1-1-1904

Letter from Elizabeth Church Smith

Elizabeth Church Smith
Utah State University

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To the President,

Sir:— The following is a report of the work that has been done by the library administration since July 1, 1903, of the amount of money used during the time, and an estimate of the amount needed for the next two years; together with a very urgent request for more money for books and new furniture for the library.

Respectfully submitted

Elizabeth Church Smith
Librarian
The following is a summary of library accessions during the term beginning July 1, 1903 and ending Nov. 5, 1904

Books purchased (including exchanges) 763
Books by gift 796

Total books 1559
Pamphlets by gift 1145
Pamphlets on exchange and by purchase 4044

Total pamphlets 1549
Total accessions of titles 3108

Present (estimated) strength of the library:
Books 12500
Pamphlets 111000

Total 23500

The year's accessions are classified as follows:

<table>
<thead>
<tr>
<th>Category</th>
<th>Purchased</th>
<th>Gifts</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Periodicals</td>
<td>78</td>
<td></td>
<td>78</td>
</tr>
<tr>
<td>Cyclopedias &amp; reference books</td>
<td>20</td>
<td>40</td>
<td>60</td>
</tr>
<tr>
<td>Philosophy &amp; religion</td>
<td>99</td>
<td>2</td>
<td>11</td>
</tr>
<tr>
<td>Sociology (Pol. &amp; soc. sci. etc.)</td>
<td>192198</td>
<td>245</td>
<td>443</td>
</tr>
<tr>
<td>Philology</td>
<td>6</td>
<td>5</td>
<td>11</td>
</tr>
<tr>
<td>Natural science</td>
<td>40</td>
<td>169</td>
<td>109</td>
</tr>
<tr>
<td>Useful arts (inc. Dom. sci., agric., etc.)</td>
<td>1121</td>
<td>215</td>
<td>327</td>
</tr>
<tr>
<td>Fine arts (inc. choir)</td>
<td>61</td>
<td>1</td>
<td>62</td>
</tr>
<tr>
<td>Literature</td>
<td>157</td>
<td>17</td>
<td>174</td>
</tr>
<tr>
<td>Fiction</td>
<td>95</td>
<td></td>
<td>95</td>
</tr>
<tr>
<td>History</td>
<td>93</td>
<td>96</td>
<td>189</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>869</strong></td>
<td><strong>690</strong></td>
<td><strong>1559</strong></td>
</tr>
</tbody>
</table>
### Expenditures for the Library
from July 1, 1903 to Nov. 5, 1904

<table>
<thead>
<tr>
<th>Item</th>
<th>Amount</th>
<th>Note</th>
</tr>
</thead>
<tbody>
<tr>
<td>Equipment</td>
<td>449.81</td>
<td>(+.750)</td>
</tr>
<tr>
<td>Supplies</td>
<td>41.52</td>
<td></td>
</tr>
<tr>
<td>Labor</td>
<td>337.80</td>
<td></td>
</tr>
<tr>
<td>Books</td>
<td>1105.93</td>
<td></td>
</tr>
<tr>
<td>Periodicals</td>
<td>300.45</td>
<td>(+224.75)</td>
</tr>
<tr>
<td>Freight &amp; exp.</td>
<td>67.79</td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>2303.20</td>
<td>(+225.50)</td>
</tr>
</tbody>
</table>
The books have been classified according to the Dewey decimal classification and a dictionary card catalogue has been completed for about two thirds of the books of the library. The remainder of the books will probably be catalogued by the close of the year. The shelf list is also on cards and forms a classed catalogue for official use. The catalogue cards issued by the U.S. agricultural department for their publications have been received and filed, as well as those issued by the Library of Congress, indexing many of the public documents.

A department of duplicate books, magazines and pamphlets has been begun. A separate catalogue of these is being prepared. These duplicates are kept to be exchanged with duplicates of other libraries which we desire.

The open shelf system has been adopted; the reader is allowed free access to the books. This has not resulted in any loss of books, and although the order of the books on the shelves may not always be perfect and may require more re-arranging more often, the library assistant yet the system has resulted in a saving of time to the assistant and seems to meet with much satisfaction among the students.

A course in Library work has been introduced into the curriculum. This subject includes the general study of reference books, such as cyclopedias, dictionaries, atlases, cyclopedias of special subjects, indexes to periodicals and general literature, handbooks of information and public documents. Talks have been given on classification and cataloguing of the books in the library, explaining their arrangement on the shelves, and the use of the card catalogue. Practical questions are given to the students to be looked up in the reference books. The object of the course is to familiarize the student with the
dent with the library and to teach how to obtain information quickly. As library interests grow in Utah and libraries are established in its cities, it is hoped that this course will develop into a Library Science course to be established at the College, that here librarians may be trained to conduct those libraries.

For the next two years, it is estimated that $500 will be required annually for assistance in the library to be distributed as the conditions and administration demand. It is expected that the classes in library work may be of assistance enough in the library at least to counterbalance partially the time of the librarian which is spent in their instruction. We ask for this small amount for assistance because the cataloguing of the books already in the library will be finished and there will only be the new ones to catalogue, although there is always room for any amount of analytical cataloguing. Besides, it is hoped that the library may subscribe for the printed cards issued by the Library of Congress which library now prints and distributes cards for current copyrighted books, and also for its own collection of older books. The cost of these cards is much less than the cost of doing the work in our own library. The librarian must still however prepare the order list, assign subject headings and file the cards.

The necessary amount for supplies cannot be more than $50 annually. Equipment exclusive of furniture will probably require $150 annually.
Furniture for the Library.

The Library which occupies the entire front of the second floor of the Main Building. This large, well-lighted reading room is only in part suitably furnished. The books are well shelved in the Library Bureau standard steel stacks, the thirteen stacks which we now have being filled. We will require four new ones for the new ones to shelve the books which will be added to the library during the following two years.

There is another great need in the library which one will realize when they consider that the atmosphere of the library should be such that a spirit of quietude will naturally prevail from a reverence for books and a courtesy toward readers. But in order to assure this spirit a few necessary means should be used to assist the good intentions of a crowded room of students. There is nothing that will aid more in this object than a cork carpet covering the floor of the reading room. This is not a luxury, but a necessity. It would make discipline in a library practically uncalled for, because no one would disturb an absolutely quiet room, while a little disturbance in a room already necessarily noisy by the movement of chairs and the footsteps of those passing in and out of the library, will not rest heavily on the conscience of any one. This covering deadens the sound of steps and movement of chairs, it is very durable and is used now by all well furnished libraries.

We need new chairs and tables, the chairs which are now in the library are badly broken and few in number. The tables are very old and not at all suitable for our purposes. We should have a cabinet for maps as they must be well kept and placed in such a way that they can be easily consulted. Shelves for reference books should be placed in the reading room. There must also be a filing cabinet for current...
periodicals, and a few small pieces of furniture.

The following is an estimate of the probable cost of these various pieces of furniture:

<table>
<thead>
<tr>
<th>Item</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>4 Library bureau steel stacks</td>
<td>$300</td>
</tr>
<tr>
<td>18 ft. of wall stacks for reference books</td>
<td>$125</td>
</tr>
<tr>
<td>12 tables</td>
<td>$780</td>
</tr>
<tr>
<td>4 round tables</td>
<td>$280</td>
</tr>
<tr>
<td>150 bent wood imported chairs</td>
<td>$337.50</td>
</tr>
<tr>
<td>Periodical filing case</td>
<td>$50</td>
</tr>
<tr>
<td>Cork carpet for reading room</td>
<td>$375</td>
</tr>
<tr>
<td>Spring back binders for periodicals</td>
<td>$40</td>
</tr>
<tr>
<td>Desk chair. bent wood</td>
<td>$65</td>
</tr>
<tr>
<td>Office book rack</td>
<td>$5</td>
</tr>
<tr>
<td>Cabinet for maps</td>
<td>$100</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$397.50</strong></td>
</tr>
</tbody>
</table>
Books -

In providing a library with books it is well to consider the presence or absence of other libraries in the vicinity and their character. As this is the only large library in Northern Utah, it is expected that the library will be used for a reference and as well as a lending library by the surrounding country. For this reason efforts are being made to complete our files of government documents and many gifts have also been received of the publications of other states. Then it will logically follow that the library must be well supplied with books of general interest, as travel, description, history, religion, and general literature, as well as books of science and which are not too technical for the general reader. These are all books which require money in order to obtain them.

While the growth of the library during the last few years has been pleasing though far from what we wish that it might be, it must be remembered that the courses are increasing in number and widening in scope each year. This makes the field broader which the library must cover, therefore the sum of money must increase also if the library is to do its part and keep abreast with the other departments of the school. As it is we are obliged to cover the field of literature in a broad sense, including history, biography, political and social science, also the more technical lines of science, agriculture, domestic science, technology, commerce, engineering, etc.

As part of the sum of money appropriated for the purchase of books a certain sum should be considered for the purchase of reference works. These are expensive but are of the most lasting character and are of absolute necessity to a well chosen library. Such books should be the foundation of every library collection. Their value is well explained by Mr. W.G. Jordon "Reference books are the clearing-houses of knowledge. They are libraries in miniature, focusing into a single book information scattered through a thousand
volumes. They are shortcuts to learning, pass-keys to the accumulated wisdom of the ages. The ordinary reader knows little of them, and realizes but slightly the great help they would be to him in his daily reading and daily living."

To be more definite the library is in need of a new encyclopedia. We have the Encyclopaedia Britannica and it has great merits but it does not give enough information on the affairs of our own country. A small county of England is given much more space than one of our great states. There are two excellent American encyclopedias being issued. We want either the New International or the Encyclopedia Americana. We shall be obliged to purchase a few new dictionaries next year. Then there are indexes of engineering literature, and different departments of science, which are continually being needed for the best work in those departments.
One of the most urgent needs of the library is that its files of periodicals be completed. We have very few numbers before 1895, our first volume of Harper's Monthly being v.36, of 1893. The files of periodicals are offered for sale by different book companies often at a low price, and each year become more scarce and expensive.

The following is from an excellent article on The use of periodicals in reference work, by Frederick W. Faxon.

"In all reference work periodicals play a large part. They may be roughly divided into two great classes, the technical and the popular. The former are indispensable to the scholar, or the expert, and in the rapid advancement of science are the only real sources of information. Text-books or treatises are out of date before published; therefore for a correct present view, or a complete history of the development of any science, the technical reviews and society transactions must be consulted. These will be the principal part of a scientific library, and should be in the large public and college libraries in order to cover advanced study. They have, on the other hand, little place in small libraries--they would seldom be of use, and are very expensive.

But the popular periodicals every library needs. In the better class of these reviews it is possible, if we know where to look, to find several articles on both sides of almost any subject. Furthermore, these are often written by the foremost authors or scientists, and are in language intelligible to all. The amateur cannot give the time or patience to wade two-volume deep in the subject his club wishes him to treat in half an hours speech. The magazine gives just what he wants in several pages. There are periodicals exclusively devoted to every branch of every science, and magazines which, in their files, include articles on all subjects. This mine of information has been opened up by Poole's index." [Supplemented by the Cumulative Index and the Reader's Guide to Periodical Literature, a monthly publication]
Thus all the principal periodicals since the beginning of the century may be consulted ... "Given Poole and a complete set of Littell's Living Age, and Harper's Monthly, more reference work can be done than with twice the number of reference books not periodicals."

Rigid economy will be exercised in the administration of the library both as to the assistance needed to conduct its daily routine and as to the supplies required. The greatest amount of money will be expended in permanent property - books, the most essential part of a library. Realizing that the least possible estimate must be made and that only of absolute necessities, the Library requests an annual appropriation of $1500 for books.

Respectfully Submitted,

Elizabeth Church Smith
Librarian.
### Agricultural College of Utah - Library

**Periodicals for 1904-1905**

<table>
<thead>
<tr>
<th>Periodical Name</th>
<th>Category</th>
</tr>
</thead>
<tbody>
<tr>
<td>American Cabinet Maker &amp; Upholsterer</td>
<td>Florist</td>
</tr>
<tr>
<td>&quot; Florist</td>
<td>&quot; Florist</td>
</tr>
<tr>
<td>&quot; Dressmaker</td>
<td>&quot; Gardening</td>
</tr>
<tr>
<td>&quot; Gardening</td>
<td>&quot; Geological</td>
</tr>
<tr>
<td>&quot; Historical Review</td>
<td>&quot; Machinist</td>
</tr>
<tr>
<td>&quot; Machinist</td>
<td>&quot; Naturalist</td>
</tr>
<tr>
<td>&quot; Veterinary Review</td>
<td>&quot; Architectural Record</td>
</tr>
<tr>
<td>Architectural Record</td>
<td>Atlantic Monthly</td>
</tr>
<tr>
<td>Atlantic Monthly</td>
<td>Blacksmith &amp; Wheelwright</td>
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<tr>
<td>Blacksmith &amp; Wheelwright</td>
<td>Bon Ton</td>
</tr>
<tr>
<td>Bon Ton</td>
<td>Bookkeeper</td>
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<tr>
<td>Bookkeeper</td>
<td>Book News</td>
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<tr>
<td>Book News</td>
<td>Boston Cooking School Magazine</td>
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<tr>
<td>Boston Cooking School Magazine</td>
<td>Botanical Gazette</td>
</tr>
<tr>
<td>Botanical Gazette</td>
<td>Breeder's Gazette</td>
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<tr>
<td>Breeder's Gazette</td>
<td>Brush and Pencil</td>
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<tr>
<td>Brush and Pencil</td>
<td>Bulletin of Torry Botanical Club</td>
</tr>
<tr>
<td>Bulletin of Torry Botanical Club</td>
<td>Carpentry and Building</td>
</tr>
<tr>
<td>Carpentry and Building</td>
<td>Century Magazine</td>
</tr>
<tr>
<td>Century Magazine</td>
<td>Collier's Weekly</td>
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<tr>
<td>Collier's Weekly</td>
<td>Contemporary Review, Amer.</td>
</tr>
<tr>
<td>Contemporary Review, Amer.</td>
<td>Cosmopolitan Magazine</td>
</tr>
<tr>
<td>Cosmopolitan Magazine</td>
<td>Country Gentlemen</td>
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<tr>
<td>Country Gentlemen</td>
<td>Country Life in America</td>
</tr>
<tr>
<td>Country Life in America</td>
<td>Craftsman</td>
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<td>Craftsman</td>
<td>Critic</td>
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<td>Critic</td>
<td>Cumulative Book Index</td>
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<td>Cumulative Book Index</td>
<td>Current Literature</td>
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<tr>
<td>Current Literature</td>
<td>Delineator</td>
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<tr>
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<td>Designer</td>
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<td>Designer</td>
<td>Dial</td>
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<tr>
<td>Dial</td>
<td>Dietetic Magazine</td>
</tr>
<tr>
<td>Dietetic Magazine</td>
<td>Dun's Review</td>
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<tr>
<td>Dun's Review</td>
<td>Electric Magazine</td>
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<tr>
<td>Electric Magazine</td>
<td>Education</td>
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<tr>
<td>Education</td>
<td>Educational Review</td>
</tr>
<tr>
<td>Educational Review</td>
<td>Electrical World &amp; Engineer</td>
</tr>
<tr>
<td>Electrical World &amp; Engineer</td>
<td>Engineering Record</td>
</tr>
<tr>
<td>Engineering Record</td>
<td>Engineering Magazine</td>
</tr>
<tr>
<td>Engineering Magazine</td>
<td>Elite Styles</td>
</tr>
<tr>
<td>Elite Styles</td>
<td>Forum</td>
</tr>
<tr>
<td>Forum</td>
<td>Fortnightly Review</td>
</tr>
<tr>
<td>Fortnightly Review</td>
<td>Good Health</td>
</tr>
<tr>
<td>Good Health</td>
<td>Good Housekeeping</td>
</tr>
<tr>
<td>Good Housekeeping</td>
<td>Harper's Bazar</td>
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<tr>
<td>Harper's Bazar</td>
<td>Harper's Monthly</td>
</tr>
<tr>
<td>Harper's Monthly</td>
<td>Harper's Weekly</td>
</tr>
<tr>
<td>Harper's Weekly</td>
<td>Hoard's Dairyman</td>
</tr>
<tr>
<td>Hoard's Dairyman</td>
<td>Home Science Magazine</td>
</tr>
</tbody>
</table>
House Beautiful
Irrigation and Forestry
Irrigation Age
Journal of American Chemical Society
Journal of the Chemical Society, London
Journal of Geology
Ladies' Home Journal
Library Journal
Life
Literary Digest
McClure's Magazine
Modern Language Notes
Modern Priscilla
Musical Courier
Nation
Nature
National Geographic Magazine
New York Times, Saturday Review
Nineteenth Century Review
North American Review
Outlook
Political Science Quarterly
Popular Science Monthly
Public Libraries
Quarterly Journal of Economics
Readers' Guide to Periodical Literature
Review of Reviews, Amer. ed.
Sanitarian
Science
Scientific American, Building edition
Scribner's Magazine
Studio
Studies in Historical and Political Science, John Hopkins
Western Penman, Prof. ed.
World's Work
Youth's Companion
Implement Age
Bulletin of American Institute of Bank Clerks
American Legal News
Gregg Writer
Typewriter and Phonographic World
Table Talk
Young Women's Journal
Trained Nurse and Hospital Review
AGRICULTURAL PERIODICALS RECEIVED AS EXCHANGES.

Agricultural Epitomist
" Experiments
Agriculturist, The Minn.
American Industries
" Agriculturist
" Cultivator, Boston
" Grange Bulletin and Scientific Farmer
" Stock Farm, The
" Swinehead, Chicago
" Sheep Breeder
" Fertilizer
" Poultry Journal
Chicago Daily Dovers Journal
California Cultivator
" Fruit Grower, San Francisco
Country Gentlemen, The
Creamery Journal, The
Country Life in the West
Dakota Farmer, The Aberdeen
Dairy, The
Dairy World, The Chicago
Dairy Farmer, Kimball's Waterloo, Iowa
Elgin Dairy Report, The
Farmers Call, The Quincy, Ill.
Farm, Field, and Fireside, Hunting, Ind.
Farm Journal, The Phil.
Farm ad Ranch
Farmers Review, The Chicago
Farm, Stock and Home Minn.
Farmers Voice and National Rural, The
Farming World, The Toronto
Field and Farm
Farmer's Sentinel
Farm Students Review Minn.
Farm Home, The Springfield, Ill.
Farm Patriot, The
Hoards Dairymen, Fort Atkinson, Wis.
Holstien, Friesian World Ithaca, N. Y.
Homestead, Des Moines, Iowa
Home Magazine, The Prairie Farmer
Indiana Farmer
Irish World
Journal of Agriculture, St. Louis
Kimball's Dairy Farmer, Waterloo, Iowa
Live Stock, The Weekly, Chicago
Louisiana Planter, The New Orleans
Metropolitan Rural Home
Modern Farm and Busy Bee, The
Montana Farmer and Stockman
National Farmer and Stock Grower, The St. Louis
National Stockman and Farmer
Nebraska Farmer, The Lincoln, Neb.
Northwest Poultry Journal
Ohio Farmer, The
Grange Farmer
Orange Judd Farmer, The  
Oregon Agriculturist  
Pacific Fruit World  
Pacific Press, The  
Poultry Joplin, Lincoln, Neb.  
Practical Farmer, Phil.  
Practical Fruit Grower, The  
Prairie Farmer, The Chicago  
Poultry World, The Western  
Poultry Standard  
Pacific Wave, The  
Reliable Poultry Journal  
Rural World, The  
Ranch News  
Rural New Yorker  
Scottish Farmer, The Glasgow  
Southern Farm Magazine  
Soil Culture  
Successful Farmer  
Successful Poultry Journal  
Texas Farmer  
Up-to-date Farming  
Wallace's Farmer, Des Moines, Iowa  
Western Empire  
Wool Markets and Sheep
NEWSPAPERS.

American Eagle, The, Murray.
Appeal to Reason, Girard, Ks.
Bingham Bulletin
Box Elder Report, Brigham
  " News "
Chicago Daily Dovers Journal
Coalville Times, The
Citizen, Amer. Fork
Daily Utah State Journal, Ogden
Deseret Evening News, Salt Lake City
Eastern Utah Advocate, Price
Emery County Progress, The
Ephraim Enterprise
Freemont Current Journal, Rexburg
Farmers' Sentinel, The
Farmers Visitor, St. Louis, Mo.
Globe Header, The
Gunnison Gazette
Goodwins' Weekly, Salt Lake City
Independent, The Springville
Journal, The Logan
Korrespondenten, Salt Lake City
  Logan Post
Logan Republican
Matl Messenger, the
Mirror and Farmer
Montpelier Examiner, The
Morning Examiner
National Farmer
Nation, The New York
New England Farmer
New York Tribune Farmer
New York Tri-Weekly Tribune
Parish Visitor, N.Y.
Park Record
Preston Standard, The
Progress Review; Fillmore
Rich County News, Randolph
Richfield Reaper, The
Republic; St. Louis
Star Valley Independent, Afton, Wyo.
Salt Lake Herald
Salt Lake Tribune
Standard, The Ogden
Springville Independent
Sun, Baltimore
Tooele Transcript, The
Truth, Salt Lake City
Utah Posten, Salt Lake City
Utah State Journal
Vernal Express