

ANNUAL REPORT  
1978/79

The Fine Arts Library opened to the public on July 16. During the first six weeks staff and patrons encountered a variety of problems resulting from technical furniture not having been assembled on time, the installation of the book detection system, aspects of making the system operational and the training of a new staff. Numerous minor problems were also encountered including a shortage of typewriters and a lack of access to materials that could not be unpacked until the units in which they were to be stored had arrived. However, after almost two months of settling in, the Fine Arts Library began functioning more smoothly.

## I. PERSONNEL

The Fine Arts Library opened with the following staff: Fine Arts Librarian, Art Librarian, Library Assistant II (1/2 time), Library Assistant I, Clerk Typist, Clerk Typist (1/2 time), and 2 (1/2 time) Senior Clerks, plus clerical assistants.

## II. CIRCULATION AND RESERVES

The Circulation Services Supervisor and her staff have been involved in orientation to the new facility. All clerical assistants have reviewed with the Supervisor a three-page checklist of procedures, regulations and general facts dealing with the new areas to serve.

The major emphasis at the circulation area at the end of the summer was the placement of security strips in the spines of books within the library's collection. As of September 1, 1979, some five thousand strips had been inserted. This is an on-going and quite time-consuming process that has now become an integral part of the operations at the Circulation Desk.

The Fine Arts Library has instituted both Open and Closed Reserve areas within the library for students and faculty. There have been a few problems with the Open Reserves, including confusion on the part of the faculty as to the loan periods and procedures for check-out of materials. Also several faculty have had problems with large classes in which students removed books from the Open Reserve area, removed Open Reserve stickers from the spines of the volumes and hid them elsewhere in the Library. As a result during the first week of class, approximately seventy books were transferred from Open Reserve and placed on Closed Reserve behind the Circulation Desk.

## III. REFERENCE AND USER EDUCATION

A formal Reference desk was established in the Reading Room on the third floor of the Library. Three professionals, a Library

Assistant II, and a Library Assistant I provide coverage at the desk from 10 to 5 Monday through Friday and from 6 to 8 on Monday, Tuesday and Wednesday evenings. A total of thirty-eight hours per week of formal Reference Desk service is provided. In addition, the subject bibliographers are on call additional hours each day to provide back-up service when necessary. While each staff member working at the desk is trained to answer questions dealing with both drama and arts subjects, complex questions involving extensive searching in art are referred to Joyce Hess, Art Librarian; complex questions dealing with drama are referred to Ann Jordan, Drama Librarian.

In order to acquaint the General Libraries staff with the new facility, four tours were given on August 27, 28, 30 and 31. In addition, a letter was sent to drama and art faculty within the College of Fine Arts announcing a series of scheduled tours for faculty and students during the month of September. Eight tours were given between September 17 and 28. In addition, several specially requested tours were provided for both drama and art classes during the month of September.

#### IV. TECHNICAL SERVICES

Beginning with the move from the Art Library in July, the responsibility for processing new materials and transferred materials was given to the Library Assistant II. Formerly, art materials had been checked in by the Library Assistant I in the Art Library and were then passed on to the Art Librarian.

New materials and transfers are routed through the subject librarians for art and drama who examine the item and decide on reference or reserve status of the materials.

The Library Assistant II is also responsible for liaison with Technical Services in the Perry-Castaneda Library. This activity mainly concerns the correction of snags and errors related to card sets. Because of the transfer of drama materials from Perry-Castaneda Library and the reclassification of art materials, there is a large quantity of materials and books to be checked. During the summer months, the only assistance in this process was given by such clerical personnel as could be spared from other tasks. At present, a clerical assistant working fifteen hours per week is assigned to card filing.

In transferring the Art Library cards to the new public catalog, a great deal of measuring and planning was done in order to spread the cards evenly and to leave space for the Music Library book cards scheduled to arrive next year. Charlotte Gunn was very helpful in this operation.

We are developing routines and working relationships with the staff here and in the Perry-Castaneda Library to handle our current

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operations and to facilitate the upcoming move of Music Library materials and cards into the Fine Arts Library.

#### V.. ACQUISITIONS AND RELATED SUBJECT-ORIENTED ACTIVITIES

##### A. ART

The year 1978/79 was devoted to preparations for moving the Art Library to the new Fine Arts Library Building. The entire collection of about 40,000 volumes was coded for automated circulation, the reference collection was weeded and volumes in Dewey classification were reclassified into Library of Congress; lists of temporary slips in the shelf list were sent to cataloging to obtain permanent card sets; volumes needing repair were systematically sent to book repair or to bindery; inventory was completed and needed replacements were ordered for missing volumes; hundreds of gift books and exhibition catalogs were sent to cataloging to be added to the collection and there was a general house cleaning of files and records. Virginia Phillips and Lou Craig worked at reclassing the books in the Picture File to Library of Congress. The move was accomplished very speedily and very efficiently thanks to the detailed planning of Nancy McAdams and George Cogswell. And the change from the Art Library to the Fine Arts Library was also a very smooth transition. -- Joyce Hess

##### B. DRAMA

The material in the basic collection to support the study and teaching of the performing arts began to arrive in August with the transfer of several hundred volumes relating to drama from the Perry-Castaneda Library. The University Interscholastic League donated about 200 titles on the study and teaching of drama in the secondary schools. As the processing of drama materials continues, the Drama Librarian will contact faculty members to determine their user education needs and to suggest ways in which the Fine Arts Library can assist them. A positive effort will be made to offer tours and instruction tailored to their special requirements.

In the coming year, problems may arise because some reference books and indexes now located in the Perry-Castaneda Library relating to performance and theater history have not been duplicated for this collection, and because users may expect that the collection will be all-inclusive rather than selective and representative. As a remedy, information on all titles requested or needed will be recorded and routed appropriately. -- Anne Jordan

#### VI. GOALS

- A. To institute a series of training sessions conducted by members of the staff assigned to the Reference Desk. Each session would review literature and sources on a basic subject

with which we must deal, e.g., information on how to find illustrations of a painting, illustrations of period costume designs, the history of the theater, biographical information on contemporary artists, etc.

- B. To clarify more adequately the procedures for the collection development of drama materials.
- C. To establish a better dialog with the faculty and students in the College of Fine Arts in order that the Fine Arts Library might better serve them and they might better acquaint themselves with the resources available in the Fine Arts collections.
- D. To publish a Fine Arts Library Newsletter on a quarterly basis giving news of acquisitions, work in progress by graduate students, faculty and visiting scholars, announcements of activities and exhibits within the Fine Arts Library. The Fine Arts Library Newsletter would be distributed nationally to art, music and fine arts libraries to advertise our facilities and activities in the fine arts within the General Libraries. It would also be distributed to all faculty members in the College of Fine Arts.
- E. To establish the Fine Arts Library as an exhibition area for student work produced in the art and drama departments.
- F. To successfully integrate the Music Library and its activities into the Fine Arts Library during the summer of 1980.

#### VII. LIBRARIAN'S ACTIVITIES

##### A. Campus Activities

1. Chairperson, Professional Staff Affairs Committee  
The Committee drafted a document outlining the responsibilities and privileges of the Professional Librarian on the University of Texas campus to be inserted into the Handbook of Operating Procedures. This document was written after a review of the literature and a study of supporting documents compiled earlier by members of the General Libraries' staff. The Committee held meetings with the University Library Committee Subcommittee on Status and with the professional staff to review and discuss the document.
2. Member, User Education Committee
3. Member, Committee for Branch Libraries' Clerical Assistant Manual
4. Recorded and Compiled Minutes of the Branch Libraries' meetings

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5. Completed 9 semester hours in art history beyond the Master's level toward a doctorate in art history (with emphasis on architectural history)
6. Awarded \$250.00 grant from the Dean of the Graduate School, University of Texas, to defray costs of film and processing of photographs of architectural drawings to be used in research on my dissertation.

B. State and National Activities

1. Member of the Art Libraries Society of North America
2. Member of the American Library Association
3. Attended the meeting of the Texas Chapter of the Art Libraries Society of North America, October, 1979, in Ft. Worth at the Amon Carter Museum.
4. Attended the Fifth National Conference of the Art Libraries Society of North America, March, 1979, in Toronto, Canada.

C. Papers Given

"HUD 701 Planning Reports" given at the Access to Government Information: Sources and Trends for the '80's, sponsored by the Texas Library Association, the Special Libraries Association and the Texas State Library, Joe C. Thompson Center, September 7, 1979.

D. Publications

Architecture and the Machine Aesthetic. Monticello, Illinois: Vance Bibliographies, March, 1979 (Architecture Series: A-37)

The Architect and His Client through the Ages: A Bibliography of Books and Articles. Monticello, Illinois: Vance Bibliographies, April, 1979. (Architecture Series: A-39)

A Chronological List of Architectural Publications 1700-1799, in the Collections of the Humanities Research Center Library, University of Texas, Austin. Monticello, Illinois: Vance Bibliographies, June, 1979. (Architecture Series: A-48)

The Ancient Roman Insula or Tenement Building: A Bibliography. Monticello, Illinois: Vance Bibliographies, August, 1979. (Architecture Series: A-67)

The Architectural Drawing and Architectural Practice during the Late Fifteenth and Early Sixteenth Centuries in Italy. Monticello, Illinois: Vance Bibliographies, October, 1979. (Architecture Series: A-99)

"The Collection Development Policy for Architectural Archive Collections," Art Libraries Society of North America Newsletter 7, nos. 1/2 (February, 1979), 16-17.