

## ANNUAL REPORT OF THE JAMES FORSYTH LIBRARIAN 1960.

### 1. GENERAL

The annual report for 1959 sounded a warning. This, its successor, appears to establish both that the warning was justified and also that it was published in vain.

Details of cataloguing and the other statistical evidence of the Librarian's record operations in 1960, impressive though they are, fail entirely to convey the full picture of the most gruelling year's work it has ever carried out.

In retrospect it seems incredible that the positive results should have been so substantial and that the amount of criticism justly directed towards the library should not have reached much higher proportions.

1960's record processing output was achieved only in the teeth of fantastic accommodation difficulties and makeshift staff adjustments. It was rendered possible only by consistent and crippling overwork particularly on the part of senior members of staff. The Librarian can not and should not guarantee a repetition of this performance.

It is proper to record that the Librarian's plight did not pass unnoticed in 1960. The Library Committee, the Standing Committee of the Professorial Board, the Faculty of Arts, even the Standing Committee of the Council, all drew the attention of the Senate to the desperate need for staff and accommodation.

Unfortunately, whatever effect such widespread criticism of the existing situation might have had, it came too late to impinge noticeably on operations in 1960. Of more moment was the executive approval given to appoint temporary staff and, in particular, as the year ended, to secure extra accommodation for 1961. This alone made it possible for the Librarian to struggle somehow through 1960 and to look to 1961 with something less than absolute despair.

### 2. STAFF

The staffing problem proved extremely troublesome in 1960.

The report for 1959 noted that a total of 10 new positions in the Library was regarded by the University as fully justified for 1960. In the event, however, it appeared that the budget for 1960 included 3 new library appointments. One of these was actually anticipated in November 1959, as some compensation for the loss of Miss McIver in September. The remaining two were not approved officially till March and not finalized till late in May. There seemed to be no hope whatever of securing the seven further positions.

In theory there was no alteration to this incredible situation until November. In practice it was met by a series of makeshifts and stop gaps, in particular the use of temporary staff and the condoning of overtime. The Librarian feels it proper to express his gratitude to the Vice-Chancellor for having in this way made it possible just to avert complete disaster.

How far such provision fell short of the real increases in staff needed can best be illustrated by the following schedule. This lists the extra assistance actually available for the first four months of the year.

SCHEDULE OF TOTAL ADDITIONAL STAFF EMPLOYED  
IN THE UNIVERSITY LIBRARY  
NOV 1959 - MAY 1960.

PERIOD	STAFF			
	Professional	Semi-Professional	Clerical	Total
23.11.59 - 3.1.60	-(2)	-(3)	1(5)	1 (10)
4.1.60	-(2)	-(3)	2(5)	2 (10)
6.1.60 - 10.1.60	2/5(2)	-(3)	3(5)	3 2/5 (10)
11.1.60 - 31.1.60	2/5(2)	-(3)	4(5)	4 2/5 (10)
1.2.60 - 21.2.60	2/5(2)	-(3)	5(5)	5 2/5 (10)
22.2.60 - 4.3.60	2/5(2)	-(3)	6(5)	6 2/5 (10)
5.30.60 - 3.4.60	2/5(2)	-(3)	5(5)	5 2/5 (10)
4.4.60	1/5(2)	-(3)	5½(5)	5 7/10(10)

NOTE: Extra staff recommended by Standing Committee in 1959 shown in brackets in each case.

In fact, of course, the position was even less satisfactory since the temporary staff, with the exception of the part-time professional member, was completely untrained and even the permanent new appointees had had no previous service in the University Library.

In July the Standing Committee reviewed its recommendations relating to increases in Library staffing for 1960 and decided to enlarge them from the 10 recommended in 1959 to a total of 15 as at the same period. By this time permanent and temporary appointments had built up to eight but there still remained a deficit of at least seven below the figure considered appropriate by the Standing Committee.

To add to these difficulties, 1960 produced much more than the usual crop of resignations and transfer among Departmental librarians, including the loss of two senior officers for health reasons. As always, these vacancies occurred when the year was sufficiently advanced to make the securing of replacements a long and difficult task. In the interim, in each case, the Main Library had to detach relieving officers which it could by no means spare.

As some indication of the extent of these interruptions to normal work, the cataloguing staff, which was built up to a nominal strength of ten by means of stripping trained and semi-trained staff from all over other Departments, actually averaged only seven officers throughout the year.

All told there were no fewer than fifty-four staff changes during 1960. (A summary of the more important changes is appended to this report.) In May the Library Committee forwarded to the Senate a recommendation relating to salaries paid in the University Library. *Inter alia* the Committee recommended the establishment of a new staff grade to which could be appointed graduates without library experience. It is pleasing to report that the first three appointments were made to this new grade before the year ended. Since appointees are guaranteed promotion to the professional scales if they secure appropriate library qualifications, this new grade may at last make it possible to provide a reasonable flow of qualified staff to fill vacancies in higher grades.

Unfortunately salaries in comparable institutions have now once again outstripped those paid in the University Library. In particular a new award for assistants in the Public Library of Queensland has raised the automatic

salary expectation of qualified staff in that library to a much higher level than previously. Perhaps the best evidence of inadequate salaries, however, was given by the library's complete failure in 1960 to attract outside applications for the librarianship at Townsville, even when advertised at the highest rate payable in the library at present.

The Committee should consider at an early date the effect of present salary disparities on recruitment.

It is very pleasing to record the following academic and professional successes of members of the Library Staff, in examinations conducted in 1960.

Completed Bachelors degrees:

Misses E. Harrington, D. Sullivan

Completed Registration Certificate of the Library Association of Australia:

Misses E. Carroll, B.A.; J. Doig, B.A.; E. Waugh, B.A.; Mrs. J Merrell

Completed Preliminary Certificate of the Library Association of Australia:

Misses G. Allar; V. Birt; M. Creighton; J. Ferry; K. O'Donoghue;  
Messrs. S. Houth B.A. (with merit); G. Fleet; R. Tan.

The Librarian was awarded the Diploma of the Library Association of Australia on the basis of a thesis entitled A Critical Survey of British University Libraries and Librarianship, supported by a written examination. It is perhaps worthy of note that the Diploma has only been awarded on one previous occasion in the Association's history.

### 3. ACQUISITIONS.

There was only a moderate increase in the library vote for 1960 - £53,320 as opposed to £48,938. This increase did not have any major effect on the flow of material into the library, being largely counteracted by increases in price of books and periodicals.

Nevertheless the amount of new material acquired taxed the resources of the Acquisitions and Serials Departments to the utmost, especially in view of the very unsatisfactory accommodation in which staff were forced to work.

The total number of separate orders recorded in the ledger for 1960 was 17,655, including 1292 for Townsville University College. Many orders, as will be seen, carried several copies of the same title. In addition, a considerable number of local orders was satisfied without passing through this particular record.

It is pleasing to note that in 1960 more than 90% of orders lodged by 1st October were accounted for before the end of the year. The figures are given in the accompanying table:

ITEMS RECEIVING FULL PRE-CATALOGUE PROCESSING DURING  
THE YEAR

YEAR	ITEMS ORDERED PRIOR TO 1ST OCTOBER	ITEMS ACCOUNTED FOR WITHIN THE YEAR OF ORDERING
1955	7507	5310
1956	7967	5625
1957	7670	4990
1958	9124	6837
1959	11183	9910
1960	12649	11423

Less satisfactory to record is the large number of orders sent off very late in the year - 5006, or almost 30% of the year's ordering, were not despatched till after 1st October. This was due in part to undue delay in processing orders in the Library but largely to the late date at which orders were lodged with it by departments. It was indeed the rush of orders after mid-year which brought about the Library's ordering lag.

Two features of the 1960 acquisition programme deserve particular note. First, very considerable funds were devoted to purchasing multiple copies of much-used books (£3,500 was spent on the Main Library and a large percentage of the Thatcher library vote of £5,000 was used for the same purpose.) In the Main library the problem of providing references for large classes is nearing manageable proportions. Copies of the most used books are now available, in general, at the rate of one to every 25 students.

Secondly, a real start, even if on a smaller scale than had been hoped, was at last made with completing the Library's holdings of those periodicals of which in the opinion of heads of Departments, full runs were urgently needed. Only by the continued provision of substantial funds specifically allocated to this purpose can the Library's research weaknesses be overcome.

#### 4 CATALOGUING

Perhaps the most important aspect of the Library's operations in 1960 was the complete overhaul of the cataloguing processes. The result of this in terms of output speaks for itself.

50% more new cataloguing was done than ever before and the total of 19,170 volumes so treated represents a very substantial increase in the real resources of the library.

It is always difficult for the onlooker to understand why it takes so long apparently to carry out this simple business of "indexing" books for the collection.

A careful analysis of the work of the cataloguers was made during 1960 for the information of the Standing Committee of the Professional Board. From this it appeared that the average actual time taken to make the relevant decisions concerning each new book and to produce the rough copy of the final entry for the catalogue was 16 minutes. This seems a short enough period to devote to deciding, in effect, the future usefulness of an item which will have cost the University on the average almost £3 in initial purchase price alone.

Even granted this, however, a reasonably efficient arithmetician will be able to establish that the cataloguing staff could have been reduced to something less than half its present size if all it had had to do was spend 16 minutes on each of the 20,000 new books which it treated during the year.

The cataloguing Department as it turns out somewhat resembles the iceberg to which, we are told, there is much more than meets the eye.

A senior cataloguer's working year, per example, amounts to only 134 full days, when allowance is made for leave and for the barest minimum of relieving duties in departmental libraries. Again, from this 134 she loses a further seven days to shift work in the reading rooms (also cut to the very minimum.) Yet two more major deductions eat into the time available for new cataloguing.

First, even in a modest collection of less than a quarter million volumes re-cataloguing takes one third of her total time. This involves reviewing material that had been treated stupidly or inconsistently in the past, or bringing the collection into line with a new edition of the classification

scheme, or re-locating books so as to emphasize a particular aspect of greater importance for teaching purposes. Re-cataloguing is very time consuming, since it involves tracking down the actual book and withdrawing for amendment all its various records.

Secondly, each new book added to the collections requires approximately ten entries spread over the various catalogues the Library maintains throughout the University. Just filing the entries (and there is even much more to filing than one would suspect) in the Main Library catalogues alone takes each cataloguer the equivalent of 75 working days each year.

It must be remembered, too, that one member of the cataloguing staff was employed full-time for seven months of the year on processing books and establishing the catalogue for the Townsville University College Library.

During 1960 it was possible at last to make real use of cataloguing aids such as the National Union Catalogue published by the Library of Congress. This enabled a streamlining of processing whereby much more preliminary work was done by junior cataloguers than before.

A determined effort was made to clear at least some of the cataloguing arrears. Since permanent additions to staff were much fewer than expected and considerably delayed in arrival, this could only be achieved by stripping other sections of the Main Library of practically all their trained and semi-trained staff and replacing them with untrained temporary appointees. Apart from the unfortunate repercussion in the denuded departments this still resulted in largely under qualified staff being worked at high pressure and threw a heavy responsibility on the senior staff, especially the Head Cataloguer. The year's output of 19,170 volumes of new book cataloguing, 1515 new periodical titles and 6195 volumes of re-cataloguing reflects very considerable credit on Miss MacDougall's drive and administrative ability as on the enthusiasm and application of her staff.

##### 5. MAIN LIBRARY ACCOMODATION.

A year of rumour and of what it had been hoped were the last of ten years makeshift arrangements ended on a note not far from despair as far as the accomodation of the Main Library was concerned.

Without any publicly-assigned reason the vertical extension of the Main Library Building, which had been given high priority in the University's case before it, was not supported by the Universities Commission. Whatever the motive behind this, it seemed to betoken catastrophe for the Library.

It is perhaps worthy of note that the assignment of Commonwealth funds to building or substantially extending University libraries as a result of the Murray Committee and after has benefited or is in process of benefiting every University except Queensland. It is also worthy of note that Queensland, though starting admittedly with the newest library building (or that truncated portion of it so far constructed, less the substantial sections "let out" to other activities) has been adding to its collections at a much faster rate than any other library than Sydney for several years past.

Since already in 1960 the much increased reading accomodation had been fully taxed, on this ground alone the Commission's decision gave cause for perturbation. The expansion of the bookstock too had reached by the end of the year a position of inefficient over-crowding that already matched that prior to the installation of the large mezzanine in 1959. Staff working space became quite incredibly overcrowded and was only rendered barely tolerable by cutting a doorway between two adjacent rooms late in the year.

An outlook of almost abysmal blackness was lightened somewhat as the year ended. Emergency action, for which the Librarian is profoundly grateful, secured for the Library an extra 930 square feet of the former large gymnasium. A somewhat tortuous marriage by partition will enable this to be integrated with the Library and provide 50 further reader seats.

At the same time promise of a stack room, though at some inconvenient remove from the library, offers a way of tiding over some two years or more of bookstock expansion.

A final real sacrifice in the interests of conserving space was the decision late in 1960 to transfer to other libraries the bound files of Australian newspapers whose storage problem seemed completely insoluble.

Those emergency measures have been detailed at some length to emphasize that only such heroic makeshifts will allow the Library to function over the 1961 - 3 triennium.

There remains the problem of a final building plan. The present extension may have added a third possibility to the two broached in a previous report. If the intention of the Commission is to force the University to abandon its plan to complete the present library building, then serious thought and indeed actual planning should be undertaken now regarding a completely separate building if a start is to be made in the triennium 1964 - 7. If the present building is to be extended upward its useful life should be carefully measured against the date at which it will become available for use. To this end and even perhaps as an alternative as well as a supplement, thought should be given to extending the library back along the Main building in the way presaged by the extension at present under construction. Particularly does this seem pertinent when considered in conjunction with the gradual evacuation of the Main Building by Arts Departments to the new Humanities Building.

It is urgent that the Library Committee consider these problems, since the efficient future of the University Library as a whole depends to a large degree on the satisfactory accommodation of the Main Library.

#### 6 DEPARTMENTAL LIBRARIES.

The Librarian has to report that once again he was unable to visit as many Departmental Libraries as he had hoped. There may appear to be little need for or perhaps even little point in regular formal inspections, but it is clear that effective liaison and a real measure of assistance and advice would be effected by more regular visitations than at present. All too easily the Librarian becomes completely immersed in the day to-day operations of the Main Library. This is the more likely, of course, when the burden of central processing, as during 1959, threatens completely to overwhelm the Main Library staff.

In any case, indeed, it is necessary for him to be available at St. Lucia for much of his time as general director of the whole Library system and as the University's technical expert on the library implications of policy and administration.

There seems a real case in these circumstances for a senior trained member of staff to operate from the Main Library as an active liaison officer with Departmental Libraries. Such an officer would expect to spend the major part of his or her time moving among the Departmental libraries, not only advising Departmental librarians and bringing their problems to the notice of the Librarian but also acting as relieving librarian to supervise particular Departmental libraries as their librarians took leave or fell ill.

At present the time lost to the cataloguing drive by the employment of senior cataloguers as relieving staff is a matter of some concern, yet there is a growing number of Departmental libraries for which relief is quite necessary in view of their heavy use throughout the year.

The Librarian would like to urge the appointment of such an officer as soon as possible.

During 1960 an extra junior position was created in the Engineering Library but much of the relief so acquired was lost through the prolonged

ill-health and final resignation of the Engineering Librarian.

It proved possible to complete enough of the Biological Sciences Library to allow the Zoology and Agriculture libraries to be integrated and moved into it.

Accommodation difficulties are apparent in some Departmental libraries. Geology is already over-crowded and the position in Law will become acute very soon with the acquiring of considerable back sets of journals and reports. Already some of these have had to be accommodated in the Main Library. Overcrowding in Veterinary Science will be relieved by an early move to St. Lucia.

The Central Medical Library, redecorated in 1960, is now very close to its usable capacity and thought should be given, in any large scale building plans in the Herston area, to better accommodating this important and increasingly used central facility for the Faculty and for the Medical profession as a whole.

Towards the end of the year the Librarian was able to inspect library provision in the Professorial units at the Brisbane General Hospital. The position here, particularly in Medicine, gives some cause for alarm. Partly because of lack of accommodation, library material is scattered throughout the Department. While it is clear that the Head of the Department and his staff are pleasant and cooperative in this matter, it seems certain that they regard the books and periodicals concerned as provided largely if not exclusively for their use for teaching and research. Apart from the actual lack of accessibility resulting from the dispersed state of the library, this attitude appears to contradict both the spirit and the letter of the Senate's library regulations.

A further consequence of this robust independence seems to have been an inordinate degree of duplication with the holdings of the Central Medical Library. This is especially the case with periodicals. Of the 82 subscribed to by the Department of Medicine 28 are also filed in the Central Medical Library. Moreover, there has been considerable duplication of binding.

The Thomas Thatcher Memorial Library is now expanding at the rate of 6,000 volumes per year. It has already outgrown the accommodation in the Main Library building into which it moved only in 1959 and a clear idea of its final location would greatly facilitate planning.

Two avenues of approach to the accommodation problem of this library were resolved upon during 1960 but no real action has so far been possible. First, thought has been given to decentralizing the Thatcher, initially by establishing a regional branch attached to the library of the Townsville University College. Providing accommodation and staff can be enlarged at Townsville this could be undertaken in 1962. Secondly, the Director of External Studies and the Librarian have reached preliminary agreement on a plan to retire to Main Library stock lesser used books in the Thatcher, leaving the latter library to concentrate more exclusively on an active collection of multiple copies of the most borrowed reference material. Only pressure of work has prevented the necessary sorting of stock from being undertaken, but it is hoped to complete at least a pilot project in 1961.

## 7. TOWNSVILLE UNIVERSITY COLLEGE LIBRARY.

Considerable difficulty has been found in establishing at Townsville an adequate library for the college.

The original estimates of library provision were arrived at without any consultation with the Library Committee or the Librarian. While this was explicable in terms of the conditions under which this planning was carried out, it had particularly unfortunate results. There were two

considerable deficiencies in these first proposals; inadequate funds for initial bookstock and lack of provision for a full-time librarian.

General financial stringency has seemed to preclude to date any revision of the first of these. In fact, the funds provided during 1960 amounted to rather less even than the modest sum originally proposed. The Librarian records with pleasure, however, that the University was pleased to reconsider the question of staff and the new library will open in 1961 under the direction of a senior, professionally qualified, librarian. It should be noted that considerable difficulty was experienced in securing an appropriate officer at the salary offered and this position has had to be met finally by paying the same rates as those for Department heads in the University Library, the University's Senior Demonstrator scale.

As a result an appointment was not made in 1960 and the University Library had to bear the complete burden of ordering and processing in advance as much material as could be obtained for Townsville.

By the end of the year approximately 1,000 volumes had been despatched together with all relevant records.

To date no formal decision has yet been made on important points of policy and administration relating to this library. It is the Librarian's view, which has been endorsed by a meeting of interested Heads of Departments but not yet affirmed by the Library Committee, that the Townsville library, while presumably having to continue to operate for some time theoretically as a branch of the University Library, should operate immediately in practice and as soon as possible in theory as an independent unit.

Immediately, this affects such matters as provision and distribution of funds for library purposes and the actual routine of selection, ordering and pre-shelf processing. In the Librarian's view it would conduce considerably to the smooth operation of the library, as to the stature of the College, if such matters could be relegated in practice to local control.

#### 8 THE LIBRARY IN JUBILEE YEAR

As the conclusion of its first half-century the University has a library of which it can just, in some respects, be proud but with which as a whole it should not by any means be satisfied. The Library is about the same size and appears to be about as effective at present as libraries in other British Universities of similar age. By virtue of these two measures it would take its place in the group of "second line" provincial University libraries of Great Britain - for instance, with Nottingham, Sheffield and Bristol.

It has achieved this eminence more swiftly than some and is certainly enriching its resources at a much more rapid rate than are its counterparts in Great Britain. Measured against Australian standards it has grown and is continuing to grow more rapidly than any other University library with the exception of Sydney.

To be set against this, however, is the fact that the University our library has to serve is vastly different from such Universities as Nottingham, Sheffield and Bristol; different in size of student body, and different in breadth of teaching and research. To be set against it also is the fact that the University of Queensland library must stand alone to a much greater extent than its British counterparts, by virtue of the of the relative paucity of supplementary resources and the isolation implied by Australia's greater distances.

The Library has made very rapid strides forward in the last decade but its progress should not blind the Committee to the brutal facts: first, that in terms of providing adequate library service it started its striding from a long way behind scratch and second that the finishing point is hardly more than within sight as yet.

Towards the end of the year the Senate resolved that the appropriate statute be amended to provide for membership of the Professorial Board by the Librarian. The President of the Board has kindly invited the Librarian, in the meantime, to attend Board Meetings.

In the Librarian's opinion this is the most forward step in the first half-century of the Library's existence. It confirms publicly a fundamental change of attitude in the part of the University as a whole towards which the Librarian and his staff have worked unremittingly for more than a decade. But this acceptance of the Library's importance imposes in its turn a continuing responsibility to demonstrate its justification. The Committee may rest assured that the Library accepts this challenge and will give the maximum service possible within the limitations of funds, staff and accomodation imposed on it.

9 STATISTICS

1. Summary of expenditure on library vote

	<u>1959</u>		<u>1960</u>	
£	£	Payments for the year were:	£	£
27,326		Books	33,673	
15,801		Periodicals	14,632	
1,024		Binding	- *	
5,647		Sundries	6,255	
	49,798	Total Payments		54,560
		Against which receipts were:		
	<u>48,798</u>	Library vote		<u>53,320</u>
<u>Dr.</u>	1,000	Resulting in a balance c/f: <u>Dr.</u>		1,240

\* NOTE No "outside" binding was undertaken during this year. Materials for bindery are included in "Sundries".

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

	<u>1959</u>		<u>1960</u>	
		<u>Books</u>		
9,690		Purchased	18,247	
3,131		Donated	923	
	12,821	Total		19,170
		<u>Periodicals</u>		
5,086		Purchased	5,620	
1,199		Donated	87	
	<u>6,285</u>	Total		<u>5,707</u>
	19,106	<u>Total</u>		24,877
	<u>12</u>	less, withdrawn		<u>54</u>
	19,094	net increase		24,823

3. Total Book stock.

31.12.59	31.12.60
197,175	221,998

4 Staff.

<u>1959</u>		<u>1960</u>
1	Librarian	1
1	Deputy Librarian	1
1	Assistant Librarian	-
	<u>Main Library</u>	
1	Head Cataloguer	1
1	Acquisitions Librarian	1
1	Serials Librarian	1
1	Reference Librarian	1
3	Cataloguers	4.5
4	Library Assistants	6
7	Junior library assistants	10
<u>1</u>	Library attendant	<u>1</u>
22	<u>Total</u>	27.5
	<u>Departmental Libraries.</u>	
4	Senior library assistants	3
<u>12</u>	Library assistants	<u>14</u>
16	<u>Total</u>	17
	<u>Bindery</u>	
3	Binders	3
1	Table Hand	2
<u>1</u>	Apprentice bookbinder	<u>1</u>
5	<u>Total</u>	6
43	<u>TOTAL</u>	50.5

HARRISON BRYAN  
JAMES FORSYTH LIBRARIAN.

APPENDIX A

SUMMARY OF MORE IMPORTANT STAFF CHANGES 1960

Senior Library Assistants.

Mrs R. Axon, B.A. served as Temporary part-time cataloguer for several months. On her resignation she was replaced by Mrs. G. Bonnin, B.A.

Miss S. Gunn was appointed to the new position of Cataloguer.

Miss A. Edwards B.A. resigned her position as Engineering Librarian, served for several months in the Main Library while a permanent replacement was secured and was finally succeeded by Miss M. McCabe.

Miss M. Roberts, B. A. was temporarily seconded from the Agriculture/Botany Library to the Cataloguing Department and finally resigned.

Library Assistants

Miss W. O'Leary was appointed Temporary Junior Cataloguer and later promoted to acting rank to fill the extra position approved in this category.

Miss B. Brennan was promoted to Library Assistant and temporarily seconded from the Dentistry Library, first to the Main Library Cataloguing Department and later to the Agriculture/Botany Library, in place of Miss Roberts.

Mrs. I. Bayly was appointed temporarily to the Dentistry Library in place of Miss Brennan.

Mrs G. Kirwan resigned from the Zoology Library and was replaced by Miss W. Brady.

Miss M. Proud was appointed Temporary Junior Cataloguer in place of Miss O'Leary and later transferred to the Geology Library in place of Miss Preston.

Miss S. Preston, B. A. was appointed to the Geology Library but her appointment subsequently was not confirmed.

Mrs. K. Guyatt, B. A. was appointed Junior Cataloguer in place of Miss Gunn and was later promoted to the new status of Graduate Trainee.

Miss M. Creighton was promoted to Junior Cataloguer in place of Miss Proud.

Miss J. Ferry was promoted to Junior Cataloguer in place of Miss McCabe.

Miss E. Harrington, B. A. was appointed at the Graduate Trainee level to replace Miss Ferry.

Miss D. Sullivan B. A., was appointed at the Graduate Trainee level to replace Miss Allan.

Clerk Typistes.

Miss V. Hall replaced Miss J. Townsend in the Thatcher Library

Miss E. Chiang, B. A., and Mr. G. Fleet were appointed temporarily in the Serials Department.

Miss M. Creighton was appointed to the new vacancy approved by the Senate.

Miss H. Bakker, who had temporarily filled Miss Creighton's position was retained temporarily.

Mrs. G. Bonnin, B. A., was appointed part time in the Serials Department in place of Miss O'Leary.

Miss G. Allan was appointed to the Acquisitions Department in place of Miss Proud.

Miss C. Kehoe was appointed temporarily in place of Mrs Bonnin when the latter replaced Mrs Axon.

Miss F. Schiller was appointed to the new position approved in the Engineering Library.

Miss A. Sutton resigned from the Architecture Library and was replaced by Miss Allan.

Miss D. Jefferies was appointed to a new position in the Serials Department.

Miss J. Liddell resigned from the Thatcher Library.

Miss K. O'Donoghue resigned from the Reader Services Department.