

ART LIBRARY

TENTH ANNUAL REPORT

During the tenth year 1956-1957 the art library has... During the tenth year 1956-1957 the art library has... During the tenth year 1956-1957 the art library has...

October 30, 1957

M. L. Weideman

- 1. A second table with... 2. The former... 3. The book... 4. A new... 5. The... 6. The... 7. The...

## PERSONNEL

The Art Library maintains a staff of three part-time clerical assistants and one librarian, Miss Mary Louise Weideman. Two students were trained as assistants since the last annual report. One has worked in this library for over a year and all are majoring in art.

## ORGANIZATION AND ROUTINE

During its tenth year of operation the Art Library has maintained standard library organization and procedure. The staff also has its own routine for weekly dusting, etc. Additional metal shelves, 8 sections of 4 shelves each, were installed, which provides for three distinct divisions in the library. For the first time all Dewey decimal classified books are shelved in a serpentine arrangement along one wall, Picture File books are along another wall, and the Reserve books are found in a free-standing row of shelves separate from the other two areas. This division of units facilitates quicker location of books and is a great advantage to everyone concerned. A borrowed book case, formerly used in the library, was moved into the office. This offers a neater place for files, periodicals to be bound, etc., and keeps them off the floor. Office furniture was rearranged for better working space.

## EQUIPMENT

1. A closed table with a slot for receiving books was acquired. This is an important addition as it insures the proper discharge of loaned books.
2. The former receiving table now is used to support the catalog. The old broken table that had been used was removed.
3. The bench that was used for holding discharged books is now painted light gray and used for a new books display.
4. A new wooden holder and sign for showing an auditor's receipt was placed on the desk.
5. New pencils were chained to the desk and catalog file.
6. Webster's unabridged dictionary is now on a newly acquired revolving holder at the end of a long study table, instead of on the catalog.
7. Four wooden chairs were sent to be refinished.

8. An 8-compartment open vertical file was built to the dimensions of a similar one to which it was annexed. Now all C-size reproductions of paintings are together. The old 12-division file was repainted light gray to match the new one. The top of the new file became a display spot for student ceramic pieces with a drapery behind them covering the top of a window and uniting the two cases.

9. A glass case was loaned to us for displaying weaving and metal craft pieces done by students.

10. A new 3-paneled screen covered with charcoal burlap was built by the Art Department and installed, partly for commercial art exhibits. It also hides the unattractive ends of two sections of shelves. It was requested by the librarian.

11. Two new browsing benches were painted light gray and placed near the new shelves. These are converted "drawing horses" from life drawing classes. Other similar benches were washed and new typed instructions were taped to all.

12. The new shelf arrangement necessitated moving a large reading table across the room. To disguise the various sized reading tables and chairs, and to form a convenient passageway between doors, the tables were arranged diagonally.

13. The librarian purchased a light shade to difuse the glare from the center ceiling bulb, and also a wall light for use at the desk in the office. She replaced a string at the ceiling light with a chain.

A check was taken along with the holdings in this library and is held for display purposes. These were recorded and the results shown to the staff in a bulletin.

<u>Books</u>		HOLDINGS	<u>Periodicals</u>	
New books	299		Now receiving	57
Last total	<u>3527</u>			
Present total	3826	Approximate number of prints and mounted photographs		3,154
On order	229			

The increase in circulation may be attributed to improved facilities, a better shelving arrangement, many additional labels, and an increase in enrollment. Over half of our holdings are non-circulating so the "room-use" statistics contribute the largest figures. The highest monthly circulation was in April with 4,909.

#### CIRCULATION STATISTICS

1955-56 total	22,322
1956-57 total	39,181

The increase in circulation may be attributed to improved facilities, a better shelving arrangement, many additional labels, and an increase in enrollment. Over half of our holdings are non-circulating so the "room-use" statistics contribute the largest figures. The highest monthly circulation was in April with 4,909.

1. All Dewey decimal and Reference books were reshelfed. Many shelves were changed to allow for the taller art books being set upright. New shelves were placed in a separate section to provide for many f-size books to be shelved flat.
2. Most prints were regrouped. Now they are all arranged first alphabetically by country of the artist and then alphabetically by artist's last name. Open files and four cases containing the prints were cleaned, checked for errors, and new labels were made including media, countries, and artists' last names. For the open file, labels with complete information were typed on matching paper and fastened to each division. A corresponding key for the 16 compartments was typed, covered with a plastic sheet, and attached to the nearby wall. All miscellaneous reproductions were combined in one cabinet.
3. Typing was begun on white cards, replacing working slips in the Picture File shelf list, with a copy of the main entry plus the accession number. For years this was not included in the catalog department process.
4. Public catalog cross reference cards were typed under Skira for our over 30 books published by Skira. This will be kept up to date. Many other cross references particularly helpful in art were added to the catalog by the Librarian.
5. A thorough check in the print catalog was made so we will consistently have two cards for every print, one by artist and one by title.
6. A check was begun among laced-on periodicals in this library and in Main for missing issues. These were reordered and the complete volume was sent to be bound in buckram.
7. Main entry copies for location-reference of several important art reference books and sets shelved in other libraries were typed.
8. Two copies of the 1955-1956 book acquisition list was typed.
9. Accession numbers were added to 109 mounted photographs.
10. About 75 book spines were re-lettered by an assistant.
11. Mats of about 150 prints were repaired and about 100 new labels were glued to backs of the prints. The country of the artist was added to the label on all prints.
12. An alphabetical list of art book dealers and their addresses was typed.
13. Directories for identification of famous sculpture reproductions in two glass cases were reworded for conciseness. They were typed on light gray paper matching the wall in an effort to avoid a spotty effect. These are covered with a thick plastic sheet.

borrowed books file.

15. A new sign over the hall book chute was hand lettered.
16. A definite check and corrections were made for many discrepancies in call numbers, file records, and identification on books.
17. An effort was made to clean books, reinforce jackets and keep them on the books when advantageous, replace old date due slips and cards. The staff is trying to get or keep all materials in good condition.
18. A check is being made for substituting departmental charges at Main Loan with purple striped cards. A number have been sent to Main.
19. The large box of "Elements of Design" was repaired here.
20. Several dummy book labels were typed on bright colored paper for the f-size UNESCO books, shelved flat.
21. Displays of student work in ceramics, weaving, sculpture, mosaics, metal craft, and wood carving were changed several times.
22. Loan exhibitions and displays of reproductions of famous drawings, graphics, and paintings were changed occasionally.
23. The a-size reproductions were refiled many times.
24. Many new labels were typed or hand lettered, often on colored paper, to emphasize divisions and subdivisions, and to expedite quick location of books. There are 35 such labels in the Dewey shelves, 27 for Reserve shelves, new small, q-size, and f-size labels for the Picture File, and two sets of alphabetical labels for the first two sizes indicating the last name of the artists whose works appear in the books. New labels were typed for all periodicals including the call number on those which are shelved in the Art Library.
25. White corrugated paper was given by a faculty member. It was cut and stapled to the wall to cover the dull gray paint and brighten a browsing alcove. Two copper enamel pieces done by students and framed in velvet and wood also were hung there on either side of a window. Several colored papers were taped behind the shelves of periodicals for a dash of color and to cover metal bars and books showing from the adjacent shelves. Ceramic vases and candle holders were added for a note of interest. All colored papers used were given by a faculty member.

1. The greatest need continues to be a fire-proof building. We need adequate floor space to allow for inevitable expansion, proper lighting both in the library and in the office, and controlled temperature. There is a justification in the complaints about poor lighting, unpredictable heating conditions in winter and stifling heat through the summer. In this building we need fans, especially on tall standards, for study in the summer. Much of our material is non-circulating and students are forced to work in the library for hours when effective study is impossible. An awning on the office window would reduce the heat and glare during the summer.
2. Several art reference sets should be purchased and all bound volumes of art periodicals should be in the Art Library, but this is advisable only if we have a fire proof building. We need "quick reference," often during a lab, and this is impossible when many bound periodicals are on the other side of the campus.
3. Eventually a survey will have to be made to determine which art books now in the Main stacks will be transferred to a new art building, and whether some rarely used books here will be shelved in Main, in the event that the new building will not be large enough.
4. Eventually we should have all collections removed from the Picture File and recataloged to the Dewey decimal section. At one time such collections served a purpose, but now these books seem "lost" to current use. Only monographs of artists should remain in the Picture File.
5. Replacing working slips in the Picture File shelf list with complete information should be completed.
6. Cross reference cards in the prints collection of the public catalog should be completed.
7. A roll of inexpensive white corrugated paper would detract from the weather-stained walls and help unify several sections.
8. Two comfortable chairs would be helpful and could be grouped around a mosaic table made by a student.
9. This library not only is a reference center for art history lectures but, more than many other libraries, it is an extension of the labs and should provide both material and an atmosphere conducive to creative action.
10. The presence of students' work on exhibition does arouse pride, and it increases the attitude that this is "their library."