (ii) is to be brought up to date.

Increasing use also requires further (non-technical) student assistance to clear tables and keep stock in order.

It is urgently requested that two extra junior assistants and one further student assistant be provided in 1960.

b) In the Departmental libraries the general trend over the next few years will be to maintain the present staffing unaltered. As Departments move to St. Lucia the number of separate Service points to be maintained will decrease but it may be necessary to increase the staffing of those that remain.

One exception to this trend is :-

Engineering Library. Apart from increasing use this library will be faced, in 1960, with having to service a Faculty split between George Street and St. Lucia.

It is urgently requested that an extra junior assistant be provided for 1960.

5. SUMMARY.

TABLE I summarises the increases requested in the staff 1960-63.

TABLE I

YEAR	INCREASES OVER PREVIOUS YEAR					INCREASES OVER 1959				
	CATS.	JNR. CATS.	TYPS.	MALE ATT.	STU. ASST.	CATS.	JNR. CATS.	TYP	MALE ATT.	STU. ASSTS.
1960	3	3	6	1	1	3	3	6	1	1
1961	-	-	2	-	-	3	3	8	1	1
1962	-	1	1	-	1	3	4	9	1	2
1963	1	-	3	1	1	4	4	12	2	3

TABLE J estimates the total financial provision for the Library 1960 - 63.

Assuming :-

The book vote provision detailed earlier  
 No general salary increases over the period  
 Present salaries are as given in University Estimates for 1959  
 Increments in accordance with present pattern.

TABLE J

YEAR	BOOK VOTE	SALARIES	TOTAL
1960	58,191	40,946	98,137
1961	74,552	41,846	116,398
1962	86,762	44,676	131,438
1963	101,414	49,906	151,320

Harrison Bryan  
 LIBRARIAN.