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

William J. Kerr

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

Copy beginning
with p. 2

Condense some.
Include lists of periodicals +
donations. (3)

THE LIBRARY.

2.

To The President of The College.
Sir:

Library Accessions

Statistical

J

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 | 11000 |
| Total | 23500 |

The year's accessions are classified as follows:

| | Purchased | Gifts | Total |
|--|-----------|-------|-------|
| Periodicals | 78 | | 78 |
| Cyclopedias & reference books | 20 | 40 | 60 |
| Philosophy & religion | 99 | 2 2 | 11 |
| Sociology (Pol. & soc. sci. etc.) | 198198 | 245 | 443 |
| Philology | 6 | 5 | 11 |
| Natural science | 40 | 69 | 109 |
| Useful arts (inc. Dom. sci., agric., etc.) | 1122 | 215 | 327 |
| Fine arts (inc. choir) | 61 | 1 | 62 |
| Literature | 157 | 17 | 174 |
| Fiction | 95 | | 95 |
| History | 93 | 96 | 189 |
| Total | 869 | 690 | 1559 |

Expenditures for the Library
from July 1, 1903 to Nov. 5, 1904

Equipment 449.81 (+.75c)
Supplies 41.52
Labor 337.80
Books 1105.93
Periodicals 300.45 (+224.75)
Freight & exp. 67.79

Total 2303.20 (+225.50)

Work done
Report of the work done in the library since July 1903.

During this period

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} of their publications have been received and filed, ^{which} also 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, ^{they} and may require ~~more~~ re-arranging more often, by 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 ^{en}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 ^{him} ~~one~~ 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 librarians may be trained ^{here for such work} ~~to conduct these libraries~~ without

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.

D

Furniture for the Library.

FURNITURE

The Library ~~which~~ occupies the entire front of the second floor of the Main Building. This ^e 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 ^{shall} will require four new ones ~~four new 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 ^{any} one will realize ^{who} when they consider that the atmosphere of ^{there} 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 & 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 ^{the} 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 ^{being} are badly broken and few in number. The tables are very old and not at all suitable for ^{our purposes.} the library. 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:

| | |
|---|---------|
| 4 Library bureau steel stacks.....\$75...ea..... | \$300. |
| 18 ft. of wall stacks for reference books | \$125 |
| 12 tables \$65. ea | 780 |
| 4 round tables | 280 |
| 150 bent wood imported chairs 2.25 ea . . | 3337.50 |
| Periodical filing case . . . | 50. |
| Cork carpet for reading room | 375. |
| Spring back binders for periodicals | 40 |
| Desk chair bent wood | 55. |
| Office book rack | 5. |
| Cabinet for maps | 100. |

Total . . . 3397.50

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 ^Nthe 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 ~~these~~ 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.

2 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 ^{be} increased 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.

2 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

I 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} ~~will~~ 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.86, 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 hour's 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]

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...¹⁴ 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 tht the least possible estimate must be made and that only of absolute necessities, the Library requests an annual appropriation of \$1500for books..

Respectfully Submitted.
Elizabeth Church Smith
Librarian.

Do not copy the rec.

12.

Agricultural College of Utah - Library

Periodicals for 1904-1905

American Cabinet Maker & Upholsterer
" Florist
" Dressmaker
" Gardening
" Geologist
" Historical Review
" Machinist
" Naturalist
" Veterinary Review
Architectural Record
Atlantie Monthly
Blacksmith & Wheelwright
Bon Ton
Bookkeeper
Book News
Boston Cooking School Magazine
Botanical Gazette
Breeder's Gazette
Brush and Pencil
Bulletin of Torrey Botanical Club
Carpentry and Building
Century Magazine
Collier's Weekly
Contemporary Review, Amer.
Cosmopolitan Magazine
Country Gentlemen
Country Life in America
Craftsman
Critic
Cumulative Book Index
Current Literature
Delineator
Designer
Dial
Dietetic Magazine
Dun's Review
Electric Magazine
Education
Educational Review
Electrical World & Engineer
Engineering Record
Engineering Magazine
Elite Styles
Forum
Fortnightly Review
Good Health
Good Housekeeping
Harper's Bazar
Harper's Monthly
Harper's Weekly
Hoard's Dairyman
Home Science Magazine

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 Pennman, 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 Woman'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 Drovers 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 and Ranch
 Farm Review, The West. Va.
 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 Dairyman, 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
 New England Farmer, Battleboro, Vt.
 National Farmer and Stock Grower, The St. Louis
 National Stockman and Farmer
 Nebraska Farmer, The Lincoln, Neb.
 Northwest Poultry Journal
 Ohio Farmer, The
 Orange Farmer

Orange Judd Farmer, The
Oregon Agriculturist
Pacific Fruit World
Pacific Press, The
Poultry Topics, Lincoln, Neb.
Practical Farmer, Phil.
Practical Fruit Grower, The
Prairie Farmer, The Chicago
Poultry World, The Western
Poultry Standard
Pacific Wage, 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, Kan .
 Bingham Bulletin
 Box Elder Report, Brigham
 " News "
 Chicago Daily Drovers 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
 Mati 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
 Post, The, Paris Ida.
 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