

ART LIBRARY
FOURTH
ANNUAL REPORT
1950-1951

SUBMITTED
31 October, 1951
Josef A. Head

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ORGANIZATION AND ROUTINE

The Art Library during its fourth year of operation has continued to maintain a standard procedure of organization and routine. Adherence to established policy has provided a satisfactory environment. Certain minor changes have evolved within the general scheme such as the addition of more shelving to accommodate a larger reserve section for the art history classes, and the closed shelf reserve section has been expanded and is now housed in the library office to insure a better handling of single copy books which receive heavy use. In addition, a section of the library proper has been separated and set up for the use of art history students. This segregated area prevents the study of slides and related art history material from interfering with the normal library routine.

PERSONNEL

During the period covered by this report five new students have been trained as part-time clerical assistants in library work. The Art Library maintains a staff of three part-time clerical assistants and one Librarian I, Mr. Josef A. Head.

DESCRIPTION OF THE LIBRARY

Approximate number of books		Total
Picture file	1028	
Regularly classified books	1405	2433
Magazines currently received during the year		45
Approximate number of prints		
Standard type prints	1019	
Small unmounted prints	1000	
Photographs	439	2458

It should be noted that the above prints actually are property of the Art Department. However, the art library assumes the responsibility for cataloging, housing, and circulation. Acquisition of small unmounted material has been discouraged because of the problems involved in housing and handling.

CIRCULATION STATISTICS

1947/48		Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Total
Nov	Dec	740	1129	1254	1522	1135	185	1103	898	715	1560	10,211
1948/49		Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Total
1903	1382	1725	1803	2327	1820	1961	1154	915	701	739	1370	14,515
1949/50		Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Total
1543	1327	1296	1232	1830	1205	1335	521	527	617	335	1625	13,393
1950/51		Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Total
1216	968	1130	1063	1416	1471	1535	703	937	728	419	1659	13,445

ACCOMPLISHMENTS

1. Complete inventory of all books, portfolios, and Carnegie prints were taken.
2. A file was set up for catalogs and related pamphlets pertaining to regional and national exhibitions.
3. A section of the library proper has been partitioned off to serve as a study area for art history courses. This separated area encourages the use of slides and photographs without interfering with the normal library use.
4. Additional shelving in both the reserve and regular sections has allowed for necessary expansion.
5. Interest in the library has been increased by means of frequently changed provocative displays on current trends, unusual materials and technique, and work related to art history courses.

PROJECTS

1. Continued reorganization and shelving of color reproductions and photographs.
2. Create a clippings file for the use of the commercial art students. This file is to include newspaper and periodical clippings, advertisements and illustrations and phonograph album covers.
3. Continued use of frequently changed displays on current art trends, new books and prints and works related to art history courses.
4. The all encompassing project of the art library, as stated in previous years reports, is to pursue the original objective of the library which is to instill

in the students the thought that the library is a place of interest and not simply a source of assignments material. This can be done in part through the improvement of the physical appearance of the library — through provocative displays and more comfortable furniture. Also, the library staff should feel responsibility toward the students and faculty in acquainting them with new books and periodicals and in making the library as functional as possible. In addition, it should be mentioned that the acquisition of needed books to make a more complete library is extremely desirable.

NEEDED EQUIPMENT

1. Additional facilities for housing color reproductions are needed.
2. As suggested in previous reports, it would greatly add to the appearance and comfort of the library if the folding metal chairs could be replaced by chairs of a proper height for the study tables.
3. An additional filing cabinet is needed for housing mounted and unmounted photographs and related material.

Submitted by

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Art Librarian