

ART LIBRARY  
THIRD  
ANNUAL REPORT  
1949-1950

Submitted  
31 October, 1950  
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ORGANIZATION AND ROUTINE

The art library during its third year of operation has evolved a standard procedure of organization and routine. Adherence to established policy has provided a satisfactory environment. Within the general scheme certain minor changes and improvements have been made such as the addition of much needed shelving to accommodate a reserve section for the art history classes, and the closed shelf reserve section has been expanded to insure a better handling of single copy books which receive heavy use.

PERSONNEL

During the period covered by this report two new students have been trained as part-time clerical assistants in library work. The Art library maintains a staff of three part-time clerical assistants and one Librarian I, Mr. Josef A. Head.

DESCRIPTION OF THE LIBRARY

Approximate number of books		Total
Picture file	997	
Regularly classified books	1293	2290
Magazines currently received during the year		45
Approximate number of prints		
Standard type prints	1002	
Small unmounted prints	964	
Photographs	291	2257

It should be noted that the above prints actually are property of the Art Department. However, the art library assumes the responsibility for cataloging, housing, and circulation. Acquisition of small unmounted material has been discouraged because of the problems involved in housing and handling.

## CIRCULATION STATISTICS

1947/48		Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Total
Nov	Dec	740	1129	1254	1522	1135	185	1103	898	715	1560	10,211
1948/49		Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Total
1903	1382	1725	1803	2327	1820	1961	1154	915	701	739	1370	14,515
1949/50		Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Total
1543	1327	1296	1232	1830	1205	1335	521	527	617	335	1625	13,393

It should be pointed out that the decrease in circulation statistics does not reflect an actual decline of library use but instead gives a more accurate picture of the true use of library having this year kept a running figure on people actually using the library and eliminating that percentage involved only in thru-traffic or casual wandering.

## ACCOMPLISHMENTS

1. Complete reshelving and arranging of all books and periodicals.
2. Complete inventory of all books, portfolios, and Carnegie prints was taken.
3. Interest in the library has been increased by means of frequently changed provocative displays on current trends, unusual materials and technique, and work related to art history courses.
4. New shelves have enabled the creation of a three day reserve section for art history material and additional space in library office has made possible an enlarged two hour reserve section which has been greatly needed.
5. An order file has been set up on an annual basis which gives the status of outstanding and received orders on a quarterly basis which serves as an aid in distributing funds over the yearly period.

## PROJECTS

1. Reorganize and reshelve all color reproductions and photographs.
2. Create a file for catalogs of important exhibitions.
3. Establish the policy of monthly staff meetings of art library personnel to review and discuss operational procedure as a means of improving library service.

4. The all encompassing project of the art library, as stated in last years report, is to persue the original objective of the library which is to instill in the students the thought that the library is a place of interest and not simply a source of assignments material. This can be done in part through the improvement of the physical appearance of the library - through provocative displays and more comfortable furniture. Also, the library staff should feel responsibility toward the students and faculty in acquainting them with new books and periodicals and in making the library as functional as possible. In addition, it should be mentioned that the acquisition of needed books to make a more complete library is extremely desirable.

#### NEEDED EQUIPMENT

1. A metal filing cabinet is needed for small prints and correspondence.
2. A table tray for the table is needed for current periodicals.
3. As suggested in last years report, it would greatly add to the appearance and comfort of the library if the folding metal chairs could be replaced by chairs of a proper height for the study tables.
4. As also pointed out in the last year report, an office chair is needed. At present chairs must be borrowed from the library proper.

Submitted by

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Art Library