

ANNUAL REPORT 1979/80

FINE ARTS LIBRARY

CAROLE CABLE, ARCHITECTURE AND FINE ARTS LIBRARIAN  
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I. PERSONNEL

At the end of the fiscal year the Fine Arts Library had the following staff: Fine Arts Librarian, Art Librarian, Music Librarian, Reference Librarian, Library Assistant II, 2 Library Assistant I's, 1 and one-half Clerk-Typists, 1 Senior Clerk-Typist and 2 (one-half time) Senior Clerks.

The Fine Arts Librarian took a leave of absence from January through July, 1980. During that same period, Jerry Breeze from the Reference Department, Perry-Castaneda Library, was assigned half-time to the Fine Arts Library to assist with reference services activities and supervise an inventory of the collections.

II. INTEGRATION OF THE MUSIC LIBRARY INTO THE FINE ARTS LIBRARY

The Music Library moved from Battle Hall Libraries into the Fine Arts Library the first week of August, 1980. The staffs of the two operations were integrated and training sessions were held to orient Fine Arts Library staff to circulation routines and unique loan periods and handling required of the music materials. After several weeks, minor adjustments, such as the relocation of some materials, work area organization, lighting and signs were still being made. However, the music materials, routines, and staff are now fully integrated into the Fine Arts Library.

III. CIRCULATION AND RESERVES

Prior to August 1980, circulation staff completed several major projects. Under the direction of Jerry Breeze, the entire Library of Congress collection was inventoried. The Dewey collection was inventoried for items identified as missing in the last inventory. Overlays were placed in the shelflist and public catalog for all materials located in the Special Collection. The Print Collection was carefully reviewed and put into order. A new procedure for shelfreading was instituted that allows shelfreading to take place on a daily basis. The periodical collection was reviewed by the subject librarians and the majority of loose issues were shifted to a public access area. With the exception of titles we do not bind, each issue now receives a security strip as part of its checking-in processing.

Placement of security strips in Fine Arts volumes was a major task during the year. By July 1980, approximately 95% of the collection was completed. About 5,000 more unprocessed volumes arrived with the Music Library in August 1980. Despite an intensive drive to finish the collection, by the end of the year approximately 2,000 volumes had not been processed. Completion of this project will be made more difficult by the fact that Acquisitions no longer marks items with security strips. Currently, items are processed for the security system as they return from circulation. More systematic efforts will take place as time permits.

The move of the Music Library into Fine Arts gave rise to typical problems associated with the merger of two self-sufficient collections. Examples included circulation of a wider variety of materials, conflicting procedures, overlap in job duties, etc.

At the end of August 1980, automated circulation equipment was installed. Training of circulation staff was a major goal and was accomplished in about one week. During the coming year, we will be occupied with refining automated procedures and developing a training manual which reflects all the changes in collection, personnel and equipment which have taken place over the past year.

--Leslie Tamayo, Library Assistant I,  
in charge of circulation

#### IV. TECHNICAL SERVICES

During this year, drama materials have been transferred to FAL from the Perry-Castaneda Library; also, some art books were transferred from the MAIN-Z collection. At the end of this summer, all music materials were transferred from Battle Hall to FAL. As a result of all these transfers of materials, and because of a good deal of reclassification and cataloging of previously uncataloged materials, primarily music scores and art Picture File materials, there has been a large amount of activity in this unit involving card pulling and card filing. Also, it was necessary to integrate the Music Library book card catalog with the existing FAL card catalog. The Music score/record catalog is separate.

Most of the uncataloged art materials in the Picture File have been cataloged and cards have been filed; a small amount remains to be completed. All uncataloged music scores have been sent to Judy Weidow, the music cataloger, for processing; many of these scores, sent to cataloging over the past two years, have been cataloged and returned to us.

Our greatest problem during this past year was primarily a lack of sufficient personnel. The special projects mentioned above have resulted in a great deal of increased work for this unit; during most of this year, the only personnel in this unit primarily responsible for processing were one L.A. II, working half-time in the Music Library and half-time in FAL, and a part-time clerk in the Music Library. Other

assistance has come from a part-time L.A. I in the Music Library (with other responsibilities), a part-time clerk-typist in FAL (with other responsibilities) and assorted clerical assistants, on an irregular basis. For a brief period in the fall, and again in the summer months, a clerical assistant was employed by the FAL processing unit, primarily to file cards, as time permitted. The half-time clerk-typist in FAL was assigned to assist in the processing of new materials, but this position was not part of the department and carried other responsibilities, such as handling reserve materials and preparing statistics. This position is now part of the Technical Processing unit, but will continue to provide assistance in handling reserve materials, as needed.

Lack of sufficient space is a problem. The L.A. II in FAL must retain snag materials (books, records, and cards) until the problems are resolved. Especially since music materials are now in FAL, the shortage of space is critical.

At present, the processing of new materials is handled by two different units. Music staff processes music materials separately. The processing routines are different within these two units; it might be advisable to be more consistent in processing routines, so that other personnel who have to use the records involved will be familiar with the routines.

--Amy Bierbower, Library Assistant II,  
Technical Services

#### V. REFERENCE SERVICES AND USER EDUCATION

A reference and information desk serving all three areas was staffed during peak periods on week days and in the early evening hours two nights a week. Routines have been established with technical services within the Library to place materials for review, i.e. books possibly destined for the reference collection as well as general books for the stacks areas, on a truck near the Reference and Information Desk. This provides an opportunity for subject specialists in all three areas to develop an idea of what is being received in the other subject areas, as well as giving them the opportunity to review new books in their subject specialties.

An OCLC terminal was installed in the Fine Arts Library near the Reference and Information Desk during the spring semester, 1980. The terminal has been in frequent use, especially during mid-day and early evening hours, by both students and faculty. The terminal is particularly helpful for those students and faculty in the College of Fine Arts who are doing interdisciplinary research. Three training sessions conducted by Anne Jordan were offered to users in the early weeks of the fall semester, 1980. The script for those sessions was based on the one used in the Perry-Castaneda Library, with the recently added search enhancements and examples from fine arts entries supplementing the script.

Unlike last fall, the Fine Arts Library did not offer general tours of the facility. Guided tours and related user education activities were initiated and coordinated by the individual subject specialists with the particular student and faculty groups they serve. This practice will continue. However, once the audio/video/visual area within the Library becomes operable there will probably be some general tours, in addition to subject specialty oriented tours, offered.

## VI. GOALS FOR THE FINE ARTS LIBRARY

### Immediate

- A. To institute a series of enrichment sessions among the professional staff in the Fine Arts Library, selected staff in the Architecture and Classics Libraries, and the Perry-Castaneda Library Reference Services Department to review search strategies, selected aspects of the literature and contemporary trends in the fields of art, drama, and music.
- B. To integrate the routines, procedures and staff of the newly developed Audio/Video/Visual area into the operations of the Fine Arts Library. Priorities here include (1) the establishment of a Media Librarian and support staff to provide the necessary services for the area, (2) the development of a program statement for the area outlining its role, functions, and scope of operations in the support of the curriculum of the College of Fine Arts. To define procedures and functions relative to the coordination of services and collections of the Fine Arts A/V/V area with that of the Audio Library in the Undergraduate Library.
- C. To establish the Fine Arts Library as an exhibition area for student work produced in the art and drama departments. And also, with the approval of the student and faculty users of the Library, to institute a series of short lunch-time performances by groups from the Music Department, e.g., a 20-30 minute performance of Christmas carols by a choir in the balcony area overlooking the Reading Room.
- D. The reclassification of the Library Assistant I position in charge of circulation to a Library Assistant II position.

### Ongoing

- A. To continue to work on establishing a better dialog with students and faculty in the College of Fine Arts through such means as the issuing of selected reference sources dealing with the collections, the compilation of special lists made-to-order for classroom presentation, issuing of new acquisitions lists, and, in general, through a more active personal dialog with both students and faculty.



- B. To publish a Fine Arts Library Newsletter each semester 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 Newsletter would be distributed nationally to art, music, and fine arts libraries to advertise our facilities and collections. It would also be distributed to all faculty members in the College of Fine Arts. It is hoped that the first issue of the Newsletter will be ready for distribution in the summer or early fall of 1931, with subsequent issues being produced each semester thereafter.
- C. To develop the Fine Arts Library into a nationally recognized collection and research center for the fine arts. The first step in this direction is to build up the collection through private foundation grants and through special University development grants, while at the same time promoting our collection at state meetings of music, art, and drama librarians. The second step involves becoming more visible on the national scene through (a) a Fine Arts Library Newsletter, (b) attendance at all appropriate national meetings, not only of art, music, and, to a limited extent, drama librarians, but in addition, attendance at scholarly meetings of faculty in the fine arts areas, presentation of papers relating to our holdings and how they are being utilized in present-day research projects.

## VII. ART COLLECTION

The most momentous event of the year for art was the announcement in August that the College of Fine Arts had received a grant from the University administration for the purchase of microfiche publications to be housed in the Fine Arts Library. The Marburger Index, the Index of American Design, the Photographic Index of Art in France, and the Chadwyck-Healey collection of Art Exhibition Catalogs on microfiche have been ordered. We will also acquire:

American Academy of Rome. Photographic Archive of Ancient Roman Architecture  
Victoria and Albert Collections  
Bodleian Library Illuminated Medieval Manuscripts  
Christie's Pictorial Archive  
Photographic Record of the Wallace Collection  
Index Iconologicus  
Fratelli Alinari Photographic Archive  
Dunlap Society. Visual Archives of American Art  
Chicago Art Institute French Drawings

These materials will constitute a major regional and even national resource for research involving visual images.

User education activities included tours of the library, lectures concerning reference works and their use, and the preparation of two bibliographies: "Ancient Art," and "Greek Vase Painting."

Approximately 2,000 books were added to the collection during the past year, bringing the total collection to ca. 42,000 volumes. The total number of art books published continues to increase each year, and so do their prices. A larger book budget is needed for art.

A larger book budget is needed to fulfill faculty requests and for current and retrospective purchasing. The blanket order plan's limit of \$60.00 eliminates many art titles. The too limited book budget is art's major problem. Lack of clerical help for checking brochures and bibliographies with the card catalog, and for typing and filing orders has also been a problem throughout the year. In September, 1980, this problem was somewhat alleviated by Dr. Kenneth Prescott, Chairman of the Art Department, funding (at my request) a half-time work-study student to help with the clerical work involved in ordering books.

Our goal for the coming year will be to publicize the microfiche publications as they are received. The fact that these materials will be available here should be welcome news throughout the state and the Southwest, as well as nationally. We will also, in every way possible, educate and encourage our patrons to use these materials.

--Joyce Hess, Art Librarian

#### VII. DRAMA COLLECTION

The processing and transfer to the Fine Arts Library of drama material relating to performance was largely completed by January. Drama students participated in library tours offered during both the fall and spring semesters. Many of the more senior members of the Drama Department faculty were visited by the Reference Librarian and encouraged to request library tours and bibliographic instruction directed to the special needs of their students.

An analysis of questions received at the Information Desk relating to drama was begun in January to determine how the collection served the needs of the users. A large number of requests were for the texts of plays, some of which, though already ordered, were not yet on the shelves. The need to acquire indexes and catalogs to make good use of the periodicals on drama was evident. These requests were passed along to collection development.

"Recurring Reference Questions on Drama," designed to help FAL librarians with use of reference materials was made available in March. Other guides to drama reference materials are near publication.

--Anne Jordan, Reference Librarian

#### IX. MUSIC COLLECTION

##### Major Achievements

The major achievement for the year is the move of the music collection in August to a permanent location in the Fine Arts Library. The

provision of plush and numerous study areas and lockers (including twelve locked studies), excellent current periodical display area and reference shelving, three seminar rooms to be fully AV equipped, 69 positions for AV use, a new automated circulation system, an OCLC terminal, new microreaders, is somewhat offset by an early realization that the office area for staff has already been outgrown and the storage of AV materials may last three to four years. Without question, this will be a major continuing problem particularly as the AV services for all departments are developed. The failure to adequately project future services to the music department at least five years ago will loom as a serious administrative failure.

The additional serial budget provided the music library resulted in placing about 100 new subscriptions primarily for periodicals. This will provide coverage for approximately 60 percent of the titles indexed by the Music Index and RILM.

With the space provided for the reference collection, an additional 4,005 volumes were selected and labelled. The music reference collection now numbers some 5,650 volumes. The project to add reference overlays (est. 25,000) to these titles is almost completed. As an added assist to patrons, the Dewey titles which should be reclassified to L.C. are shelved adjacent to those in L.C. with which they will be interfiled. Further, notes are kept title by title as to the cards which are missing in the catalog for these titles. The list of selections will also provide a block of information in preparation for a list of serial titles for music in the collection.

The uncataloged collection of music scores, approximately 7192 pieces, has all been sent to the music cataloger. The cataloging of these titles in the last two years has represented a major improvement in the card catalog because of correct name/title entries. The majority of the work was accomplished through the use of CA and workstudy hours and supervised by an L.A.II and the music librarian.

The taping of new recordings by UGL has continued at a rate of 35 to 40 tapes a week. There are now 3,000 tapes in the music collection. After a review and evaluation of shelving space in FAL, a decision was made to tape retrospective holdings selectively.

#### Acquisitions

Two lengthy lists for music education and band music were taken to Front, Los Angeles, the music blanket order dealer, for purchase. At the same time, a review of their services on the spot was made. The orders for microfilm missing in inventory were processed. The staff continues to notify faculty of new titles in their area of interest by sending an orf form to them with the call number.

#### Binding

The inability to retrieve volumes from the bindery or even to determine their whereabouts continues to be a problem in relation to reserve.



### Cataloging

Losing Joanna Tousley-Excalante as record cataloger was a bad loss to our collection. The many historical and Latin American recordings require professional and music skill in cataloging. The increasing delay in receipt of new materials, the uncataloged scores, reclassified volumes, etc. plus the large number of gift titles which need to be cataloged, indicate that a second professional cataloger is essential. A small collection of manuscripts on microfilm still needs to be cataloged. The quantity of titles cataloged is not supportive of the academic program.

### Circulation

Responsibility for circulation services in Battle Hall was accepted in Nov. 1979. Working with Barry Eisenberg, a management analysis of the automated circulation services was made to better identify staff needs in FAL. Loss of materials continues as a major problem. The new security system should reduce this problem.

### Equipment

Recommendations for the list of new equipment in FAL was reviewed once more. Several recommended items have as yet not been ordered.

### Faculty Library Committee

The faculty worked with the music librarian to select periodical titles for purchase. Their expertise was exceptionally helpful in listing needed titles for their subject areas.

### Gifts

A gift of piano rolls and the transfer of musical recordings from KUT triggered the action by which an area in CDL has been designated as temporary storage for an archival collection of 78 rpm recordings and other early recorded forms. In the process, a small collection of Peters scores was found in CDL. They will be immediately reviewed for cataloging as these are titles which we may be selecting for purchase.

### Moving

The preparation for the move to FAL took a tremendous amount of time. A period of two hours a day for two months was needed to select the additional 4,000 plus reference volumes. CA staff then labelled the volumes and placed reference overlays on the card sets. This project is almost completed. Printed statements of information for patrons of the FAL were prepared. An evaluation of storage space and the service area for AV was made in terms of projected needs. A review of audio services in the UGL in relation to the Music Department was made with John Schiro to better determine staff projection needs. A great amount of packing was accomplished with CA help. Thousands of volumes were "stripped" for the new security system in FAL using CA staff.

### Personnel

Some additional CA hours were received to "strip" materials for security. However, much project work was completed with CA staff assigned to circulation and maintenance and work-study students. A projection for staff needs for FAL was prepared in February. The major focus was on additional needs for AV services. An effort was made to prepare a statement which would stabilize job assignments for the most effective results. The two half-time positions for music were combined into a full time position for processing new materials and catalog maintenance for music scores and recordings. A half-time position for an "audio" clerk was established to replace the use of CA hours for the tape project and to handle AV reserves. There was continued work analysis to provide reliable information for staff needs.

### Projects

In addition to projects already referred to, the "man" file for sound recordings was completed with CA hours. The final stage will be a review by the music librarian to determine that all appropriate guide cards, cross references, etc. have been made. New guide cards for the score/sound recordings catalog have almost been completed. An inventory file for the first part of the reference collection is almost ready to produce hard card file. The user education information used in Battle Hall had to be updated for the Fine Arts Library.

--Olga Buth, Music Librarian