Annual Report to the UW-M Faculty by the University Librarian

The basic purpose of a university library is quite simple. It must provide the records of civilization and assist faculty and students to retrieve and interpret those records. While the basic purpose can be expressed simply, the functions required of the library are somewhat more complex. The library is a service agency of the University. Its success can be measured only by the degree of excellent service which it renders.

The development and growth of the UW-M Library must be tailored to the unique curricular, research, and service programs of UW-M. Our Library cannot be cast into a preconceived mold, nor can it be a stereotype of an existing institution.

By necessity the administrative structure of a University library is divided into three areas:

   Staff      Collections      Physical Plant

STAFF
The most vital adjunct to successful library operation is a live, vital, well-trained, dedicated, and adequate staff. The function of the staff is to acquire, organize, make available, and interpret the various types of printed, audio-visual, micro-image and mechanical (computer) materials necessary to fulfill the program of the University. The staff must be composed of specialists whose abilities span the total range of human knowledge and accomplishment.

We were tremendously encouraged in December when President F. H. Harrington authorized the immediate addition of three critical professional positions. To enable the staff to strive for excellence in collecting and organizing materials, and to serve as only a library can serve in the teaching and research function of the university, additional personnel must be added systematically. Ample opportunity must be provided for professional staff to pursue their research activities in the area of Bibliography as well as applied librarianship.

Staff Projections

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<th>Actual, 1961-62</th>
<th>Projection, 1971-72</th>
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<tr>
<td>Faculty</td>
<td>14</td>
<td>20</td>
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<tr>
<td>Clerical</td>
<td>12+26</td>
<td>40+60</td>
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COLLECTIONS
In the noblest definition, a University library collection must be the repository for the records of the accomplishments of mankind. It is impossible, however, for any one library to be all things to all people. There are certain things that we must do at UW-M to guide the library to a position of excellence in academic librarianship.

1. Basic collections. We are building a basic undergraduate collection which will eventually number between 80,000 and 100,000 volumes. Initially, this collection will be part of the total collection. As the student body and library collections grow, this basic collection could very well be deployed to an undergraduate division of the library.

2. We must continue to develop an extensive reference collection.

3. We must have an extensive collection of World Bibliography. While the UW-M Library can never contain all of the materials which may be requested, ample citation to the existence and often the location of those items can, and must, be available.
4. We are in the process of building a representative, yet comprehensive, collection of the classic literature of Western civilization.

5. We are seeking to develop systematic acquisitions of periodical literature, to be tailored to the unique program of UW-M.

6. In the spring of 1962, the UW-M Library became a selective depository for U.S. Government documents. This collection must be built in certain retrospective areas, as well as be kept current.

7. Collections in areas of special UW-M curricular, research, and service areas must be developed. Examples: The Exceptional Child Program in Education, the newly designated Department of Urban Studies, the projected program in Great Lakes Studies, and the Peace Corps projects.

We feel that it is possible to build adequate library collections to serve a relatively large number of diverse disciplines in graduate programs on the Masters level and to build collections to serve the research needs of the Faculty at UW-M in the immediate future if funds are made available for staff and materials.

It would be most convenient if a given discipline could be concentrated upon at a given time, or within a given budget period. Such is not the case, however. The University is growing so fast in so many areas that we must endeavor to keep abreast as best we can. We are striving, with the aid and advice of the Faculty Library Committee, to develop an acquisitions program to serve our purpose. We hope that the time is near when we can acquire all materials printed in English as they are published which are pertinent to the specific disciplines concentrated upon at UW-M. Such a policy will insure our obtaining the material while it is in print and at reasonable cost. We are endeavoring to add foreign language material of primary interest as it is published. A portion of each annual budget must be devoted to acquiring out-of-print materials in all disciplines as they become available. It is necessary to make extensive use of microprint copy in certain out-of-print areas.

**PHYSICAL PLANT**

To accommodate growing collections, student enrollment, and increasing numbers of staff, extensive addition to, and remodeling of, the existing physical plant is mandatory. With the aid, advice, and magnificent cooperation of the Faculty Library Building Committee, the program describing our new library addition was written and published late in the fall. We were most pleased when the Wisconsin State Building Commission approved $3,680,000 for the 1963-65 biennium to be used for the purpose of building the library addition.

The bill requesting funds is now before the Legislature. The architect has been retained. He is Mr. Fitzhugh Scott of Milwaukee. Initial planning funds approximating $40,000 have already been made available. The next couple of months should begin to witness ideas on paper.

The Building Program, which was written by Mr. Donald Sites, University Architect, and myself, is available to you at the Reserve Book Desk in the Library.

Thus far, we have been discussing in rather general terms. Let us now look at some of the specific accomplishments of the past year which are transporting us closer to our goal of a University library of first rank.

1. A tremendous amount of time and effort has gone into the building planning that has just been described.

2. The Herculean task of recruiting the best possible candidates for our newly authorized positions is an accomplished fact. We were extremely fortunate in
locating a young man whose background, interest, and accomplishments uniquely enables him to serve as Administrative Assistant to the Librarian. This position was filled on February 1, 1963. Again, we are fortunate in recruiting the assistant acquisitions librarian of one of our major Midwestern Universities to fill our newly created position of Acquisitions Librarian and Bibliographer of the Collections. He will join our staff on July 1. We have invited a young woman with excellent background in University reference work, and twelve years of experience, to join our staff. This morning’s mail brought the glad tidings that she will be with us on May 1.

3. Perhaps the greatest decision that I will ever make while encumbent in this position was to change from the Dewey Decimal Classification System to the Library of Congress Classification System. The advantages are many. My thanks go to the members of the Faculty Library Committee for their ideas, help, and encouragement in arriving at this decision. I wish publicly to acknowledge my thanks and great appreciation to members of our Catalog Department staff. The transition was extremely smooth due to careful study and preparation by the staff, a tour of university libraries which are in the process of transferring systems or who have recently converted, by the Head of our Catalog Department, and the determination of the staff that the program should succeed. We now join over 400 academic libraries in this country using the Library of Congress System.

4. The classification change is only one part of a three-phase program to streamline our technical processes division. Critical study has been given to our circulation routines and procedures. After careful analysis, it has been decided to convert to the McBee Key Sort System so widely used in college and university libraries. Only $940 for materials stands between us and the conversion. You might expect to see the new look shortly after the 1st of July.

5. We intend that the summer months be spent in an intensive study of the routines of bibliographic control so vital to the efficient technical processes functioning of a university library.

6. In this fiscal year, approximately $104,000 of State funds are being spent for books and periodicals. Approximately $13,000 of this total is being expended on additions to the reference collection, $33,000 for serial publications, and the remainder for monographic publications. Among the truly significant acquisitions this year in the areas of reference and bibliography are included The Catalog of the Bibliotheque Nationale, Paris; Pauly, Encyclopedia of Classical Antiquity; The Encyclopedias Italiana and Espasa; The Thema-Becker Biography; Beilstein, Handbook of Organic Chemistry; Index Kawensis; Neave, Zoological Nomenclature; the Bibliography of the Great Lakes Fisheries Commission; and the classic Brokgauz-Efron, commonly known as the Imperial Russian Encyclopedia.

We are continually acquiring printed catalog supplements of the Library of Congress and of the Library of the British Museum as they are published.

I wish that it were possible to really share with you the thrill of being the first person to touch a new book coming into the library, especially one of monumental importance.

During the past year, 210 new periodical titles have been added to our acquisitions list, plus 63 additional standing orders for annual publications. As of this date, we are receiving 1,990 current periodicals. From July 1, 1962, until February 28, 1963, 9,576 classified volumes, 819 bound periodical volumes, and 1,994 reels of microfilm, a total of 12,389 items, have been added to the collections. In addition, approximately 3,600 items from the U.S. Superintendent of Documents have been deposited in our collections. It might be interesting to see just what this figure
As of this date, we estimate that there are 160,000 items in our library collection. We have a target of 500,000 bibliographic items by 1975. To arrive at this half million mark, we must follow a definite acquisitions schedule. In a project that I had prepared for the Library Building Committee last summer, I estimated that, with change in classification system and other mechanical devices to expedite our procedures, we would indeed be fortunate to process 12,000 items into the collections during this year. Quite obviously, we are ahead of schedule. The schedule calls for the addition of approximately 30,000 items per year by 1965, increasing to 55,000 items per year by 1971, and an acquisition rate of 55,000 to 60,000 per year from then on. We feel that we are on schedule. One thing that we have no intention of letting interfere with our rate of acquisitions is limited physical facilities. We might paraphrase "Citizen" Winston when we say, "We will pile them in the corridors; we will pile them in the stairwells; we will pile them in the rest rooms; and we will pile them anywhere that we might."

As of this date, all monies at our disposal are committed for the purchase of library materials. We have in our files orders for materials which would cost hundreds of thousands of dollars to purchase, if they were available. Shortly after the first of April, I shall take the liberty of returning all unfilled order request slips to departmental chairmen and earnestly request that you, with your faculties, re-evaluate the requests in light of your changing needs. It is our hope that each department will elect or appoint a library committee which will be given the responsibility of monitoring all departmental requests and will deal directly with the Library Acquisitions Department.

7. We have attempted, in some areas, to rearrange internal physical facilities to enable us to give better service.

8. With the aid and cooperation of the UW-M Business Office, we are reorganizing bookkeeping, purchasing, and other business routines to enable us to handle a larger number of materials more efficiently.

9. Present figures indicate that our incoming interlibrary loan transactions this year will greatly exceed 1,000, a one-third increase over last year. Statistics tend to indicate that UW-Madison is able to provide less than two-thirds of our requested items. We are going further and further afield as interlibrary loan requests become more sophisticated. It is interesting to note that we have gone as far as the University of Moscow, Russia, and the University of Glasgow, Scotland, to obtain the items that you need. We wish to point out that in this institution most of the costs of interlibrary loan is not charged back to faculty. It is almost completely underwritten by the Library Supplies and Expense Budget. It is very often an extremely expensive service.

10. The reserve book service remains a very busy and expensive adjunct of our total service. As staff time permits, we are endeavoring to keep statistics on actual reserve book usage. One set of negative statistics at our disposal indicates that as much as 20 per cent of the material on reserve during a given semester does not circulate, not even once. We suggest that the Faculty may wish to take a new look at the present reserve book procedures which are essentially many years out of date.

11. In January, an agreement was signed with the Wisconsin State Historical Society which established an Area Research Center to be located at UW-M. This means that many of the valuable research materials relating to southeast Wisconsin now reposing in the State Historical Society Library will be transferred to UW-M. Early in the fall of 1962, an official UW-M Archives was established in the Library. The project, so far, is being partially funded by the University Archivist.
at Madison. He has been traveling to Milwaukee once a week to supervise the personnel that has been retained to organize our Archive and to help us establish procedure and gather materials. Many of you have already been contacted relative to depositing archival materials. Later this spring, we intend to solicit all Deans and Department Heads for materials of archival interest that should be relegated to the University Archive. We intend to establish procedure which will insure that materials currently being produced will be deposited at the time of publication.

12. This year has witnessed an extensive program of self-analysis and self-survey to determine our strengths and weaknesses. This is not an unusual thing in university libraries. Two years ago, the libraries in the metropolitan New York area started an extensive survey of their own activities to determine who used the various facilities and in what way. One of the published results of the New York survey appeared in the March 1, 1963, Library Journal. The librarian of the Science and Technology Division of the New York Public Library listed the 100 most used science periodicals. The Library Journal was received in our office on March 6, and on March 7, a member of our staff checked our periodical holdings to see how many of the periodicals on the New York Public Library list we were receiving on that date. Now, as you well know, the Science and Technology Division of the Astor, Lennox, Tilden Library is not among the smaller science collections on the Eastern seaboard. Of the first 25 titles on that list, UW-M is receiving 17, or 68 per cent. Of the first 50 titles, UW-M is receiving 33, or 66 per cent. The percentage point decreases rapidly beyond 50, as well it might, considering the highly sophisticated nature of the New York Public Library bibliography.

During the January meeting of the American Library Association, members of the Notable Books Council met to make their annual list of the most important titles printed in 1962. This Council is acknowledged to be composed of reputable librarians and academic personnel. Prior to the meeting, the titles of 570 books were submitted for consideration. Fifty-four were finally chosen to represent the truly significant publishing efforts of the World's presses. On the same day we received the News Release of the Council's action, we checked our holdings. The UW-M Library had automatically purchased 36 of the 54 "best" titles, 67 per cent. It is our sincere hope that within the next year we will arrive at very close to 100 per cent automatic acquisition of the significant general literature being published. We are in the process of checking our reference holdings against the accepted bibliographies in that area.

13. We have enjoyed much outside assistance this past year. There have been a number of cash gifts ranging from $25 to $1,500 made directly to the Library, plus gifts and cash totaling $14,000 made through the Friends of the UW-M Library. Among the positive actions taken on behalf of our Library by the Friends group was a grant which enabled us to put in operation a Xerox 914 photocopying machine. Those of you who have had occasion to use the 914 are well aware of what it can do. We call your attention to the fact that outside funding has made it possible to have the machine. The personnel which operate the machine are regular members of the Library staff, and the extra effort that they spend in operating the machine is just another expression of our desire to give better service.

14. In an effort to keep you posted on on-going projects and developments, and to inform you of current additions to the collection, we have instituted a new publication--The UW-M Library News. This publication is available for loan from your Department Head, or may be borrowed at the Library.

If a truly great academic library collection is to be built in this place, complete cooperation and rapport must exist between Faculty, Administration, and Library Staff. It is impossible for a library staff to conduct the highly complex business of building a library.
of excellence without complete and wholehearted support. I feel that the Administration has exhibited good faith and support. I assure you that the library is continually endeavoring to increase the amount and quality of various services. We are pleased with the many constructive suggestions and opinions that you, the Faculty, have offered this year. In fact, many of you have led us directly to some very fine additions to the collection.

If we are to truly prosper in this fantastic venture of creating a quality academic library overnight, not only your continuing, but your ever-increasing cooperation and backing are necessary.

We are of the opinion that progress has been experienced this year. This experience has been excellent training for the challenges that lie ahead.

Mark M. Gormley, Librarian