

Prairie View A&M University

Digital Commons @PVAMU

PV Miscellaneous Collection

Academic Affairs Collections

8-1938

PVAMU Librarian's Report 1937 - 1938

Prairie View A&M University

Follow this and additional works at: <https://digitalcommons.pvamu.edu/pv-miscellaneous-collection>

1937-38

College Library Staff

O. J. Baker, Librarian
Agnes M. Scott, Asst. Librn.
Velma V. Edwards, Asst. Librn.
Mabel L. Hood, General Assistant¹
Dorothy Inghram, General Assistant¹
Georgia Holloway, Asst. Librn.²

Library Committee

H. A. Bullock, Chairman
G. L. Harrison
O. J. Baker
Miss E. C. May
Dr. J. M. Franklin
Miss Velma V. Edwards
H. F. Spaulding
H. W. Carter

¹
Part-time during the regular session.

²
Part-time during first term of the summer session, 1938; full time during the second term of the summer session, 1938.

COLLEGE LIBRARY

Report of the Librarian, 1937-1938

To the Principal of the College:

Sir - I have the honor to submit herewith the report of the College Library for the school year just completed.

This has been a year of much activity for the Library. Reader demands increased by 15,226 requests as reflected in circulation statistics for the regular session on outside reading and teachers' reserve book use. These figures do not tell the whole story. The teaching duties of the staff created troublesome problems; and the physical capacity of the Library was greatly taxed for seating space, book space, and service room.

Despite these facts, however, the Library Staff has endeavored to maintain and improve its standard of courteous, effective, and efficient service. Whatever success has been achieved in the way of services rendered should be attributed to a combination of personalities and other forces here sharing in the progress of the College. The Library Staff and the Librarian are happy to have had the privilege of serving the College and its community,

Respectfully submitted,

C. J. Baker
C. J. Baker,
Librarian

August 1938

LIBRARY REPORT

Use of Books

Circulation figures for 1937-38 show a decided increase over those for 1936-37. While these figures do not indicate an accurate measure of the use made of library materials, they do indicate the number of borrower-book contacts. The task of determining whether students actually use the library books they borrow belongs to the teachers.

Another weakness of circulation figures is their failure to show the number of times requests are made for books already in use, on the mending-shelf, at the bindery, or not owned by the Library.

In a library with such an arrangement as ours circulation figures give testimony to the pieces of materials handled, at least twice, by that part of the Library staff responsible for issuing books. Thus they indicate needed changes in personnel and physical arrangements.

One record that does not appear in this report and which will be attempted during 1938-39 is that of the number of reference questions submitted to the Library for solution and the number of times the answer is not given because of a lack of suitable materials. This record will be valuable during the time of book selection.

Below are the figures on circulation as they have been recorded during the year. Figures for September, May and August reduce the total to some extent since school is in

Library Report

operation for only a part of these months. It is believed that one factor that had much to do with the increase of this year's figures over last year's figures is that of Freshman and Sophomore term paper assignments. There are other factors of course.

Circulation Statistics

	1936-37*	1937-38*	Summer 1938	Total for 1937-38
Outside reading	14,568	18,696	4,188	22,884
Inside reading		26,150	10,956	37,106
Teachers' reserved books	<u>27,088</u>	<u>38,186</u>	<u>14,058</u>	<u>52,244</u>
Total	<u>41,656</u>	<u>83,032</u>	<u>29,202</u>	<u>112,234</u>

"Inside readings" do not include periodicals, bound and unbound. Special notice should be taken of the increase in "teachers' reserved books." circulation. Circulation figures representing the class of book used will be found in the appendix of this report.

LIBRARY EXPENDITURES

As was the case last year the Library appropriation was quite inadequate to meet demands made by the College community. This year's inadequacy will be more keenly felt now that graduate work is being attempted.

According to our records, Library expenditures were made as the figures below indicate.

* Figures for the regular session

Library Report

Statistics on Expenditures

A. Appropriation -----			\$ 2200.00
1. Replacements -----	\$	72.01	
2. Duplications -----		25.85	
3. Binding -----		321.12	
4. New purchases -----		966.34	
a. Regular books	\$	856.01	
b. Annuals		110.33	
5. Subscriptions -----		487.75	
6. Equipment -----		44.00	
7. Student salaries -----		000.00 ^a	
8. Miscellaneous -----		339.86	
a. Consumables	\$	206.91	
b. General expense		80.64	
c. Repairs		52.31	
9. Total expenditures -----			\$ 2256.93
Excess			\$ 56.93

CONDITION OF COLLECTION

Below is a group of records on the state of the book collection as it has been affected by the year's operation :

ADDITIONS BY

1. Purchase -----	392
2. Gift -----	170 ^b
3. Exchange -----	000
4. Binding -----	572
a. Books -----	93
b. Pamphlets	479 ^c
5. Transfer -----	57 ^d
Total -----	1191

The gifts received this year exceed those of 1936-37 by 130 titles. A list of donors is included in the appendix of this report. Each donor living away from the College was

^a Salaries of student assistants were paid out of the N. Y. A. fund.

^b 147 from Southern Methodist University through the courtesy of Dr. I. K. Stephens.

^c These were bound in the Library in commercial binders.

^d From Treasurer's Office.

Library Report

sent a letter of thanks. In case of local people, appreciation was expressed by telephone.

As the record indicates 572 books were added by binding. This number represents those free, unbound, but valuable publications of learned societies, associations, and the various governmental agencies.

WITHDRAWALS

1. Books lost -----	55
2. Books lost and paid for -----	28
3. Books discarded because of excessive use -----	<u>3</u>
	86

Book losses seem to be inevitable. In a very small collection, however, they create quite a problem, for every title is sorely needed. Constant vigilance is required of the staff so that book disappearances will be kept at a very low figure.

The number of books discarded because of excessive use has been kept exceedingly low. This is due to the fact that the Library engaged in an extensive program of book mending during the year. A total of 172 books was saved in this way.

Library Report

LIBRARY HOLDINGS

Volumes in Library at beginning of year -----	12,186	⑥
Additions during 1937-38 -----	1,191	
Withdrawals during 1937-38 -----	86	
Volumes in Library at end of 1937-38 -----	13,291	
Magazines in Library -----	1,064	
a. Bound volumes -----	678	
b. Unbound volumes -----	386	
Newspapers - bound volumes (N.Y. Times, 1935-38)	84	
Unbound pamphlets -----	8,220	
a. Agricultural -----	3328	
b. General -----	4892	
Unbound publications of corporate bodies	2,541	
a. College catalogs and reports --	1089	
b. Government documents -----	1452	
Pictures -----	368	

Bound Magazines

A special notice should be taken of the number of bound magazines in the Library. The magazine binding program was started in 1933-34. In terms of averages, that means that approximately 135 volumes have been bound each year since then.

The collection is very young--most sets start with 1930. It is highly essential, in certain cases, that sets go back much further. Securing these needed back numbers will be a very expensive process, for the older the numbers needed, the more scarce they are -- all things considered; the more scarce, the more expensive.

⑥ Last year's report read 12,724. This figure included 538 books at the Practice School. These 538 are now on a separate inventory.

Library Report

Subscriptions

The Library subscribes to 130 magazines and 15 newspapers. It is necessary again to call attention to the fact that the supply of magazines for the Agricultural and Mechanic Arts Divisions is very inadequate; and, that the present Library budget will not support needed additions to their subscription lists.

Pamphlets and Publications of Corporate Bodies

This body of materials is very valuable in that it constitutes a splendid corpus of original or source materials. It should prove a great service to students doing graduate work.

HOUSING FACILITIES

Seating condition

Practically all visitors who come to the Library seem to find pleasure in the attractiveness of its arrangement and in the courtesies shown them by the staff. Similarly, they do not fail to notice the inadequacy of space both for service and study. Both the students and the staff felt this inadequacy very keenly this year.

Seating space was at a premium throughout the regular session, and there were times when it was quite difficult to walk past the service desk and the card catalog. Students jammed these places. Since practically all service activities go on in one room, this crowded condition produced a very unwholesome study atmosphere.

Library Report

Suggestions for temporary relief from this situation were sent to the Principal in the form of a letter, on May 10, 1938. Mention is made of it here lest it be unintentionally overlooked.

Lighting

The lighting situation in the Library has been improved since it was decided to use larger light bulbs. It will be further improved when the walls and ceiling of the rooms are repainted. It is hoped that this will be done early in the new year.

LIBRARY STAFF

General status

There comes a time in the life of every growing organization when its services and duties must be departmentalized if they are to remain effective and efficient. Departmentalization, among other things, depends to a great degree upon a personnel competent from the standpoint of training, attitude, and size.

In training and attitude, the present Library group seems to be suitable for its work. Nevertheless, an effort must be made to make each professional assistant a specialist in the literature of some subject field. This will require long tenure of office and careful, continuous and systematic reading in a subject field. It will also require time for this reading.

A formal request has already been made to the Principal

Library Report

for an increase in the size of the staff.^f The duties of the present staff include all the professional, administrative, and clerical tasks that fall within the scope of library work plus a teaching program consisting of two courses per semester. A fifth course, for advanced graduate and graduate students, has been requested.

Staff Activities

Below is a partial record of the activities engaged in by the staff during the year in addition to its regular duties:

Mrs. A. M. Scott

1. Conducted the Book Week exercises November 1-6, 1937.
2. Acted as librarian for faculty debate, affirmative side, February 27, 1938.
3. Taught primary Sunday school class during second semester.

Miss Velma V. Edwards

1. Acted as librarian for faculty debate, negative side, February 27, 1938.

O. J. Baker

1. October 24, 1937
Discussed "Cleopatra's Needle" under the subject of art for the Annie Laurie Evans Club, Evans Hall.
2. October 21, 1937
Discussed "The Liberal Arts Student and the Library" at the general meeting of the Arts and Science Division.
3. November 5, 1937
Discussed "The Library and its Function in Teacher-Training" at the Teacher-Training Conference in Austin, Texas.
4. Discussed "Ways and Means of Improving Graduate Work at Prairie View: Library Facilities" during the Graduate Symposium June 22 - 24, 1938.
5. Conducted Fourth Annual Conference of Negro Librarians in Texas, March 16 - 17, 1938.
6. Delivered six lectures on library economy to students in English 283, February 12 - 24, 1938.

^f See letter from the Librarian to the Principal, May 10, 1938.

Library Report

TEACHING PROGRAM

Last year the National Youth Administration made scholarships available to certain students here who were interested in Library Science. These scholarships were limited to students in the Junior and Senior classes and representing the states of the southwest. Courses were offered in Administration, Book Selection, Reference Work, and Children's Literature. The first two courses being taught during the first semester and the last two during the second semester.

Of the forty students carrying the courses at some time during the year, thirteen completed the four courses offered, twenty-five completed two courses,^g and two completed one course.^h

Although there was quite a bit of difficulty in scheduling the courses so that they would not conflict with other courses in the program of the students, the project was considered very successful.

EXHIBITS

General

At regular intervals during each school year the Library attempts to stimulate the reading interests of the

^g One of the twenty-five was not eligible for scholarship aid.

^h One was not eligible for scholarship aid.

Library Report

community through various displays and exhibits. These displays and exhibits are centered around some special subject and are usually very effective. This year forty-four of these were presented. The entire list of subjects treated may be found in the appendix of this report.

Art

Through the inspiration of Mr. John D. Hatch, the Carnegie Corporation of New York, and the Harmon Foundation made a series of art exhibits available to certain institutions for Negroes during 1937-38. Each institution wishing to receive the exhibits was required to become a member of the Case Extension Circuit Cooperative, an agency set up to facilitate the distribution of the exhibits. Prairie View State College participated in this cultural venture by displaying the entire art series in the College Library.

The series consisted of seven exhibits and each was displayed in the Library for an interval of not less than two weeks. Exhibits appearing in the series are listed below and in the order of their appearance:

1. Lithographs of Daumier
2. The Negro in American Life: Colonial Period
3. Mexican Art
4. Japanese Woodcuts
5. Illuminated Manuscripts
6. African Negro Carving
7. Prince Saunders.

Library Report

Constant publicity was given to the exhibits displayed here through mimeographed and typewritten releases and by way of the College movie screen. Interest in them grew quite keen and the quality and culture interests of the exhibits make it imperative that similar ones be secured for 1938-1939.

LIBRARY NEEDS

Immediate Needs

1. "Adequate annual library appropriation to meet the needs in new books, subscriptions, binding, re-binding, replacements, equipment, student salaries, and miscellanies. At least \$5,000 should be appropriated."
2. Increase in Library Personnel
 - a. An additional full-time trained assistant to carry the teaching load of the Library and to assist in the Library generally.
 - b. An additional full-time assistant to do the teachers' reserve services. This work can be done by a Prairie View graduate who has taken the courses offered in library economy here.
 - c. Full-time clerical assistant to attend to all library records and correspondence.
3. Relief from the crowded and congested situation now prevailing by moving the teachers' reserve service to another room in the Education Building. The large classroom on the rear of the first floor, equipped for the purpose, would meet the need.

Future Need

A library building suitable in size and internal arrangement to serve the Prairie View community.

© 1900
W. B. DOWD

APPENDICES

Outside Circulation By Classes
For 1937-1938

Classes

Months

To-

	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	Apr.	May	June	July	Aug.	Totals
000 General		6	4	7	10	5	12	10	8	4	11		75
100 Philosophy	38	39	35	90	135	69	93	109	39	175	89	22	1081
200 Religion	4	33	25	28	34	19	24	13	8	19	17	5	254
300 Sociology	288	539	551	379	844	593	1064	708	324	710	606	131	6736
400 Language		24	21	14	17	4	12	8	2	25	20	3	150
500 Science	56	103	112	120	145	116	163	127	44	77	66	22	1151
600 Useful Arts	183	443	339	430	497	465	660	544	193	484	317	83	4633
700 Fine Arts	45	94	135	130	149	83	164	139	48	76	86	15	1164
800 Literature	41	136	166	143	221	125	179	154	66	146	148	57	1592
910-919 Travel	14	23	16	29	47	20	43	34	6	13	9		254
920 Biography	19	35	71	81	72	36	65	77	32	25	34	7	554
900-909) History	60	61	45	37	60	100	123	95	39	39	85	8	307
930-999)													
Fiction	87	426	660	475	837	444	649	571	157	227	249	32	4513
T. R. *	2411	6924	5170	4094	5493	4143	3593	3483	2360	7396	5309	853	52244
R. R. **	1004	2367	2960	3199	3144	3010	4656	3292	3013	4935	5027	344	37106
Totals	4250	11313	10360	9256	11395	9235	11510	9369	5844	14449	12571	2182	112234

Appendix B

List of Donors

Books

- Dr. I. K. Stephens, Southern Methodist University, Dallas, Texas.
- Judge C. S. Potts, through the courtesy of Principal W. R. Banks, Prairie View, Texas.
- Wheat Flour Institute, Chicago, Illinois.
- Mr. J. W. Yancy, Brenham, Texas.
- Dr. Ray Lyman Wilbur, President, Stanford University, California.
- Dr. C. C. Crawford, California, through the courtesy of Principal W. R. Banks, Prairie View, Texas.
- Mr. E. S. Cox, Richmond, Virginia.
- National Urban League, New York City
- Dr. Lance G. E. Jones, through the courtesy of the General Education Board, New York City.
- Mr. Watson Davis, through the courtesy of the Chemical Foundation.
- Dr. Chas. S. Johnson, through the courtesy of the General Education Board, New York City.
- Daniel A. Prescott, through the courtesy of Principal W. R. Banks, Prairie View, Texas.
- Mrs. E. P. Cannon and Mrs. H. A. Whiting, through the courtesy of Principal and Mrs. W. R. Banks, Prairie View, Texas
- Mr. Anson Phelps Stokes, through the courtesy of the Phelps-Stokes Fund, New York City.

Appendix B

Appendix C

Mr. T. L. Fuller, through the courtesy of the International Business Machines Corporation, New York City.

His Excellency, Rt. Rev. C. E. Byrnes, Bishop of Galveston, Galveston, Texas.

Mr. N. N. Martinovitch, through the courtesy of the Carnegie Corporation of New York, New York City.

Agricultural and Mechanical College of Texas, through the courtesy of Mrs. A. A. Barnard, College Station, Texas.

Book

Letter

Subscriptions

Health

Mr. Alan C. Harris, Pres Vevey, Switzerland, through the courtesy of Mr. Horace Holley, Editor World Order Magazine, New York City.

Mrs. E. S. Burrows, through the courtesy of Dr. W. F. Burrows, Editor Commonwealth Magazine, Osprey, Florida.

Miss Maude Meagher, Editor World Youth, Boston, Massachusetts.

B. Special Holidays

Halloween

Thanksgiving

Christmas

Easter

Author's Day

Hospital Day

Ninth Biennial Conference For Negroes In Texas

Appendix C

Displays and Exhibits Presented
in the Library During 1937-38

A. Special Weeks

Orientation

Courtesy

Book

Better Homes

Health

Negro History

Negro Health

National Education

Fire Prevention

Texas Natural Resources

Better English

B. Special Holidays

Halloween

Thanksgiving

Christmas

Easter

Mother's Day

Hospital Day

Ninth Educational Conference For Negroes In Texas

Appendix C

C. Miscellaneous

- Guides To Subject Literature
- Books About Books
- Twentieth Century American Novel
- The Seven Joys of Reading
- What Can Literature Do For Me?
- Library Is the Hub of the School
- New Books
- Illuminated Manuscripts
- Books To Improve Your Personality
- Negro Fiction
- National Best Sellers
- James Weldon Johnson
- Books You Loved When You Were Younger
- Mystery Books
- Travel
- Recreation
- Biography
- Gardening
- Theatre
- Pulitzer Prize Winners
- Who's Who Among American Immortals
- Summer Reading Suggestions
 - a. Choosing The Right Vocation
 - b. Catching Up With Literature

Appendix C

Fiction of the South

Mexico

Japan