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Annual Report Catalog Department 1957-1958

Prairie View A&M University

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July 17, 1958

Mr. O. J. Baker, College Librarian
Prairie View A. & M. College
Prairie View, Texas

Dear Mr. Baker:

In compliance with your letter of June 18, 1958,
we are submitting the attached report of the
activities of the Catalog Department for the
fiscal year beginning June 1, 1957 and ending
May 31, 1958.

Very truly yours,

Naomi P. Thomas

Naomi P. Thomas
Acquisitions Librarian

Gloria F. Johnson

Gloria F. Johnson
Assistant Cataloger

NPT/gfj

*Relatively few changes in the policies and procedures of the Catalog Department took place during the fiscal year. A decision was made to omit the classification number with "N-Ref." from the author, title and subject entries for student theses. "N-Ref.", enclosed in parenthesis, is to be typed only on the shelf-list card opposite the accession number. Cards, pockets and a label giving the classification number, accession number, and title were typed for each film and filmstrip. The acquisition of the Card-master Duplicating Machine provided for considerable progress in reproducing soiled catalog cards and mimeographing author, title and subject cards for student theses with lengthy titles. The only other significant change in procedure was that of making analytical entries for a chapter or a bibliography in a book, or any other material about Negroes which is not classified with material in the "Negro Collection."

Principle activities of the department are of three types:

(1) Improving the Services of the Card Catalog — Reproducing soiled cards in the Card Catalog was a continuous project. Along with retyping came the responsibility of making revisions on cards in the card catalog and on books shelved in the stack rooms. With the assistance of students we checked our back file of surplus Library of Congress printed cards against the Card Catalog. Many of the soiled cards were replaced with new cards. Unit cards for continuations on file in the card catalog were checked against the Shelf-list Card in order to have a complete listing of volumes on the "Library has" card. Inconsistencies which appeared in established author and subject heading were corrected. Mis-spelled words on filed catalog cards and variations in indention and spacing on typed cards were corrected.

*Note statistical data on attached charts at the end of the report.

(2) Bibliographic Services — Our bibliographical and reference service has been further extended through the recent acquisition of the 1957 Subject Guide to Books in Print. This publication and the twenty volume set of the Library of Congress Catalog - Books: Subjects are invaluable in the service that they render. Questions regarding educational publications, publishers and the use of the card catalog were answered. Mimeographed bibliographies of recent library additions were compiled and distributed in a bi-monthly Bulletin, "The Booklist."

(3) Activities outside the Catalog Department — Activities outside the department began with the "Freshman Orientation." The freshman students, divided into several groups, assembled around the Card Catalog as the Cataloger explained how it should be used in locating educational information. The annual National Book Week observance; Christmas party; All College Career Conference, and the Housing Conference were a success this year with members of our department serving on the various committees. At the beginning of each semester, members from the department assisted in registering students enrolled in Library Service. Our activities were climaxed with the Acquisitions Librarian attending a meeting of the State Board of Control and participating in the study of library purchases.

(4) Recommendations — To assist us in the extended project of improving the services of the card catalog, we wish to submit the following recommendations:

- a) That the Catalog Department place a blank book at the Circulation and Reference desks. In it the assistants will make notes of questions that could not be answered by the Card Catalog and errors detected on catalog cards.

At the end of the week, the book is returned to the Catalog Department. The questions would be taken up one by one and an answer written opposite each question. The following types of questions and answers are taken from such a book:

Q. Cards under Milton, John are soiled, the classification number is blurred. May we have new cards?

A. Cards will be replaced at once.

Q. No card in the catalog shows that we have volume 4 of the Harvard Classics.

A. Will add volume 4 in pencil.

Q. In the subject catalog under voting is a cross reference see suffrage. Why is a see reference used for two established headings?

A. Will pull card and replace card with "Voting see also suffrage."

b) Since the card catalog is put to its severest test by the Reference Department we wish to suggest the following:

Check,

That the Reference Librarian examine the Catalog Cards before they are filed in order to become familiar with new headings, references and analytics. On the basis of her knowledge of reference material, she could suggest new headings, analytical entries for a chapter or a bibliography in a book, or any other material which is not shown on the author or subject card.

ALL INFORMATION GATHERED BY ASSISTANTS AT THE CIRCULATION DESKS WILL HELP TREMENDOUSLY IN BETTERING THE SERVICES OF THE CATALOG DEPARTMENT.

STATISTICAL DATA OF MATERIAL CATALOGUED

From

June 1, 1957 - May 31, 1958

	June	July	Aug.	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	March	April	May	Total
Gifts	14			1									15
Duplicates	2	83	70	36	53	75	125	49		6	64	23	586
Reference	1	29	44	8	14	44	110	80	25	22	23	25	425
New Titles	188	502	292	128	82	161	75	132	37	25	120	195	1937
Lib. Sci.		12	21			11	7		10	6			67
L. S. (Dup.)											1	7	8
Films		3											3
Filmstrips		4				18	49	17	3				91
Negro col.		2			6	8	1	6		3	5	2	33
Microcards													
Phono. Records													
Theses								1		94			95
Textbook col.		1						17					18
Fiction			4				1	10	5	2			22
Totals	205	636	431	173	155	317	368	312	80	158	213	252	3,300

STATISTICS - June 1, 1957 - May 31, 1958

CATALOGUED

NEW TITLES 1,937

June 188

July 502

August 292

September 128

October 82

November 161

December 75

January 132

February 37

March 25

April 120

May 195

DUPLICATES 586

FILMS 3

FILMSTRIPS 91

REFERENCES 425

In closing, we wish to express our appreciation to the College Librarian,
for his interest, support and advice which he so generously rendered during
the past year.