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Sara Tyler

Kelly Thompson

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February 1, 1966

Miss Sara Tyler
Director of Library Services
Western Kentucky State College
Bowling Green, Kentucky

Dear Sara:

Thank you for your fine report of January 27 and for your suggestion regarding the old Library building. Your report, as usual, is excellently done and will be of great value to the College.

Sometime when you are in the Administration Building, I would like to discuss the report with you just for a moment.

Sincerely yours,

Kelly Thompson
President

KT/gb

WESTERN KENTUCKY STATE COLLEGE
BOWLING GREEN, KENTUCKY
42102

January 27, 1966

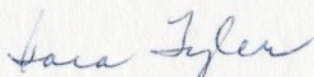
Margie Helm Library

Dr. Kelly Thompson, President
Western Kentucky State College
Bowling Green, Kentucky

Dear President Thompson:

I am enclosing my annual report for the College Library for July, 1964 - June, 1965. It is a fairly factual resume of the year and will complete the file of reports transmitted to you covering the period February, 1956 - June, 1965, during which I held the position of head librarian.

Sincerely yours,



Sara Tyler, Director
of Library Services

ST:nm

Enclosure: 1 report

cc: Dr. Raymond Cravens

ANNUAL REPORT
COLLEGE LIBRARY
July, 1964 - June, 1965

by
Sara Tyler
Head Librarian

ANNUAL REPORT

1964 - 1965

The writing of an annual report for 1964-1965 has been so delayed that I find it difficult to limit it to a review of activities and programs that were completed within the twelve-month period. As in no other year, perhaps, what received major emphasis between July 1, 1964, and June 30, 1965, was preparation for the year to come.

I

In retrospect the main projects were:

- (1) working with members of the Library Committee, the architects Mr. W. S. Arrasmith and Mr. Joseph Wilk, and interior design consultant Mr. Jack Schafer of Cincinnati, in selection of furniture, draperies, carpeting, and other interior finishing for the Margie Helm Library;
- (2) preliminary planning for the moving into the new building in August immediately following the close of summer session;
- (3) recruiting of personnel (a) to succeed staff retiring and (b) to fill newly created positions; and
- (4) preparing a report on the libraries for the NCATE Study.

That the first of these four was accomplished successfully is attested to by the many compliments received on the library decor. Members of the New Library Committee met in long sessions and made several trips to Louisville and Frankfort relative to equipment and awarding of contracts.

The committee also met in consultation with Mrs. Doris Karsell of Louisville, who had been engaged to design for the lobby wall the mural depicting the college campus as of January, 1965.

Though the actual move did not take place until August, I would in this report like to pay a tribute to the Physical Plant Administration, to the corps of students - young men and women on the Work-Study Program - and to the staff of librarians who spent their weeks of vacation in this endeavor. Encouragement and assistance from members of the Administrative Offices were available at all times.

Only by long hours of hard work was the Margie Helm Library ready to open its doors to students and faculty on September 20, the first day that classes met. A combination of late delivery of shelving and furniture, damage by broken water pipe, and failure of contractor to

complete all work on schedule created problems in moving. It was and still is my intention to write an article on the mechanics and method of moving and to share with other librarians our success and failure.

In a time when there are ten jobs for each library school graduate, it seemed providential that qualified personnel was employed for all positions. Admittedly, the last one - that of assistant cataloger - was filled just prior to the opening of the fall semester.

It had also been necessary to fill two positions for summer school. Miss Frances Lester and Miss Mary Joe Vincent were employed and served efficiently and capably: Miss Lester as assistant reference librarian and Miss Vincent as roving librarian while regular staff members were on vacation.

While these projects were under way, the everyday routines of the library were operating almost as usual. The enforced removal of one-half of the periodical collection from the first floor of the stacks prior to the summer session reduced somewhat service in the Periodical Room. Materials were stored at the Physical Plant. This advance move was necessary to cooperate with installation

of the Centrex Telephone System in the Administration Building and the transfer of Central Stores to the Library Building.

During the 1964-65 school year, a large number of faculty and administration made preparation for the NCATE visitation scheduled for November 14-17, 1965. As librarian I served on a committee chaired by Dr. Paul Power that surveyed instructional facilities. I compiled a twenty-two page report on the libraries. This was incorporated almost in its entirety in the final NCATE report. Perhaps it should be added here that a four-page supplement revising all statistical data was submitted early in November to Dr. Charles Clark, Director of the NCATE Study.

II

Though the emphasis was on looking to the future, there was at the same time a ringing down of the curtain on an era of the library's history, and therefore a certain nostalgia is felt in the recording of these events.

Miss Margie Helm retired on June 30, 1965, after as Librarian and Director of Library Services serving/with honor and distinction for forty-five years. Recognition of her contribution to Western had been made by the Board of Regents at its December, 1964, meeting

when they voted to name the new building the Margie Helm Library.

On May 29, 1965, at a luncheon given by the library staff, Miss Helm was honored with the establishment of the Margie Helm Award to be presented each year to the outstanding graduate of the library science department. A plaque to be placed in the Library Science Study in the Margie Helm Library will record the names of the recipients. Miss Jeannette Goodman, Elizabethtown, was named the first recipient and received a silver compote, presented by Miss Vera Grinstead, Assistant Professor of Library Science.

A souvenir of the autographs of library personnel was also presented to Miss Helm.

On the same occasion a gift of a silver tray from the library staff was presented to Miss Nettie Harrison, who retired at the close of the spring semester after thirty years of outstanding service as reference and documents librarian. Though a person of quiet and reserved mien, Nettie was an excellent reference librarian whose superior research ability was recognized by both students and faculty whom she assisted.

My library relationship with Miss Helm spans the

years that I have been a member of the staff, beginning in September, 1933, in a student assistant capacity at twenty cents an hour. Miss Helm has, therefore, been my mentor and counselor, giving encouragement, inspiration, and guidance. The privilege of growing both in the profession and in a particular position under such a person is not accorded to everyone; for this privilege I am indeed grateful.

The resignation of Mrs. Joy Terhune effective at the close of the summer session was particularly disappointing; but her decision to join her husband in Frankfort and to accept a position in Frankfort as school library consultant for the western part of the state seemed wise.

Her capabilities as an assistant to the librarian had been proven through the various stages of planning the new building, organizing for the move, in addition to working well with faculty and students. In recognition of her contribution, Miss Helm entertained the staff with a tea on August 2, and a gift of a Paul Revere bowl was presented to Mrs. Terhune by the staff.

I would like to conclude this portion of my report by saying that the loss of three such valuable staff

members has made more difficult the new director's assignment. The adjustment in and administration of a new building would have been more smooth and efficient had I had an assistant whose grasp and understanding of the total program equaled Miss Helm's or Mrs. Terhune's.

III

Since uniformity in annual statistical records is advantageous, the following summarizes in the same form as past years data for the libraries.* The U. S. Office of Education, however, did not send their questionnaire until January, 1966.

LIBRARY RESOURCES

Total number of accessioned volumes held at end of the year	151,895
Approximate number of Business University volumes and/or other gifts to be accessioned	10,000
Number of volumes added during the year. (This represents an approximate increase of 100% over the preceding year.)	15,289

* Main Library, Kentucky Library, Science Library, Music Library, College High and Elementary Library.

LIBRARY RESOURCES (continued)

Number of journal subscriptions (A total of 90 was added to the College Library list alone during the year)	820 paid 84 gift or free
Number of daily newspapers received	12
*Number of reels of microfilm	3,532
*Number of titles of microcard	2,625
*Number of titles in microprint	52,696

FINANCIAL INFORMATION**

Salaries (professional and non-professional)	\$ 99,427.70***
Salaries - student assistants	17,998.42
Expenditures for books and other library materials	118,822.58
Libraries	\$100,355.97
Tapes, Foreign Language Dept.	2,562.00
Audio-Visual Center & Films	15,310.00
Books and Periodicals for some departments	<u>594.61</u>
	\$118,822.58

* These are somewhat difficult to record accurately because of their form.

** Compiled from figures supplied by the Business Office.

*** Includes salary for College High Librarian.

FINANCIAL INFORMATION (continued)

Expenditures for binding	\$ 4,871.48
Other: supplies and equipment, travel, printing	<u>12,555.88</u>
Total Library Expenses	\$ <u>253,676.06</u>
College expenditures for education and general purposes	\$ 4,551,682.00
Percent for library	5.57%

IV

Several gifts of substantial importance were received during the year. Mrs. Albert L. Olson who moved to Illinois gave three boxes of fine standard titles in economics from the library of her late husband and former head of the department of economics.

Dr. Carlton Jackson, department of history, presented a set of the Official Record of the Union and Confederate Navies in the War of the Rebellion.

Mr. Patrick C. Smith gave some dozen titles in art to add to his gift of several years ago. It was necessary for library personnel to go to Louisville to get these; Lenore Alden and Martha Orendorf represented the College and the Library.

Other donors of one or more titles include W. L. Bradshaw, Walter Place, Randy Capps, Russell Kramer, Ghazi Douwaji, Frances Simmons, all of the faculty; Miss Gabie Robertson, Mrs. G. Y. Graves, Behyad Zandieh (student); the Billings Memorial Fund, and the University of Kentucky (five reels of microfilm on Kentucky subjects).

Last year's report included a list of significant titles purchased during the year. This time I wish to call attention to the Library Leaves, distributed to members of the college community in an effort to inform professors and others of library acquisitions. During this year eight issues were compiled - a total of 188 pages, with an average of forty titles to a page.*

Miss Sadie Stinson, Science Library, has been compiling a separate one for biology, chemistry, and physics. Miss Julia Neal prepared and distributed lists for the Kentucky Library.

V

Despite a busy year several members of the staff benefited from attendance at professional meetings through the travel funds allocated to the library.

* Library Leaves is not a complete list of all titles added. Duplicates, for example, are omitted, and a twenty-four volume set is listed as one item.

Kentucky Library Association Convention
Lexington, Kentucky - November, 1964

Nada Durham
Vera Grinstead (Library Science)
Margie Helm
Nelda Hills
Martha Orendorf (then a member of Kentucky
Library staff)
Imogene Simpson (Library Science)
Joy Terhune
Sara Tyler

Kentucky Library Association
College and Reference Section
Spring Conference
May, 1965
Lake Cumberland State Park

Lenore Alden
Martha Jean Clark
Imogene Simpson (Library Science)
Sadie Stinson (Science Library)
Sara Tyler

Meeting of the Bibliographical Society of America
April 5-6, 1965, Lexington, Kentucky

Julia Neal
Sara Tyler

the latter

The invitation to attend/was extended by virtue of the college library's membership in the society. Meetings were held in the Rare Book Room of the University of Kentucky Library. It was a wonderful opportunity to talk to specialists in this field. At the dinner Miss Neal and I sat across the table from Mr. and Mrs. David Randall from the Lilly Library on Indiana University campus.

In conclusion, I wish to commend to the Administration the library staff for their cooperation and industry in making this a successful year. To comprehend how much actually was accomplished, it may be necessary to read between the lines of this report, which is a rather matter-of-fact presentation of the last year spent in the old Library Building.

January 27, 1966