

Re change to Degree Course.



PRINCIPAL AND VICE-CHANCELLOR:
SIR ARTHUR W. CURRIE, G.C.M.G., K.C.B.

FROM
THE PRINCIPAL AND VICE-CHANCELLOR,
MCGILL UNIVERSITY,
MONTREAL.

May 13th, 1930.

To all Governors.

I am taking the liberty of drawing to your attention a small Brochure issued by the McGill Library with reference to the Degree of Bachelor of Library Science.

The offering of this degree does not involve any additional expense to McGill, - the necessary funds having been supplied by the Rockefeller Foundation.

Ever yours faithfully,

Principal.

Brown, Montgomery & McMichael
Advocates, Barristers, &c.

Cable Address "Jonhall"
P.O. Box 250

The Royal Bank Building

ALBERT J. BROWN, K.C.
ROBERT C. MCMICHAEL, K.C.
FRANK B. COMMON, K.C.
THOMAS R. KER, K.C.
LINTON H. BALLANTYNE
COLVILLE SINCLAIR, K.C.
C. RUSSELL MCKENZIE
J. LEIGH BISHOP
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JOHN G. PORTEOUS

GEORGE H. MONTGOMERY, K.C.
WARWICK F. CHIPMAN, K.C.
ORVILLE S. TYNDALE, K.C.
WILBERT H. HOWARD, K.C.
LIONEL A. FORSYTH, K.C.
ELDRIDGE GATE
PAUL GAUTHIER
CLAUDE S. RICHARDSON
F. CAMPBELL COPE
HAZEN HANSARD

Montreal

20th May 1930.

Sir Arthur W. Currie, G.C.M.G., K.C.B.,
McGill University,
MONTREAL.

Dear Sir Arthur,

I am much obliged for yours of the 13th instant enclosing the small Brochure issued by the McGill Library with reference to the Degree of Bachelor of Library Science.

As the offering of this Degree does not involve additional expense to McGill and may prove attractive to students taking the Library course, I think the granting of the Degree should be given favourable consideration.

With kindest regards.

Yours sincerely,

B/H

A. Brown

CANADIAN PACIFIC RAILWAY COMPANY

OFFICE OF THE CHAIRMAN AND PRESIDENT

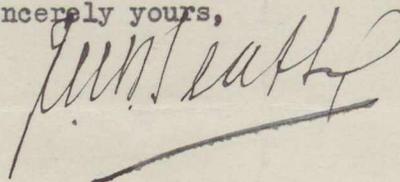
MONTREAL

AT TORONTO, 16th May, 1930.

Dear Sir Arthur,-

Many thanks for sending me a copy of the Brochure issued by the McGill Library with reference to the Degree of Bachelor of Library Science.

Sincerely yours,

A handwritten signature in dark ink, appearing to read "J. W. S. Currie", written over a horizontal line.

General Sir Arthur Currie,
Principal and Vice-Chancellor,
McGill University,
TORONTO, Ont.

McGILL UNIVERSITY LIBRARY SCHOOL

3459 McTAVISH STREET
MONTREAL, QUE.

GERHARD R. LOMER, M.A., PH.D.
DIRECTOR

MRS. MARY DUNCAN CARTER, PH.B., B.L.S.
ASSISTANT DIRECTOR

MARGARET M. HERDMAN, A.B., B.L.S.
CATALOGUING AND CLASSIFICATION

MARION V. HIGGINS, B.A., M.A. (in L.S.)
REFERENCE AND BIBLIOGRAPHY

GRACE E. REYNOLDS
SECRETARY

December 10, 1929

Sir Arthur Currie,
Principal,
McGill University.

Dear Sir Arthur,

I enclose a memorandum regarding the
Library School, to be considered at the meeting
of Corporation on Wednesday, December 11th.

I regret that I will not be able to
be present at the meeting, as I made an engagement
to lecture to the Local Council of Women two months
ago, when I was unaware that this matter would come
before Corporation at this date.

Faithfully yours,

G. R. Lomer

Director.

L/F
Enc.

40

AMENDMENT TO MOTION OF FEBRUARY 19 & APRIL 10, 1929

MOTION

- I. To change the status of the McGill University Library School so that a Bachelor's Degree shall be required for entrance instead of Senior Matriculation, and that the degree of B.L.S. (Bachelor of Library Science) be conferred after one year of training as provided by the Board of Education for Librarianship of the American Library Association.

II. REASONS FOR THE PROPOSED CHANGE

1. The feeling among officers of the American Library Association that McGill University is the logical institution to give instruction in Library Science.
2. The Carnegie Corporation has increased its grant, thereby indicating its approval of three years of work and its encouragement of future development.
3. The distinctly felt need for a broader educational foundation on the part of those who are being trained for the higher library positions in Canada.
4. The necessity for University Library training in Canada, as Canadian students at present are obliged to go to the United States for degree courses in this subject.
5. The necessity for making a distinction between the training for Special Libraries as given at McGill and the training for Public Library Assistants as now provided at Toronto.
6. The proposed B.L.S. Degree causes no complications of policy or administration with either the Faculty of Arts or the School for Graduate Studies.

Director, Library School.

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Ruttan } 1927.
Mackay }

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McGILL UNIVERSITY LIBRARY

GERHARD R. LOMER, M.A., PH.D.
Librarian

MONTREAL

Dec. 3, '29.

Dear Sir Arthur:

The attached report
contains most of the
matter relating to the
proposed change in the
status of the Library
School.

Faithfully yours,
G. R. Lomer.

McGILL UNIVERSITY LIBRARY SCHOOL

REPORT TO CORPORATION

February 13 and April 10, 1929.

McGILL UNIVERSITY LIBRARY SCHOOL

I MOTION

To raise the status of McGill University Library School from that of junior to senior undergraduate standard under the classification of the Board of Education for Librarianship of the American Library Association and to establish the degree of B.S. (in Library Science) as therein required.

[Note: These classifications are defined in the Second Annual Report of the Board of Education for Librarianship, Chicago, 1926, and are appended below as Sections VIII-X].

II REASONS FOR THE PROPOSED CHANGE

1. The Board of Education for Librarianship (which, through the Carnegie Corporation, has made a grant to the School for three years and is now considering a permanent endowment) "approves the proposal to make the McGill University Library School a senior undergraduate school."
2. The demand for trained librarians able to occupy executive positions is increasing and the present entrance requirement of senior matriculation is insufficient. The present trend of library school development tends to give preference to the senior undergraduate type as best fitted to meet the present need. This view is upheld not only by the Board of Education for Librarianship, but by the Association of American Universities.
3. In the practical operation of the School the teaching is at present hampered by the fact that it has to be given at the same time to college graduates and to students who have had only one year at college. Under the new scheme, students with senior matriculation or less would be eligible for the summer session, which is planned for the needs of the library assistant or the librarian in a small library.
4. In the proposed course, emphasis would be placed upon the training of assistants and heads of departments for college and university libraries and of librarians for special libraries. The situation of the School in a University and in a commercial metropolis provides unusual material for such specialization.

5. It is felt by the Board of Education for Librarianship and by the teaching staff of the Library School that, as a degree course in library science has never before been offered in Canada, it would attract additional students to the University.

III ACCREDITED LIBRARY SCHOOLS

The library schools accredited by the Board of Education for Librarianship are as follows:

1. Graduate Library Schools

Library School, Carnegie Library of Atlanta.
School of Librarianship, University of California.
Columbia University School of Library Service.
Drexel Institute School of Library Science.
University of Illinois Library School.
University of Michigan, Department of Library Science.
Simmons College School of Library Science
School of Library Science, Western Reserve University.

2. Senior Undergraduate Library Schools

University of Michigan, Department of Library Science.
Simmons College School of Library Science.
University of Washington Library School.

3. Junior Undergraduate Library Schools

Hampton Institute Library School.
Library School of the Los Angeles Public Library.
Carnegie Library School, Carnegie Institute, Pittsburg.
Pratt Institute School of Library Science.
St. Louis Library School, St. Louis Public Library.
School of Library Science, Western Reserve University.
Library School of the University of Wisconsin.
McGill University Library School.

4. Accredited Summer Sessions

See Section XI.

IV LIBRARY SCHOOL DEGREES

Degrees are given as follows by approved library schools:

- M. A. School of Librarianship, University of California.
Columbia University School of Library Service.
University of Illinois Library School.
University of Michigan, Department of Library Science.
- M. S. Columbia University School of Library Service.
University of Illinois Library School.
- B. S. (in Library Science)
Columbia University School of Library Service.
Drexel Institute School of Library Science.
University of Illinois Library School.
Simmons College School of Library Science.
University of Washington Library School.
School of Library Science, Western Reserve University.
- B. A. (in Library Science)
Library School, Carnegie Library of Atlanta.
University of Michigan, Department of Library Science.
- PhB. (in Library Science)
University of the Philippines. (not yet approved)
- Ph. D. Columbia University.
University of Chicago.

V

RECOMMENDATIONS OF THE PROPOSED CHANGE

The following quotations from those engaged in professional training of librarians support the motion:

1. Harrison W. Craver, Chairman of the Board of Education for Librarianship and Director of The Engineering Societies Library, New York.

"The senior undergraduate school seems to me a reasonable standard to reach for at present, considering the needs of the profession, the probable earning power of graduates, and the available supply of prospective students."

2. William W. Bishop, Director of the Department of Library Science and Librarian of the University of Michigan.

"Students cannot have too much sound education if they are to go into work which deals with books. Therefore I should by all means favour requiring at least three years of college, and perhaps four, as a preliminary to entrance. I have no question that this is sound doctrine."

3. Ernest J. Reece, formerly Director of the Library School of the New York Public Library and Associate Professor of Library Administration in the Columbia University School of Library Service.

"Something closely approaching a complete college course is desirable (1) in order that students may handle intelligently those administrative and scholarly aspects of library school instruction which require considerable background; and (2) in order that students may be qualified upon going into the field to deal effectively with other professional people and with business people who have enjoyed college education. These two sub-points might be elaborated indefinitely, but the significant fact would seem to be that the service of thoroughly educated workers is increasingly expected in our field, and that the way for the Schools to do their part in insuring this is to put the admission standards sufficiently high"

VI CURRICULUM

Following the recommendations of the Board of Education for Librarianship in its report on Curriculum Study in Library Science, the following course of study is proposed:

1. Three years of a B.A. or B.Sc. course in McGill University or a similar amount of work in an approved college.
2. One professional year in the Library School.

A. Required Courses

- 1 - 2 Cataloguing and Classification
- 3 - 4 Reference Work and Bibliography
- 5 - 6 Book Selection
- 7 - Trade Bibliography and Orders
- 8 Circulation, Publicity, and Extension
- 9 -10 Organization and Administration of Libraries
- 11 -12 Field Work, Observation, and Visits

B. Elective Courses

- 13 - History of Books and Libraries
- 15 -16 Children's Reading
- 18 Story Telling for Children
- 19 - Library Work with Children
- 20 School Libraries
- 21 -22 Special Libraries
- 24 College and University Libraries
- 26 Indexing and Filing
- 27 - Binding
- 28 Advanced Classification

VII

DISTRIBUTION OF GRADUATES

Graduates of the summer sessions and of the winter Library School have held or are occupying positions in the following libraries and institutions:

1. Summer Sessions

- (a) In Montreal:The Redpath Library; McGill Medical Library; Canadian Bureau of the International Catalogue of Scientific Literature; The Library of the Forest Products Laboratory; The David Ross McCord National Museum; The Public Library of the City of Montreal; The Public Library, Westmount; The Art Association of Montreal; The High School Library; The Library of the University Settlement; The Library of the Y.M.C.A.; The Library of the Y.W.C.A.; The Bank of Montreal; The Library of the Ecole des Hautes Etudes Commerciales; Mechanics Institute; The Physics Library, McGill University; The Bell Telephone Library.
- (b) In Canada:Carnegie Library, Ottawa, Ont. Library of the Department of Agriculture, Ottawa, Ont. Library of the Geological Survey, Ottawa, Ont.; Library of the Department of Interior, Ottawa, Ont.; Library of the Department of Mines, Ottawa, Ont. Toronto University Library; Library of the Academy of Medicine, Toronto, Ont.; Queen's University Library, Kingston, Ont.; Free Public Library, St. John, N.B.; Port Arthur Public Library; Kitchener Public Library; Dundas Public Library; Provincial Public Library, Winnipeg, Man; Manitoba University Library; Alberta University Library; Calgary Public Library; British Columbia Legislative Library, Victoria, B. C.; Abitibi Pulp and Paper Co., Iroquois Falls, Ont.; Law Society Library, Edmonton, Alta.; Regina Public Library; Natural Resources Intelligence Service Library, Ottawa, Ont.; Canadian National Parks Branch Library, Ottawa, Ont.

(c) In the United States: Library of Congress, Washington, D.C.; New York Public Library; American Society of Civil Engineers Library, New York; Hispanic Society, New York; University of Pennsylvania Library; Carnegie Public Library, Pittsburgh, Pa.; California University Library, Berkeley, Cal.; Forbes Library, Northampton, Mass.; British Embassy, Washington.; Chicago Public Library; Schenectady Public Library.

2. Winter Session, 1927-28

- (a) In Montreal: Redpath Library; Medical Library, McGill University; Royal Bank of Canada Library; Engineering Library, McGill University; Readers' Advisor, The T. Eaton Company; Librarian, James Ogilvy Limited; Librarian, Federated Press; Revisor, McGill University Library School; Chartered Institute of Secretaries; Baron Byng High School Library; Royal Victoria Hospital Lib.
- (b) In Canada: Vancouver Public Library; Ottawa, Librarian, Department of External Affairs; Western Branch, Toronto Public Library; Mount Allison University Library.
- (c) In the United States: Brooklyn Public Library.

VIII MINIMUM STANDARDS FOR JUNIOR UNDERGRADUATE
LIBRARY SCHOOLS

[Quoted from the Second Annual Report of the Board of Education for Librarianship, Chicago, 1926. p. 50-51.]

Organization

A junior undergraduate library curriculum or school shall be connected or affiliated with an approved library, college, or university.

Administration

The executive officer shall have sufficient authority, delegated from the governing body, to administer the school in accordance with the general policies of the institution. Secretarial assistance shall be available for keeping adequate personnel and other records.

Instructional Staff

Number:

For a school of fifty students, four full-time teachers. (The executive officer may be included in this number if full time is given to the school.) The majority of these teachers in academic institutions shall have professorial rank, one at least being a full professor, and in other institutions shall rank with the heads of departments. In addition there shall be an adequate number of part-time teachers, and the necessary assistance to cover the revision of student work and other duties.

Qualifications;

1. Academic preparation

Degree representing four years of work in an approved college or university, or an equivalent acceptable to the Board of Education for Librarianship.

2. Professional preparation

Completion of one year of work in an accredited library school, or an equivalent acceptable to the Board of Education for Librarianship.

3. Experience

Practical knowledge of the subjects taught, and efficiency in teaching.

Financial Status

The financial provision for the school shall be such as to guarantee a faculty adequately salaried and sufficient in number to allow for research, and to ensure an environment which shall meet the approval of the Board of Education for Librarianship.

Library Facilities, Quarters, and Equipment

Library facilities, quarters, and equipment shall meet the approval of the Board of Education for Librarianship.

The school shall be situated where various types of libraries are readily accessible for practical work and observation, thus making possible the proper correlation of theory and practice.

Requirements for Admission

One year of work acceptable for admission to the sophomore class of an approved college or university, evidenced by a transcript of the college record.

Two months of satisfactory general experience in an approved library, or its equivalent. Aptitude and personal qualifications for library work and evidence of ability to pursue profitably the curriculum.

Length of Curriculum

One academic year.

Certificate

Certificate for the satisfactory completion of the professional curriculum.

IX. MINIMUM STANDARDS FOR SENIOR UNDERGRADUATE LIBRARY SCHOOLS

[Quoted from the Second Annual Report of the Board of Education for Librarianship, Chicago, 1926. p. 52-53].

Organization

A senior undergraduate library school shall be connected with an approved degree-conferring institution.

Administration

The executive officer shall have sufficient authority, delegated from the governing body, to administer the school in accordance with the general policies of the institution. Secretarial assistance shall be available for keeping adequate personnel and other records.

Instructional Staff

Number:

For a school of fifty students, four full-time teachers. (The executive officer may be included in this number if full time is given to the school.) The majority of these teachers shall have professorial rank, one at least being a full professor. In addition there shall be an adequate number of part-time teachers, and the necessary assistants to cover the revision of student work and other duties.

Qualifications:

1. Academic preparation

Degree representing four years of work in an approved college or university, or an equivalent acceptable to the Board of Education for Librarianship.

2. Professional preparation

Completion of one year of work in an accredited library school, or an equivalent acceptable to the Board of Education for Librarianship.

3. Experience

Practical knowledge of the subjects taught, and efficiency in teaching.

Financial Status

The financial provision for the school shall be such as to guarantee a faculty adequately salaried and sufficient in number to allow for research, and to ensure an environment which shall meet the approval of the Board of Education for Librarianship.

Library Facilities, Quarters, and Equipment.

Library facilities, quarters, and equipment shall meet the approval of the Board of Education for Librarianship.

The school shall be situated where various types of libraries are readily accessible for practical work and observation, thus making possible the proper correlation of theory and practice.

Requirements for Admission

Three years of work acceptable for admission to the senior class of an approved college or university, evidenced by a transcript of the college record.

Two months of satisfactory general experience in an approved library, or its equivalent. Aptitude and personal qualifications for library work and evidence of ability to pursue profitably the curriculum.

Length of Curriculum

One academic year.

Degree

B. A. or B. S. (with or without the qualifying phrase "in library science") for the satisfactory completion of the professional curriculum.

X

SUGGESTED CURRICULUM

[Quoted from the Second Annual Report of the Board of Education for Librarianship, Chicago, 1926. p. 54.]

15 semester hours of work (three of which may be field work) to be selected each semester; on approval of the faculty full-time students may be admitted to additional courses as auditors.

Required Courses:

Semester Hours
1st Sem. 2nd Sem.

(Students presenting satisfactory equivalents may substitute a corresponding number of hours from the elective group)

Book selection and allied topics.....	2- 3	2-4
Children's literature (for the general worker .	1	
Reference and bibliography..	3	3
Cataloguing, classification, subject headings, etc.	3	3
History and administration of libraries.....	2- 3	
Field work, observation and visits (108 clock hours minimum).....	1	
Library work as a profession.....	1	1

Elective Courses:

Cataloguing, classification, etc.....	2	2
Field work, observation and visits.....	1	1-2
Children's literature.....		3
Library work with children	2	
Story telling.....		1
Medium-sized public libraries.....		2
Small public libraries.....		2
School libraries.....		2
Special libraries (including hospital, medical, etc.).....		2
Library extension work.....		2

18-20

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Specimen Program Selected From the Suggested Curriculum.

Required Courses:	Semester Hours	
	1st Sem.	2nd Sem.
Book selection and allied topics.....	3	2
Reference and bibliography.....	3	3
History and administration of libraries	2	
Field work (general).....	1	
Library work as a profession.....	1	1
Elective Courses:		
Cataloguing, classification, etc.....	2	2
Field work (children's rooms and story telling).....	1	1
Children's literature.....		3
Library work with children.....	2	
Story telling		1
School libraries.....		2
	<hr/>	<hr/>
	15	15

XI ACCREDITED SUMMER SESSIONS

Type 1. Summer courses in library science for which credit is given by an accredited library school toward the completion of its professional curriculum. In each case accreditation is covered by that of the school.

Columbia University School of Library Service.
University of Illinois Library School.
University of Michigan, Department of Library Science.

Type 2. Summer courses in library science for which credit is given by an institution other than an accredited library school toward a certificate for the completion of work equivalent to the professional curriculum in an accredited library school.

No existing course as yet meets these standards.

Type 3. Summer courses in library science for which credit is given toward the completion of an academic curriculum.

Detroit Teachers' College.
State Normal School, Geneseo, N. Y.
University of Buffalo.
University of Georgia.
University of North Carolina.
University of Oregon.

Type 4. Summer courses in library science designed to prepare librarians for small libraries and assistants for medium sized libraries.

Colorado State Agricultural College.
Columbia University (short courses).
Fordham University.
University of Illinois (courses for high school graduates)
Indiana Library and Historical Department.
University of Iowa.
Johns Hopkins University; co-operating with the Enoch Pratt Free Library.
Louisiana State University.
McGill University.
University of Oklahoma.
Pennsylvania State Library and Museum.
Syracuse University.
University of Utah.
Library School of the University of Wisconsin.

MCGILL UNIVERSITY

MONTREAL

FACULTY OF MEDICINE

OFFICE OF THE DEAN

9. 12. 29.

Dear Sir Arthur

Sorry about the meeting

today. They will discuss space for
Purfield & slight probably & I want
to protect the medical school! My notice
came to me only when I phoned you!

Are the enclosed notes any use - re the
Library?

Faithfully yours
C. J. Martin

MCGILL UNIVERSITY
MONTREAL

FACULTY OF MEDICINE
OFFICE OF THE DEAN

9th December, 1929.

Re Degree in Library Science.

I would vote for:-

- (1) A regular degree in Arts, in the course of which special subjects might be taken to aid knowledge of Library Science. I would not vote for a first University degree in any vocational course.
- (2) I do not think Harvard, Yale or Princeton give such degrees.
- (3) Could there not be a regular B.A. degree as above, with a post-graduate course leading to a certificate or diploma, which would be McGill's Hall-mark of library knowledge? Would this not suffice for our Library graduates, even in competition with other Universities in which degree courses are given?

I am, perhaps, prejudiced but it seems to me it lowers our standards when we extend our degrees so widely.

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NOBBS & HYDE
ARCHITECTS

Building Com

PERCY E. NOBBS, M.A., F.R.I.B.A., A.R.C.A.
GEORGE T. HYDE, B. Sc. S.B.

14 PHILLIPS SQUARE
MONTREAL

October 11, 1920.

To the
McGill University Library Committee,
Montreal.

Gentlemen:

1. We have pleasure in submitting the attached plans and sketches, numbered 209-A1 to A4 inclusive, showing, in a very general way, the additions under present consideration, both in relation to the existing building and to its ultimate developments.

2. We understand Dr. Lomer's requirements to be as follows:

- (a) Increase of existing stack by fifty per cent (50%) to meet
 - (i) Present overcrowding;
 - (ii) Use of part of present stack for administration, etc.
 - (iii) Ten years increment.
- (b) A new Reading Room for two hundred (200) with a series of new Departmental Study Libraries.
- (c) Redistribution of space within the existing building affecting administration, International Catalogue, etc., etc., etc.

3. We recommend the reservation of a part of the site available for library extensions for a stack of say half a million books.

4. The cubic contents and probable cost of the various portions of the work shown as new or

altered, are as follows:

<u>PORTION</u>	<u>CUBIC CONTENTS</u> <u>IN FEET</u>	<u>COST</u>
(a) 50% addition to stack	130,000	\$ 60,000.00
(b) Reading Room, Departmental and Study Libraries adjoining	350,000	200,000.00
(c) Redistribution & Alterations		50,000.00
(d) Furnishing & Fittings		40,000.00
		<u>\$350,000.00</u>

NOTE: The large future stack proposed contains 500,000 cubic feet, which, at present prices, would cost a matter of, say \$300,000.00.

5. It is to be observed that the plans attached would provide a compact block of new accommodation, two storeys in height, to the East of the existing stack, and also a simple continuation of the stack. The new work would end in a straight wall, forming part of the North wall of the future great stack. A solution on these lines should therefore prove economical, the amount of new external walling being very small in comparison with the cubic contents of new accommodation.

6. The very limited time at our disposal has not permitted of adequate study of the necessary rearrangements within the old building. We can, however, say that sufficient space is allowed for all Dr. Lomer's requirements. We would suggest that we survey the existing building, and that three or four weeks be allowed for more adequate study and the preparation of sketches.

Respectfully submitted.

(Signed) Percy E. Nobbs.

THE LIBRARY, MCGILL UNIVERSITY
MONTREAL

January 4, 1921

Sir Arthur Currie
Chairman Finance Committee
McGill University, Montreal

Dear Sir Arthur:

Will you be so good as to present to The Finance Committee, for consideration at its next meeting, the enclosed letter embodying the recommendations of the special meeting of The Library Committee recently held.

With kind regards

Faithfully yours

J.R. Domes

Secretary of The Library Committee

Enclosure

THE LIBRARY, MCGILL UNIVERSITY
MONTREAL, P. Q.

January 4, 1921

The Finance Committee
McGill University
Montreal, P. Q.

Gentlemen:

The Library Committee unanimously and urgently recommends for your approval the following appropriations for the Library from the funds raised in the Centennial Campaign:

1. Three additional library assistants	\$ 3,600
2. Increased funds for books, binding, and periodicals	17,000
3. Addition to library building as recom- mended in enclosed estimate	<u>135,000</u>
	\$155,600

This recommendation is based upon the following considerations:

1. McGill Library statistics for the past twenty years show a steady rate of growth and recently a marked increase in the number of readers.
2. McGill expenditures for assistance and purchases, when compared with those of some thirty representative American college libraries, show that McGill is behind institutions of its size in funds for books and in number of assistants.
3. The present overcrowded condition of the Library makes it necessary to place books on the floor or on shelves out of reach, has used up for storage purposes the study rooms formerly available, including even the janitor's quarters and the basement hall, and makes it impossible to unpack some donations or to shelve special libraries in accordance with the terms of the gifts.

The Library was originally built in 1893 and was enlarged seven years later. No additional space has been provided for the last twenty years. The limit of efficient operation was passed several years ago; and no successful business could tolerate the conditions under which library work has to be carried on. The present congestion not only reacts upon the University itself but upon possible donors and, in conjunction with scarcity of funds, upon the public, who are more and more coming to look upon McGill as providing a general reference library. It would be fatal for McGill to get the reputation of being ill equipped for this important service to the community.

It is obvious that, in asking for further funds, the Library stands in a different position from other departments of the University. Any increase in its efficiency is directly in the interests of McGill as a whole. The Library therefore is not asking for itself but that the Finance Committee will bear in mind the imperative needs of the one department without which no university has been able to exist or flourish.

I therefore beg that the Finance Committee will not be contented with a compromise but will see fit to approve the urgent recommendations of the Library Committee as proposed above.

Respectfully yours

A. Lomer.

Secretary of the Library Committee

Enclosure

(COPY)

NOBBS & HYDE

14 Phillips Square
Montreal.

December 20, 1920.

Dr. Lomer,
McGill University,
Montreal.

Re: Library Extension, McGill University

Dear Dr. Lomer:

1. I have pleasure in furnishing you with the following information as to the cost of an extension of your stack, as requested by you on Saturday, 18/12/20.

2. We assume the following requirements:

	Vols.
Accession, 10 years, at 15,000 vols.	150,000
Arrears in storage	20,000
Relief in existing stack	<u>30,000</u>
	200,000 vols.

3. Supposing the new stack to be of similar general dimensions to that existing, and 40 ft. wide inside, then the unit of book accommodation in the new stack would be 5 storeys x 15 ft. shelf x 4 x 7 x 8 vols. = 1,700 vols. To provide for the 200,000 vols. 12 units are therefore required. The internal length of the new stack would thus be 65 feet.

4. The size of the new stack building would be 44 ft. x 67 ft. x 70 ft. or 210,000 cubic feet, and assuming new walls on three sides this work might be expected to cost 40 cents per cubic foot for building, say \$85,000.00
and for equipment for 200,000 volumes, say 50,000.00

Total - \$135,000.00

5. A block three-fifths as large, to provide for present congestion, and four or five years' accession, would cost, with equipment, about \$90,000.00.

Yours faithfully,

(Signed) PERCY E. NOBBS

LIBRARY OF MCGILL UNIVERSITY,

MONTREAL

January 7, 1920.

Dr. F. D. Adams,
Acting Principal,
McGill University.

Dear Dr. Adams:

With reference to the suggestion which you made in our conversation in your office yesterday, I see no objection to making a general survey of the condition of the University Library in consultation with some Canadian librarian of prominence and demonstrated ability. Indeed, such cooperation could be of advantage in any undertaking to improve the working of the Library or to promote its growth.

There will always be a certain amount of individual criticism of the Library, as there may be of any Department of the University, when the needs of the many do not at the moment coincide with the personal wants or views of the critic. I understand, however, that your suggestion is concerned rather with the broader question of making the Library an efficient and progressive factor in the work of the whole University in the first place, and, further, of placing it, so far as finances and rate of growth are concerned, upon a level at least with the average American University. With less than that I do not think we should be satisfied.

Dr. F. D. Adams.

The two matters of adequate assistance and of increased accessions reduce themselves, of course, to a question of Library finance. I find that we have been working with a smaller staff than Mr. Gould had planned for this year, and that by next week we shall be without two necessary assistants. I am making inquiries in the hope of filling one of these positions at the earliest possible opportunity, but, in the meantime, maps and pamphlets and publications of minor interest have to remain uncatalogued in order that we may keep up with cataloguing the book accessions. The staff, in spite of small increases in the past, is still noticeably underpaid, not merely in comparison with the salaries in American University Libraries, but even in comparison with those granted in the University of Toronto Library, where assistants begin with \$700.00 and increase to \$1100.00, and where heads of library departments receive \$1600.00. It should also be borne in mind that the McGill Library, in spite of increased accessions and use, is working with practically the same numerical force as ten years ago. The fact that the work has been kept up-to-date and to its high standard of quality as well as it has under these limitations is a tribute both to the efficiency of the Library staff and to Mr. Gould's administration.

As far as the matter of growth is concerned I think

Dr. F. D. Adams.

I am correct in stating that the new addition to the Stack was made in 1901-2, when the Library had 85,470 volumes. Since then 82,096 volumes have been added, and the shelves are becoming crowded. Re-arrangement of classes will remedy this for a while, but any plan for the improvement of Library conditions should bear in mind the necessity of increasing the Stack space in the near future, as the books have practically doubled in number since the new Stack was provided. If such gifts as the Blackader Architectural Memorial Collection and the Emma Shearer Wood Ornithological Library are to be adequately housed, provision must be made for special collections of this sort.

This is merely a hasty statement of some of the conditions which I find obvious on my arrival to begin work as Librarian. I find, in addition, that the basement hall and some of the rooms are filled with shelves of gifts for which Mr. Gould had apparently made no ultimate provision. The fact that several of the old study rooms have been used for pamphlets, war material, blue books and the International Catalogue, further emphasizes the need of more room.

There is, of course, no criticism implied in these statements. They are merely a review of conditions that must be faced if the Library is to continue in proper working order

Dr. F. D. Adams.

as an organic part of the University.

Faithfully yours,

G.R. Lomer.

G.R. Lomer,
University Librarian.

January
Eighth
1920.

Charles J. Fleet Esq., B.A., B.C.L.,
33 Ontario Avenue,
Montreal.

Dear Mr. Fleet:-

I spoke to you yesterday about an interview I had with Mr. Lomer, in which, among other things, I touched upon the question of having some Librarian of experience and reputation make a report upon the state of the Redpath Library, and make any recommendations with reference to the administration of the Library and its future development.

I have to-day received from Mr. Lomer a letter with reference to this matter, a copy of which I enclose herewith.

I remain,

Yours very sincerely,

Encl.

Acting Principal.

THE LIBRARY OF MCGILL UNIVERSITY

REDPATH LIBRARY - MEDICAL LIBRARY - BIBLIOTHECA OSLERIANA - LAW LIBRARY
ROYAL VICTORIA COLLEGE LIBRARY - BLACKADER LIBRARY OF ARCHITECTURE
EMMA SHEARER WOOD LIBRARY OF ORNITHOLOGY - BLACKER LIBRARY OF ZOOLOGY
BAILLIE LIBRARY OF CHEMISTRY - TRAVELING LIBRARY DEPARTMENT

MONTREAL

4

GERHARD R. LOMER, M.A., PH.D.,
LIBRARIAN

October 9, 1925.

Sir Arthur Currie, ✓
Principal,
McGill University.

Library Salaries

Dear Sir Arthur,

Owing to the growth of the Library by recent gifts, the Cataloguing Staff, which two years ago was insufficient to keep the work of that Department up-to-date, is now faced with such arrears that, in spite of its utmost efforts, there is nothing to be done but place in storage a large number of gifts, unless an additional assistant can be provided.

At its meeting on October 7th, the Library Committee, after careful consideration of this matter, decided to recommend that an additional assistant be provided at an annual salary of \$1,000., not to be deducted from other Library funds.

In this connection it is to be pointed out that in comparison with other American university libraries of its own size the Library of McGill has always been understaffed. Furthermore, it is discouraging to donors to find that their gifts are stored in the basement; and members of the Teaching Staff find it inconvenient not to be able to refer

THE LIBRARY OF MCGILL UNIVERSITY

-2-

Sir Arthur Currie.

to the accumulation of unbound material.

For these reasons the Library Committee
begs that you will bring this matter to the attention
of the Finance Committee.

Faithfully yours,

V.R. Lomer.

University Librarian.

LIBRARY OF MCGILL UNIVERSITY

MONTREAL January 20, 1921.

GERHARD R. LOMER, M.A., Ph.D.,
LIBRARIAN

Sir Arthur Currie,
Principal,
McGill University.

Dear Sir Arthur:-

Since I discussed with you the possibility of moving my office to the professors' room in the Library, I have made inquiries among the professors and find that they use the room only occasionally, and would not be put to any inconvenience were it to be used for other Library purposes.

I am therefore writing to ask your permission to make this change, in order that I may be able to rearrange the administrative portion of the building and to allow more space in the cataloguing room.

Faithfully yours,

G. R. Lomer

University Librarian.

127

Dr Lomer's office

January
Twenty-second
1921.

Dr. G. R. Lomer,
University Librarian,
Redpath Library.

Dear Dr. Lomer:-

In view of your letter of January
20th, you have my permission to make the changes
outlined to me in the conversation we had the
other day with reference to this matter.

Yours faithfully,

Principal.

THE LIBRARY OF MCGILL UNIVERSITY

REDPATH LIBRARY - MEDICAL LIBRARY - BIBLIOTHECA OSLERIANA - LAW LIBRARY
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BAILLIE LIBRARY OF CHEMISTRY - TRAVELING LIBRARY DEPARTMENT

MONTREAL

4

GERHARD R. LOMER, M.A., PH.D.,
LIBRARIAN

November 26, 1925.

Sir Arthur Currie,
Chairman of the Library Committee,
McGill University.

Library Accommodation

Dear Sir Arthur,

I understand from the conference on Library accommodation in the new Arts Building held in Mr. Glassco's Office on November 24th, at which the Dean, Professor Macmillan, and Dr. W. D. Tait were present, that the following conclusions were arrived at as a working policy, for the present at least:

1. The seven so-called libraries appearing on the plan for the new Arts Building adjacent to offices of departments are to be regarded as studies and are not to be developed into departmental libraries by the transfer of volumes from the Main Library.

2. The Moyse Hall cannot be satisfactorily equipped for use as a reading room for freshmen.

3. If possible, the large classroom allotted to the School of Commerce will be kept free in the afternoons and evenings for use as a freshmen reading room to provide seating accommodation not available in the Main Library.

THE LIBRARY OF MCGILL UNIVERSITY

-2-

Sir Arthur Currie.

	<u>Men</u>	<u>Women</u>
No. of students	1,109	122
No. of seats	132 (Redpath Lib.)	74 (R.V.C.)

From this you will see that it is not merely a matter of relieving congestion in the Library but of providing Library accommodation for the University students.

The overcrowding of the Reading Room has been mentioned at many meetings of the Library Committee and was brought to the attention of the Dean and the Bursar last spring. Apparently, however, no special arrangements have been made in the new Arts Building to meet so pressing a need on the part of Arts students, and I am very much afraid that this matter of accommodation will have to be taken up again from the Library point of view, as it is obvious that we cannot go on for another year under the existing conditions.

Faithfully yours,

J. P. Lower

Secretary to the Library Committee.

November 28th, 1925.

Dr. G. R. Lomer,
University Librarian,
McGill University.

My dear Dr. Lomer:-

I have yours of the 26th and confirm the conclusions arrived at as set forth by you.

I quite appreciate that the main issue is not one of relieving congestion but of giving satisfactory reading accommodation to the students who use the Library. We believe that, restricted as we are by the decision to retain the present front of the Arts Building and the limited space between the front wall and Carlton Road, we are doing as well as we can in the matter of accommodation in the Arts Building. Addition accommodation both for stacks and reading room will have to be found by further extension of the Library, but that cannot be provided until we have another campaign for funds. There is no need of the Library Committee continually bringing it up. The needs of the Library are thoroughly well known by the University authorities and I doubt whether constant repetition by the Committee serves any good purpose.

Please do not misunderstand me, for I would much rather have a Committee continually pressing for reforms than one indifferent to the requirements of the Department in which they are interested.

Yours faithfully,

THE LIBRARY OF MCGILL UNIVERSITY

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BAILLIE LIBRARY OF CHEMISTRY - TRAVELING LIBRARY DEPARTMENT

MONTREAL

4

GERHARD R. LOMER, M.A., PH.D.,
LIBRARIAN

December 1, 1925.

Sir Arthur Currie,
Chairman of the Library Committee,
McGill University.

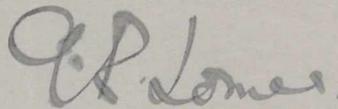
Library Accommodation

Dear Sir Arthur,

Referring to your letter of November 28th I wish to say that in my letter of November 16th I merely wished to record the Library situation from the point of view of accommodation and had no intention of unduly stressing the present congestion. As the Library Committee meets only three times a year, and as you were prevented from being present since last January, I felt that it might be convenient for you to have the information before you in a brief form.

May I assure you that every possible device is being used to stretch the accommodation of the building and that we will carry on as long as it is physically possible without further reference to conditions for this session.

Faithfully yours,



Secretary to the Library Committee.

READING ROOM FOR FROSH IN ARTS BUILDING

May Have One Established in New Structure

SOLVE PROBLEM

Difficulties of the English Readings are now being Solved at Library

There is every probability that the new Arts Building will have a special reading room set aside for freshmen it was announced last night at the Redpath Library. This comes as the suggested solution for a problem which for the past few years has been of growing significance at the library in connection with the English readings which the first year must do for the course in English 2.

A new system recently worked out at the library whereby first year students desiring to get their books for English readings secure them in the alcove in the southern wall of the library has been declared as a most satisfactory solution as far as the actual distribution of the readings is concerned.

"But it does not solve the ever-increasing congestion in the reading room," it was stated. "By establishing this new room in the Arts Building it will mean the complete relief of the congestion and would in general make the distribution of the books much easier."

It was further stated that the system which has just been put into force is doing away with a great deal of confusion which has hitherto been experienced around the desk, at which members of the University Book Club, professors, senior students and the general public are served. Here too the mail must be sorted out and general routine attended to so that in the past, the additional trouble of looking after the readings for the first year was an exceedingly heavy task.

When the course was first inaugurated books were placed in the shelves around the reading room, but first year students experienced a great deal of difficulty in finding the works they desired since in many instances the title of the book did not indicate its contents. Books were, also, frequently put back in the wrong place and valuable tomes often disappeared.

It was then decided to have the volumes placed behind the desk. This saw the beginning of the system which was carried through until the recent change went into effect. It had been hoped to have all the reference books placed in that room which is at present reserved for the faculty, but on account of the necessary additions to the staff of the library that this would have entailed, the finance committee was unable to favor this project.

Special Hours

Last year it was decided to allow the books out for 24 hours but this was still as unsatisfactory as before inasmuch as the work still fell upon those who attend the main desk in the library.

In the alcove where all the readings are now available for the first year students the hours have been fixed so that books are given out from 9 to 12.30 o'clock, and from 2.30 to 5 o'clock. Although 5 o'clock is the closing hour when books are given out any person who takes a book out

(Continued on Page Three)

READING ROOM FOR FROSH ARTS BUILDING

(Continued from Page One)

during the afternoon is not obliged to return it until the next morning.

One attendant is necessary to carry through this work and the results have been, it was stated, exceedingly gratifying.

"We urge the first year students to note the hours carefully. A strict adherence to the regulations will greatly facilitate us in our work," it was declared.

THE LIBRARY OF MCGILL UNIVERSITY

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BAILLIE LIBRARY OF CHEMISTRY - TRAVELING LIBRARY DEPARTMENT

MONTREAL

GERHARD R. LOMER, M.A., PH.D.,
LIBRARIAN

December 10, 1925.

Sir Arthur Currie,
Principal,
McGill University.

Dear Sir Arthur,

The information in the enclosed clipping from the McGill Daily, December 9th, was supplied by a Library assistant without my knowledge; otherwise it would not have appeared, in accordance with the instructions in your letter of November 28th not to emphasise the subject of Library accommodation.

Faithfully yours,

G. R. Lomer

Enc.

University Librarian.

2nd January, 1920.

Andrew Keogh, Esq.,
Librarian, Yale University,
NEW HAVEN. CONN.

Dear Sir:-

Please accept my best thanks for your letter of December 26th. giving me full information with reference to the amounts expended on the up-keep and development of the Library of Yale University for the past eight years. I greatly appreciate your courtesy in this connection.

With best wishes, I remain
Yours very sincerely

Acting Principal.

Yale University Library

New Haven Connecticut

Andrew Keogh
Librarian

December 26, 1919.

Acting Principal Frank D. Adams,
McGill University,
Montreal, Canada.

Dear Sir:

Instead of giving you the amount available annually for the purchase of books and magazines, as requested in your letter of the 24th, I send herewith the actual expenditure on these items for the last seven years. I prefer to put it in this second form because the amount ^{first} appropriated is usually very greatly exceeded in the course of the year, either by extra appropriations or still more by gifts from graduates. You will note that the expenditure during the war was not so great as in the preceding year. That of course was true not only of books and magazines, but of all university expenses.

I may add that the amounts given do not include the cost of binding, which, for the last three years, has been \$3,946 in 1916/17, \$5,604 in 1917/18, and \$4,647 in 1918/19.

The budget for this year is \$23,326. The expenditures are likely to be higher.

Yours very sincerely,

Andrew Keogh

M.W.

Yale University Library expenditure for books, periodicals, and newspapers:

1912/13	\$24,944	1916/17	\$25,525
1913/14	31,317	1917/18	23,386
1914/15	29,037	1918/19	33,765
1915/16	30,981	Average for 7 years	\$28,422

December
Twentyfourth
1919.

Librarian,
Yale University,
New Haven, Conn.

Dear Sir:-

I shall be greatly obliged if you will be good enough to let me know the sum which is available annually for the purchase of books, magazines, etc. for the Library of Yale University.

I am making application to the Board of Governors of McGill University for an increased annual grant for the Peter Redpath Library of this University and am desirous of placing before them a statement showing the amounts of money annually expended in the case of the Libraries of the leading Universities of the United States.

I remain,

Yours very sincerely,

Acting Principal.

2nd. January, 1920.

H. H. Laughton, Esq.,
Librarian, University of Toronto,
TORONTO. Ont.

Dear Sir:-

Please accept my best thanks for your letter of December 26th. giving me full information with reference to the amounts expended on the up-keep and development of the Library of the University of Toronto. I greatly appreciate your courtesy in this connection.

With best wishes, I remain

Yours very sincerely

Acting Principal.

UNIVERSITY OF TORONTO

LIBRARY

TORONTO, CANADA, 26th Dec., 1919 191

Dean F. D. Adams,
Acting Principal,
McGill University.

Dear Sir:

I have your letter of the 24th of December in reference to appropriations for this Library. Just before the war the appropriation for the year was made at \$16,000.00. Then during the war years we had to pull in and spend as little as possible. For the current year the appropriation has again been raised to \$16,000.00, with an additional appropriation expressly for the purpose of buying periodicals ^{issued during the war} (understood to be enemy periodicals) which were not capable of being purchased during the war years.

Yours faithfully,

H. H. Langton

Librarian

December
Twenty-fourth
1919.

Librarian,
University of Toronto,
Toronto, Ont.

Dear Sir:-

I shall be greatly obliged if you will be good enough to let me know the amount which is available annually for the purchase of books, magazines, etc., for the Library of the University of Toronto.

I desire to make application to the Board of Governors of McGill University for a larger grant to the Peter Redpath Library of this University, and am anxious to know what sums are annually available in the case of the leading Universities of Canada and the United States.

I remain,

Yours very sincerely,

Acting Principal.

2nd. January, 1920.

E. G. Richardson, Esq.,
Librarian of Princeton University,
Princeton,
N. J.

Dear Sir:-

Please accept my very best thanks for the full information which you gave me in your letter under date of December 27th. with reference to the appropriations expended for the upkeep and development of the Library of Princeton University.

Please also accept my best thanks for the report of the Library Committee which you enclosed with your communication.

I remain
Yours very sincerely

Acting Principal.

3

THE LIBRARY OF PRINCETON UNIVERSITY

E. C. RICHARDSON
LIBRARIAN

PRINCETON, NEW JERSEY

December 27, 1919.

Dr. Frank D. Adams, Acting Principal,
McGill University,
Montreal, Canada.

Dear Sir:

Referring to yours of December 24th, I beg to say that we spent last year for books and binding \$19,660.69, that we established two or three years ago in conference between the Faculty Library Committee and the Trustee Library Committee the amount of \$45,000 annually as the normal amount for this Library for annual expenditure for books and binding, and that we are soliciting in the present drive for endowment the amount of \$600,000 as capital for the purchase of books. It is figured that this amount, together with the sum of about \$8,000 now available from endowments and the usual annual gifts, will amount to about \$45,000.

I enclose a copy of our latest report; also copy of the Statistics of university libraries as prepared by Mr. Gerould of the University of Minnesota, which shows the annual expenditure of twenty-seven universities for 1918-19.

I add that these figures show an average expenditure for the year in question of \$22,394.77 and that the twelve libraries having more than a quarter of a million volumes, each spent on the average \$31,574. I add also that I am preparing synthetic figures for the last six years for the use of my own trustees and shall have pleasure in sending you copy of the summaries when made.

Very truly yours,

E. C. Richardson
Libr

R-C
Encs. (2)

December
Twenty-fourth
1919.

Librarian,
Princeton University,
Princeton, N.J.

Dear Sir:-

I shall be greatly obliged if you will be good enough to let me know the sum which is available annually for the purchase of books, magazines, etc., for the Library of Princeton University.

I am making application to the Governors of McGill University for an increased annual grant for the Peter Redpath Library of this University, and am desirous of placing before them a statement showing the amounts of money annually expended in the case of the Libraries of the leading Universities of the United States.

I remain,

Yours very sincerely,

Acting Principal.

2nd. January, 1920.

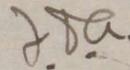
Wm. G. Lane, Esq.,
Librarian, Harvard College Library,
Cambridge. Mass.

Dear Sir:-

Please accept my best thanks for your letter of December 27th. giving me full information with reference to the amounts expended on the up-keep and development of the Library of the University of Toronto. I greatly appreciate your courtesy in this connection.

With best wishes, I remain

Yours very sincerely



Acting Principal.

Harvard College Library

WILLIAM C. LANE, Librarian.
ALFRED C. POTTER, Assistant Librarian.
T. FRANKLIN CURRIER, Assistant Librarian.
WALTER B. BRIGGS, Assistant Librarian.

Cambridge, Mass.,

Library

December 27, 1919.

Mr. Frank D. Adams,
McGill University,
Montreal, Canada.

Dear Sir:-

In reply to your letter of inquiry of December 24th, let me say that the Library funds for the purchase of books yield about ^{eight} thirty thousand dollars a year. In addition to this, we have available for books certain sums received from fines, from the sale of duplicates, and from special gifts amounting usually from six to eight thousand dollars a year. These figures apply only to the Central or College Library. The departmental libraries of the Medical School, Law School, Museums, Observatory, etc, have their own budgets. The total amount expended for books in 1917-18, including these several departmental libraries, as well as the College Library, was about \$53,000. The figures for last year I have not yet had an opportunity to make up, but the usual expenditure would be something above that figure.

Very truly yours,

W. C. Lane

December
Twenty-fourth
1919.

Librarian,
Harvard University,
Cambridge, Mass.

Dear Sir:-

I shall be greatly obliged if you will be good enough to let me know the sum which is available annually for the purchase of books, magazines, etc., for the Library of Harvard University.

I am making application to the Board of Governors of McGill University for an increased grant for the Peter Redpath Library of this University, and am desirous of placing before them a statement showing the amounts of money annually expended in the case of the Libraries of the leading Universities of the United States.

I remain,

Yours very sincerely,

~~PRIVATE TRUSTEE DOCUMENT~~

REPORT OF THE
LIBRARY COMMITTEE

OCTOBER, 1919

REPORT OF THE
LIBRARY COMMITTEE
OF THE

Princeton, Oct. 1, 1919.

TO THE LIBRARY COMMITTEE OF THE
TRUSTEES OF PRINCETON UNIVERSITY.

Sirs:—The Librarian begs to submit report for the year ending July 31, 1919.

I. GENERAL

The high cost of labor, the many changes arising from this, the large number of accessions, the absence of two of the most diligent, versatile and educated members of the staff in war work, and the many changes and adjustments required by the closing of the war regime and opening up again of regular work, made this year by far the most strenuous in twenty years.

Notwithstanding this the year was a good one for concrete accomplishment, thanks first to the fact that we were able to keep our competent and energetic Heads of Departments and second to an unexpected supply of student help. It is hard to speak too cordially of the interest and energy with which the staff responded to the reorganizing effort of the year, and it is perhaps not too much to say that the result has been the most significant advance in organization for permanent future use made in any years since 1890, except the year when, after going into the new building, the library was reclassified and catalogued.

The war service rendered by the Library and its personnel is of interest. Dr. Morse and Mr. Leach continued in the service throughout the year; Dr. Morse on Y. M. C. A. work in Italy and Mr. Leach, first, in military service and after the armistice in the American Library Association War Service. Several of the student helpers mentioned last year were on the firing line and some have done distinguished service.

Mr. Clemons, the former Reference Librarian, was in charge of the American Library Association service with the Siberian forces. His letters home have been edited at the request of the Library Association by Dr. Van Hoesen and are reckoned as the best contribu-

tion published to library war literature. Dr. Van Hoesen has also assisted in the Library War Service in various ways.

In the fall of 1918, the Librarian was released by the Trustee Committee for work with the House Inquiry Commission. When the armistice came and work needed to be pushed, the special facilities of this library were used freely and nearly one thousand books, including a very choice selection of books from the Pitney Collection of International law, was loaned to the Commission, used at Paris during the Peace conference and returned to this library in September. The library has been assured by the Executive Manager and by members of the Commission that the books were well used and the staff help appreciated.

A summary of the present situation as to the contents of the Library follows:

TOTALS OF ALL ITEMS TO DATE	
Bound Volumes	429,286
Pamphlets	97,029
Engravings, Portraits, etc.	3,553
Autographs, Manuscripts, etc.	8,550
Maps	3,250
Broadsides, Folders, etc.	3,938
Museum Objects	2,506
Circulars (estimated)	46,082
Sheets of Clippings (estimated).....	78,645
	672,839
Total items	672,839

Accessions during the year as compared with previous years:

	1918-19	1917-18	1916-17
Totals (all items)	34,139	23,716	26,535
Of which—			
Bound Volumes	22,786	12,033	15,252

Circulation figures:

1918-19	1917-18	1916-17	1915-16
48,152	60,952	73,986	79,316

This drop was the direct result of war conditions and has a partial offset in increased use of war aims books and technical military books. Seventy-three books were borrowed from and 50 loaned to other libraries. The average Sunday use was 34.

Noteworthy book gifts:

<i>Name of donor</i>	<i>No. of items</i>
Baron, Rabbi Emanuel H.	30
Coles, J. A. (Old editions of classical authors)	3
Conklin, E. G. (War literature)	52
Fetter, F. A.	19
Fourmestraux, Paul de. (Military books)	19
Frothingham, A. L. (Literature of Revolutionary Communism).....	260*
Griffin, N. E. (English textbooks, etc.).....	31
Hart, J. M., Cl. '60. (Books and papers of John Seely Hart).....	10
Hibben, J. G., Cl. '82	21
International peace conference. American delegation.....	102
Kemmerer, E. W.	13
Libbey, W., Cl. '77	19
McAlpin, C. W., Cl. '88	12
McCormick, C. H., Cl. '79 (Incunabulum of Maximilianus Transylvanus)	1
Magie, W. F., Cl. '79, and Miss Henrietta Oakley Magie.....	2549
Marquand, A., Cl. '74	19
Mrs. William C. Osborn and Messrs. Scribner, Paton, Van Rensselaer, McCormick, Green and Russell. (The Brünnow collection)....	5971*
Paton, D., Cl. '74. (W. A. Paton Library, in memory of William Agnew Paton)	2796
Pyne, M. T., Cl. '77.....	30
Richardson, C. F., Cl. '65. (Princetoniana)	6
Richardson, E. C.....	10
Robertson, Dr. Victor H. (European War relics. In memory of Malcolm T. Robertson, class of 1915).....	83
Schirmer, Grace M. (Mrs. Gustav)	17
School of Military Aeronautics. (Military textbooks).....	62
Strong, Benjamin. (17 volumes of newspaper clippings on the European War, 12 German helmets, 101 War currency, 689 War posters)	819
Taber, S. R., Cl. '83. (War posters)	631
Whig Hall	178
Yard, R. S., Cl. '83. (Moffatt, Yard & Co., publications).....	27

The most important items are, the Magie, Brünnow and Paton libraries, the Frothingham collection of Revolutionary Communism, the items from the American Commission to Negotiate Peace at Paris, several rare books of importance from Messrs. McCormick, Patterson and Coles, a choice collection of the English translations of the classics from the library of the late Gustav Schirmer by Mrs. Schirmer, Dr. Robertson's collection of European War Relics in memory of his son Malcolm T. Robertson, '15, additions to the Ben-

jamin F. Strong special war collections and large additions by Mr. Strong and Mr. J. O. H. Pitney to the war books. The Magie library is the law library of the late Chancellor Magie, presented by Dean Magie and his sister, Miss Henrietta Oakley Magie. The Brünnow library is the collection of the late Professor R. E. Brünnow, extremely valuable in its oriental department. It was presented by Mrs. William C. Osborn and Messrs. Charles Scribner, David Paton, Cyrus H. McCormick, Alexander Van Rensselaer, Henry W. Green, and Archibald D. Russell. The oriental portion is to be kept together and a printed list of it made; also a printed list made of the collection of cuneiform tablets which Professor Brünnow, with some of these donors and others, presented to the University, as a memorial to Professor Brünnow, whose long voluntary service direct, and through the aid of friends interested by him, did so much to enrich the oriental department of this library. The W. A. Paton library consists of an extremely interesting and useful collection of books of taste from his library, presented by his brother, Mr. David Paton, and other friends of the University.

II. WORK OF THE DEPARTMENTS

The *Reference Department* was conducted in the continued war service absence of Mr. H. S. Leach, the Acting-Reference Librarian, by Mr. G. M. Peck, who, besides his own work as Curator of Special Collections, took Mr. Leach's work. Mr. Peck deserves specific commendation for his quiet efficiency. Dr. Morse, the History Reference Librarian, was absent on Y. M. C. A. work in Italy.

The *Cataloguing Department*:

	1918-19	1917-18	1916-17
Handled bound volumes	22,770	14,335	18,069
Titles prepared for printed catalogue....	105,061	44,992	15,618

The distinctive work of this department for the year included the systematic re-indexing of museum objects (2,506 items), the cataloguing of the cuneiform tablets, the war posters (2,222) and war currency, and the preparation of 105,061 short-title cards for the printer, including the Nelson, Mathematics, European War, David Paton and Semitic collections as well as the above mentioned collections. Some special cataloguing too was done for the House Inquiry Commission and the American Commission to Negotiate Peace. The poster catalogue was made by photostat processes with

a regular printed title-a-bar list as index. The photostat process was used also with considerable success in cataloguing the Brünnow collection by reducing the large cards of Professor Brünnow's own catalogue by photostat to standard size, at one-third the cost of typewritten cards and in one-eighth the time.

The other distinctive aspects of the year's operations lie in the fact, first, that, broadly speaking, every book received during the year at least provided with a location number and an author card, and, in general, with three or four cards in spite of the increase of accessions and decrease in the amount of assistance.

The second feature is the fact that all regular accessions, i.e., all accessions except the gifts received in bulk, like the Magie, Brünnow and Paton libraries, were short-title catalogued, labelled and placed on shelves, with at least a card in the author catalogue, *each day*, i.e., *within twenty-four hours* of its receipt from the Purchase Department.

The Printing Department:

	1918-19	1917-18	1916-17
Printed from forms	331,706	115,762	131,261

It also printed 250 copies of the information pamphlet and 4 special catalogues in editions of from 70 to 100 copies, i.e., European War list, 95 pages, War Posters, 23 pages, Goertz Collection, 52 pages, and Mathematical Seminary, 81 pages.

The distinctive work of this department was its progress with the title-a-bar catalogue of the whole library. The matter of completing this catalogue was taken up vigorously. The result is that the composition on the bulk of the library, including all the bound volumes in the classified portion, was completed. There are 340,000 bars in type. The bars have been mostly arranged in their shelf order. That this could be done was chiefly the result of furnishing a large amount of student help in the spring through an appropriation for student help by the Graduate Council, acting through Mr. Collins.

The Binding Department:

	1918-19	1917-18	1916-17
Bound Books	4,721	4,563	5,833
Bound in Manila Folders	2,564	6,329	6,667
(Reduction here due to preparation for change of method.)			
Volumes Numbered in Gilt.....	2,950	7,283	15,221
(Reduction due to economy in money and labor.)			
Cost of Binding	\$2,248.13	\$2,465.95	\$3,286.97

All printing is now being done by Binding Department.

The *Photostat Department* put out 19,250 prints, including the war poster catalogue, considerable work for the Peace Commission, a great deal of economizing work for technical library processes and considerable work for members of the University, especially the Art Department.

III. FINANCES 1918-19

Statements of *Receipts* and *Expenditures* follow:

	<i>Received</i>	<i>Expended</i>	<i>Bal. 1919-'20</i>
Salaries A. Librarian & Ref. Librarian	\$4,600.00	\$4,537.73	
Salaries B. Regular Assistants	16,940.00	16,940.00	
Salaries C. Student Help	2,085.93	2,085.93	
Elizabeth Fund Librarian	1,001.09	990.91	10.18
Elizabeth Fund Faculty	3,373.09	3,371.72	1.37
Library Special	6,940.09	6,899.69	4.40
Cadwalader Library	201.16	192.82	8.34
Class of '75 Library	313.02	141.09	171.93
" " '78 " Chemistry	147.35	48.75	98.60
" " '78 " Engineering	269.11	42.99	226.12
" " '82 " "	67.16	63.45	3.71
" " '83 " "	72.88	72.14	.74
" " '88 " "	1,170.28	1,166.36	3.92
" " '89 " "	391.81	383.56	8.25
" " '03 Class Seminary	750.00	193.19	556.81
Classical Seminary	195.42	186.17	9.25
English Seminary	1,177.29	578.22	599.07
Germanic Seminary	1,794.65	348.07	1,446.58
Library Book Fund	854.90	837.45	17.45
Historical Seminary	931.28	213.51	717.77
Mathematical Seminary	1,209.26	89.82	1,119.44
Pitney Fund	1,500.00	1,413.74	86.26
Plaut Chemical Fund	527.47	394.36	133.11
Princetoniana Fund	35.10	3.75	31.35
Romance Seminary	612.38	611.39	.99
Benj. Strong: War Fund	1,600.00	1,346.27	253.73
Suppl. Book Fund: Boyd	94.37	00.00	94.37
" " " Debates	18.68	18.68	00.00
" " " General	208.78	2.77	206.01
" " " Watres	251.74	12.97	238.77
Library	15,250.00	15,250.00	00.00
Building	11,830.29	11,830.29	00.00
Petty Cash	951.67	935.47	16.20
Photostat	1,543.42	1,535.79	7.63
	\$78,873.67	\$72,739.05	\$6,072.35

The *balances* carried over for 1919-20 are ostensibly \$6,072.35, compared with \$8,282.29 the year before. Actually, however, purchases on the Germanic Seminary account, and British Blue books made last year but not paid for, reduce to \$2,922 against \$8,280 the year before, a reduction of more than \$5,000.

SUMMARY ANALYSIS OF EXPENDITURES BY CLASSES
1918-1919

Books and Binding

Books	\$17,412.56	
Binding	2,248.13	
		\$19,660.69

Salaries

Librarian and Reference Librarian.....	4,537.73	
Assistant Librarians	28,306.79	
		32,844.52

Office Expenses

Freight, Express and Postage.....	784.88	
Stationery and Stationery Supplies.....	1,005.67	
Printing, Typewriters and Photostat.....	6,180.13	
Sundries	432.87	
		8,403.55

Building (Care, etc.)

Salaries	1,980.00	
Light, Power and Heat	7,416.50	
Insurance	905.12	
Water	66.60	
Repairs (including C. G.).....	1,462.07	
		11,830.29
		\$72,739.05

A comparison with previous years shows:

	1918-19	1917-18	1916-17	1915-16
<i>Receipts</i> , including balances.....	\$78,873.67	\$68,793.27	\$83,103.63	\$88,027.10
<i>Expenditures</i> :				
Books and Binding	19,660.69	13,472.45	23,124.94	34,631.12
Salaries	32,844.52	30,994.77	34,339.24	32,664.96
(Gift student help amounted to \$2,085.93.)				
Office expenses	8,403.55	5,403.55	6,466.41	6,724.25
(Increase due to the printing drive.)				
Building maintenance	11,830.29	10,639.85	11,136.56	9,702.70
Totals	\$72,739.05	\$60,510.78	\$75,067.15	\$83,723.03

IV. THE REQUIREMENTS FOR 1919-20

The chief problems of the present year arise from the increase in wages and the cost of material, but the problem of books also has several special aspects, and even the problem of building is again becoming pressing at some points. The situation with regard to the main items of the expenditure follows:

Books and Binding. The normal special appropriation for books as agreed on between the Faculty and Trustee Committees and further confirmed by the estimate for the present drive is \$25,000. This appropriation obtained in 1916 but the amount was decreased during the war. Last year it was \$5,000 and met minimum needs under war conditions where many courses were omitted, professors absent, and balances accrued on interest from endowments increased by the same situation of diminished demand and the difficulty of obtaining books from the Continent. This year the need is increased, *first*, by the return of professors and revival of courses; *second*, by the fact that the balances carried over for 1919-20, are over \$5,000 less than for 1918-19, as explained above; *third*, by the fact that absence makes it necessary for the professor to make up arrears of recent books, and *fourth*, by the increased cost of binding.

Salaries. The normal standard for salaries as suggested in a special study and report on the subject, October 1915, at the time when the standard for books was fixed, was \$45,000. Owing to the increase in wages at the present time the normal would call for not less than \$60,000 for the same amount of service. The special appropriation for last year was \$21,540. In addition to this, expenditures from the so-called Library fund and petty cash for salaries brought the total expenditures for the year on salary account up to \$32,844.52, including student help to the amount of \$2,085.93. This latter amount was provided by the Graduate Council. The inadequacy of last year's figure for this year, is suggested, *first*, by the fact that the amount is less than it was before the war; *second*, that the actual increase in wages for the same service during the war has been not less than \$10,000; *third*, because in the meantime the Library has increased by nearly one hundred thousand items to be cared for; *fourth*, because the force is still rapidly shifting and some further advances must be made to keep trained workers; *fifth*, because the resumption in operations, with an increased number of freshmen, increases the demand of service over last year and even over pre-war times; *sixth*, because of the need of preparing for the inevi-

table increase of business involved in the restoration of the pre-war appropriation for books as a consequence of the drive and of the radical growth of business involved in a five million dollars expansion of engineering and chemistry.

Office expenses. The amount expended last year on this account, which includes freight, express, postage, stationery, printing, typewriters, machinery, card trays, pamphlet cases and the like, was \$8,403.55. This includes a special expenditure of \$2,000 for printing which is necessary also this year. The reasons for suggesting increase in this amount up to \$10,000 are, *first*, the large scale supplies having doubled or trebled in expense; *second*, the increased quantity of cards, book-plates, etc., caused by increase in the number of items handled over the average of previous years; *third*, the increasing difficulty of keeping down the need of machinery, pamphlet cases and other supplies. About \$2,000 worth of printing and binding machinery and typewriters is needed at once.

Building. This matter is cared for by the Grounds and Buildings Committee outside the Library budget.

From the foregoing it would appear that the reasonable needs of this Department for the year ending July 31, 1920, are as follows:

<i>Books and Binding</i>	\$25,000
<i>Salaries</i>	40,000
<i>Office Expenses</i> , including increases in cost of materials, new machinery, etc.	10,000
<i>Buildings</i>	12,000
	<hr/>
Total	\$87,000

To meet this total there appears to be available for *books* the approximate sum of \$14,500 from endowment funds, balances from 1918-19 and unexpended gifts. There is also available for *salaries* \$1740, interest on endowment funds, and \$3,000 for student aid from the Graduate Council, making a total of \$4740. Receipts from fines and photostat profits will bring this total to approximately \$5,000. The estimated \$12,000 for Buildings is taken care of by special appropriation by the Committee on Grounds and Buildings. Deducting from the above total of \$87,000 the amounts thus otherwise provided for, namely: \$31,500, there is a balance required of \$55,500, which is respectfully called to the attention of your Committee.

To avoid confusion of accounts, it is suggested that the so-called Special Appropriation, which heretofore has been distinguished from the so-called Library Account, be merged in the Library Account and one general appropriation only be made for Library purposes. In making this general appropriation, which it is recommended be made in the amount above called for, the Board in its discretion may designate what part of the total should be used for the purchase of books.

In June 1919 a tentative budget covering the foregoing items was approved, amounting to a total of \$72,781.80 and calling for an appropriation of approximately \$40,500 (including the so-called Library Account). The increase now asked for is approximately \$15,000, divided as follows:

Books and Binding	\$5,000
Salaries	10,000

The reasons why these increases appear necessary are stated above.

It is therefore respectfully submitted that an appropriation for the unprovided needs of the Library, of \$55,500, should be made by the Board for the current year 1910-20, instead of \$40,500 as made in 1918-19 and as estimated in June 1919 as the needs for this year.

V. CONCLUDING SUGGESTIONS

The endowment drive. The book explaining the drive calls attention to the fact that the income assigned to the library is approximately the amount asked for by the faculty for books and makes no provision for administration. Assuming the success of the Endowment drive, this throws the burden of organizing an efficient administration on the general budget of the University, a fact which should be called to the attention of the Finance Committee at this time. Assuming that the members of the staff who have equivalent rank will share in the benefit of the general salary increases, it is further hoped that some funds released by the endowment plan may be available for minor salaries.

The coming of *Mr. H. Alexander Smith* gives a welcome opportunity for canvassing the question of the budget need of the Library in relation and in proportion to the other expenses of the University. It further suggests a possibility of putting in practical operation some plan of cooperating with other universities in the reduction of

expense and improvement in the matter of catalogue aids and the purchase of books. This could be done through calling a meeting, not so much of librarians as of the active financial advisers of the Boards of Trustees of a few universities with librarians to supply the technical advice. Methods of adding to book supply and improving the aids to finding material in the books have been worked out by librarians to a point where only the capital and definite organization is needed to produce considerable saving and a large increase in efficiency. It is impossible, however, for librarians to bring to bear the necessary influence to realize this without the cooperation or initiative of the governing bodies.

Respectfully submitted,

ERNEST CUSHING RICHARDSON,

Librarian.

C. U. 1920-1.

177,000

Wis \$ 100,000 + (univ. only)

STATISTICS OF UNIVERSITY LIBRARIES
1918-1919

	Vols. in Library	Vols. added 1918-19	Expended for books 1918-19	Appro- priation 1919-20	Staff	Total salary account
Brown*	253,000	7,829	\$10,788.00	\$10,500.00	12	\$13,270.00
California**	392,682	18,527	26,000.00	37,642.00	31	56,840.00
Chicago	570,849	25,866	40,833.72	62,163.74	96	90,308.79
Colorado	115,264	4,179	13,780.26	13,800.00	9	9,715.00
Columbia	709,845	23,154	43,023.86	99,393.70	57	60,350.00
Cornell	603,100	24,494	25,355.93	50,032.64	20	24,825.00
Harvard***	1,500,000		13,000 binding		100+	
Illinois****	418,949	23,454	53,136.00	55,000.00	58	61,849.00
Indiana	130,400	4,400	6,302.45	9,195.00	7	12,900.00
Iowa	170,365	11,114	30,307.00	38,222.00	13	14,810.00
Johns Hopkins	216,137	7,900	14,345.15	25,846.48	17	17,060.00
Kansas	130,632.	6,315	18,000.00	18,000.00	19	17,400.00
Leland Stanford	310,230	11,374	26,313.69	50,000.00	23	32,500.00
Michigan	413,666	13,050	30,145.84	56,000.00	60	76,030.00
Minnesota	280,000	14,855	31,126.71	35,205.00	38	51,240.00
Missouri	166,816	5,706	8,000.00	14,000.00	15	17,960.00
Nebraska	145,000	5,680	15,300.00	18,000.00	15	17,320.00
Northwestern****	119,575	4,093	10,878.11	17,064.70	9	10,535.87
North Dakota	66,420	1,934	4,252.94	3,350.00	4	4,845.76
Oberlin	195,600	8,409	6,949.00	7,500.00	18	19,000.00
Ohio	202,820	21,720	26,000.00	21,000.00	33	33,900.00
Pennsylvania	481,190	13,964	11,874.37	15,740.78	29	21,860.00
Princeton	429,286	22,786	19,660.69	25,000.00	32	32,844.52
South Dakota	34,600	1,600	4,000.00	4,375.00	3	3,830.00
Texas	165,678	17,514	36,858.30	36,922.00	21	21,301.00
Washington	89,727	4,918	20,000.00	14,000.00	12	16,865.00
Wisconsin*****	269,120	11,120	25,158.16	26,800.00	23	34,360.00
Yale	1,253,830	32,743	46,268.58	41,736.00	48	49,291.09
Dartmouth	150,000				13	

* Not including John Carter Brown Library.

** Not including departmental libraries.

*** Figures to be supplied later.

**** Not including departments at Chicago.

***** Not including Historical Library, 212,275 volumes, in same building.

STATISTICS OF UNIVERSITY LIBRARIES
1918-1919.

	Vols. in Library	Vols. added 1918-19	Expended for books 1918-19	Appro- priation 1919-20	Staff	Total salary account
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Colorado	115,264	4,179	13,780.26	13,800.00	9	9,715.00
Columbia	709,845	23,154	43,023.86	99,393.70	57	60,350.00
Cornell	603,100	24,494	25,355.91	50,032.64	20	24,825.00
Harvard***						
Illinois****	418,949	23,454	53,136.00	55,000.00	58	61,849.00
Indiana	130,400	4,400	6,302.45	9,195.00	7	12,900.00
Iowa	170,365	11,114	30,307.00	38,222.00	13	14,810.00
Johns Hopkins	216,137	7,900	14,345.15	25,846.48	17	17,060.00
Kansas	130,632	6,815	18,000.00	18,000.00	19	17,400.00
Leland Stanford						
	310,230	11,374	26,313.69	50,000.00	23	32,500.00
Michigan	413,666	13,050	30,145.84	56,000.00	60	76,030.00
Minnesota	280,000	14,855	31,126.71	35,205.00	38	51,240.00
Missouri	166,816	5,706	8,000.00	14,000.00	15	17,960.00
Nebraska	145,000	5,680	15,300.00	18,000.00	15	17,320.00
Northwestern****						
	119,575	4,093	10,878.11	17,064.70	9	10,535.87
North Dakota	66,420	1,934	4,252.94	3,350.00	4	4,845.76
Oberlin	195,600	8,409	6,949.00	7,500.00	18	19,000.00
Ohio	202,820	21,720	26,000.00	21,000.00	33	33,900.00
Pennsylvania	481,190	13,964	11,874.37	15,740.78	29	21,860.00
Princeton	429,286	22,786	19,660.69	25,000.00	32	32,844.32
South Dakota	34,600	1,600	4,000.00	4,375.00	3	3,830.00
Texas	165,678	17,514	36,858.30	38,922.00	21	21,301.00
Washington	89,727	4,918	20,000.00	14,000.00	12	16,865.00
Wisconsin*****	269,120	11,120	25,158.16	26,800.00	23	34,360.00
Yale	1,253,830	32,743	46,268.58	41,736.00	48	49,291.09

- * Not including John Carter Brown Library.
- ** Not including departmental libraries.
- *** Figures to be supplied later.
- **** Not including departments at Chicago.
- ***** Not including Historical Library, 212,275 volumes, in same building.

LIBRARY OF MCGILL UNIVERSITY

GERHARD R. LOMER, M.A., PH.D.,
LIBRARIAN

MONTREAL.

October 22, 23.

Dear Sir Arthur:

With reference
to our conversation today
about Comparative Literature
I hope that, if opportunity
occurs, you will not mind
making it perfectly clear
to any interested members of
the Department that I do
not wish to teach in the
Faculty of Arts and that
my offer to do so last year.

While Professor Lefleur was
in the hospital, was made
solely out of consideration
for other members of the
department.

Lam quite satisfied with
my work and find it quite
sufficient to keep both hands
and tongue from being idle.
For your interest and
consideration I have a
deep appreciation.

Faithfully yours,

G. R. Lomer.

Library

30th. August, 1919.

The Hon. Smeaton White,
"The Gazette",
Montreal.

Dear Mr. White:-

I have received your letter of August 26th. with reference to the library of the late Mr. John Reade.

Mr. Gould's death leaves us with no one on the staff who is thoroughly conversant with the value of Canadiana such as is contained in Mr. Reade's library.

Mr. Francis McLennan is, however, on the Library Committee and I will ask him to look over the library and see what he would recommend in connection with it. Mr. McLennan, however, is away at present and will not be back until September 10th. I hope that this will not be too late for your purpose.

With best wishes, I remain

Yours very sincerely

F. J. S.

Acting Principal.

HENRY BIRKS & SONS
LIMITED
PHILLIPS SQUARE
MONTREAL

Montreal, Sept. 6th. 1919.

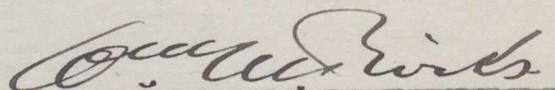
Dr. Frank D. Adams,
McGill University,
CITY.

Dear Dr. Adams;—

The enclosed is self-explanatory and I merely
pass it on to you as ~~the~~ proper authority,—to be thrown in the
wastepaper basket at your discretion.

Please do not trouble to acknowledge.

Yours faithfully,


George A. Birks

WMB:LP

LIBRARY OF MCGILL UNIVERSITY,

MONTREAL

February 10, 1920.

Dr. F. D. Adams,
Acting Principal,
McGill University.

Dear Dr. Adams:

It was decided at the meeting of the Library Committee yesterday afternoon that certain facts and recommendations regarding salaries be submitted to you for reference to the Finance Committee.

I beg, therefore, to bring to the attention of the Finance Committee the following recommendations:-

That the monthly salary of Miss Hibbard, which at present is \$55.00, be increased to \$75.00, as she is now doing all the work of Miss Prain who left for the Forest Products Laboratories.

That the wages of the two pages, now \$5.00 and \$6.00 a week, be increased \$1.00 each. These two assistants have been here twelve and eighteen months and have given entire satisfaction.

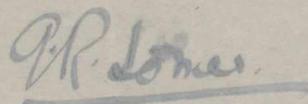
That the scale of salaries paid at present is only 64% of those paid in American University Libraries and is considerably below that at Toronto.

For your information I enclose herewith a statement of our present staff and salaries and certain corresponding

Dr. F. D. Adams.

figures for Toronto University Library where, by the way, the increase in salaries since 1914 has been approximately 25%. I submit herewith also a suggested scale of salaries as a basis for discussion and action and trust that you will put the case before the Finance Committee as strongly as possible. It is no credit to McGill that trained library assistants should be doing difficult technical work at a salary smaller than that of a stenographer or of a scrub-woman in some of the American Libraries.

Faithfully yours,

A handwritten signature in cursive script, appearing to read "V.R. Jones", written in dark ink. The signature is written over a horizontal line.

University Librarian.

Enc.

McGILL UNIVERSITY LIBRARY

Present Schedule of Salaries

	<u>Position</u>	<u>Date of Appointment</u>	<u>Salary</u>
Young, L.A.	Head, Circulation & Reference Dept.	July, 1907	\$1200.00
Lomer, D.A.	Head Cataloguer.	Sep., 1908	1200.00
Power, M.L.	Assistant Cataloguer.	- - -	900.00
Muirhead, M.	Desk Assistant.	Mar., 1914	900.00
Hanington, O.	Orders, Invoices, Typing.	Sep., 1914	900.00
Haddow, E.	Librarian's Secretary.	May., 1917	900.00
Hibbard, M.E.	Accessioner.	May, 1919	660.00
Haultain, H.	Junior Assistant, Desk.	Sep., 1919	660.00

Suggested Schedule of Salaries

	<u>Minnimum</u>	<u>Annual Increase</u>	<u>Maximum</u>
Salaries for heads of departments.....	\$ 1400.00	\$ 96.00	\$ 1800.00
Assistants.....	1100.00	72.00	1400.00
Junior Assistants.....	900.00	60.00	1100.00

NOTE:-

The proposed schedule involves an annual increase, apart from any change in the Librarian's salary, of \$1,640.00, thus making the total salary account \$7,510.00 and bringing the present average of \$734.00 up to \$938.75 as compared with an average of \$1,139.00 in American University Libraries.

U.R.L.

Present Salaries

	Toronto University <u>Library</u>	McGill University <u>Library</u>
Number of volumes.....	152,000	142,124
Number of staff.....	14	8
Salaries for heads of departments.....	\$1600.00	\$1200.00
Assistants.....	\$700.00 to \$1100.00	\$660.00 to \$900.00

LIBRARY OF MCGILL UNIVERSITY,

MONTREAL

February 10, 1920.

Dr. F. D. Adams,
Acting Principal,
McGill University.

Dear Dr. Adams:

From a comparison of the figures in the enclosed table with those for McGill it will be seen that though McGill is larger in number of volumes than nine American Libraries (Colorado, Indiana, Kansas, Missouri, Nebraska, Northwestern, North Dakota, South Dakota and Washington) it is behind five of these (Colorado, Kansas, Nebraska, Northwestern and Washington) in the amount expended for books in 1918-19, and behind seven of these (Colorado, Indiana, Kansas, Missouri, Nebraska, Northwestern and Washington) in salaries. It is, of course, far behind all the larger University Libraries on the list both in book funds and in salary accounts.

At the same time it must be borne in mind that McGill has added during 1918-19, 4,706 volumes, which is more than those added during the same period by Colorado, Indiana, Northwestern, North Dakota and South Dakota.

With a staff of eight McGill is behind all but three American University Libraries, and these three (Indiana, North Dakota and South Dakota.) have a smaller number of books; one of them (Indiana) with a staff of one less than McGill has a

Dr. F. D. Adams.

salary expenditure of over twice that of McGill.

The average American salary per member of staff on the basis of this list is \$1,139.09; the average in the McGill Library is approximately \$734.00; and the average salary at the three American Libraries having a smaller staff than McGill varies from \$1,211.00 to \$1,840.00. It will thus be seen that in library salaries McGill pays only 64.4% of the average in American Universities.

I take this opportunity of urging strongly upon the members of the Committee the necessity of increasing the funds of the Library immediately and of facing the question of extending its accommodation for both books and readers in the very near future.

Faithfully yours,

W. R. Lomer

University Librarian.

Enc.

STATISTICS OF UNIVERSITY LIBRARIES
1918-1919

	Vols. in Library	Vols. added 1918-19	Expended for books 1918-19	Appro- priation 1919-20	Staff	Total salary account
Brown*	253,000	7,829	\$10,788.00	\$10,500.00	12	\$13,270.00
California**	392,682	18,527	26,000.00	37,642.00	31	56,840.00
Chicago	570,849	25,866	40,833.72	62,163.74	96	90,308.79
Colorado	115,264	4,179	13,780.26	13,800.00	9	9,715.00
Columbia	709,845	23,154	43,023.86	99,393.70	57	60,350.00
Cornell	603,100	24,494	25,355.91	50,032.64	20	24,825.00
Harvard***						
Illinois****	418,949	23,454	53,136.00	55,000.00	58	61,849.00
Indiana	130,400	4,400	6,302.45	9,195.00	7	12,900.00
Iowa	170,365	11,114	30,307.00	38,222.00	13	14,810.00
Johns Hopkins	216,137	7,900	14,345.15	25,846.48	17	17,060.00
Kansas	130,632	6,815	18,000.00	18,000.00	19	17,400.00
Leland Stanford	310,230	11,374	26,313.69	50,000.00	23	32,500.00
Michigan	413,666	13,050	30,145.84	56,000.00	60	76,030.00
Minnesota	280,000	14,855	31,126.71	35,205.00	38	51,240.00
Missouri	166,816	5,706	8,000.00	14,000.00	15	17,960.00
Nebraska	145,000	5,680	15,300.00	18,000.00	15	17,320.00
Northwestern****	119,575	4,093	10,878.11	17,064.70	9	10,535.87
North Dakota	66,420	1,934	4,252.94	3,350.00	4	4,845.76
Oberlin	195,600	8,409	6,949.00	7,500.00	18	19,000.00
Ohio	202,820	21,720	26,000.00	21,000.00	33	33,900.00
Pennsylvania	481,190	13,964	11,874.37	15,740.78	29	21,860.00
Princeton	429,286	22,786	19,660.69	25,000.00	32	32,844.32
South Dakota	34,600	1,600	4,000.00	4,375.00	3	3,830.00
Texas	165,678	17,514	36,858.30	38,922.00	21	21,301.00
Washington	89,727	4,918	20,000.00	14,000.00	12	16,865.00
Wisconsin*****	269,120	11,120	25,158.16	26,800.00	23	34,360.00
Yale	1,253,830	32,743	46,268.58	41,736.00	48	49,291.09
McGill University Library	142,124	4,706	10,456.00		8	5,869.09

*

**

Not including John Carter Brown Library.

Not including departmental libraries.

Figures to be supplied later

Not including departments at Chicago.

Not including Historical Library, 212,275 volumes, in same building.