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Reports of the Secretary to the President
Student Affairs President's Correspondence,
1900-1907

William J. Kerr

10-10-1902

Letter from Sara Godwin Goodwin

Sara Godwin Goodwin
Utah State University

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Logan, Utah, Oct. 10, 1902.

Pres. W. J. Kerr,

Dear Sir:

In answer to your written questions bearing date 27th Oct. 1902,
I reply:

I

WORK

(a) The general work of the Library is the giving and receiving of books, pamphlets, maps and charts to and from professors and students, and general readers; the seeking of data for the same, labelling, repairing, preparing for bindery, accessioning, classifying and placing on shelves; seeking over the building for students and Professors who have failed to return a needed book in due time; taking care of all newspapers, pamphlets and periodicals, and last, but not least, keeping order in the study-hall.

(b) There has been no cataloguing since November, 1900. A subject and author catalogue upon which the Librarian had worked in the afternoons of four years was then complete: but as the cabinet belonged to the Experiment Station, and was wanted by the Director, the cards became useless.

The work begins at one quarter past eight A. M. and without intermission continues until five P. M. on all days of the week but Monday, and the mail distributed from eleven A. M. until one P. M.

II

USE OF THE LIBRARY

(a) The library is used by the members of the faculty when they are not

conducting recitations, or have either leisure on inclination.

(b) By the students all hours of the day when they are not in class.

(c) By the faculty and students of the B. Y. College.

(d) By some teachers and students from other schools in town.

(e) By all the literary societies in town.

(f) By some private individuals.

III

ADDITIONS, NUMBER OF BOOKS PURCHASED AND KIND

(a) Agricultural 127, Engineering 8, Machinery 5, Electricity 4, Mathematics 12, Chemistry 32, Physics 6, Botany 4, Zoology 9, Biology 6, Entomology 1, Geology, 2, Geography 9, History 134, English 3, Language 29, Fiction 57, Biography 32, Literature 279, Art 8, Music 10, Education 9, Household Science 54, Business 7, Architecture 1, Miscellaneous 28, Dictionaries 7, Total 883.

(b) 1 number of books given by Government 2351

2 " " " " " " 46

As there are no conveniences for charts and maps, the charts are not opened, and their number cannot be given.

IV.

CURRENT LITERATURE

(a) Number and kinds of periodicals received on subscription 172. In exchange 64, Through the courtesy of the publishers 0. Through the courtesy of individuals 2.

(b) Number of magazines bound 790.

(c) Number of newspapers etc. now regularly received 238.

(3)

V.

(a) Number of bound volumes in the Library 9563.

(b) Number of pamphlets in the Library including duplicates and catalogues of educational institutions 9026.

The Librarian gives six hours a week in music to the physical culture class, plays the marches each morning, and has the care of the three pianos and two organs.

VI.

REQUIREMENTS FOR THE NEXT TWO YEARS.

The furnishing with an up to date catalogue and cards of the catalogue room, and the employment of a cataloguer.

The granting of six thousand dollars for the purchase of books.

Respectfully submitted,

Sara Godwin Goodwin
Librarian