

OCT 10 1962

Art

THE LIBRARY OF THE UNIVERSITY OF TEXAS

AUSTIN · 12 · TEXAS

Art Library
October 9, 1962

Dear Mr. Moffit,

These two pages are a report on problems involving keys to the Art Library held by faculty members. The pages are typed to look like part of the annual report and the report page numbers have been penciled in, should you wish to include them in the annual report. Otherwise, considering the nature of the problem, it seemed about time to offer an account of this condition.

During the present fiscal year, last Wednesday night, another faculty meeting was held in the library. The doors were locked but one window was left open all night. It happened to be the southwest window that someone tried to break into last spring.

Sincerely,

Mary Louise Weideman

It was suggested by the security office that the office door should have been opened by a guard before the door was locked. This was a possibility which was not considered at that time. Since the office door was not locked, the door was left open. Fortunately, no one tried to open the door. The door was locked when the security office arrived, at least it was not locked.

The library security office suggested to lock the library door during an afternoon meeting in the library. The door was left open during the meeting. This was a possibility which was not considered at that time. Since the office door was not locked, the door was left open. Fortunately, no one tried to open the door. The door was locked when the security office arrived, at least it was not locked.

Faculty meeting rooms are provided in the Student Union and several art faculty was invited to the library. The library was locked when the security office arrived, at least it was not locked.

KEYS

During the first two years several art faculty had keys to this library there was no way of knowing whether any materials were taken by them without charge and not returned. However, many books which were not charged came back with groups of books checked out to key-carrying faculty, so it would appear that some books were taken temporarily without record. This caused needless waste of time searching for the books while they were missing.

In the past year this continued, but there were additional problems. The most serious involved leaving the library doors open all night. Heretofore faculty meetings were held in the library at four or four-thirty and the librarian stayed until six or later and was responsible for checking the windows, fans or heaters, and doors. In earlier years when there was a classroom available, faculty meetings were held there in the afternoon and the library was not used for department meetings.

When the faculty finally had keys the Chairman decided they could use the library at night for meetings since he had a key so several evenings were called. The librarian was not in the building. After the first night meeting the hall door was not locked and, early the next morning a girl opened the door, turned on the light, and was writing social notes in the library when the librarian arrived. She was a new student and seemed to think there was nothing unusual about her procedure.

On the morning following the next night meeting the library doors were locked but the librarian's office door on the hall was unlocked. Her desk chair had been moved in front of the telephone and there were other revealing changes at the 'phone to indicate it had been used after the librarian had left. She had checked thoroughly before leaving. No key to the present office lock has ever been issued to a janitor or faculty. After both incidents the librarian checked with the Security Office and there was no record that their men were involved. Both times it was obvious that the janitor or heater-repairmen had not been in the room. The janitor said he had not been.

It was suggested by the Security Office that the office door might have been opened by a grand master key owned by a faculty member, probably the Chairman. This was a possibility unknown to the librarian at that time. From the office anyone can open the library door. Fortunately no one tried to open the hall door before the librarian arrived, at least it was not obvious.

On another occasion the Chairman promised to lock the library following an afternoon meeting as the librarian had planned to leave before the meeting would be over. By chance she was still in the building when the meeting concluded earlier than expected and she hurried down to check on the doors. The Chairman had left with the doors and windows open and the lights on. Possibly a serious loss was averted that evening.

Faculty meeting rooms are provided in the Student Union and several art faculty who talked to the librarian have indicated there is no

9. 1972
Reason why their meetings should not be held there. Since the book shelves were moved into the reading table area of the library after the rain it would seem there is not enough room for the faculty to meet in comfort in the library. Under the circumstances it seems asking the faculty to meet elsewhere would be justified.

A key-holding faculty member assigned an exam to a small group of graduate students in the library one night without notifying the librarian. The students thought it rather a secret, but told the librarian anyway so she was prepared. The doors were locked the next morning but the whole procedure does seem presumptuous.

Last summer the Chairman loaned his key, while he was out of town for a month, to a visiting professor who usually used the key after he had spent some time in the library when it was open. Why he couldn't have checked out the books while he and the librarian were there remained unknown to her. One time he admitted he left the lights on but he did get the door locked. He seemed implicitly honest but the understanding on signing for a key is that they will not be loaned. This rule the Chairman expressly asked the faculty to honor, as he promised he would do. He also loaned his key to the secretary so she could locate material for a townswoman. It was a friendly gesture, but not for an imperative need.

It is very important that students and others do not know about this carelessness. It could lead to real trouble because there have been prowlers. One night a window screen was ripped and someone tried to get into the library. They also tried at the library office window and broke a small window in the hall, but were unsuccessful.

Thus far two faculty members have lost library keys, one left without returning his, and one faculty said he had a key, but he never signed for it. Another one was lost temporarily. Another library key was lost late in the summer by a substitute janitor. The regular janitor is most dependable.

No students had library or office keys during the spring when the night meetings occurred. The integrity of the three student assistants, Austin girls, who held keys within the last five years, was never questioned by the librarian, who knew their families.

The experiment of issuing library keys to the faculty with absolutely no room or building check, actually a very rare practice in universities, has provided a possible serious loss to the collection, has necessitated time-consuming, unnecessary checking and searching for books not checked out, checking on possibilities after a door was left unlocked, it has caused some upset and grave concern to the librarian, and has been a great disappointment to her.

It may be true that such an attitude does not endear a librarian in the hearts of key-holding faculty members, nevertheless this is an accurate three-year report of the condition.