

1949
NEW ZEALAND

NATIONAL LIBRARY SERVICE

(ANNUAL REPORT OF THE) FOR THE YEAR ENDED 31ST MARCH, 1949

Presented to Both Houses of the General Assembly by Leave

The Hon. the MINISTER OF EDUCATION.

SIR,—

Wellington, 8th July, 1949.

I have the honour to submit the following report of the activities of the National Library Service. The report covers the work of the three divisions of the Service—Country Library Service, Library School, and National Library Centre.

G. T. ALLEY, Director.

SECTION I—COUNTRY LIBRARY SERVICE

During the year this Service has continued to expand, and as at 31st March, 1949, 808 towns and small centres were receiving regular loans of books, an increase of 39 centres since last year. The School Library Service has also increased, and as at 31st March, 1949, 1,982 schools, with 134,881 children, received service. This is an increase of 266 schools, with 28,711 children, since the same date in the previous year.

A summary of the methods by which books, periodicals, and information are made available to country people is now given :—

- (a) Free loans of books on a population basis to libraries controlled by local authorities, which in turn agree to make their libraries free and to maintain reasonable standards of library service ;
- (b) Loans of books to independent subscription public libraries at a small annual charge per one hundred books loaned ;
- (c) Loans of books through travelling-hamper collections to isolated groups of readers at a small annual charge ; and
- (d) Loans through the post of books free of charge to isolated readers.

All libraries served under (a) and (b) receive regular visits from one of the specially equipped book-vans of this Service, at least three visits being paid to each library during a normal year. In addition, all persons, whether served by the free public library or through the isolated group, may obtain loans of requested books by post from the headquarters of this Service. Books loaned by the School Library Service are distributed on a circulating basis in special containers.

Country Library Service Office at Palmerston North.—Towards the end of 1948 the planned alterations to buildings and premises for the North Island Distributing Centre of the Country Library Service were completed.

A Librarian in Charge was appointed who, with the assistance of staff that could be made available, began the sorting and cataloguing of the 30,000 books which had been returned to this Service by the Army Education Welfare Service. The staff has been augmented, and it has been planned to advance the work sufficiently to permit the office to open on 1st June, 1949. Book-stock for North Island libraries will be distributed from the Palmerston North office, which will also give the request service, provide loan collections, and maintain the hamper service.

FREE PUBLIC LIBRARIES: "A" SERVICE

During the year the local authorities of the following towns adopted the principle of free library service and qualified for assistance under the "A" scheme: Glen Eden, Shannon, Taumarunui, and Petone in the North Island; Temuka and Westport in the South Island. In addition to these, the Committee of the Titirangi Public Library obtained recognition and a financial allocation from the Waitemata County Council in order to give free service to residents of the district, and changed to a free library service.

At 31st March, 1949, there were 85 borough and town district libraries and 2 County Council libraries participating in this Service, and 3 more had decided to make the change and were waiting to do so. The existing 87 free libraries affiliated with this Service serve a local population of 230,942 as well as a considerable number in their vicinity. In addition to the many specially requested books and periodicals, 31,647 books are on regular loan to them.

Secondment of one qualified assistant, made available to the Lower Hutt Municipal Library to assist in the initial planning of its free service, was continued to 1st November, 1948.

The Invercargill Public Library, which changed to free library service on 1st October, 1948, has had the services of one seconded assistant from 24th August, 1948.

Recognizing that the camps of the Works Department, State Forest Service, and State hydro-electric development schemes are the responsibility of the Government, and that the County Councils of their areas cannot be expected to make provision for them, Ministerial approval was given on 15th June, 1948, for them to receive free assistance from this Service from 1st April, 1949. Loans of books, which are changed three times a year from the book-van, are to be based on the following scale:—

(Minimum loan, 30 books)

Up to 300 employees 1 book per employee.
350 to 400 employees 375 books.
400 to 500 employees 400 books.
500 to 600 employees 450 books.
600 to 750 employees 500 books.
750 employees and upwards 550 books.

In return for this assistance, the responsibility for free service to employees of the camp and other residents, and for the proper management of the camp or station library, is to be accepted by the Department concerned.

The policy of having a member of this staff visit the public libraries affiliated with this Service in order to give assistance and advice has continued. As an experiment, longer visits of from three to five weeks' length were made to three public libraries where new librarians had been appointed. At these places it was possible to reorganize the local library's book collection; to substitute labour-saving and efficient routines for more cumbersome ones in operation; to demonstrate a service to societies and groups and a readers' advisory service, and to discuss the future development of the library service with the librarian and local authority concerned.

The value of such experiments depends entirely on the knowledge and skill acquired by the local librarian and on the interest and vision of the local authority and Library Committee. In fact, it is the first concern of the good librarian to ensure that the Committee is aware of the real aims of a library service. Without such a good librarian it is difficult, if not impossible, for a local authority to be kept informed of current trends and of policies which can be initiated to improve the local service. Very often it has been found that in free libraries which have had librarians without adequate qualifications the service has remained static or has even deteriorated, and the local authority has not been stimulated to improve it.

There are some local authorities, though they are few in number, which have the same view of their library as John Cotton Dana, the eminent American library pioneer, who wrote in 1898 :—

The thing that is of great consequence . . . is the work that the library does from day to day in stimulating the inquiring spirit, in adding to the interest of things, and in broadening the minds of the . . . people. . . . That is to say, the public library is chiefly concerned not in the products of education as shown in the finished book, but in the process of education as shown in the development and training of the library user, of the general public.

That the importance of this "process of education" and of the wider implications of the public library is often overlooked has been shown by advertisements during the last year for librarians in boroughs where supervision and cleaning of the women's rest-rooms formed part of the scheduled duties.

Of the students who have passed through the three professional courses of the New Zealand Library School, only three have found positions in public libraries serving a population of under 10,000. This directly reflects the low salaries offered, which in all but a very few cases are grossly inadequate for the qualifications and energy required for organizing real library service.

In the last annual report of this Service there was a discussion of the types of subject book collections which local libraries should attempt to build up to meet the needs of their people. In only a few libraries has there been any improvement noted in the provision by local authorities for book purchases for their own libraries. Where the local authority allocation is low, and in all but a few libraries it is less than the 2s. 6d. per head originally set down as a minimum, provision for books for the free collection is so inadequate as to make it impossible to give the service the public should get from a free library.

Even on a budget of 2s. 6d. per head of population, however, it is hardly possible to provide qualified staffing and an adequate book fund. Experience has shown that it is only those libraries which build up a good free stock of their own that use the resources of this Service to the fullest advantage. Although there would appear to be only four free libraries participating in this Service making provision of over 3s. per head of population, there is the example of one local authority with a population just under 5,000 which allocates 4s. 8d. per head. This appears to cover staffing of a good standard and an expenditure of over £340 a year on books for the free collection. Thus the library's own book stock, which covers a wide range of subject material, stimulates the use of the headquarters stock of this Service to the extent of approximately 800 requests a year. At the other extreme, it is not uncommon to find that libraries with poor free collections of their own use the request service less than once a month.

It should be noted that there are some local authorities which, while recognizing the value and importance of a library service, find that their increasing commitments in other fields prevent them from rating for library services to the extent necessary for their development. In many countries overseas it has been the practice for the State to make subsidies available to those local authorities which make an honest attempt to provide good library services.

A law passed last year by the Government of Norway provides for subsidies up to 90 per cent. of the expenditure made by the municipalities.

This Norwegian Act also makes it compulsory for municipalities to provide a free library service and establishes a fund for royalties for Norwegian authors to be maintained on account of the books borrowed through the library systems of the country.

SMALL INDEPENDENT SUBSCRIPTION LIBRARIES: "B" SERVICE

During the year, 679 of these libraries were linked to this Service, compared with the previous year's figures of 649. Of these libraries, 360 are in the North Island and 319 in the South Island. Altogether, 54,550 books were on loan to these "B" libraries, an average of approximately 80 books. Figures showing the growth of this section of the Country Library Service are now given :—

Date of Annual Report (H—32A).					Number of "B" Libraries Participating.
31st March, 1939	179
31st March, 1940	265
31st March, 1941	302
31st March, 1942	348
31st March, 1943	368
31st March, 1944	391
31st March, 1945	423
31st March, 1946	504
31st March, 1947	555
31st March, 1948	649
31st March, 1949	679

"C" OR HAMPER SERVICE

In places where no library exists and when it is not possible for one to be formed and visited by the book-van, the service to properly established groups by means of travelling hampers has been continued.

During the year, 41 groups received service and 4 were converted to "B" service and are now receiving visits from the book-van.

REQUEST SERVICE

All libraries, groups, and individuals receiving library service from the Country Library Service, and all Government Departments, may ask for special short-term loans of books of an informational type from the headquarters stock of this Service, and, in addition, the headquarters stock is used extensively to satisfy inter-library loan requests (see also the report of the Librarian, National Library Centre).

During the year, 28,022 books were issued on request, the majority from our own stock. Figures show that the demand on this service is still increasing :—

BOOKS REQUESTED AND SUPPLIED, YEAR ENDED 31ST MARCH, 1949

To Country Library Service libraries	20,148
To Government Department libraries	3,224
To interloan libraries	4,650
Total issues	28,022

As the previous year's total was 23,234, this represents an increase of 20·6 per cent., a rate of growth which seems likely to continue for several years yet. Of the year's requests, 19,525, of which 1,547 were sent on from the Christchurch office, were fulfilled from or through the Wellington headquarters, where insufficient staff to handle the extra work expeditiously, and lack of accommodation for both books and staff, caused a reduction in the standard of service. At times it was a month before new requests could be dealt with, which is particularly serious when books or information that are asked for are wanted as soon as possible after the request has been made. The opening of the office at Palmerston North will, it is hoped, relieve some of the burden imposed by request traffic on headquarters, but indications are that increased traffic, particularly in the request and information service to Government Departments, combined with the difficulty of finding room for new books, will quickly render the existing accommodation quite inadequate.

Books borrowed from other libraries throughout New Zealand were of great help in meeting requests; 3,436 were borrowed for libraries participating in this service. Without the willing co-operation of these libraries, whereby, for instance, a reader in Kaitia may borrow a book from Invercargill, the number of satisfied requests would have been lower; and to them grateful acknowledgment is made.

POSTAL OR "D" SERVICE

The service to people in really isolated places, whereby books are chosen by the staff of this Service and posted to members, is increasingly popular with those entitled to it. Members include field cadets attached to Lincoln College but working in country districts, and lighthouse-keepers and assistant keepers and their families, and they may ask for books which, if not in this Service's stock, will be borrowed from other libraries.

POSTAL SERVICE MEMBERS

				Year Ended 31st March,	
				1948.	1949.
Active members—					
North Island	607	637
South Island	293	288
In lighthouses	108	110
Total	1,008	1,035
Books issued—					
North Island	13,170	13,888
South Island	8,899	9,936
To lighthouses	1,414	1,598
Total	23,483	25,422

LOAN COLLECTIONS

The issue of special collections of books on specific subjects had to be curtailed at times during the year owing to shortage of staff, but despite this the number of collections issued was slightly greater than in the previous year, and the number of books issued increased by 52·8 per cent. Popular subjects were, as before, gardening, occupations and hobbies, sports, music, &c., but some libraries asked for collections on such less

generally popular subjects as anthropology, crafts for occupational therapy, fire-fighting, industrial management, and Palestine. Collections on subjects like these are particularly valuable, as they demonstrate to members of small libraries that there are books available on subjects which are too specialized to be found well represented in any but the largest libraries.

USE OF LOAN COLLECTIONS

	Year Ended 31st March.	
	1948.	1949.
Number of collections sent—		
To libraries linked with Country Library Service—		
North Island	188	196
South Island	139	130
Total	327	326
To other libraries—		
North Island	17	10
South Island	4	14
Total	21	24
Total collections sent	348	350
Number of libraries linked with Country Library Service served—		
North Island	60	53
South Island	18	19
Total	78	72
Number of books issued—		
North Island	9,722	13,474
South Island	3,490	6,708
Total	13,212	20,182

PERIODICALS SERVICE

A total of 378 periodicals is now taken by this Service, and 137 titles have been sent out regularly (223 copies) to 67 free participating libraries. Each library receives up to 24 periodicals chosen from the list, in lots of from 3 to 8, sending them on to other libraries at the end of a month.

Government Departments receive, on short-term loan, new periodicals in which they are interested but to which they do not subscribe.

Periodicals are of great use in answering requests for information, but existing accommodation, which necessitates their separation from the book stock, causes less use to be made of them than is desirable. A start has been made on the completion and binding of back files and, although this work is proceeding very slowly, it will eventually enable much more use to be made of the Service's periodical collection. The problem of housing current and unbound periodicals will remain, however, until better quarters are found.

SCHOOL LIBRARY SERVICE

During the year, Ministerial approval was given to the extension of the Service to all primary, intermediate, and district high schools outside the four cities of Auckland, Christchurch, Dunedin, and Wellington.

One thousand nine hundred and eighty-two schools, with a total roll of 134,881 children, now receive regular exchanges of books.

One hundred and twenty-eight of these schools are Maori schools; 105 are district high schools with a post-primary roll of 9,097.

There is now no waiting-list and all schools eligible have been informed of the reading facilities available from the Service.

It was also approved that consideration should be given to requests from public libraries giving service to schools in the four main cities.

A request from Dunedin Public Library for books to extend its service to all children in the standard classes of Dunedin city schools has been fulfilled.

By an arrangement with the Napier Borough Council, the Napier Public Library now acts as the centre of distribution for schools in and near Napier.

Distribution is carried out from eleven centres—North Island: Napier, Wanganui, and Whangarei Public Libraries, offices of the Country Library Service in Auckland and Palmerston North, and National Library Service, Wellington. South Island: Dunedin, Greymouth, and Timaru Public Libraries and offices of the Country Library Service in Christchurch and Nelson.

Increase in trained staff has made possible more visits to schools, with a consequent better understanding of individual requirements and stimulation of the use of the reference service.

The expansion of the request and information service is shown by the figures below:—

			1948.	1949.
Books sent on request	4,127	11,453
Requests unfulfilled	130	565

Requests unfulfilled were either unobtainable or beyond the scope of a school service—*e.g.*, text-books.

Post-primary Schools.—The appointment to the staff of Miss K. McCaul, M.A., has enabled the planned extensions of service to post-primary schools to become more effective.

In 1948, through an arrangement of the New Zealand Library Association with the Carnegie Corporation of New York, Miss McCaul, a graduate of the Library School in 1947, studied post-primary-school library administration and young people's reading interests at the School of Library Science, Western Reserve University, Cleveland, Ohio.

Visits to schools, advice on book-selection, library buildings, furniture and equipment, assistance in general library organization, combined with loan collections and request service, have helped schools to make wider and more profitable use of available reading-material.

Members of the staff also gave assistance in planning and lecturing for a refresher course for post-primary teacher-librarians held at Wellington in January, 1949.

A manual containing the essential information for the organization of a school library has been prepared and is at present in the press.

The work of the Service has become increasingly difficult to carry out efficiently in Auckland, and more especially in Wellington, because of the inadequate accommodation, which makes for cramped working conditions and causes much unnecessary handling of stock.

Below are tables showing details of the School Library Service at 31st March, 1949 :—

Education Boards.	Schools Served.	Children (Standard Classes).
Auckland	504	46,384
Canterbury	276	13,459
Hawkes Bay	144	9,036
Nelson	91	5,345
Otago	146	7,269
Southland	137	6,782
Taranaki	116	8,259
Wanganui	167	10,655
Wellington	172	14,466
Education Department—		
Special Groups	20	374
Maori schools	128	7,256
Child Welfare	15	507
Private schools	63	4,561
Island schools	3	528
	1,982	134,881

Additions to stock were 54,917 fiction and 26,195 non-fiction. Withdrawals were 3,290 fiction and 642 non-fiction. The stock now stands at 289,644, of which 189,743 are fiction and 99,901 non-fiction :—

Books.	Fiction.	Non-fiction.	Total.
Stock at 31st March, 1948	138,116	74,348	212,464
Accessions	54,917	26,195	81,112
	193,033	100,543	293,576
Withdrawals	3,290	642	3,932
Stock at 31st March, 1949	189,743	99,901	289,644

HOSPITAL AND INSTITUTIONAL LIBRARY SERVICE

The following scale of assistance has been approved for public hospitals and is available through free public libraries in boroughs with a population under 15,000 :—

Average Number of Occupied Beds Per Diem in Hospital.	Number of Books Allocated to Library.	Average Number of Occupied Beds Per Diem in Hospital.	Number of Books Allocated to Library.
1- 29	40	115-134	110
30- 44	50	135-154	125
45- 59	60	155-174	140
60- 74	75	175-199	150
75- 89	90	200-224	175
90-114	100	225-249	200

During the year 5 public libraries inaugurated this service, and 465 books were on loan to the total of 6 libraries receiving such assistance. Exchanges of books may be made every four months.

An independent hospital book collection has been developed, with acquisitions totalling 1,463 (of which 742 were non-fiction, 721 fiction). This collection has been used to supply the exchange collections, made up of fiction and non-fiction in equal proportions.

There are 28 "A" libraries with public hospitals situated in their locality. The reason for the lack of development of hospital service in the majority of these centres is poverty of resources, especially shortage of staff, and also of book stock. While these libraries are cramped in undertaking essential work, expansion in new directions such as hospitals is not possible.

Acquisitions have been made since September for a book collection for tuberculosis patients, to enable exchange collections to be sent to the 800 tuberculosis patients in sanatoria, and eventually also to tuberculosis patients in general hospitals. Four hundred and twenty-one books (231 non-fiction, 190 fiction) were added to the tuberculosis collection during the period.

Service was initiated at 3 further institutions of the Mental Hygiene Division of the Health Department. The total number of mental hospitals receiving exchange collections was 6, and 2,000 books were continuously on loan to these institutions.

With the inclusion of 6 more prisons, service was given to a total of 13 prisons, which received 2,525 books, exchanged every four months.

BOOK STOCK

During the year additions to stock were 52,390 volumes—21,594 fiction and 30,796 non-fiction. Withdrawals were 4,397—3,322 fiction and 1,075 non-fiction—making net additions 47,993. The adult stock of the Service now stands at 291,983, made up of 104,038 fiction and 187,945 non-fiction. In addition, 14,968 books were purchased by this Service for other Government Departments. Such books are on permanent loan to the Departments concerned, but their cost is charged to this Service according to a Treasury decision. At 31st March, 1949, stock of the children's section was 289,644, making a grand total of all stock of 581,627 volumes. Difficulty in obtaining books from overseas is decreasing.

The very great assistance given by overseas agencies of the New Zealand Government in securing publications for the Service is again acknowledged.

SECTION II—LIBRARY SCHOOL

Report by the Director: MISS NORA BATESON

During the year the Library School completed the 1948 professional course, opened the professional course for 1949, and held a short course for librarians in Government Departments. It also co-operated with the Department of Education's Teachers' Refresher Course Committee in a refresher course for teacher-librarians in post-primary schools.

1948 PROFESSIONAL COURSE

At the conclusion of this course the Minister of Education awarded 18 diplomas and 7 certificates to the 25 students who had taken the course.

The following is a list of these students and their present positions:—

*Brosnahan, Marie J.	Schools Librarian, Dunedin Public Library.
Burton, Nicolas H.	Library Assistant, National Library Service, Wellington.
Chandler, John	Library Assistant, Auckland University College Library.
Chandler, Oliver	Cataloguing Assistant, Canterbury University College Library.
*Coard, Jane	First Assistant and Cataloguer, Central Library, Ministry of Works.
*Covey, Helen B.	Library Assistant, Lower Hutt Public Library.
Ewart, Margaret I.	Librarian in Charge, School Library Service, Nelson.
Foot, Sadie M.	Chief Reference Assistant, Dunedin Public Library.
*Fordyce, Jean	Librarian, Whangarei Public Library.
Horn, Kenneth A. R.	Assistant Librarian, Canterbury University College Library.
Jamieson, Amy L.	Library Assistant, National Library Service, Wellington.
Jenkins, David L.	Engineering Departmental Librarian, Canterbury University College.
Jones, Phyllis L.	Library Assistant, School Library Service, National Library Service, Wellington.
Malthus, Margaret B.	Library Assistant, National Library Service, Wellington.
Menzies, Gwendeth G.	Library Assistant, National Library Service, Wellington.
*Morgan, Rosa M.	Senior Assistant, Timaru Public Library.
Muff, Ruby (McCaughern)	..	Library Assistant, National Library Service, Wellington.
*Oldham, Winifred M.	Chief Reference Assistant, Country Library Service, Palmerston North.
O'Neill, Thomas B.	Assistant Librarian, Country Library Service, Palmerston North.
Quinn, Patricia M.	Library Assistant, School Library Service, Auckland.
*Randle, Elizabeth P.	Library Assistant, Dunedin Public Library.
Tolley, Cyril W.	Librarian, Petone Public Library.
Turner, Adrian E.	Assistant in Charge of Acquisition, Auckland University College Library.
Turner, Beryl (Horrobin)	..	Library Assistant, Country Library Service, Christchurch.
Turner, George W.	Assistant in Charge of Acquisition, Canterbury University College Library.

* Awarded the certificate.

An examination of this list shows the majority of students taking positions in University libraries, special libraries, and the various departments of the National Library Service. Seven have gone into public libraries, but of these 4 were returning to positions they already held. This is due not to lack of interest in public-library work, but to the salaries offered by public libraries, which in general are too low to attract qualified people. This is regrettable, as the effectiveness of the public library as an information and educational centre depends on the quality of the librarian. A wide range of books is now available in New Zealand, but to bring the pertinent books to the attention and service of individuals and groups who could make use of them requires interest, training, and skill. While there are still more library positions advertised than can be filled, it is to be hoped that salaries in public libraries will improve so that more graduates of the Library School will be able to go into public libraries.

COURSE FOR LIBRARIANS IN GOVERNMENT DEPARTMENTS

A course for librarians and assistants in Government Departments was held from 14th March to 14th April, 1949, in the afternoons. Thirty-one students attended this course from 21 Departments. Miss M. S. Fleming, of the Library School staff, and Mr. A. G. Bagnall, Librarian, National Library Centre, were instructors, with the assistance of members of the National Library Service staff. The purpose of the course was to present the fundamental principles of librarianship and their adaptation to the particular problems of Government Departments.

1949 PROFESSIONAL COURSE

As in 1948, the professional course consists of the regular three-term course, and a shorter two-term course for librarians who qualified for the General Training Certificate of the New Zealand Library Association before 31st March, 1948, who have been recommended by the Selection Committee of the New Zealand Library Association and approved by the Minister of Education. So far as possible the first term's programme covers the subject-matter of the General Training Course, and both groups of students work together for the last two terms.

The course opened on 7th February with 19 students. Three librarians are expected as students for the second and third terms.

The interest and value of the course given at the Library School derives in no small measure from the lectures given by many New Zealand librarians, by members of the National Library Service staff, and by a number of subject specialists. To these, and to those libraries which answer our frequent calls for books, we are most indebted.

It has to be admitted that the work of the School is considerably hampered by lack of space. This prevents us from building up certain collections which would make our work easier and more effective. Much time and energy have to go in hunting, collecting, and then dispersing material for the various courses. There is need for a permanent collection in the School, but the present congestion makes this impossible.

SECTION III—NATIONAL LIBRARY CENTRE

Report by the Librarian : MR. A. G. BAGNALL

Work on bibliographical, inter-loan, and book coverage projects designed to make the best use of New Zealand's library resources has continued throughout the year. A summary of activity under various headings is as follows :—

CENTRAL CATALOGUING

The preparation and distribution of catalogue cards for New Zealand books and pamphlets has continued. For the calendar year 1948 duplicated catalogue cards for 256 titles were distributed to 25 New Zealand and 10 overseas libraries. Cards for a further 28 titles had been distributed by the end of March, 1949. It is still hoped to have the cards printed when the printing situation improves.

INDEX TO NEW ZEALAND PERIODICALS

The 1947 *Index to New Zealand Periodicals*, prepared by the National Centre and published by the New Zealand Library Association, was issued at the end of 1948. The 1948 *Index* is ready for printing. It is hoped to have the 1941–1946 cumulation published and distributed by the end of 1949.

UNION LIST OF SERIALS

The Union List of serials, a card record of the holdings of serial publications in New Zealand libraries, was commenced in 1939 by the New Zealand Library Association, Mr. John Harris, Librarian, Otago University, being appointed compiler. A Check List of holdings notified to date was issued in 1942 primarily to enable libraries to check holdings and report omissions and additions, and a selected Supplement was published in 1945. Work has continued steadily since that time, Mr. Harris having from January, 1946, until February, 1949, the assistance of a seconded member of National Centre staff. On Mr. Harris's departure from New Zealand, responsibility for maintaining the Union List of serials, by decision of the Book Resources Committee, was assumed by the National Centre. The Union List was received by the Centre in March, 1949. The urgent need of a new edition of the Check List has been felt for some time, and in 1948 the New Zealand Library Association decided that a new edition should be prepared. While the responsibility for publication rests with the Association (as in the case of *Index to New Zealand periodicals*), the Centre is committed to undertake the editorial work necessary, which a preliminary survey shows will take at least six months. A decision of the Association in May, 1949, that the new edition be printed if possible, to which end Government finance, if necessary, be obtained, emphasizes the need for as full a record of library holdings as possible in the time available. Many important library holdings, including those of the more important Government Departments, have still to be included.

UNION CATALOGUE

During the year, 17,766 cards were added to the Union Catalogue. The microfilm equipment given to the New Zealand Library Association by the Carnegie Corporation of New York has arrived, and plans have been approved for the photo-copying of the library catalogues of the major public, University, and special libraries. The technical procedure to be followed will, as far as possible, follow that worked out in the compilation of the Philadelphia and Denver regional Union Catalogues. The main card for a particular title accessioned before 1941 in the case of libraries reporting to the Union Catalogue since that date will be copied on microfilm and ultimately checked against and included in the Union Catalogue. In the short term, however, the film record of library catalogues will be most useful in that form for checking inter-loan requests and so avoid

much of the time-consuming routines associated with the checking of Wellington library catalogues and the preparation and issuing of *Book Resources*. Test photographing and a beginning on the Wellington library catalogues will follow the installation of the equipment. The equipment is to be operated and controlled by the National Centre during the project, and thereafter is to be used by the Centre to assist most effectively in the work of the Book Resources Committee of the Association.

INTER-LIBRARY LOAN

Figures for inter-library loan requests handled by the National Library Service during the year are set out below :—

	1947-48.		1948-49.	
	Number.	Percentage.	Number.	Percentage.
Number of inter-loan cards received	6,159	100·0	5,493	100·0
Supplied from National Library Service	3,293	53·5	3,071	55·9
Supplied from other Wellington libraries	687	11·1	419	7·6
Supplied from Union Catalogue records	352	5·7	439	8·0
Supplied from Check List of serials	79	1·3	91	1·7
Items previously on <i>Book Resources</i>	68	1·1	77	1·4
Items held over for further checking	54	0·9	41	0·7
Items cancelled by requesting library	8	0·1	4	0·1
Rejected as outside scope of inter-loan	101	1·7	100	1·8
Referred back for further information	179	2·9	136	2·5
Listed on <i>Book Resources</i>	1,338	21·7	1,115	20·3
	6,159	100·0	5,493	100·0
Total number of items listed on <i>Book Resources</i> —				
Inter-loan requests listed on <i>Book Resources</i>	1,338	64·3	1,115	48·2
Items referred back and reported missing, later listed on <i>Book Resources</i>	105	5·0	143	6·2
Items requested by National Library Service	639	30·7	1,056	45·6
Total	2,082	100·0	2,314	100·0
Items located through <i>Book Resources</i>	716	34·4	714	30·9

The apparent decline in the total number of requests received and the increase under the heading “Items requested by National Library Service” is due largely to the transfer of requests from Government Departments from inter-library loan to the National Library Service request service direct.

CENTRAL BUREAU FOR LIBRARY BOOK IMPORTS

From 1st April, 1948, to 31st March, 1949, recommendations for special licence were made as follows :—

	£
United Kingdom	5,654
United States	1,324
	<u>£6,978</u>

Block licences as follows were granted to 1 special, 4 city, and 3 University libraries :—

United Kingdom	12,177
United States	9,975
Other countries	1,812
					<hr/>
					£23,964
					<hr/>

DEPARTMENTAL LIBRARIES

Books and periodicals to the value of £21,989 were ordered through the National Library Service during the year, catalogue cards for 8,475 books being prepared and issued to the purchasing Departments. Accession lists of books and pamphlet material received by the National Library Service were prepared and issued to Departments.

During the year staffing assistance was given to 2 Departments in the absence of the librarian.

The Librarian, National Centre, co-operated in the planning and operation of the short course for departmental librarians held by the Library School in March and April, 1949.

UNITED STATES INFORMATION LIBRARY SERVICE

American books and periodicals have continued to be received as part of the policy of the United States Department of State to continue on a limited scale the service previously given through the United States Information Library. Six hundred and forty books were received and subscriptions for 145 periodicals are maintained. This material, which forms a much appreciated addition to the country's book resources, is available on request from the National Library Service.

BOOK RESOURCES COMMITTEE

One meeting of the Book Resources Committee was held during the year. Aspects of the subjects noted above were discussed and, where necessary, recommendations made. Consideration was also given to the coverage of standard fiction by public libraries, and the obtaining of general reading-material in foreign languages. A report was prepared and published on microfilm facilities available in New Zealand. A progress report on library specialization in New Zealand was also received.

Approximate Cost of Paper.—Preparation, not given; printing (889 copies), £40.

By Authority: R. E. OWEN, Government Printer, Wellington.—1949.

Price 6d.]