

MEMORANDUM

TO: The Oakland Faculty and Staff

FROM: E. Heubel, R. Hoopes, and R. Williamson, Chairman

SUBJECT: 1964-5 Faculty Library Committee Report

DATE: October 11, 1965

We wish first to welcome our new University Librarian, Floyd Cammack. He has made progress far beyond our expectations in a year which saw all of our professional librarians, save one, leave for other jobs. In addition to hiring a complete staff of librarians in less than six months, Mr. Cammack has located excellent major sets additions, begun a program to integrate our IBM computer into book buying and circulation, put a concentrated and comprehensive effort into building up library reference services, launched an active Student Library Committee, and talked us into spending money on an attractive and much-appreciated first floor lounge area. These things were accomplished in a year in which we were blessed with a doubled book budget which had to be spent effectively by a depleted library staff.

For providing the excellent continuity we so much needed last year, we must thank most directly and sincerely Miss Van Orden and her colleagues, Mrs. Covert, Mrs. Davis, Mrs. Greene, Mrs. Pollock, Mrs. Safford, Mrs. Singer, Mrs. Slowinski, and Mrs. Wagner. We owe to them a great part of the credit for smooth library functioning in a year of many staff changes, increased library hours, increased book acquisitions and circulation, and increased student use.

We urge you to welcome our new librarians, Mr. Auld, Mr. Cammack, Mr. Cutcher, Miss de Charms, Mr. Gamble, Mr. Gaylor, Miss Lin, Mr. Mann, and Miss Takahashi, by meeting and reviewing with them your problems and needs. Their plans to improve library services will depend for direction and fulfillment upon your guidance.

All faculty should read Mr. Cammack's detailed annual report in which he describes the present state of library services and holdings, together with plans to improve them. You may borrow a copy of this report from your Chairman or from Mr. Cammack. Our Committee would like to supplement this report by suggesting that many problems remain in the areas of filling sets funds requests made three years ago, locating out-of-print books, identifying lost books, and ordering multiple copies of much used books. (There are growing signs that we are no longer a small college!)

It would be indecorous, let alone unacademic, to promise tangible bonus and commission for departmental contribution beyond the ordinary to library development; but the Committee finds it difficult not to appreciate special effort when it is forthcoming. From last year's Senate Committee on Graduate Study there came an urging to all departments whose reference, bibliography, and direct area collection needs were suddenly stepped up that each attempt to reserve a portion, however

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modest, of one faculty member's teaching time per semester to assist the reference librarians in their task. To date the Department of English has alone offered specific and more than informal aid. Should a department on its own successfully promote outside financial support or book gifts, it might justly expect favorable treatment or reward.

Our book holdings were increased last year from 50,000 to 80,000 volumes, including 9,000 added government documents. Major acquisitions include a 3,000 book collection from Bowdoin, 4,500 books and 5,000 records from a private collector, Gmelin and Beilstein chemistry reference sets, and a complete run of the Bulletin Monumental. We must express our gratitude to the Friends of the Kresge Library for the number of personal libraries which were donated to Oakland last year as well as for the funds donated by the group.

While last year's \$125,000 book budget was indeed a great help, this year's \$75,000 budget is at least comparable to that of 1963-4. The budget picture is complicated by the fact that sets ordered last year have completely used up this year's sets funds. Departmental allocations are at about the 1963-4 level, and standing orders remain at the 1964-5 level. Our annual budget is a normal one for a university with an established collection; but we are far behind the American Library Association minimum collection recommended: 2,300 students, 140,000 volumes. This recommended number of volumes appears conservative when compared with the actual holdings in libraries of good small colleges, which range from 140,000 to 350,000 volumes. Our 912 periodical subscriptions are more than those of most small colleges, less than those of small universities.

The interlibrary loan service is our major weapon with which to combat book and journal shortages. This service is receiving a good fraction of the attention of our Reference Librarian, Mr. Gaylor. Mr. Cammack has made a recent proposal to send student drivers to the Wayne, U. of M., and M. S. U. libraries once a week, or oftener. Students and faculty alike should take advantage of this transportation. (We propose to call this the "Driven Students Plan.") The student drivers will also locate journal articles and have them Xeroxed in order to short circuit the bookkeeping and mailing complications of interlibrary loans.

The new Student Library Committee, created by Mr. Cammack shortly after his arrival last year, deserves special mention. Its opinions have been followed in meeting problems related to student use of the library, and its initiative has improved the library in many ways. The Student Library Committee's efforts have brought about the extension of the book loan period, liberalization of reserve book policies, extended library hours, paperback book exchange, art rentals, snack machines, and book suggestion boxes. This group will also assist in launching the "Driven Students Plan." The Committee has as working capital the money from overdue book fines. Part of this money has gone for the browsing collection and part will be given as cash awards for works of student scholarship.

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We would like to close this report by making two specific requests to you. WE URGE YOU TO TELL THE LIBRARY STAFF OF BOOKS WHICH MERIT PRIORITY ORDERING OR SHELVING. The staff is understandably behind in shelving our doubled book acquisitions. Please note that "On Order" and "In Process" cards are now placed in the card file index prior to the shelving of books. WE FURTHER IMPORE YOU TO RETURN ALL JOURNALS AND REFERENCE WORKS TO THE LIBRARY. You may now have articles Xeroxed with speed and clarity. Please note that the library is now equipped to microfilm books, a service whose existence is not, as yet, widely known.

RW/rs