

by faculty and students. To this end personal visits either by a member of the group or by someone representing it have been arranged for and will be carried out so far as possible. This visitor will (in most cases) already have made a study of the replies to the questionnaire. He will seek to discover not alone facts about the physical plant, the book stock, and so on, but much more eagerly will he search for evidence of a carefully matured library policy on the part of trustees and administrative officers, of adequate support of the library's budget, of professional ability on the part of the library staff, of careful book selection, as shown by the collections, and of intelligent cooperation between library, faculty, and students.

How can one be sure that a college library is well chosen and actually owns the books it should have? This question seemed of such prime importance to the Advisory Group that a subcommittee consisting of President Wilkins and Mr. Milam was charged last year with the task of overseeing the preparation of a basic list of books for a college library. This work was placed by them in the hands of Mr. C. B. Shaw, librarian of Swarthmore College, who with the help of the Swarthmore faculty and a large number of volunteer advisers (both college professors and librarians) has now brought this list nearly to the point of publication in its preliminary form. It is expected that it will be issued in May, 1930, in proof. The colleges applying for aid will be asked to check their holdings against this list. Not alone will the character of their book collections be thus revealed; weaknesses in the list will also appear. In revised form the list should be ready for publication in the fall. It will serve as a buying list as well as a checking list. For general distribution it will probably be sold through the A. L. A. Headquarters office in Chicago, and thus all libraries may perhaps profit by the work carried on by the group for a particular and more limited purpose.

In fact, the Advisory Group hopes to secure, as a result of its work, the publication of several studies of college libraries and their problems. The incidental professional benefit arising from such studies should be fully as important to the colleges as the actual grants of money. A book on college library buildings, for example, is already under preparation by Librarian James T. Gerould, of Princeton, under the sponsorship of the Association of American Colleges.

The form in which grants should be made, the amounts of individual grants, the methods of selection, all have yet to be determined. If possible, a program of cooperative buying will

be inaugurated in order to make the money go farther and yield more books. It has already been decided to furnish with the books thus supplied printed catalog cards in a sufficient number of copies for complete dictionary cataloging and for shelf-listing, thus relieving the college libraries of a very considerable burden in the cataloging process and hastening the availability of the books.

Two matters should be made very clear to colleges seeking grants. First: while the Advisory Group believes its "basic list" of books will prove an excellent guide to purchase, no college is under any obligation (if it receives a grant) to buy any titles on the list. There is no intention to limit complete freedom of choice in any particular. Second: all applications for grants should be sent to the offices of the Carnegie Corporation in New York; they should not be addressed to the Advisory Group or any of its members. Applications, however, are not necessary, as the group is already giving consideration to suggestions initiated by the corporation itself and from other sources. The selections of applications to be passed on by the Advisory Group, which has only advisory functions, are made by the officers of the Carnegie Corporation. And a last word—the limitation to the four-year liberal arts college—is complete and final, so far as the present Advisory Group is concerned. Junior colleges, technical schools, liberal arts colleges in universities (unless maintaining separate libraries), teachers' colleges, and other institutions of higher instruction do not (as yet) come within the scope of this work.

#### ADVISORY GROUP ON COLLEGE LIBRARIES

##### REQUEST FOR INFORMATION

College.....  
 Address.....  
 President.....  
 Please use figures for the same year throughout. Specify year.....

1. Total expenditure  
 (a) for college instruction.....\$.....  
 (b) for college administration.....  
 (c) of current funds for departmental use (laboratories, etc.) exclusive of funds for purchase of books.....  
 (d) For library purposes, including all funds for books and library administration (*Record details under Section 14*).....

2. Number of full time instructors of each rank on teaching staff.....  
 .....  
 .....  
 Total.....