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Library Council of the University of California Biennial Reports. 1946-1951, 1953-1955.

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Author

Library Council of the University of California

Publication Date

1947

Report.

California.
[Berkeley?]

<https://hdl.handle.net/2027/mdp.39015036754730>

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THE LIBRARY COUNCIL OF THE UNIVERSITY OF CALIFORNIA

SECRETARY'S REPORT 1946 - 1947

1948
SECRETARY'S OFFICE

1946/55 The Library Council was created on 10 October 1945 by President Robert Gordon Sproul in these terms:

The increasing complexity of the University and its library system makes it desirable to create a Library Council which will concern itself with library problems affecting more than one campus, with consistency of policy and practice, and with the appropriate distribution of responsibilities. The council will be composed of the Dean of the School of Librarianship, the librarian of each campus having a single library, and the ranking librarian of campuses having more than one library...

The Council should meet at least annually. The responsibility for preparing agenda for meetings is assigned to an executive committee consisting of the head librarians of the University's libraries at Berkeley and Los Angeles, and the Dean of the School of Librarianship - Messrs. Mitchell, Coney, and Powell. This committee will also deal with questions affecting only the University's larger libraries.

In the Council the members from campuses having decentralized library systems thus represent all library activity on those campuses, as for instance, at Berkeley where the General Library is distinct from the numerous small departmental libraries, which are managed by their respective departments, schools, or colleges. The principal officer of the Executive Committee is its secretary whose office rotates biennially among the three members.

The Council consists of the following persons:

Berkeley - Donald Coney, General Library

Sydney B. Mitchell, School of Librarianship
(to 30 June 1946)

J. Periam Danton, School of Librarianship
(since 1 July 1946)

Davis - Nelle U. Branch, College of Agriculture

La Jolla - Ruth Ragan, Scripps Institution of Oceanography

Los Angeles - Lawrence Clark Powell, UCLA

Mt. Hamilton - F. J. Neubauer, Lick Observatory

Riverside - Margaret Buvens, Citrus Experiment Station

San Francisco - John B. de C. M. Saunders, Medical Center

Santa Barbara - Katherine F. Ball, Santa Barbara College
(to 1 July 1947)

Donald C. Davidson, Santa Barbara College
(since 1 July 1947)

UNIVERSITY OF MICHIGAN
GENERAL LIBRARY

SECRETARY'S REPORT 1946 - 1947

This report covers the Council meetings of 20 April 1946 (Santa Barbara), 16 October 1946 (La Jolla), and 15 May 1947 (Santa Barbara), as well as numerous meetings of the Executive Committee composed of Messrs. Coney, Powell, and Mitchell, and - later - Mr. Mitchell's successor, Mr. Danton.

ACCOMPLISHMENTS

A job classification and salary scale study was proposed to the Council by the Executive Committee in its first circular letter on 5 December 1945, approved by the Council, and conveyed to the President on 2 January 1946, and approved by the President on 17 January 1946. The study was carried on under the direction of Boynton S. Kaiser, Chief Personnel Officer of the University, who, with Douglas W. Bryant, Assistant Librarian at Berkeley, formed a survey team which handled all the work of the project. The history and results of the project were reported by Messrs. Bryant and Kaiser in "A University Library Position Classification and Compensation Plan" in the Library Quarterly, January 1947. The resulting classification and compensation plan has been largely responsible for the ability of the libraries to secure and retain good staffs during a difficult time of rising living costs and personnel shortages. It must be reported, however, that the University now has lost the unusually favorable salary position obtained at the time the new salary scale was made effective, because of salary increases throughout the libraries of the country.

The Mood Survey, recommended to the President on 4 October 1944 by Mr. Leupp, then Librarian at Berkeley, was under way at the time the Council was organized. As sections of Dr. Mood's report reached the President, they were forwarded to the Library Council for consideration. On completion of the report, and after Council consideration, the Executive Committee recommended to the President on 14 January 1947 that the survey report be mimeographed for use within the University, and that a brief summary thereof be printed for general distribution. On 7 February 1947 this recommendation was approved by the President. Copy for the summary will shortly be ready for the Press and the bulk of the editorial work on the complete report has been done. At its 14 May 1947 meeting the Council approved a recommendation made by Dr. Pettitt that a statement of endowment funds available to the libraries be added to the summary, provided the appropriation for printing permits, or other funds are available.

The Fussler survey of photographic facilities for library and scholarly purposes in California resulted from a suggestion made by Dr. Mood to the President relative to increased exploitation of microfilm techniques by the libraries. This suggestion, conveyed by the President to the Library Council on 26 December 1945, fell on fallow ground, the libraries at Los Angeles and Berkeley having already dealt with this question. On 2 April 1946 the Executive Committee recommended to the President that an expert be employed to examine the facilities, plans, and personnel for photographic reproduction on the Los Angeles and Berkeley campuses, and to take into account all other campuses and such facilities and plans as exist elsewhere in the State with a view to preparing a report sufficiently comprehensive to project the University's plans for exploiting photography in libraries some distance into the future. Mr. Herman H. Fussler, then Science Librarian at the University of Chicago, was secured for this purpose, and on 27 November 1946 submitted an extensive and

excellent report which achieved the objects specified. As a result the Berkeley photographic laboratory was re-organized, and a fresh approach to the Berkeley newspaper arrearage problem was made. All aspects of the newspaper problem, as it exists in the Berkeley and Los Angeles libraries, were surveyed by Mr. Harlow of the UCLA staff; and a newspaper project has now been set up in the Berkeley library under the direction of the Social Science Reference Service to realize, in operating terms, the Berkeley recommendations of these two reports. It is expected that, as soon as an organization for handling current newspapers and attacking the unbound arrearage has been created at Berkeley, plans will be made for determining policies of newspaper acquisition and preservation on a very broad scale, including all the University libraries concerned and such other libraries in California as are able to participate, and linking the California plan with national plans for the acquisition and preservation of newspapers now in the process of formulation at the Library of Congress, and by the Association of Research Libraries.

An annual report of library size was first undertaken by the Berkeley library in February 1946 in response to several requests for this information from the University's administrative offices. The need for such a report found sympathetic attention in the Council, which thereafter assumed responsibility for supplying the figures, and which is currently studying the feasibility of expanding the report to include material not now counted, e.g. maps, music.

The inter-library loan service charge, commenced at Berkeley during the Depression, was discontinued in November 1946 on the basis of discussion and a recommendation by the Council, thus removing a fiscal barrier to the ready borrowing of library materials between the University's libraries, and improving borrowing relations between the Berkeley library and others.

Questions on the acceptance and reporting of gifts were referred to the Council by the President on 28 December 1945, and thereafter were a matter of Council consideration for many months, while types of material customarily received as gifts were being identified by the larger libraries and the differing procedures of all the libraries were being explored and clarified. The Council made a recommendation to the President which eventuated in the interpretation, issued by the President on 22 September 1947, of University Regulation No. 26.

An important policy agreement on transfer of personnel was recommended to the Council on 12 April 1946 and approved by the Council at its first meeting, 20 April 1946, as follows: "Any chief librarian may offer any library employee on any university campus a position, provided the employer is concurrently notified. Unless the transfer is to a higher grade, no transfer may occur at a higher salary than that currently received."

OTHER MATTERS CONSIDERED

Public relations of the University libraries was a subject of much consideration by the Executive Committee and the Council, reflecting and leading back to staff discussion in the two larger libraries. It is still open for consideration. At its second meeting the Council recorded an interest in a small pamphlet describing the facilities of the various libraries and suitable for distribution to visitors. It is believed, however, that final decision on this idea should be postponed until a public relations policy is established. The Council has expressed a preference for annual, as opposed to biennial, reports of libraries, and it is understood that this preference is acceptable to the University administration.

The exchange of annual reports among Council members was agreed to as a means of mutual information.

The Council has given consideration to the desirability of a quarterly journal of acquisition. Since the success of such a publication is dependent, in a high degree, upon the availability of an appropriate person to serve as editor, and since no such person has as yet been discovered, the Executive Committee has not gone forward with this project.

The All-University Conference of 1947 was of great interest to the Council which, through its Executive Committee, sought to introduce into the agenda the two policy proposals reported below. The Council believes that whatever ways are appropriate should be used to secure consideration at future All-University Conferences of issues on the relation between libraries and teaching and research, and that the Council should be represented regularly by more than one person so that conference discussion and attitudes can be integrated with the libraries' plans.

The Farmington Plan, a scheme for co-operative acquisition of currently published European materials by a large number of U. S. libraries, was fully considered at the Council's third meeting, and an outline of the extent of the University's participation was agreed to. The Council authorized the Executive Committee to prepare a statement for Provosts Deutsch and Dykstra in response to inquiries addressed by them to Messrs. Coney and Powell. This statement, made 2 June 1947, described the Farmington Plan as an example of national plans of co-operative library collection building, and related the Plan to the action of the 1947 All-University Conference recommending University participation in such plans.

Service to non-University groups has always been given freely by the University's libraries without official recognition of that function as appropriate. At the All-University Conference of 1947 no opposition was voiced to the proposal, introduced on behalf of the Council, that the University re-design its Library policy to provide for service to the State in areas of knowledge where its collections and services supplement those of other libraries, that this service be given on a parity with normal service to the University community, and that the libraries be supported financially to this end.

A statement of the book collecting policy of each library will be prepared as a result of an agreement reached by the Council at its third meeting. Such statements are expected to serve as a basis for unifying the collecting policies of the libraries.

Should the development of a detailed acquisition program for the University's libraries be initiated by the respective libraries and coordinated at the all-University level through the Council; or, does this matter require, or can it make use of, an all-University officer who would concern himself with the coordination of collecting policy, are questions raised by the Berkeley librarian with the Executive Committee as a matter of interest to the two larger libraries. The Committee agreed that the University is committed to a policy of autonomous libraries on the several campuses; that collection building is primarily based on the peculiar needs of each campus; that, consequently, collecting policy must originate on the several campuses; and that coordination at the all-University level is a function of the Council.

An exchange of budget information among Council members was recommended by the Executive Committee to the Council on 27 June 1947 in furtherance of the common understanding of problems.

The supply of materials to devastated libraries as a result of many requests received directly by the libraries and by the President was, through Council

activity, channeled to the Gift and Exchange Department of the Berkeley library, which acts as a general exchange agency for the Council libraries.

The question of acquiring business archives was referred to the Council on 23 November 1945 by the President and considered by the Executive Committee at its 17 December meeting, which reported to the President on 20 December that it took a gloomy view of the desirability of acquiring the papers of business concerns because of the high cost of space and personnel required and because of probable slight use proportionate to this cost. The Committee, however, did not close its mind to the question and agreed to keep its ear to the ground for indications of faculty interest in this commodity of research. To date, no strong expressions of sentiment have been heard from the faculty. The Committee discussed, without reaching conclusions, the probable need for a plan to preserve and organize the University's own accumulations of correspondence and records.

The microfilming of the Berkeley author and title catalog has been discussed by the Committee and the Council with a view to reporting these important holdings to the National Union Catalog at the Library of Congress instead of checking the Library of Congress catalog against the Berkeley collection. This has been a matter of interest to the Council, since positive prints could be made available to other Council members, thus providing them with a list of the Berkeley holdings to date and facilitating the exploitation of the Berkeley collection by the other libraries. Further consideration of this scheme depends on decisions to be made at the Library of Congress.

MEETINGS

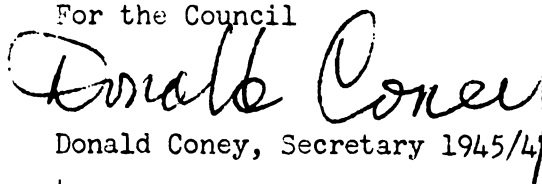
Meeting times of the Executive Committee have been arranged so as always to permit attendance of all members. All members of the Council have been present at all Council meetings, except the librarian of the Medical Library, who attended none of the meetings here reported.

Guests of the Council have been Messrs. Kaiser, Mood, and Bynum who have discussed with the Council their respective activities. Professor Garrett Hardin of Santa Barbara, the author of two articles critical of libraries, has lunched with the Council.

VALUE

The foregoing recital of the Council activities during its first two years testifies to the fulfillment of the objectives for which it was created. While it is true that some of the questions considered would, without the existence of the Council, have been dealt with, it is probable that others would have gone unrecognized to the detriment of the libraries' efficiency. It is probable that some of the proposals made would have reached the President without the Council's aid, but that they would have been presented after joint consideration and by concerted action is doubtful. The meeting together of Council members has produced a cordiality of relationship that in itself is worth the cost of the Council. Spontaneous evidence of this occurred at the third Council meeting when a librarian of one of the smaller libraries said that, since the creation of the Council, she knew for the first time what was going on in the other libraries and felt herself to be a member of the University library family.

For the Council


Donald Coney, Secretary 1945/47

15 October 1947

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UNIVERSITY OF CALIFORNIA

Berkeley - Davis - La Jolla - Los Angeles - Mount Hamilton

Riverside - San Francisco - Santa Barbara

LIBRARY COUNCIL

Second Biennial Report, 1947/49

The Library Council was created by President Sproul in 1945 to consider library problems affecting more than one of the University's eight campuses, to concern itself with consistency of policy and practice and with the appropriate distribution of responsibilities. An Executive Committee was established composed of the Librarians of the two major libraries at Berkeley and Los Angeles and the Dean of the School of Librarianship, with the Secretaryship alternating biennially between the first two officials.

UNIVERSITY OF MICHIGAN
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University of California

LIBRARY COUNCIL

Second Biennial Report, 1947/49

To the President of the University:

The Secretary of the Executive Committee is pleased to present herewith a report covering the second biennium of the Council, from July 1, 1947 through June 30, 1949.

The full Council continued to meet semiannually and the Executive Committee met at more frequent intervals. All members attended all four meetings held during the biennium, at Riverside in the fall of 1947, Santa Barbara in the spring of 1948, Mount Hamilton in the fall of 1948 and Los Angeles in the spring of 1949. The Council members were Nelle U. Branch (Davis), Margaret Buvens (Riverside), Donald Coney (Berkeley), J. Periam Danton (School of Librarianship), Donald C. Davidson (Santa Barbara), Lawrence C. Powell (Los Angeles), Ruth Ragan (La Jolla), J. B. de C. M. Saunders (San Francisco). F. J. Neubauer (Mount Hamilton), Associate Astronomer and Librarian of the Lick Observatory, attended the meetings upon invitation of the Council.

OLD BUSINESS

Certain items of old business were carried forward for continuing discussion, including

The Mood Survey. The survey of the University libraries conducted in 1945/47 by Dr. Fulmer Mood has not yet been published, either in mimeograph in the unabridged form or in print in the summary form. It is hoped that the former will appear shortly in reduced size "record prints" made from microfilm, to be furnished free to the Council libraries and certain campus officials and to be sold at cost to subscribing research libraries.

Journal of Acquisitions. This proposal has been discussed at every meeting and its desirability not questioned. Lack of a suitable editor has prevented final action. At the spring meeting in 1949 Mr. Coney presented a progress report which should lead to the Journal's establishment before another biennium is out, providing the President approves the plan and sees fit to finance it.

Collecting Policy Statements. The biennium saw all eight libraries complete statements on their collecting policies. Mr. Coney has been charged with the preparation of an epitome of the eight statements.

Salary Study. The Council continued to concern itself with the salary and classification plan for library employees, benefiting from expert counsel by Berkeley's Assistant Librarian Douglas Bryant, and the biennium saw the classifications raised to higher salary levels. The Council also endorsed Mr. Bryant's recommendation that an extra salary step be paid Librarians 1 and 2 holding M.A. or M.S. degrees. Not included in this endorsement are the Master's degrees now being awarded by some library schools for a single year's graduate study.

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NEW BUSINESS

Annual Reports. The Council has recognized the importance of reporting the activities of the member libraries. "Reporting to whom?" it is asked. First of all to the President, Provosts or Directors, then to the library staffs and other key University personnel, and finally to the bibliothecal world at large. The President has requested that library reports issued extramurally show the integrated relationship of the separate libraries. Ideally one unified report should be given printed distribution, but neither the University nor the Council has any officers with either the knowledge or the time to produce such a report. The Council obtained the President's approval to distribute reports separately or compositely, carrying in either case a master title-page which would show the statewide nature of the University libraries.

Public Relations. The Council invited Dr. George A. Pettitt, special assistant to President Sproul in charge of public relations, to meet with it and clarify the University's policy in this field. Dr. Pettitt met also with the Executive Committee.

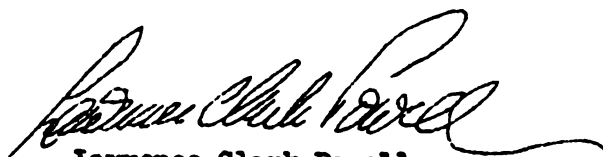
Budget Criteria. The President asked the Council to furnish him with criteria by which he could judge the relative merits of the budget requests submitted to him by the several libraries. At its Mount Hamilton meeting the Council intensively discussed this request. As a result Mr. George Piternick of the Berkeley staff prepared a tentative measuring formula which was submitted to the President.

Interlibrary Lending. The Council moved in the direction of a common lending code, with certain inevitable local modifications. It unanimously endorsed the principle of the University libraries as a "common pool" of books, to be drawn upon by all of the members. Discussions were climaxed at Los Angeles in May 1949, when on its second day of meeting the Council was joined by staff members from the several libraries who have responsibility for interlibrary lending and borrowing. At this meeting the Council decided to prepare a statewide inter-library loan code in two parts (a) internal (b) external.

Meeting Pattern. It was agreed that the enlarged meeting pattern would be followed at least once during the Council's meeting-year, in order to bring into discussion on selected topics the specialists on the several staffs who are actually engaged in the work of that particular topic selected as agendum.

Central Storage. The question of a central storage warehouse was also discussed at this enlarged meeting. It was suggested that one of the buildings on the soon-to-be-quitted Riviera campus at Santa Barbara might be thus employed.

Miscellaneous. Other items discussed during the year included the Farmington Plan, Uniform Statistics, Standard Forms, Inventory Procedure, Joint Purchasing, Civil Service Status, and Vacations.



Lawrence Clark Powell
Secretary for the Biennium

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UNIVERSITY OF CALIFORNIA

LIBRARY COUNCIL

THIRD BIENNIAL REPORT, 1949/51

To the President of the University:

As secretary of the Library Council for the period 1 July 1949 through 30 June 1951 I transmit herewith a report of Council activity in that period.

The Council met four times, as usual, during that time and the Executive Committee more frequently. Meetings were held at Davis in November 1949, Berkeley in May and December 1950, and Los Angeles in April 1951. Council members were Nelle U. Branch, who attended her last meeting in the spring of 1951 before retirement from the librarianship at Davis; Margaret Evens (Riverside) - replaced in the spring of 1951 by Edwin T. Coman; Donald Coney (Berkeley); J. Periam Danton (School of Librarianship); Donald C. Davidson (Santa Barbara); W. Roy Holleman (La Jolla); Lawrence C. Powell (Los Angeles) (whose substitute during his year's leave in 1950/51 was Robert Vosper, Associate Librarian); and Dr. John B. de C. M. Saunders (San Francisco). Dr. George H. Herbig (Mt. Hamilton) attended the meetings at the invitation of the Council.

The "common pool" philosophy played an important role in the discussions and projects of the Library Council during the biennium, 1949/51. This policy, seeking a fuller exploitation of the University collections and a reduction in the cost of acquisitions and other services, is built upon the following principles: substitution of borrowing for purchasing when cheaper and feasible; improvement of borrowing and related procedures; elimination of duplication in acquisition work; and interchange of reference services.

Concrete Results

The Inter-campus Union List of Serials, a card-file union list multilithed at Berkeley from masters typed at the contributing libraries, and distributed through the Interlibrary Service Department at Berkeley, completed its first year in 1950. This device, designed to facilitate campus interlibrary loan and to relieve pressure on outside libraries, was the product of a Library Council committee appointed in May, 1949, to draft a procedure for disseminating information on the acquisition of files, runs, and new subscriptions of serials among the University libraries.

A multiple carbon interlibrary loan form, similar to the one which grew out of the Council's first visitors' session in 1949, was approved for national use by the ACRL Board of Directors at the Chicago ALA Conference in July 1951.

The Unified Annual Reports of the Libraries for 1948/49 and 1949/50 were approved and issued by the Council. Also, "Bases for the Count of Holdings," a set of rules for the counting of various categories of library materials, was approved by the Council and put into effect by the University libraries in reporting their figures for the "Size of the Libraries of the University of California" tables.

The Policy Anthology, a collection of statements on University of California educational policy with special reference to its libraries, derived from such sources as the Strayer report, proceedings of the All-University Conferences, and the Senate meeting call, was distributed, with requests for criticism and suggestions, to all campus libraries and strategically located libraries throughout the nation.

Positive microfilms of the Mood Survey were made available at cost, in May 1950, to libraries which had earlier indicated an interest. Record-print editions were bound and sent to all Library Council members.

"Common Pool" Discussion

"Common pool" policy discussion, centering around the theme, "The University of California Libraries as a Common Pool of Books," was carried on largely through visitors' sessions.

The need for better informational facilities - the positive argument for a University-wide catalog - was countered by the question of whether the cost of a union catalog could be justified. Selective union cataloging was proposed as a partial substitute for a union catalog. Another approach was that of accelerating the borrowing schedule by forwarding the initial request to a second library when the item wanted is not in the first library. Ultra-fax, photo-facsimile and other devices used to increase the availability of collections were also recommended. A suggested application was the substitution of microfilm or record-prints of articles in scientific journals for the interlibrary lending of these materials. Rapidity and ease of communication were emphasized as being of central importance in all discussions of "common pool" policy.

Santa Barbara's size policy, based upon the idea of a 150,000-volume, student-centered library, provided an important argument for interlibrary services. In meeting faculty research needs, Santa Barbara is particularly dependent upon the University's "pool" of collections.

The Council recommended to the President that the Engineering Field Station site in Richmond be investigated as a possible location for a storage library, which could also be used by other University and East Bay libraries. A committee appointed by the President had previously decided that space was not available at Santa Barbara for a storage library. The Council also considered the following problems: what to put into a storage library; whether there should be one library for all or one in the north and one in the south; and the inclusion of other local libraries.

The "Common Pool" Concept and Order Work

The "common pool" policy was also related, in Council discussion, to order work, with special emphasis upon the following aspects: jointly-owned journals; exchange of information on library holdings; concentration of bibliographic tools in Berkeley and Los Angeles; the use of common agents in New York,

London and Washington; and the need of a continuing survey of changes in book prices for budget purposes.

The possibility of a common fund for the purchase of serial sets, of which one copy in the University would be sufficient, was thought questionable. There was considerable doubt as to whether faculties and librarians could agree not to duplicate and whether a common budget would be wise.

Council members, realizing the value of intercampus exchange of information pertinent to library holdings, were concerned with the form that this exchange should take. It was suggested that a teletype network connecting the libraries of the campuses would facilitate interlibrary borrowing, minimize the need for expensive and elaborate union catalogs, increase bibliographic and reference service, and be of considerable value if a storage library is established.

The Council agreed that Berkeley and Los Angeles should continue to perform bibliographical work for the smaller libraries, and that every effort should be made to dispose of purchased duplicates within the University system before offering them for sale or as credit to outside agencies.

The use of common agents in New York, London and Washington was recommended by the Council. Four possible services were listed: the second-hand book market in New York and London; troubleshooting special problems in the in-print market; procurement of government publications in Washington; and the searching of Library of Congress duplicates, etc. in Washington. Means of pooling the purchasing knowledge of the University libraries were listed as follows: annual round table meetings, including other departmental experts; and the annual circulation of dealer lists.

Cost data compiled at Berkeley provided a basis for discussion of the need of a continuing survey of changes in book prices. The return of book production to the 1940 peak level and greater post-war research demands have increased the number of titles required. The following elements in the book budget picture were acknowledged: deterioration of the value of the dollar; a larger faculty; additional students; and the opening of the foreign market. The Council reached no conclusion on a basis for accumulating University-wide figures on book costs.

Other Matters Considered

During the December 1950 Council meeting, Mr. Ellis Groff, Budget Officer at Berkeley, outlined budgeting procedures and listed the agencies which review each library's budget. The Council proposed that current serials subscriptions be separated from book appropriations, pointing out the difficulty encountered by such a library as the Medical Center, where rising serials costs may encroach seriously into the book fund. Mr. Groff agreed that there was such a possibility of separation.

The All-University Conference of 1950 included a library topic out of whose discussion grew a series of resolutions, the principal ones of which called for clarification of the Regents' Standing Order on the Libraries. At the

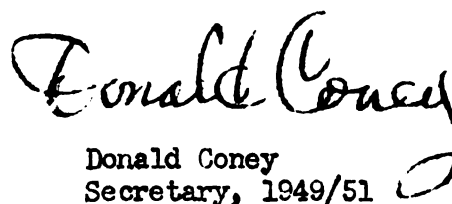
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President's request for advice, the Council reported the recommendations of the Library Committees of UCLA, Berkeley, and Santa Barbara favoring unification of the library system on each campus. It also recommended that the Senate membership of the ranking librarians at Berkeley and Los Angeles be extended to other Council members.

In regard to the impending modification of University Regulation No. 22, pertaining to administrative travel, the Council pointed out that libraries need more liberal allowances of travel money for visits to other campuses and libraries, in connection with special activities and professional meetings. Staff attendance at professional meetings is necessary for several reasons: the interviewing of prospective employees; the operation of cooperative programs such as the Farmington Plan and the Union List of Serials; and the satisfaction of professional interests on the part of staff.

Conclusion

Visiting experts from many libraries and departments of the University have joined with the ranking librarians of the eight campuses during the past few years in the discussion and partial formulation of a progressive library policy, consistent with the educational and research needs of our time. The ability and experience of these people have been pooled in tackling the problem of molding a complex University library system into a "common pool" of books. Important concrete results, such as the interlibrary loan form procedure, have materialized. The Council meetings have proven of value to the education, unity and morale of the library staffs concerned.


Donald Coney
Secretary, 1949/51

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18 June 1952

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LIBRARY COUNCIL OF THE

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UNIVERSITY OF CALIFORNIA

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DIRECTOR'S OFFICE

FIFTH BIENNIAL REPORT, 1953/55

To the President of the University:

As secretary of the Library Council for the two-year period 1953/54-1954/55 I submit the following report of the Council's activity for that period.

The report covers the four regular meetings of the Council: 17-18 November 1953 at Mt. Hamilton, 14-15 April 1954 at Riverside, 10-11 November 1954 at Santa Barbara, and 4-5 May 1955 at La Jolla. All members were present at all meetings: J. Richard Blanchard, Davis; Edwin T. Coman, Jr., Riverside; Donald Coney, Berkeley; J. Periam Danton, Dean, School of Librarianship, Berkeley; Donald C. Davidson, Santa Barbara; W. Roy Holleman, La Jolla; Lawrence C. Powell, Los Angeles; John B. deC. M. Saunders, San Francisco; and Stanislaus Vasilevskis, Mt. Hamilton. It also includes a session held on 14 April 1954 at Riverside with State College library representatives Norris Bleyhl (Chico State), Beverley Caverhill (Los Angeles State), and Alan Covey (Sacramento State) to determine ways and means of developing closer cooperation and to study needs of libraries in California; and a Council sponsored meeting on 14-15 April 1955 at Berkeley of 23 staff members from the eight campuses of the University to gain a better understanding of the problems on each campus of interlibrary lending and borrowing.

The rapid growth of the University libraries and the problems encountered thereby led to two major activities by the Council during this biennium. In 1953/54 the present and future space needs on the various campuses for books, for clientele, and for library staff, were considered and reported to the President. The emphasis in 1954/55 was on the use of cooperative measures which would minimize cost and space to the University, such as increased use of intra-campus interlibrary lending and borrowing. Various other items considered by the Council included personnel problems and a Library School at UCLA.

Growth Problems

Library building policy. The Council made a recommendation to you on 18 January 1954 for an all-University library building policy, in response to your letter of 30 November 1953 for a report on library growth and building needs. It was the opinion of the Library Council that optimum size for undergraduate teaching libraries can be determined and can guide their future planning, but that the two larger research collections at Los Angeles and Berkeley can have no limit, although the growth of these collections can be controlled through cooperative efforts to prevent needless duplication and through increased interlibrary lending. The Council felt that the building of two storage libraries - in the two areas of concentration of libraries, San Francisco Bay Area and Los Angeles area - would be the most effective way to provide space and lower library costs. The Library Council also recommended that space on the Berkeley and Los Angeles campuses for undergraduate libraries be provided in the near

future to accommodate the increasing number of students and it stated that space away from main library buildings would be satisfactory. It was also pointed out that the research libraries must furnish work space for faculty and graduate students adjacent to the books and service units, and that adequate staff and space must be provided, to keep pace with the ever increasing needs. The Council stated that in the University's building program, all planning should include consolidation whenever possible of "branch" libraries in order to avoid expense of duplication and maintenance costs, and that easy access by users is the key to efficient library consolidation.

Cooperation with State Colleges. The Council met with three State College librarians on 14 April 1954 to encourage an understanding of each other's differing objectives and to explore areas of possible cooperation for the benefit of the libraries, their institutions, and the State. Subjects discussed were collecting policies, size limitation, storage libraries, interlibrary lending and borrowing, and accreditation procedures of Western College Association. It was agreed that Berkeley and Los Angeles should develop the basic book resources of the State and the State College libraries should make it their function to provide collections to support the immediate instructional programs of the colleges and not to build large general research collections. They should depend on the University libraries for seldom-needed research material and make greater use of the interlibrary lending arrangements.

Duplication of material. As a result of several discussions it was agreed that some duplication of material is necessary but much of it can be avoided. It is possible to exert more control over duplication and thus lower maintenance cost and reduce space needs. An interchange of memoranda on procedures for policy on duplicates on the various campuses was felt to be beneficial. The problem of serial duplication is particularly difficult and the Council decided to explore this subject further.

Economies. With a view to economic curtailments the Council discussed the question of whether libraries could substitute coverage of a field for duplication of expensive books and special items. It considered whether the "common pool" policy of the University libraries should extend to acquisition as well as use. Other aspects of this problem which were considered included University and Senate regulations, control of duplication brought about by recommendation and purchase of materials by special and departmental committees, division of responsibility between Berkeley and Los Angeles on a newspaper program, the advisability of a joint sets fund to eliminate needless duplication to be administered by the Library Council, the difficulties encountered in the rare books field, and various means of determining holdings of each campus. The subject of economies proved of such size that future sessions were planned when fuller consideration could be given.

Teletype. A teletype network for the University libraries was installed in October 1953 and the Council explored ways of expediting work by its use in interlibrary loans, reference use, administrative use, and

as a substitute for union catalogs. A report on its success in the initial year was sent to the President in June 1954. You expressed satisfaction and announced your continued support of TWX (17 September 1954).

Interlibrary lending and borrowing. The Library Council sponsored a meeting on interlibrary lending and borrowing at Berkeley on 14 and 15 April 1955 inviting representatives of the eight campuses who deal with these functions in order that a better understanding of the mechanics and problems of the intra-campus lending program might be obtained. The use of TWX, it was agreed, is very useful in determining the availability of material for interlibrary lending and also has a beneficial effect on the purchasing program, i.e. faculty and graduates are more likely to accept the principle of borrowing as a substitute for purchasing little-used materials if it can be obtained easily and quickly. The acceptance by clientele of photo-substitutes for materials which can be lent for only short terms, or are not renewable, was found to be increasing on most campuses, and problems of cost and delays in processing were discussed. The concept of the "common pool" policy as formulated in 1949 was investigated to determine whether the goals had been realized. (The basic principles of this policy are: borrowing as a substitute for purchase, and maximal implementation of borrowing, in order to eliminate unnecessary duplication in acquisition.) It was agreed that wider faculty education of the principles of the common pool would encourage interlibrary borrowing and that each library must have some particular area of responsibility in order to make its contribution. Recommendations were made for revisions of a draft of an interlibrary loan code consistent with policy and practices of the University libraries. The meeting proved successful and the Library Council on 4 May 1955 agreed that a similar meeting every two years would be profitable. Berkeley was instructed to draft a revised University interlibrary lending code in light of the discussion at the April meeting.

Other Items

70% merit increase. The Library Council discussed the University-wide problems created by the 70% limitation on merit increases imposed on non-academic employees by the Regents on 26 March 1954, which included the professional librarians, in order that they might carry out the directive equitably on all campuses.

L-1 salaries. At its 15 April 1954 meeting the Council took action on the low beginning salaries for Librarian-1s. It discussed the problems of difficulty of recruiting and keeping Librarian-1s and recommended the use of one of two proposals to eliminate these problems: (1) drop first two steps of L-1; or (2) employ L-1s for positions needing special subject or language qualifications at second step and use L-1 class in these positions as training grade for performance in the job at L-2 level. The Council instructed Mr. Voigt (assistant librarian at Berkeley) to discuss these proposals with Mr. Kaiser, Chief Personnel Officer, and on 25 August 1954 a document was presented to Mr. Kaiser setting forth the Council's proposals. Supporting data on competitive salaries,

librarianship as a career profession, recruitment, and higher requirements was submitted. The Regents' Finance Committee considered the proposal to eliminate the first two steps at their meetings of 22 October and 19 November 1954 and on 17 December the Regents increased the minimum one step but disallowed any further increase in minimum if general salary adjustments were made for 1955/56.

UCLA Library School. In January 1950 the President requested the Library Council to consider the question of a library school at UCLA. The Council, on 3 June 1950, advised that a survey of need be made. In November 1951 Dr. Robert D. Leigh was appointed to direct a survey of library education in California, which was completed in August 1952. This report concluded that two graduate schools, one in the north and one in the south, were adequate if enrollment and facilities were doubled and that a school at UCLA was needed by the State if USC could not be improved and expanded. In November 1952 the President asked the Council for its recommendations on the Leigh survey and on 2 December 1952 the Council advised the President to accept the Leigh recommendations that a third school would be educationally unsound, that two schools be developed to make competent instruction at the lowest possible cost, that such development could best be undertaken by the State University on its Berkeley and Los Angeles campuses; and that therefore the administration of USC be approached stating UCLA's readiness to accept transfer of the school, alumni, and faculty. On 9 November 1953 the Council received a request from you asking for comments and recommendations on two alternative plans suggested by Chancellor Allen of UCLA and reconsideration of Council's 2 December 1952 recommendations in view of this latest development: Plan 1 - to establish a new School of Librarianship on the Los Angeles campus as soon as possible (1954/55), estimating a need of \$34,000 for the first year; Plan 2 - to provide facilities for intensive summer sessions course, augmented by University Extension evening courses which would allow completion of one half of the degree requirements of a Bachelor of Library Science, the remainder to be completed at Berkeley. The Council at its meetings 17-18 November reconsidered the proposed Library School at UCLA and unanimously recommended to you (letter of 11 January 1954) that Plan 1 be adopted, without the degree designation, and be put into effect in 1954, pointing out that the need in southern California is growing for a strong full-scale school, and that although USC is not willing to relinquish its Library School, its gives no indication of ever getting much stronger and this should not be allowed to retard the University of California's response to professional demand and need for library education in southern California. The Council also recommended that a UC-UCLA Joint Library School Committee be established to plan and coordinate a program of cooperation between the Library Schools on the two campuses. On 13 September 1954 you acknowledged the Council's recommendations and reported that the University was not in a position to accept these recommendations but that you would ask the Joint Staff on Problems of Higher Education to make a follow-up survey in a year. At its meeting of 10 November 1954 the Council indicated that it was actively concerned with the matter of library education.

Library Bulletin. In the fall of 1953 the history of the Library Bulletin series was reviewed. The Council concluded that the kind of thing published in the nineteen issues of the series (1880-1942) was better published individually by the campus concerned. It was recommended to the Editorial Committee that the Library Bulletin be dropped from the Committee's list of University publications.

Conclusion

The Library Council has been fortunate to be able to meet at least twice a year with representatives of its and other libraries in order to pool their efforts and energies in making these libraries a combined tool wherein the books and other materials from all parts of the University can be obtained with the least cost and greatest facility.

Donald Coney
Secretary, 1953/55

DC:e
10 May 1956

