

CARROLL COLLEGE

WAUKESHA, WISCONSIN

Report of Librarian.

Sept 1911 - June 1912

As this is the first year that my entire time has been given to the library, it is incumbent on me to submit a report of work accomplished and a statement of the resources of the library.

While I was carrying fifteen hours of teaching per week, it was impossible to ^{do} more than keep pace with current work, - cataloguing books purchased, caring for periodicals, doing the loan work, and the research work which always consumes a large share of a ^{college} librarian's time. There was no opportunity to classify and organize the documents and books that had accumulated before my assuming the librarianship.

Of the 3000 vols. (approximately estimated) which the library then possessed, only 1183 had been recorded in the accession book. There was no shelf list, and the cataloguing had been done in a confused and imperfect manner. It was impossible to build up the classification and cataloguing upon such a flimsy superstructure. It was absolutely necessary to go back to the

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very beginning and make the records correct and complete. Much of my time last year was spent in straightening out old records, and making a shelf-list.

This year the complete collection of 7039 vols has been organized. Everything that the library possesses is now entered upon the accession books, and all that is of permanent value has been entered also in the shelf-list. About 2000 cards have been added to the author and subject catalog.

Up-to-date librarians have recently adopted a new method of labeling books. The gummed paper labels have been removed from about 1000 of our books, and the books labeled with white or gold ink. Removing the labels is a laborious process, because the varnished labels adhere so firmly; but the new mode of labeling gives the library a much better appearance.

Many hours of time are required for research work for students who are ignorant of books, or unable to find desired information. This work has a broad range, as may be seen from the following topics on which help has been asked this year:

Japanese social classes.
 Witchcraft in England
 Student government at Princeton
 Late statistics on condensed milk
 Visiting nurses.
 Rise of monasteries
 National music of Scotland
 Hamlet's insanity.
 Origin of Indian summer.
 Suggestive criticisms of "The Angelus"
 Description of a cash register.
 Material for a sermon for Mother's Day.
 First bank in the world and first banker.
 Municipal aid for the unemployed.
 The Olympic games - full history.
 Headache powders.

Over 300 of such topics have been looked up by the librarian.

In order to keep pace with up-to-date colleges, a course in reference work and bibliography has been given, consisting of lectures, with criticism of the practice work done by the class.

To establish cordial relations with the women of the town, the librarian has given help to

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different members of the women's clubs in collecting material for club papers.

A notable addition to the resources of the library consists of about 350 pamphlets on up-to-date subjects which the librarian has procured without expense. These have been classified and filed in pamphlet cases, and prove to be excellent material for debate work. Our students found this year that the material loaned by the University Extension Dept of Madison, and the Legislative Reference Library of Madison, could be found in our own library.

Exhaustive bibliographies have been prepared by the librarian for all inter-collegiate debates.

On Feb 12th an entertainment was given for the benefit of the library fund. The amount realized, \$29.15, was expended in library furnishings and books.

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Additions to the library Sept 1911 - June 1912.

Books

By purchase	155
" gift	352
" binding	72
Total	<u>579</u>

Pamphlets.

368

x

Present resources of library

Books	5302
Documents and reports	821
Bound magazines	916
	<u>7039 vols</u>
Pamphlets	458

Statistical summary of librarian's work
for the current year.

- 7039 volumes re-shelved and organized
 1000 books re-labeled
 2536 " entered in accession book
 2536 " " " shelf list
 1487 " catalogued
 579 new books prepared for the shelves
 (including pasting of book plates, charging
 slips &c, &c.)
 350 pamphlets classified and filed
 320 reference topics looked up.
 590 magazines collated and prepared for
 the binder
 Swan work and repairing of books.

Respectfully submitted,
 Amanda M. Flattery.