

Annual report

IOWA STATE COLLEGE LIBRARY.

July 16, 1926.

To the Librarian:

Owing to the fact that the items regarding the recataloging and reclassification of the library to be recorded were not definitely specified until late in the spring, I am unable to give a complete record for the fiscal year ending June 30, 1926. The incomplete records that I have kept, however, indicate that over 3000 volumes were reclassified, and for a period of five months during the fiscal year about 297 titles were recataloged, 1145 volumes recataloged, 476 titles reclassified, and 1436 volumes reclassified. I regret my inability to give a more accurate statistical report and trust that I may be able to do so for the current fiscal year.

With the capable aid of the head of the department it is believed that a satisfactory method of general procedure for recataloging and reclassification has been devised, especially as concerns the relation of this work to the circulation department.

During the fall of 1925 Library of Congress tables BL-BX, Religion, and PE, English language, both in manuscript, were borrowed from the Library of Congress and somewhat abridged copies thereof made. It is not believed that it is advisable to secure the manuscript tables for foreign literatures and make copies of same, as this would involve a large amount of work and the amount of literature of this type in the library is not large. As time passes undoubtedly printed tables will be issued and, when necessary, it is thought that it will not be especially objectionable to classify the relatively few books currently received relating to foreign literature by the Decimal classification.

It is hoped that more rapid progress towards the recataloging and reclassification of the library may be made as time progresses. However, the work may not go as fast as could be desired both because of the limited amount of time that can be devoted to it and the fact that much recataloging, some of it difficult in nature, is to be done. It would greatly facilitate the progress of the work, were more clerical and mechanical help available for such processes as drawing old cards from the catalog, scratching, remarking, etc. It is especially desirable that the current serials be changed as rapidly as possible, since copies added with the Decimal classification will later need to be changed, but to make much progress in changing such serials, much more help will be needed than is now available.

In conclusion I wish to express my appreciation of the continued kindness, courtesy and helpfulness of the head of the Cataloging department.

Respectfully submitted,

Robinson Spencer

IOWA STATE COLLEGE LIBRARY

July 16, 1926.

To the Librarian:

The following is the report of the Catalog Department for the year ending June 30, 1926:

No. of vols. accessioned	-----10,708
No. of vols. restored	-----67
No. of vols. withdrawn	-----207
Total no. of vols. in library at end of year (including theses)	-----133,064
No. of new titles cataloged	-----3,737
No. of titles recataloged	-----873
No. of pamphlets classified	-----1,416
No. of pamphlets in Library at end of year	-----44,673
No. of vols reclassified (9 mos.)	-----2,974

Other items regarding the reclassification will be available for next year's report.

The catalog department took over the checking of the Union list of serials in August 1925, and continued the work during the remainder of the year. In order to do this task thoroughly, it was necessary to check the public catalog, the shelf-list, the shelves, and the stock held by the bindery department. It also involved numerous changes in the catalog - changes in form of entry, changes in title, and changes to make all entries agree. In case of incomplete sets, notes to this effect were sent to either the order department or the serial department, as the case required. From time records kept, the work in connection with the Union list consumed one-half of the time of the senior assistant during the year.

At the close of the year, the checking edition of the Union list was through the letter "T"; and according to notices from the publisher, the other sections of this edition will be out during the present summer. Beginning with August 15, the various letters of the provisional edition will be called for by the publisher. Judging from the work involved and done on the letter "A" provisional, about one-half the time of an assistant will be required during part, if not all, of the coming year, while the provisional edition is worked on.

During the year 1925/26, the cataloged serials received currently were made "open entry" in the public catalog, both the main entries and the added entries. Although a considerable part of this work was done in conjunction with the Union list, a great deal fell to the lot of the assistant responsible for putting the bindery volumes through the cataloging process, especially the federal and state publications. As in the case of the Union list, this work involved not only changes on the catalog cards, but a careful checking of the

shelf-list, the shelves, and the incomplete volumes held by the the bindery department. The serial department was notified of all publications made "open entry" together with a statement of the volumes in the library; the reference department was likewise notified in the case of government serial publications.

At the close of the year, the Library of Congress depository catalog cards had been broken up through the first letter, A-Z; from A-C, the final filing had been done, except for a few trays of C's. The final revision, however, had been done only through the Bi's. The D's were arranged to the second letter.

The work of reclassifying should proceed with greater speed this year, but it will be difficult to make great progress until more clerical and mechanical labor is available, such as now is necessarily diverted to the work on the Library of Congress depository catalog. On one test, we found that it took one of our experienced markers four hours to remove labels, scratch book plates, re-shellac, remark and relabel forty-four volumes; in other words, the mechanical ^{work} averaged approximately five minutes per volume.

Respectfully submitted

Ralph M. Kuntz