

ORGANIZATION AND ROUTINE

During its sixteenth year of service the Art Library finally was moved to its permanent site in the new Art and Museum Building where it has spacious air-conditioned accommodations. It continues to offer open stack advantages with two book classification systems, the Dewey Decimal, and the Picture File, which is a collection of well illustrated monographs on artists, arranged by spelling of the artist's last name. This alphabetical plan facilitates quick access to pictures and is especially helpful to those with limited study in art history.

PERSONNEL

The Art Library maintains a staff of one librarian, Miss Mary Louise Weideman, and from two to five part time student assistants. Five new assistants with no previous library experience were trained during the year.

A radical departure in the choice of employees has been initiated with successful results. An increasing amount of reference consultation and clerical work demanded a change. The most effective solution was to accept only those who had typing skills and clerical ability. These qualifications indicated an orientation toward order, discipline, neatness, and cooperation, not merely being able to type. This was much more important than a knowledge of art problems, so being an art major was no longer the prime requisite.

Having only those with clerical competence emancipated the librarian from the typewriter and allowed her more time to assist graduate students and faculty with research problems, and to answer the increasing multitude of reference questions which inevitably follow the growing student enrollment.

BOOKS		HOLDINGS	PERIODICALS
New books	400		Now receiving: 93
Last total	<u>5593</u>		
New total	5993		PRINTS AND MOUNTED PHOTOS
On order: 770			Last approximate total: 3390
Bound vols. of periodicals shelved in Art: 567			New plates <u>171</u>
			Present total <u>3561</u>
			Microfilm: 9

CIRCULATION STATISTICS

1961/62 total	28,675
1962/63 total	29,864

The new statistics doubtless are incorrect and inadequate. Following the "flood" last year movers arranged the stacks away from beneath the leaking space in the roof, thereby hiding the study area from view of the attendant at the loan desk. It was an unfortunate placement for many reasons, including causing

difficulty in counting non-circulating material, which constitutes a large per cent of the art holdings. Highest monthly circulation (4,203) was in March, possibly reflecting term paper assignments and study for mid-term quizzes. In the next annual report the yearly circulation comparison will be more accurate and, because it will reveal the first entire year of operation in the new building, it will establish a new basis for comparison in subsequent years.

ACCOMPLISHMENTS

The move was made in two days under the direction of Mr. Fred Folmer. He was assisted by movers and three boys (students). Much preparatory packing and planning had been done by the art librarian and three girls who worked part time. On the third day the girls "read" the shelves and the library could have been opened then. However, there still is much to be done before the library and office are organized to best advantage. Actually one graduate student did not miss an hour's use of library facilities. He carried his books to the new building and used reference books there as soon as they were unpacked and shelved.

The total present floor space is 74,240 sq.ft., with 66,560 sq.ft. for the library and 7,680 sq. ft. for the office. This should allow for a ten year expansion. All the major recommendations made by the librarian in the 1957 and '58 letters and more recent recommendations are to be seen in the new library. This also required numerous conferences during the intervening years. Some of the items are not as attractive as those specified, but they are represented and this is very gratifying.

During the spring the librarian often worked until seven and for four or five hours on Saturday in preparation for moving. Many periodicals had been held up so they would be sent to the bindery before the move, to be returned to the new building. This device was used for books to be repaired, rebound, or recatalogued.

During the summer the girls checked all books and, wherever needed, pasted in new room use flags, pockets, loose plates, mended pages, taped in loose pages, and typed new cards. We are now using library paste; the rubber cement was very unsatisfactory. Much reorganizing has been done in the office, nor is it completed. The culmination of over six years' planning and effort will transpire with the formal dedication of the building in November, 1963, at the time of the annual Fine Arts Festival.

The librarian continues to study the Reynolds Report, recommend books as the needs become evident, notify interested faculty as new books are published, and work closely with the Chairman of the Ordering Committee in filling important lacunae in the collection. All pertinent details are added to the Reynolds Report as each of the recommended books is received.

Books having been on loan from Main from 10 to 15 years are being recatalogued to Art.

Many books and prints were used by the Jr. League for their art program in the public schools and by KLRN, the campus TV station producing educational programs on art. The librarian has worked closely with participants of these projects, especially the TV shows.

There will be increasing reference needs relative to the new Archer M. Huntington Gallery, the Art Museum. This has been anticipated by the librarian for over six years, and she has made a limited effort to provide tools and material suitable for this new expansion of Art Department facilities. Use of Art Library material for museum reference has been made several times within the past year.

At the Chicago Art Institute the librarian attended the art librarians conference which was part of the American Library Association's annual convention. The conference, held in the new Morton Wing of the Institute, was comprised of lectures, announcement of new services, business meeting, and a tea in the new Trustees' Room. It was during the tea that she arranged for an en bloc purchase of 15 rather important exhibition catalogues which were not in the Texas Art Library.

During the year she visited numerous art shows in Texas including the Amon Carter Museum of Fine Arts in Ft. Worth and, in Dallas, the Valley House Gallery and "The Arts of Man" exhibition at the Dallas Museum of Fine Arts. She also visited the Institute galleries, many recently opened, and other galleries around Chicago.

Again it seems like an achievement to work for nearly eight years, often for five and a half days a week, without taking a day off for illness.

It was a real accomplishment to emerge from the art library office in the barracks during the past year with any equanimity or mental equilibrium. The room became a storage area from the floor under all furniture to the ceiling. With no space in the library for the increasing collection, not even enough table surface for the students to study, materials agglomerated in the office to incredible volume.

Much of the time moving from one end of the room to the other necessitated climbing over boxes on the floor in the single foot-wide passage way down the center of the room. This was repeated countless times a day searching for references. Also countless times we had to climb on a chair to reach the books on top of the high book cases. These could not be located elsewhere because the room-use closed reserve books were on the shelves and desk tops closer to the door behind the loan desk. The condition became almost intolerable before the move.

The campus Fire Chief said the escaping gas fumes in the small office were detrimental to the health of those working there. He recommended using an electric heater only and this report was conveyed to the department Chairman, who chose to ignore it. The gas stove was less than a foot away from the librarian's desk. From before Christmas until finals the library seemed colder than at any previous time. Students, faculty, and library personnel wore gloves, coats, shawls, and woolen stocking while attempting to study and work. One girl left saying, "The ice forms too rapidly on my glasses." This was a small exaggeration. In the hot weather, with lack of circulation and a low ceiling in the office, the atmosphere was extremely debilitating. Other impedimenta included poor lighting, lack of sufficient help, lack of

equipment, and no convenient or comfortable place for an occasional coffee break.

With adverse conditions so flagrant one would think normal perception would lead to an acknowledgment of the situation, if not a word of sympathy. Among the three faculty members most concerned with the library these attitudes not only were absent, but various forms of lack of cooperation were offered in substitution. One assumed direction over the librarian's work, another assumed a place above known rules, and the third refused to accept the need for placing books on closed reserve.

The librarian has been known to reveal her resultant displeasure, which response would not be expected to evoke praise from these three who are most vocal about library conditions.

Nevertheless most faculty, students, and almost all who visited the "old building" proffered compassion for those who were forced to endure the miserable predicament. This expression was a balm needed to make working there endurable. Somehow service and a sense of order was maintained until after spring finals.

The librarian attended Dr. Weismann's graduate course in Research Methods in the History and Criticism of Art which was held at night. She continues to study library methods, art history, and current conditions in the art world throughout the year.

NEEDS

A commodious storage unit for housing prints is needed and has been ordered. Twelve-inch shelves will be needed in about a year and have been assured by the department. Two adjacent vertical files in the library do not match. They should be replaced or painted to match, in keeping with all new furniture. Provision should be made in the walls for hanging pictures. Holders for shelf guides are needed.

Books should continue to be ordered as recommended in the Reynolds Report, especially where a paucity is indicated. Old art periodicals should be sought to complete runs of important titles.

Major research tools not now in the Art Library should be transferred from the Humanities Reference Room or from collections not yet catalogued. In this group of essential biographical collections are Thieme-Becker's Künstler-Lexikon, and Dictionnaire critique et documentaire des peintres, sculpteurs, dessinateurs et graveurs, by Bénézit. Only complete sets should be in the Art Library.

The personnel problem still to be solved is to have a trained assistant working in the library during the first week of school so the librarian could get across the campus for classes when they begin in September. Usually students are not available or trained for about two weeks, they alter their class and work schedules several times, or no one on the staff can work at the particular time the librarian wishes to go across campus, attend

class, and return. The location of the new Art Building requires more time to get across the campus. This librarian is eager to take classes.

OBJECTIVES

It has long been the wish of the librarian to conduct those in the beginning art history classes on a brief tour of the library during the first week of classes. It not only offers a welcoming gesture to new students and information about the extent of art resources, but also it may establish an attitude of ease in requesting help and in self-help. It is with such an approach that the greatest benefit is to be derived from the use of this particular library.

The first week of school always is hectic, but if the class does not get a group tour, the librarian is obligated to explain the general plan plus specifics countless times to individuals and late in the semester to the timid who finally reveal their bewilderment, and the personal tours continue until term papers are due. This time consuming process is staggering if regarded by total hours of the librarian's schedule taken for this purpose.

When additional shelves are installed, or before, a diagram will be made of the floor plan indicating the location of books by subject, and of other major holdings in the library.

A composite schedule sheet for periodicals to be bound should be completed for noting at a glance the month in which the final number is to be ^{received} and volume sent off, also how many volumes to be bound as one and which to be alternately laced-on. Such a sheet with a limited list of titles has been made.

The librarian heartily endorses the faculty pronouncement of enforcing student cooperation in maintaining clean studios and halls. She expects students' respect for the building to be reflected in a respect for library materials. She wrote a letter to the Chairman to that effect. A great effort will be made to keep the library and the collection clean and in good repair.

Creating a climate of harmony, initiative, and efficiency among the staff is a primary goal of the librarian. She is confident this will be achieved among the present group because the assistants are intelligent, accept confining clerical routine, and appreciate the new library conditions. Heretofore art majors often resisted clerical work, thereby adding to the burden of the librarian.

There is a corresponding desire to establish a rapport with the faculty members. Because of mutual interest in the students, studio work, art history, and a sense of loyalty to the department, this usually is not difficult. However, overcoming a strained relationship with three members may require careful consideration. Their disgruntled attitude may have been due in part to conditions in the old building because at times they are now cordial. The librarian fervently wished to avoid any repetition of several encounters which occurred within the past

year.

The faculty member who became conspicuously managerial made several vociferous accusations heard throughout the library and adjacent halls. Explanations were demanded but each charge proved to be based on an assumed false conclusion. When the facts were revealed, there was peace and an amicable parting. The pattern was repeated during the spring, suggesting that the teacher may have been searching for a point to criticize.

Under the very trying conditions at the time, the librarian was acutely aware of many areas for improvement. Snooping and accusing are unnecessary; the librarian willingly will itemize all weaknesses in her work, she knows them. She was falsely accused but not scolded for the actual problems which existed. Fortunately they are being solved in the new building. All these needless encounters were particularly enervating when the staff was making a great effort to prepare for the move.

One conversation revealed that two leading members of the Library Committee may have thought the librarian was interfering with their "building up a case" for increasing the book budget. They obviously did not know the conditions governing this library allotment.

Possibly, as in governments, there are those waiting to seize control in times of expansion. The best libraries are controlled by librarians, not faculty.

It is recommended that for security reasons the library office doors have locks and keys unlike the library door. Several have keys to these doors including those who habitually loose keys or leave them out on furniture. This summer the door was unlocked and a student went in, presumably after a janitor had worked in the room. Sometimes janitors leave the doors open while they work around that area, even while operating machines in other offices.

Graduate students who work for the department also have the use of library keys, doubtless borrowed keys. The office cannot serve as a Z-Room under the present conditions. Security there seems to be a somewhat nebulous thing. It is not recommended that rare items of the Parsons or Bingham collections be shelved in Art, as some members of the faculty had expected them to be.

The immediate objective is to help the person find what he wants when it is needed; the ultimate objective is to make this library the foremost art research center in this part of the nation.