

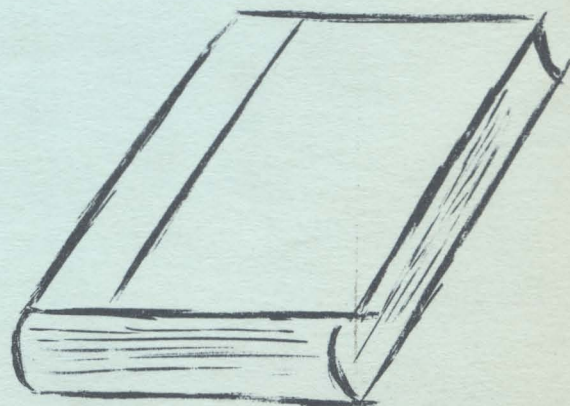
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1960/61

# UNIVERSITY of TENNESSEE LIBRARIES

## Annual Report

JUNE 30, 1961

William H. Jesse, Director



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October 1961

A REPORT ON THE UNIVERSITY OF TENNESSEE LIBRARIES

For the Year Ending June 30, 1961

Two trends significant to the future development of the University of Tennessee Libraries are observable from a study of the fiscal year 1960-61 library statistics.

SERVICE

First, a change in the nature and extent of library use was evident. Circulation records showed an appreciable increase in use of the library by students and faculty. The Undergraduate Library was opened for use in September 1959, with eight thousand books on shelves which will eventually accommodate forty thousand. By July 1961, when Undergraduate contained 20,525 books, many of them transferred from the general collection, one might have assumed, quite logically, that use of the general collection might decrease by some small percentage. This has not been the case.

In 1959-60, there were 64,641 books checked out from the Main Library loan desk for home use; in 1960-61, when the Undergraduate Library could be said to be in full operation, the Loan Desk records show 64,991 books circulated for home use.

Use of the Undergraduate Library has not decreased the use of the general library collection; on the contrary, the books circulated

by the Undergraduate Library for home use represent an increase of approximately 26 per cent of the Main Library collection alone.

(These figures indicate books taken out of the building for use at home, and do not reflect the number of books used in the building for reference and study. Naturally, the open-shelf libraries--the branches and the Undergraduate Library--cannot keep a trustworthy check, although Undergraduate does count books reshelfed from the tables and considers this a partial indication of its in-building use. In 1960-61, this figure was 26,824 .

(The Loan Desk, which controls books requested across the counter and brought to the reader from the stacks, keeps a record of this in-building use, but cannot, of course, tabulate the use in building by students who have access to the reader-book areas in the stacks. The Loan Desk circulated six hundred volumes less than in 1959-60.

(The total Main Library in-building use figure including the Loan Desk, Undergraduate, and Special Collections, was 52,342, compared to 35,263 for 1959-60, a staggering 48 per cent increase!)

The branch libraries circulated seven hundred more books for home use in 1960-61.

The UT libraries borrowed 23 per cent more books from other libraries and loaned 11 per cent more.

Despite the fact that reference service is a feature of the Undergraduate Library, the main Reference Department recorded only 350 fewer questions answered than in 1959-60. The reference librarians found the nature of their service had changed: there were

more upper class students, graduate students, and faculty requesting reference help than in 1959-60. Questions referred from Undergraduate and the branches are a responsibility of the main Reference Department.

A new facility, the Special Collections Room, where old, rare, and fragile materials (among others) are kept, had 877 visitors and circulated 1,200 books and manuscripts for room use. These valuable holdings are not allowed out of the room.

Enrollment on the Knoxville campus rose about 7 per cent; total circulation records indicate a rise of 16.8 percent in the use of books on the Knoxville campus. The increase, then, in library use does not reflect merely a surge in enrollment; it is, rather, the local confirmation of a nation-wide change in use being felt in all libraries of institutions of higher education, and is undoubtedly caused by faculty pressure on the students to use library materials extensively in course work, together with a phenomenally universal attitude on the part of academic administrators to guide the students to the library for study space.

Until recently, many, perhaps most, institutions restricted library use somewhat to study which involved considerable reference to book collection and the services of the library staff. Few observable trends in higher education have come about so rapidly and affected so universally both the small and the large college and university.

At UT, requests for service were so numerous and reflected so clearly the beginning of a healthy change in the academic atmosphere, that the library administration increased the hours open

from 58 a week to 80 a week in the Main Library. Branch libraries were kept open evenings and weekends as the particular demands warranted.

### SUPPORT

The second discernable trend was the acknowledgment, by both academic and lay persons, of the importance of library, and their willingness to help improve library facilities at the University of Tennessee.

The University Administration showed awareness of the need for library support by increasing the book budget allotment from \$135,500 to \$143,000 and later assigning a supplementary \$40,000 to this fund (and an additional \$20,000 to the Martin Branch library); and by support of the Library Development Program.

The Library Development Program was begun in October 1959, jointly sponsored by the Development Council and the Alumni Association. Help in organizing and promoting the Program came unstintedly from the Offices of Public Relations and Publications, the Alumni Association, the President's office, and the Treasurer's office. John Hodges, Program Coordinator, spent a tremendous amount of time, effort, and money to launch the drive for outside aid to the library. At the end of the fiscal year 1960-61, the University's libraries (in Knoxville, Memphis, and Martin) had received \$25,157 in cash and 11,757 books. The first annual report of the Program brought many comments from other library administrators and teachers, some of them quite sophisticated in the solicitation of outside support.

Dr. B. E. Powell, Librarian of Duke University, said, "Your Library Development Report ought to be an inspiration to every other state university library. You have done the most remarkable first year job of any institution that I know about."

Robert L. Talmadge, Librarian of Tulane University, said, ". . . the terrific Library Development Report 1960. . . obviously represents a remarkable achievement, along with great promise for the future."

The implications of the developing patterns of library use and support seem to indicate that library growth at the University of Tennessee has only begun.

#### BOOK COLLECTIONS

In 1959, the University of Tennessee stood sixth in a book-stock comparison with like Southern land-grant institutions. In 1960-61, Tennessee is still sixth, although approximately 70,000 volumes have been added since. The library administration feels no compulsion to pass these institutions in a flashy show of competition; actually it does not believe UT should properly pass them, but should stand on an equal footing. The University of Tennessee's book stock should not fall (as it now does) 200,000 volumes or more below the holdings of the universities of Florida and Kentucky.

The objective of the Library Development Program is one million books in the library. Support and interest has been great, as it should be if UT comes up to and keeps abreast of comparable institutions in the effort to serve expanding student populations and educational programs.

In graduate and research areas the UT collections can be rated good to excellent at the present time, but the increase (28 per cent) in interlibrary loan borrowing, a service performed for graduate students and faculty, is rather disquieting in its implications.

Ratings of other areas in the collection range from good to adequate and, unhappily, to poor. A special effort was made during 1960-61 to improve the areas in which collections were inadequate and those in which new programs are being offered. Supplementary funds were allotted to these areas from the increased book budget. The Undergraduate Library was given concentrated attention. In addition, impressive research sets were purchased, 141 new periodical titles subscribed to, and current needs met.

The Order Department, with more money to spend than ever before, still was forced to curtail purchases in March, holding the recommendations for purchase until July, because all funds were encumbered to the limit. (This practice, which is unavoidable, it seems, is quite frustrating to the active teaching and research department, for usually the new budgetary allotment has to be used immediately to fill these held-over requests.)

#### TECHNICAL PROCESSES

The technical processing departments were quite as busy as were the public service areas. The Order Department, despite the slow-down in March, noticed no slack, because of the flood of gift books which all had to be handled to determine usability, usefulness, need, and location. Of the almost 12,000 gift books received, approximately one third of them were accepted to be added to the

collection. It is not the library's aim to have one million books per se; they must be one million books which are of significance to the University of Tennessee's programs and potential.

The Catalog Department added 32,648 books to the collection and maintained the card catalogs in Main, Undergraduate, the seven branches, and the shelf list (a union file of library collections on the campus). The Science Library card catalog contains the science and technology materials in both the UT and the Oak Ridge libraries.

The Binding Department assembled and prepared for shipping to commercial binderies about 3,500 periodical volumes, 1,300 books for rebinding, 679 theses, and 553 personal copies of theses as an accommodation to master's and doctoral candidates.

#### PHYSICAL FACILITIES

The facilities of the new addition were constantly and increasingly used. Lounges, faculty studies, carrels, reader-book areas, and the Undergraduate Library were always amply occupied, as were the seminar and class rooms, which, when not in use by scheduled groups, were regularly invaded by students seeking "private" study space. The older parts of the library were equally used.

There are 141 carrels available in the stacks, and fourteen faculty studies. Two hundred and eighty-two persons were assigned to the carrels per quarter in 1960-61, and some of the faculty studies also had more than one occupant.

The tremendous demand for individual study facilities both for undergraduate and graduate students and the use of the library

as a study hall would seem to show that the American Library Association's relatively new standard for seating in college and university libraries is entirely inadequate. It suggests that the seating capacity of a library should accommodate a minimum of not less than one third of the student body.

In a recent conference in New York City, a group of library building consultants and administrators agreed that it would be both unwise and unfair to recommend any percentage much lower than 50 for new library buildings. (The Southern Association standard on libraries, now being revised by a committee under the chairmanship of this writer, is recommending not much less than 40 per cent. Of course, the recommendation has to be accepted formally and officially by the Association at some not-yet-determined date.)

The University of Tennessee Libraries on the Knoxville campus will seat 1,860 students, faculty, etc., at any given time. Of the 1960-61 enrollment, this represented 15 per cent.

An assumption of inadequacy, based on these standards, for UT's newly enlarged and renovated library building would be ridiculous indeed. It is only that the ten-year projection is obviously much too optimistic; but the new and renovated portions were welcomed by 1960-61 users as satisfactory and timely, and planning experts consider it one of the best arranged and equipped among libraries serving institutions of higher education. It is easily apparent that the new addition is confirming the validity of its planning objectives: to encourage use of the library and to control and protect the collection.

### STAFF

The library staff participated in local, regional, and national professional associations and conferences: the American Library Association's Midwinter and Summer Conferences; Southeastern Library Association; Tennessee Library Association; East Tennessee Library Club; Oak Ridge Chapter Special Libraries Association; University of Chicago Graduate Library School Conference on Profession of Librarianship and Conference on Persistent Issues in American Librarianship; American Society for Engineering Education Engineering School Libraries Committee meeting. Professional staff members, including the Director, served as officers and committee members for ALA, SELA, TLA. The Director was on the Southern Association visitation team to Louisiana College and continued his assignment as chairman of the Higher Commission's Library Committee and chairman of the Committee on Revision of Standards (Library).

Under staff sponsorship, the 13th annual library lecture was presented; the fourth volume of Library Lectures (Numbers 10-12) was published; and the Mary E. Baker Library Scholarship was awarded to its tenth recipient, Don W. Jett, student assistant and page since 1955, who went to library school at Florida State University and returned to UT as a member of the Reference Department.

Turnover among the professional staff was limited to one resignation: Emil Frey, Assistant Order Librarian, who went into salesmanship. Professional appointments were Janice L. Coker, Assistant Order Librarian; S. Jackson Thompson, Assistant Order Librarian; and Don W. Jett, Reference Assistant.

SUMMARY

It could be said that the year 1960-61 was for the UT Libraries the busiest and most significant in the history of the present library administration (with the possible exception of 1946, with its avalanche of students). The enthusiastic acceptance and use of the new addition by faculty and students was most satisfying; the unparalleled success of the first months of the Library Development Program was a source of pride and gratification; the interest, concern, and support of the University Administration encouraged and stimulated not only the Director and the library staff, but also those members of the teaching and research faculty who know how truly "a mark of a great university is an excellent library."

Respectfully submitted,

William H. Jesse  
Director of Libraries

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LIBRARY  
ANNUAL STATISTICAL REPORT  
June 30, 1961

CATALOGED VOLUMES

Knoxville Division

|                                                      |         |                |
|------------------------------------------------------|---------|----------------|
| Main Library.....                                    | 402,453 |                |
| (Undergraduate-20,525; Special<br>Collections-6,500) |         |                |
| Agriculture Library.....                             | 17,401  | } 38,714       |
| Agriculture Experiment Station.....                  | 21,313  |                |
| Biological Sciences.....                             | 13,235  |                |
| Business Administration.....                         | 5,339   |                |
| Education.....                                       | 16,702  |                |
| Engineering.....                                     | 17,440  |                |
| Extension Division.....                              | 2,843   |                |
| Law .....                                            | 58,478  |                |
| Science.....                                         | 28,905  |                |
|                                                      |         | 584,109        |
| <u>Memphis Division</u> .....                        |         | 54,697         |
| <u>Martin Division</u> .....                         |         | 31,451         |
|                                                      |         | <u>670,257</u> |

MATERIAL NOT FULLY CATALOGED (Estimated)

Miscellaneous (Knoxville)

|                                    |         |             |
|------------------------------------|---------|-------------|
| Congressional hearings.....        | 14,199  |             |
| Congressional bills.....           | 69      | linear feet |
| Other government material.....     | 775     | " "         |
| Maps.....                          | 51,000  |             |
| Books.....                         | 1,000   |             |
| Newspapers                         |         |             |
| Storage Boxes, unbound issues..... | 711     |             |
| Portfolios, unbound issues.....    | 20      |             |
| Slides.....                        | 4,200   |             |
| State Documents.....               | 11,900  |             |
| Manuscripts.....                   | 111,318 |             |
| Telephone directories.....         | 167     |             |
| College catalogs.....              | 900     |             |
| Sound Recordings                   |         |             |
| Knoxville (Library Service).....   | 434     |             |
| Martin.....                        | 487     |             |
| Microtext                          |         |             |
| Memphis.....                       | 82      |             |
| Martin.....                        | 460     |             |
| Pamphlets                          |         |             |
| Knoxville.....                     | 14,500  |             |
| Memphis.....                       | 456     |             |
| Martin.....                        | 25,040  |             |

# CATALOGING STATISTICS

1960/61

| Library                 | Vols. in<br>Library<br>6/30/60 | Added<br>1960/61 | Trans-<br>ferred<br>to | Trans-<br>ferred<br>from | With-<br>drawn | Total<br>Volumes<br>6/30/61 |
|-------------------------|--------------------------------|------------------|------------------------|--------------------------|----------------|-----------------------------|
| Main Library            | 378,810                        | 24,584           | 69                     | 194                      | 816            | 402,453*                    |
| Agriculture Library     | 16,735                         | 669              | 1                      | ---                      | 4              | 17,401                      |
| Agric. Experiment Sta.  | 21,059                         | 276              | --                     | 21                       | 1              | 21,313                      |
| Biological Sciences     | 12,706                         | 519              | 14                     | 2                        | 2              | 13,235                      |
| Business Administration | 3,964                          | 1,223            | 187                    | 1                        | 34             | 5,339                       |
| Education               | 15,967                         | 1,373            | 9                      | 57                       | 590            | 16,702                      |
| Engineering             | 16,683                         | 795              | 7                      | 41                       | 4              | 17,440                      |
| Law                     | 56,567                         | 1,918            | --                     | 7                        | ---            | 58,478                      |
| Science                 | 27,579                         | 1,291            | 43                     | 7                        | 1              | 28,905                      |
| Knoxville Totals        | 350,070                        | 32,648           | ----                   | ----                     | 1,452          | 581,266                     |
| Memphis                 | 53,256                         | 1,463            | --                     | ---                      | 22             | 54,697                      |
| Martin                  | 27,505                         | 4,061            | --                     | ---                      | 115            | 31,451                      |
| Extension               | 2,086                          | 757              | --                     | ---                      | ---            | 2,843                       |
| GRAND TOTALS            | 632,917                        | 38,929           | ----                   | ----                     | 1,589          | 670,257                     |

## \* Includes

Undergraduate 1959/60 14,166  
 1960/61 979 transfers  
 5,380 new

Total to date 20,525

Special Collections 1959/60 1,980  
 1960/61 2,418 transfers  
 2,102 new

Total to date 6,500

|                               | Knoxville | Memphis | Martin | Extension | Totals |
|-------------------------------|-----------|---------|--------|-----------|--------|
| Periodicals received          | 3,243     | 935     | 371    | 60        | 4,609  |
| Newspapers received           | 39        | 2       | 13     | 2         | 56     |
| (titles excluding duplicates) |           |         |        |           |        |

## PERSONNEL

|                             |        |     |       |   |        |
|-----------------------------|--------|-----|-------|---|--------|
| Professional employees      | 24     | 4   | 4     | 1 | 33     |
| Nonprofessional employees   | 49     | 5   | 4     | - | 58     |
|                             | 73     | 9   | 8     | 1 | 91     |
| Hours of student assistance | 27,115 | 313 | 1,781 | - | 29,209 |

# CIRCULATION STATISTICS

1960/61

|                  | Home Use | Used in Building | Reserve | Interlibrary Loans | Totals  |
|------------------|----------|------------------|---------|--------------------|---------|
| Knoxville        |          |                  |         |                    |         |
| Main Library     |          |                  |         |                    |         |
| Loan Desk        | 64,991   | 24,272           | -----   | 2,534*             | 91,797  |
| Reference        | -----    | -----            | -----   | 907**              | 907     |
| Undergraduate    | 22,096   | 26,824           | 65,479  | -----              | 114,399 |
| Spec. Coll.      | -----    | 1,246            | -----   | -----              | 1,246   |
| MAIN LIB. TOTALS | 87,087   | 52,342           | 65,479  | 3,441              | 208,349 |
| Agriculture      | 6,901    | -----            | 1,237   | -----              | 8,138   |
| Biological Sci.  | 2,275    | -----            | 1,975   | -----              | 4,250   |
| Business Adm.    | 3,275    | 16,127           | 2,220   | -----              | 21,622  |
| Education        | 20,002   | -----            | 6,560   | -----              | 26,562  |
| Engineering      | 3,983    | -----            | 417     | -----              | 4,400   |
| Law              | 4,075    | 14,800           | -----   | -----              | 16,875  |
| Science          | 4,673    | -----            | 1,186   | -----              | 5,859   |
| KNOXVILLE TOTALS | 130,271  | 83,269           | 79,074  | 3,441              | 296,055 |
| Martin           | 12,536   | -----            | 10,833  | -----              | 23,369  |
| Memphis          | 30,115   | 30,641           | 1,007   | -----              | 61,763  |
| GRAND TOTALS     | 172,922  | 113,910          | 90,914  | 3,441              | 381,187 |

\* Lent

\*\* Borrowed

## REFERENCE STATISTICS

|                  |        |
|------------------|--------|
| Knoxville        |        |
| Main             |        |
| Reference        | 6,063  |
| Undergraduate    | 3,038  |
| Agriculture      | 253    |
| Bus. Adm.        | 125    |
| KNOXVILLE TOTALS | 9,479  |
| Memphis          | 1,397  |
| GRAND TOTALS     | 10,876 |

## EXPENDITURES

| Item                         | Knoxville | Memphis  | Martin   | Extension | Totals    |
|------------------------------|-----------|----------|----------|-----------|-----------|
| Personal Services            |           |          |          |           |           |
| Staff                        | \$243,131 | \$31,360 | \$20,716 | \$10,700  | \$305,907 |
| Student                      | 20,336    | 235      | 1,069    | 410       | 22,050    |
| Other                        | -----     | 2,909    | 857      | -----     | 3,766     |
| Totals                       | \$263,467 | \$34,504 | \$22,642 | \$11,110  | \$331,723 |
| Books & Related Stock        |           |          |          |           |           |
| Books                        | 152,298   | 5,591    | 23,900   | 4,523     | 186,312   |
| Periodicals                  | 40,047    | 11,527   | 3,296    | 347       | 55,217    |
| Package Lib. Materials       | -----     | -----    | -----    | 234       | 234       |
| Total b & r's                | 192,345   | 17,118   | 27,196   | 5,104     | 241,763   |
| Binding                      | 17,498    | 3,911    | 2,890    | 23        | 24,322    |
| Total books, etc., & binding | 209,843   | 21,029   | 30,086   | 5,127     | 266,085   |
| Other Operating              |           |          |          |           |           |
| Equipment                    | 5,311     | 461      | 2,366    | 614       | 8,752     |
| Supplies                     | 5,743     | 1,785    | 1,333    | 475       | 9,336     |
| Telephone                    | 4,169     | 28       | 182      | 383       | 4,762     |
| Postage, express             | 1,019     | 509      | 127      | 336       | 1,991     |
| Travel                       | 1,749     | 577      | 156      | 821       | 3,303     |
| Maintenance                  | 973       | 216      | 267      | ---       | 1,456     |
| Other                        | 260a      | 61b      | - 28c    | ---       | 293       |
|                              | 19,224    | 3,637    | 4,403    | 2,629     | 29,893    |
| GRAND TOTALS                 | \$492,534 | \$59,170 | \$57,131 | \$18,866  | \$627,701 |

Ratio of Library Expenditures to Total Expenditures of Institution ..... 3.98 per cent

a Library Lecture

b Publicity, dues, laundry

c Rentals credit