

ANNUAL REPORT OF THE GEOLOGY LIBRARY

Administrative and Service

I present a summary of the activities of the Geology Library for the year 1948-1949. Changes which were instituted are outlined in the following discussion.

Summary

Many of the library's activities had been changed and reorganized in 1948. The first step was to change the name of the library from the Department of Geology Library to the Geology Library. This change was made by changing the name on the books and on the labels of the books. The new name is now being used in all correspondence and in all reports. A very small "check" file will exist, however, and efforts are being made to report these former facilities.

ANNUAL REPORT OF THE GEOLOGY LIBRARY

Sept. 1, 1948--August 31, 1949

Reserve Shelf

The reserve shelf was reclassified to include two types of reserve books. The first is a permanent reserve consisting of the similar groups of geological literature, and is kept as a special part of the reserve shelf. These books do not leave the library. Permanent reserve also consists of certain rare books which are irreplaceable, such as the history of Texas geology, collection of the American Association of Petroleum Geologists, etc.

The second type of reserve book is the temporary reserve which consists primarily of special assignments to courses. Faculty members are asked to submit books for the reserve to be placed on temporary reserve with immediate date, unless otherwise requested, the life of a book on the temporary reserve will be the length of the course. The books are returned to the library at the end of the course.

Submitted by Grace Benjamin
(Library Assistant)

Oct. 24, 1949

A different type of reserve book was introduced during the early part of the year. The new type replaces the old type. The new type is a permanent reserve and is kept as a special part of the reserve shelf. These books do not leave the library. Permanent reserve also consists of certain rare books which are irreplaceable, such as the history of Texas geology, collection of the American Association of Petroleum Geologists, etc.

Index

All maps in the Geology collection were signed blank of 1948. Indexes, tables or tables, and reports classified. Large maps of Texas were classified as "maps", "all maps", and "miscellaneous". All maps were arranged alphabetically in separate sections. Other maps...

ANNUAL REPORT OF THE GEOLOGY LIBRARY

1948-1949

Reorganization and Routine

A somewhat extensive reorganization of the Geology Library was begun and is being completed this year. Changes which were instigated are outlined in the following discussion.

Records

Many of the library's volumes had been charged out inadequately; in most cases with only a call slip and no book card. These records were brought up to date by checking each call slip against the stacks and then with the individuals. Faculty were asked to consult with the library, and in almost all cases records were clarified. Many such incomplete records which were investigated were as much as three and four years old. Present records are up to date, and presumably every book checked out accounted for. A very small "dead" file still exists, however, and efforts are being made to reach these former faculty.

Reserve Shelf

The reserve shelf was reclassified to include two types of reserve books. The first is a permanent reserve consisting of the bibliographies to geologic literature, and is kept on a special part of the reserve shelf. These books do not leave the library. Permanent reserve also consists of certain rare books which are irreplaceable, such as University of Texas bulletins, bulletins of the American Association of Petroleum Geologists, etc.

The second type of reserve book is the temporary reserve which consists primarily of special assignments to courses. Faculty members are asked to submit forms indicating material to be placed on temporary reserve with inclusive dates. Unless otherwise requested, the life of a book on the temporary reserve shelf is one month. A monthly clearance of this kind insures prompt return of books into normal circulation.

A different type of reserve card was introduced during the early part of the year. The new card replaces the call slip, and saves both the student and attendant time since it eliminates checking call numbers each time a book is used. This method also serves to differentiate more clearly between reserve books and two-week books, and thus serves to reduce the possibility of error in records.

Maps

All maps in the Geology collection were wiped clean of dust, labeled, folded or rolled, and properly classified. Large maps on front racks were classified as "geologic", "oil & gas", and "mineral" maps, and so arranged alphabetically in separate sections. Other maps

were folded and labeled to fit the drawer space and classified as "other geologic maps" or "miscellaneous maps", the latter comprising odds and ends not fitting into prescribed categories. Two drawers were reserved for duplicates. Medium-sized signs were prepared to serve as markers of the various categories. The only other geologic maps are those of the various states of the U.S. which hang on racks in the rear of the library. These were also arranged in alphabetical order, labeled, and in some cases repaired. Several were out of date, and were replaced with more recent copies.

Classification of quadrangle maps and folios had to be completely revised to meet the needs of the library, and in order to use best available space. Those in greatest demand were filed separately in remaining cabinet space. Uniform labels protected with cellophane were prepared.

The library also ordered several index maps to U.S.G.S. quadrangle mapping. The index to mapping in Texas was cloth reinforced and mounted on the wall. Indices to neighboring states were also made available by mounting flyleaf fashion on back of quadrangle case. A list of the folios was retyped and posted.

Reprint File

Reprinted articles which had been accumulating in the library have been classified into a file and made available for use. Individual reprints were stapled into uniform covers, labeled, and arranged alphabetically on a convenient shelf. A card index by authors accompanies the folders. Much hitherto disorganized material has thus been made available for use.

Periodicals

The open periodical shelves in the reading room were completely rearranged and the magazines placed in alphabetical order. Space was apportioned according to size and yearly number of the piece. Certain current copies of periodicals such as Geological Society of America bulletin, Economic Geology, Journal of Paleontology, etc. which are in great demand for graduate study are kept readily accessible on graduate study tables. This arrangement also reduces the possibility of loss of such important pieces.

Repair

Much rebind and bindery work was done during the year. An attempt was also made to prepare pockets and cards for the many volumes which lack them. Volumes such as Geological Society of America bulletins and U.S. Geological Survey publications were attended to first. Many volumes in the library still lack book cards and pockets.

Furniture and Supplies

Desk drawers and supply shelves were thoroughly cleaned and set in order. Library personnel were assigned individual drawers in which

to keep their personal effects while on duty. Library furniture in graduate use was shifted about and rearranged for greater comfort and more space. Additional chairs and a desk were given to the library by the Geology department.

A new chute which greatly facilitates daily routine was prepared for the library. All old, inadequate signs and notices were replaced with new ones.

Personnel

The personnel of the Geology library met for discussion at regular intervals during the school year. Problems of reorganization and routine were discussed and much accomplished. Meetings of this kind in which all personnel are present at one time serves to emphasize best certain problem points of routine.

The Problem of Space

In order to make more much needed space in the Geology library, a group of old trade journals was stored in the attic of the building. After these journals were removed it was necessary to move and rearrange all remaining volumes in the stacks. This project provided opportunity to dust and read the shelves and correct mistakes in shelving. The volumes were also arranged with a plan to meet future space problems of the library.

Additions to the Geology Collection

Many volumes were ordered and received during the year. A few of the most notable are:

Agassiz Recherches sur les poissons fossiles (set)

Fossilium catalogus (completing the set)

Geologische rundschau (set)

Lydekker Mammals

Reeve Conchologia systematica (set)

Sowerby Thesaurus conchyliorum

British miscellany

These and new books which come into the library are kept on display on a separate section of the reserve shelf.

Objectives

Perhaps the greatest objective of the year will be the imminent one of checking shelf list against stacks in order to determine the

number of missing volumes, and also to determine whether or not shelf cards were kept up to date consistently.

The very long and tedious job of bringing our catalogue of foraminifera up to date will be undertaken. The description sheets which have accumulated for several years will be arranged alphabetically and each individual sheet secured in its place in the thirty-volume set.

The Geology library will need to devote some time every day to preparing day cards and pockets for the many volumes which still lack them. This, of course, will eliminate much annoyance and loss of time when the books are charged out.

The library will also attempt to bring its thesis card file up to date. This will be done as soon as files of theses by department are made available.

At some time in the past, efforts were made to assemble and photostat the works of Robert Thomas Hill. Those which have been done will be gathered and checked against a bibliography of Hill's works for completeness, completed if necessary, and prepared for binding.

Another undertaking which was left unfinished has the form of a great number of microfilms covering sundry geological works. These need to be investigated, classified, and made available for use.

Rebind and repair will remain a major objective of the coming year; as will the ordering of additions and replacement of missing volumes. In many cases this will necessitate conference with geology library committee to determine relative preference of order requests.

Other objectives certainly will arise during the year as the Geology library strives to meet the needs of the student-body and faculty.

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GEOLOGY LIBRARY
CIRCULATION STATISTICS 1947-48 AND 1948-49

	<u>Home use</u>		<u>Building use</u>		<u>Overnight use</u>		<u>Total</u>	<u>Total</u>
	1947-48	1948-49	1947-48	1948-49	1947-48	1948-49	1947-48	1948-49
Sept.	-	97	-	512	-	78	-	687
Oct.	127	313	1596	1852	356	353	2123	2518
Nov.	137	250	1100	1459	280	357	1517	2066
Dec.	168	513	818	1304	348	457	1334	2274
Jan.	-	540	-	1156	-	291	-	1787
Feb.	223	297	1671	1256	382	315	2276	1868
Mar.	223	346	1151	1726	213	330	1587	2402
Apr.	186	355	1463	1114	186	279	1835	1748
May	160	290	906	1060	167	287	1233	1637
June	147	232	247	457	50	120	444	802
Jul.	183	240	230	567	85	89	498	896
Aug.	52	179	62	305	74	98	198	582

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INCREASE OR DECREASE OF 1948-49 OVER 1947-48

Sept. Figures for 1947 not available

Oct. 18.5% increase

Nov. 36 % "

Dec. 70.5 % "

Jan. Figures for 1947 not available

Feb. 18 % decrease

Mar. 51 % increase

Apr. 4.7 % decrease

May 33 % increase

June 80.5 % "

July 80 % "

Aug. 194 % "

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