Lii 1

# The University of Chicago

The University Libraries

OFFICE OF THE ASSOCIATE DIRECTOR

April 10, 1925.

President E.D. Burton,
University of Chicago,
Faculty Exchange.

Dear Mr. President:

The Library Board in its meeting, April first, 1925, instructed the undersigned to draft an appeal to the Board of Trustees that in planning for future buildings, special consideration be given to the imperative need for more book stacks.

It may be that the only statement required from me in this connection, is a reference to the Special Report on the University Libraries to the Board of Trustees, January 1925. On pages 3 to 5, Section II, 1. Book Stacks, the need for additional stacks has been set forth in considerable detail. Under II, 4. New Demands on the University Libraries, and III, Recommendations, the same question is again touched on.

If in your opinion an additional statement is needed, setting forth in greater detail the problems confronting the University Libraries, I shall be glad to furnish such information as may come to mind.

Very sincerely yours,

J.C.M. Hanson

J.C.M. Hanson,

Associate Director.

JCMH:MS

# The University of Chicago

The University Libraries

OFFICE OF THE ASSOCIATE DIRECTOR

April 10, 1923.

President K.L. Burton,
University of Chicago,
Faculty Exchange.

Dear Mr. President:

The Library Board in its meeting, April first, 1923, instructed the undersigned to draft an appeal to the Board of Trustees that in planning for future buildings, special consideration be given to the imperative need for more book stacks.

It may be that the only statement required from me in this connection, in a reference to the General Report on the University Libraries to the Board of Trustees, January 1923. On pages 3 to 5, Section II, 1. Book Stacks, the need for additional stacks has been set forth in considerable detail. Under II, 4. New Demands on the University Libraries, and III, Recommendations, the same question is again touched on.

If in your opinion an additional statement is needed, setting forth in greater detail the problems confronting the University Libraries, I shall be glad to furnish such information as may come to mind.

Very sincerely yours,

C.W.E. Lemon,

Associate Director.

JCMM:MS

Office of the Chancellor
Return 502 Admin.

Special Report on

THE UNIVERSITY OF CHICAGO LIBRARIES

To the Board of Trustees

January 1925.

The purpose of this report is to give a brief survey of the development of the University Libraries in the last fourteen years, to show the present needs of this department and recommend measures for relief.

The library of a university is said to be the one department that touches all other departments, a connecting link, around the resources of which must needs center most of the academic research directly dependent on the printed or written word as represented in books and manuscripts. For this reason, it is deemed of special importance that the urgent needs of this department shall be fully understood.

1. Development, 1910-1924.

In June, 1910, the University had a General Library with some 70,000 volumes and 18 departmental libraries with 219,000 volumes. In June 1924, there were, in addition to the General Library with 500,000 volumes, 9 departmental libraries with approximately the same number. There were also between 80,000 and 90,000 volumes not as yet catalogued.

During the fiscal year 1909-10, the General Library circulated a little over 20,000 volumes. In the fiscal year 1923-24, the General Library circulated a little over 414,500 volumes. In 1909-10, nearly 300 volumes were lent to other libraries. In 1923-24, the number had increased to over 2,000 volumes. In 1910 the library staff numbered about 23 persons. In 1924 this number had increased to over 100. In June 1910, the salary budget of the Libraries amounted to about $21,710.00. In 1924-25, the salary budget has been increased to $140,321.00. In 1909-10, the expenditures for books amounted to a little over $28,000. In 1923-24, expenditures for books had been increased to $67,470.

Office of the Chancellor
Saturn 5012 Admin.

Special Report on

THE UNIVERSITY OF CHICAGO LIBRARIES

To the Board of Trustees

January 1928.

The purpose of this report is to give a brief survey of the development of the University Libraries in the last fourteen years, to show the present needs of this department and recommend measures for relief.

The library of a university is said to be the one department that touches all other departments, a connecting link, around the resources of which must needs center most of the academic research directly dependent on the printed or written word as represented in books and manuscripts. For this reason, it is deemed of special importance that the urgent needs of this department shall be fully understood.

I. Development, 1910-1924.

In June, 1910, the University had a General Library with some 70,000 volumes and 18 departmental libraries with 219,000 volumes. In June 1924, there were, in addition to the General Library with 800,000 volumes, 9 departmental libraries with approximately the same number. There were also between 80,000 and 90,000 volumes not as yet catalogued.

During the fiscal year 1909-10, the General Library circulated a little over 20,000 volumes. In the fiscal year 1923-24, the General Library circulated a little over 414,800 volumes. In 1909-10, nearly 300 volumes were lent to other libraries. In 1923-24, the number had increased to over 2,000 volumes. In 1910 the library staff numbered about 23 persons. In 1924 this number had increased to over 100. In June 1910, the salary budget of the libraries amounted to about $24,710.00. In 1923-24, the salary budget has been increased to $140,821.00. In 1909-10, the expenditures for books amounted to a little over $36,000. In 1923-24, expenditures for books had been increased to $87,470.

Prior to 1910 there was no agreement between the libraries in regard to systems of cataloguing and classification. There was little or no coordination between the General Library and the departments or between individual departmental libraries. With the exception of the School of Education and in part the General Library, the cataloguing and classification systems in use had been devised and applied by students and instructors without adequate professional training. The catalogues were with few exceptions, incomplete and defective.

The great national and subject bibliographies, the most important printed catalogues, were lacking for the most part and those on hand were, with few exceptions, found in departmental libraries where they were not readily accessible.

The last fourteen years have witnessed important changes. The entire library system of the University has been harmonized and coordinated, so that nearly all books are now purchased, catalogued, classified and bound under the direction of the central administration and on a system which will compare favorably with that of any other university. The new cataloguing and classification system, begun in 1911, incorporates by this time over 950,000 volumes and pamphlets, to which the present staff is able to add about 72,000 volumes a year. The system adopted is that of the Library of Congress, and it is so comprehensive and elastic, and the work is done in so thorough a manner, that there will be no need of expensive alterations or reorganizations in the future. No increase in book resources, or possible changes in policy will necessitate serious modifications or changes.

Prior to 1910 there was no agreement between the libraries in regard to systems of cataloguing and classification. There was little or no coordination between the General Library and the departments or between individual departmental libraries. With the exception of the School of Education and in part the General Library, the cataloguing and classification systems in use had been devised and applied by students and instructors without adequate professional training. The catalogues were with few exceptions, incomplete and defective.

The great national and subject bibliographies, the most important printed catalogues, were lacking for the most part and those on hand were, with few exceptions, found in departmental libraries where they were not readily accessible.

The last fourteen years have witnessed important changes. The entire library system of the University has been harmonized and coordinated, so that nearly all books are now purchased, catalogued, classified and bound under the direction of the central administration and on a system which will compare favorably with that of any other university. The new cataloguing and classification system, begun in 1911, incorporates by this time over 980,000 volumes and pamphlets, to which the present staff is able to add about 75,000 volumes a year. The system adopted is that of the Library of Congress, and it is so comprehensive and elastic, and the work is done in so thorough a manner, that there will be no need of expensive alterations or reorganizations in the future. No increase in book resources, or possible changes in policy will necessitate serious modifications or changes.

Special attention has been paid to the development of reference books, bibliographies and source material. Learned society publications and periodicals are well represented. The collection of Government documents is no doubt the largest in the West. Valuable collections of manuscripts have been acquired, also newspapers of importance for historical research. History, Philosophy, Philology and Literature have been built up, so that in certain departments, like American Literature and History, British Literature and History, Church History, Religion and Theology, Classical Archaeology and Philology, Egyptology, etc., the University of Chicago now rivals some of the oldest and largest institutions of the East and is equaled by few, if any, of the institutions of the West.

The staff, which in 1910 had few assistants with professional training, has been gradually strengthened until it now has a number of assistants who are graduates of leading library schools, with long training in large university and reference libraries.

## II. Present Problems.

### 1. Book Stacks.

One of the most serious and pressing problems confronting the Library administration is the lack of adequate stack room in connection with the General Library. The gross stack capacity of Harper Library is a little over 400,000 volumes. The efficient working capacity is not over 300,000 volumes, for the reason that a growing library must allow at least one-fourth of each shelf for additions. The holdings of the General Library today are about 500,000 volumes - 350,000 in the basement stacks, 50,000 in the East Tower stacks, 50,000 in various reading rooms and work rooms, and 50.000 removed to Classics basement. Because of the congested condition of Harper stackroom, there is an

Special attention has been paid to the development of reference books, bibliographies and source material. Learned society publications and periodicals are well represented. The collection of Government documents is no doubt the largest in the West. Valuable collections of manuscripts have been acquired, also newspapers of importance for historical research. History, Philosophy, Philology and Literature have been built up, so that in certain departments, like American Literature and History, British Literature and History, Church History, Religion and Theology, Classical Archaeology and Philology, Egyptology, etc., the University of Chicago now rivals some of the oldest and largest institutions of the East and is equaled by few, if any, of the institutions of the West.

The staff, which in 1910 had few assistants with professional training, has been gradually strengthened until it now has a number of assistants who are graduates of leading library schools, with long training in large university and reference libraries.

II. Present Problems.

1. Book Stacks.

One of the most serious and pressing problems confronting the Library administration is the lack of adequate stack room in connection with the General Library. The gross stack capacity of Harper Library is a little over 400,000 volumes. The efficient working capacity is not over 300,000 volumes, for the reason that a growing library must allow at least one-fourth of each shelf for additions. The holdings of the General Library today are about 800,000 volumes - 320,000 in the basement stacks, 80,000 in the East Tower stacks, 60,000 in various reading rooms and work rooms, and 60,000 removed to Classics basement. Because of the congested condition of Harper stackroom, there is an

unusual amount of wear and tear on bindings and much loss of time in placing new books, as it is frequently necessary to shift a thousand books in order to make space for a few volumes of new additions. It also means that the regular sequence of numbers must be broken in places and books shelved out of their proper order. Further, entire classes, Philosophy, Art, Music, and many sections of Science, have been removed to the Classics Building and departments on the north side of the campus in order to make room for books added to the classes remaining in Harper. To have books theoretically located in Harper Library and so recorded in the catalogue, shelved in Classics and other buildings not connecting directly with Harper, is naturally a great inconvenience to Faculty, students, and particularly to the library staff whose work is thereby retarded and complicated in various ways.

It stands to reason that with 350,000 volumes already in Harper stackroom and 30,000 volumes being added every year, we are here approaching a most serious problem. The only relief now in sight is the new Theology Building, which may be ready for occupancy on October 1, 1925. Some 25,000 volumes may be removed from Harper to this building. But the space thus vacated can be distributed equally throughout the stackroom only at a labor cost of over $1000 and wear and tear on books and bindings which cannot be estimated. The space thus becoming available will hardly suffice for one year's growth.

Stated concretely, there is needed at once 20,000 additional cubic feet of stackroom space in order to reduce the present congestion. The annual growth at the present rate will require at least 12,000 cubic feet each year. But as this addition will involve a $1000 shift each year and much wear on books, it will be necessary to figure additional stack space to last for five,

unusual amount of wear and tear on bindings and much loss of time in placing new books, as it is frequently necessary to shift a thousand books in order to make space for a few volumes of new additions. It also means that the regular sequence of numbers must be broken in places and books shelved out of their proper order. Further, entire classes, Philosophy, Art, Music, and many sections of Science, have been removed to the Classics Building and departments on the north side of the campus in order to make room for books added to the classes remaining in Harper. To have books theoretically located in Harper Library and so recorded in the catalogue, shelved in Classics and other buildings not connecting directly with Harper, is naturally a great inconvenience to Faculty, students, and particularly to the library staff whose work is thereby retarded and complicated in various ways.

It stands to reason that with 350,000 volumes already in Harper stackroom and 30,000 volumes being added every year, we are here approaching a most serious problem. The only relief now in sight is the new Theology Building, which may be ready for occupancy on October 1, 1926. Some 25,000 volumes may be removed from Harper to this building. But the space thus vacated can be distributed equally throughout the stackroom only at a labor cost of over $1000 and wear and tear on books and bindings which cannot be estimated. The space thus becoming available will hardly suffice for one year's growth.

Stated concretely, there is needed at once 30,000 additional cubic feet of stackroom space in order to reduce the present congestion. The annual growth at the present rate will require at least 12,000 cubic feet each year. But as this addition will involve a $1000 shift each year and much wear on books, it will be necessary to figure additional stack space to last for five,

or better, ten years. This additional stack space can best be provided in a new building connecting Classics with Harper, or by extending the stacks in Harper to include the first floor.

2. Uncatalogued Books and Other Arrears.

There are between 80,000 and 90,000 books not catalogued at all and some 46,000 volumes catalogued on various old systems now wholly out of date, a total of 126,000 to 136,000 volumes, therefore, which may be classed as arrears.

The current output of the staff is approximately 72,000 volumes a year. The new accessions number about 50,000 volumes including pamphlets which must be catalogued. If arrears are to be eliminated in three years, it will be necessary not only to provide salaries which will hold the present staff, but also materially to strengthen it by the addition of new assistants. It is estimated that to hold the present force of cataloguers and classifiers will require a salary budget for the departments involved of $67,530 a year as against $54,790 for 1924-25. To handle 80,000 volumes of uncatalogued books in three years will require at least an additional $21,870. It is impracticable to deal with the 46,000 volumes in departmental libraries which will sometime have to be recatalogued, as the working space for so many assistants can hardly be provided in the next year or two. Estimate of the cost of this may therefore be omitted.

3. Increase of Salary Scale.

The average of salaries paid to the library staff ten years ago was about $1000. This average has been increased slowly until it now stands at approximately $1349. This average is as yet considerably lower than that of

or better, ten years. This additional stack space can best be provided in a new building connecting Classics with Harper, or by extending the stacks in Harper to include the first floor.

2. Uncatalogued Books and Other Arrears.

There are between 80,000 and 90,000 books not catalogued at all and some 46,000 volumes catalogued on various old systems now wholly out of date, a total of 126,000 to 136,000 volumes, therefore, which may be classed as arrears.

The current output of the staff is approximately 72,000 volumes a year. The new accessions number about 80,000 volumes including pamphlets which must be catalogued. If arrears are to be eliminated in three years, it will be necessary not only to provide salaries which will hold the present staff, but also materially to strengthen it by the addition of new assistants. It is estimated that to hold the present force of catalogueers and classifiers will require a salary budget for the departments involved of $67,830 a year as against $64,790 for 1924-25. To handle 80,000 volumes of uncatalogued books in three years will require at least an additional $21,870. It is impracticable to deal with the 46,000 volumes in departmental libraries which will sometime have to be recatalogued, as the working space for so many assistants can hardly be provided in the next year or two. Estimate of the cost of this may therefore be omitted.

3. Increase of Salary Scale.

The average of salaries paid to the library staff ten years ago was about $1000. This average has been increased slowly until it now stands at approximately $1240. This average is as yet considerably lower than that of

the majority of public and university libraries. Up to 1924, the Library of Congress, with a salary scale fixed about 24 years ago, showed even a lower average than the University of Chicago. Beginning with July 1, 1924, however, a new scale, established for the Government Service, has appreciably increased the average of salaries at the Library of Congress, so that it is now considerably higher than that of the University of Chicago Libraries. The result has been that the University Libraries find it hard to hold their best assistants. There is an annual turnover of from 20% to 30% , which seriously interferes with the progress of the reorganization, because it is the assistant most competent to deal with the bibliographical problems involved whose services are especially sought for by other libraries.

4. New Demands on the University Libraries.

Rush Medical College Library, with nearly 35,000 volumes, will have to be reorganized. The University Library is already ordering and binding books for this library, but is not cataloguing or classifying them.

The new Medical buildings to be erected will involve some difficult library problems, possibly removal and consolidation of medical books now stored in several buildings. New equipment and additional force may be required to carry out these plans.

The manuscript collections must be adequately catalogued, classified and cared for. The present equipment does not supply the proper shelving or ventilation, and the careful and scholarly calendaring and recording of this valuable source material cannot be undertaken by the present staff, at any rate not until the arrears of books referred to under (2) above have been eliminated.

Besides books and manuscripts, there are maps, musical scores (nearly 20,000), prints and photographs which must be arranged on some definite system and recorded.

the majority of public and university libraries. Up to 1924, the Library of Congress, with a salary scale fixed about 24 years ago, showed even a lower average than the University of Chicago. Beginning with July 1, 1924, however, a new scale, established for the Government Service, has appreciably increased the average of salaries at the Library of Congress, so that it is now considerably higher than that of the University of Chicago Libraries. The result has been that the University Libraries find it hard to hold their best assistants. There is an annual turnover of from 20% to 30%, which seriously interferes with the progress of the reorganization, because it is the assistant most competent to deal with the bibliographical problems involved whose services are especially sought for by other libraries.

4. New Demands on the University Libraries.

Rush Medical College Library, with nearly 35,000 volumes, will have to be reorganized. The University Library is already ordering and binding books for this Library, but is not cataloguing or classifying them.

The new Medical buildings to be erected will involve some difficult library problems, possibly removal and consolidation of medical books now stored in several buildings. New equipment and additional force may be required to carry out these plans.

The manuscript collections must be adequately catalogued, classified and cared for. The present equipment does not supply the proper shelving or ventilation, and the careful and scholarly calendering and recording of this valuable source material cannot be undertaken by the present staff, at any rate not until the arrears of books referred to under (3) above have been eliminated.

Besides books and manuscripts, there are maps, musical scores (nearly 20,000), prints and photographs which must be arranged on some definite system and recorded.

Requests for photostatic reproduction from books in the University Libraries and vice versa, by our own Library for similar reproduction from books in other libraries to complete defective copies or sets, are increasing year by year.

Among other demands likely to confront the University in the near future, are the installation of a Graduate School of Library Science and the printing of various bibliographical contributions for which copy is in part ready. Some of these publications, such as the catalogue of reference books and a new and enlarged Handbook of the Libraries, are needed in connection with the service, others, e.g., a catalogue of the Huber Collection of Music, in fulfillment of promises made to the donor.

III. Recommendations.

The facts as above stated show clearly that as soon as possible the University should take the following steps:

1. It should provide additional space for books. readers, and staff. Several library departments are now so congested that operations are seriously interfered with. The congestion is steadily becoming more serious, as books, catalogue cases and other equipment essential to the functioning of the Library, are encroaching on the space available. Assistants who according to standard estimates should have at their disposal from 90 to 100 square feet of floor space, are now working in space of less than 35 square feet, and in another year there will be a further diminution unless certain operations are to be discontinued altogether.

This situation might be relieved to a certain extent so far as concerns the Libraries by carrying out the original plan for the Harper Memorial Library of raising the basement stacks to include the first floor. This would provide

Requests for photostatic reproduction from books in the University Libraries and vice versa, by our own Library for similar reproduction from books in other libraries to complete defective copies or sets, are increasing year by year.

Among other demands likely to confront the University in the near future, are the installation of a Graduate School of Library Science and the printing of various bibliographical contributions for which copy is in part ready. Some of these publications, such as the catalogue of reference books and a new and enlarged Handbook of the Libraries, are needed in connection with the service, others, e.g., a catalogue of the Huber Collection of Music in fulfillment of promises made to the donor.

III. Recommendations.

The facts as above stated show clearly that as soon as possible the University should take the following steps:

1. It should provide additional space for books, readers, and staff. Several library departments are now so congested that operations are seriously interfered with. The congestion is steadily becoming more serious, as books, catalogue cases and other equipment essential to the functioning of the Library are encroaching on the space available. Assistants who according to standard estimates should have at their disposal from 90 to 100 square feet of floor space are now working in space of less than 35 square feet, and in another year there will be a further diminution unless certain operations are to be discontinued altogether.

This situation might be relieved to a certain extent so far as concerns the Libraries by carrying out the original plan for the Harper Memorial Library of raising the basement stacks to include the first floor. This would provide

two stories of stacks and space for 300,000 volumes additional. It would, however, only transfer the difficulty to another point by making necessary the provision of space in other buildings for the activities now occupying the lower floor of Harper. The wisdom of this change is doubtful, moreover, even from the point of view of the Libraries, for part at least, of the first floor of Harper may be needed ultimately for other purposes than stacks.

The only remedy, therefore, which will really relieve the situation is to erect a building west of Harper, thus connecting the General Library in Harper with Classics. This step should also be followed as soon as possible by the erection of a building east of Harper. The erection of only the basement portion of the building between Harper and Classics and possibly the first floor with provision for stacks, would afford practical relief, but would involve serious difficulty. The erection, therefore, of the entire building at this point should be undertaken at the earliest possible moment and be followed as soon as practicable by the erection of the building east of Harper.

2. It should within three years increase the salaries of the present staff by 25 per cent, in order that we may at least approximate the new scale set by the Reclassification Act of 1923 for the professional and clerical service of the Government, which includes the Library of Congress. Unless this is done, the best elements of the staff will gradually be drawn off by other institutions. Offers of from $300 to $400 in advance of the salaries received here are not infrequent.

3. It should, as soon as space is available, increase the staff by about 25 per cent. This increase will be necessary if the arrears of uncatalogued books are to be brought up to date in three years and the

two stories of stacks and space for 200,000 volumes additional. It would, however, only transfer the difficulty to another point by making necessary the provision of space in other buildings for the activities now occupying the lower floor of Harper. The wisdom of this change is doubtful, moreover, even from the point of view of the Libraries, for part at least, of the first floor of Harper may be needed ultimately for other purposes than stacks.

The only remedy, therefore, which will really relieve the situation is to erect a building west of Harper, thus connecting the General Library in Harper with Classics. This step should also be followed as soon as possible by the erection of a building east of Harper. The erection of only the basement portion of the building between Harper and Classics and possibly the first floor with provision for stacks, would afford practical relief, but would involve serious difficulty. The erection, therefore, of the entire building at this point should be undertaken at the earliest possible moment and be followed as soon as practicable by the erection of the building east of Harper.

2. It should within three years increase the salaries of the present staff by 25 per cent, in order that we may at least approximate the new scale set by the Reclassification Act of 1923 for the professional and clerical service of the Government, which includes the Library of Congress. Unless this is done, the best elements of the staff will gradually be drawn off by other institutions. Offers of from $300 to $400 in advance of the salaries received here are not infrequent.

3. It should, as soon as space is available, increase the staff by about 25 per cent. This increase will be necessary if the arrears of uncatalogued books are to be brought up to date in three years and the

urgent demands of faculty and students for better supervision and service in connection with the departmental libraries and the acquisition and care of official documents and serial publications are to be met.

To meet the imperative needs of 1925-26, in which it will be impossible to add materially to the available space for books, or, because of lack of working space, to the staff, the following recommendations are proposed with the suggestion that the first be referred to the Budget Committee for consideration and report to the Board, and the second to the Library Board for consideration and report to the President:

a. That there be added to the budget the sum necessary to increase the salaries of the present staff by one-third of the difference between their present salaries and the Library of Congress scale. This will require about $12,500.

b) In order to permit the staff to make better progress on the cataloguing of approximately 136,000 volumes of arrears, adopt, as far as it may be possible, a policy of rigid selective purchasing of books which shall not add materially to the labor of cataloguing. Examples are: manuscripts, not at present catalogued by the regular staff, newspapers and other serials filling gaps in sets already in the Libraries and not requiring new and original cataloguing.

Ernest D. Burton

Director.

J. C. M. Hanson

Associate Director.

urgent demands of faculty and students for better supervision and service in connection with the departmental libraries and the acquisition and care of official documents and serial publications are to be met.

To meet the imperative needs of 1928-29, in which it will be impossible to add materially to the available space for books, or, because of lack of working space, to the staff, the following recommendations are proposed with the suggestion that the first be referred to the Budget Committee for consideration and report to the Board, and the second to the Library Board for consideration and report to the President:

a. That there be added to the budget the sum necessary to increase the salaries of the present staff by one-third of the difference between their present salaries and the Library of Congress scale. This will require about $12,600.

b) In order to permit the staff to make better progress on the cataloguing of approximately 135,000 volumes of arrears, adopt, as far as it may be possible, a policy of rigid selective purchasing of books which shall not add materially to the labor of cataloguing. Examples are: manuscripts, not at present catalogued by the regular staff, newspapers and other serials filling gaps in sets already in the Libraries and not requiring new and original cataloguing.

Ernest D. Burton

Director.

J. C. M. Hanson

Associate Director.