

1964

VICTORIA

REPORT

16

OF THE

BOARD OF INQUIRY

INTO

LIBRARY SERVICES IN VICTORIA

PRESENTED TO BOTH HOUSES OF PARLIAMENT BY HIS EXCELLENCY'S COMMAND.

By Authority:

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To His Excellency Major-General Sir Rohan Delacombe, Knight Commander of the Most Distinguished Order of St. Michael and St. George, Knight Commander of the Order of the British Empire, Companion of the Order of the Bath, Companion of the Distinguished Service Order, Governor of the State of Victoria and its dependencies in the Commonwealth of Australia.

MAY IT PLEASE YOUR EXCELLENCY.

I, Sir John Jungwirth, C.M.G., A.I.C.A., J.P., appointed by Order in Council dated the fifth day of February, 1963, to inquire into and report upon library services in Victoria, have the honour to present the accompanying report.

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BOARD OF INQUIRY INTO LIBRARY SERVICES IN VICTORIA

At Government House, Melbourne, the fifth day of February, 1963.

PRESENT :

His Excellency the Governor of Victoria.

Mr. Reid

|

Mr. Thompson.

WHEREAS it is deemed expedient that a Board of Inquiry be appointed to inquire into and report upon library services in Victoria :

Now therefore His Excellency the Governor of the State of Victoria, in the Commonwealth of Australia, by and with the advice of the Executive Council of the said State, doth by this Order constitute and appoint—

SIR JOHN JUNGWIRTH, C.M.G.

to be a Board to inquire into and report upon the following matters:—

1. With reference to—

The State Library (Reference and Lending Sections).

Libraries of State Departments and Instrumentalities.

University Libraries (Melbourne and Monash).

State School Libraries (Primary and Secondary).

Municipal Libraries.

Non-Municipal Free Libraries.

- (i) What are the present functions of these libraries ?
- (ii) Are these functions being carried out effectively ?
- (iii) What should be the functions of these libraries ?
- (iv) How can the usefulness of these libraries be improved and the maximum results be obtained for money expended ?
- (v) To what extent, if any, is there duplication or overlapping in the services provided by these libraries ?
- (vi) How can co-ordination between these libraries be improved and any duplication or overlapping avoided ?
- (vii) What changes, if any, are desirable in the control functions or regulation of these libraries ?
- (viii) What changes, if any, are desirable in the method of, and qualification for appointment and general conditions of employment of the staff of these libraries ?

2. With reference to the State Library—

- (a) In what way can adequate space be made available to meet the demands of the library in the foreseeable future ?
- (b) Should the Archives Section be removed from State Library control ?

3. Are present facilities for the training of librarians adequate? If not, what steps should be taken to improve these facilities?

4. Are any changes desirable in the constitution, powers or functions of the Free Library Service Board? If so, what changes should be made?

5. Generally, as to any other matter relevant to Library services in this State to which it is considered attention should be drawn, with full power and authority to call before him any person whose evidence in his judgment is material to the subject-matter of the inquiry to be made by the Board and to inquire of and concerning the premises by all lawful means whatsoever:

And it is hereby directed that the said Sir John Jungwirth, C.M.G., shall, with as little delay as possible report under his hand on this inquiry.

INTRODUCTION

The Terms of Reference of the Inquiry were very broad and necessitated much research, the hearing of many witnesses, and the inspection and investigation of library services.

The Board held public hearings in Melbourne and provincial centres. In the main, little interest was shown by the general public. The majority of witnesses heard were librarians or representatives of organizations associated with libraries. The Transcript of Evidence taken at the public hearings contains 1,800 pages.

The Board studied significant literature and legislation relating to libraries in Australia and overseas. Particular attention was paid to the reports of boards of inquiry such as the 1959 Roberts Report to the Minister of Education, Great Britain, and to reports of previous library surveys in Victoria such as the survey conducted by R. Munn and E. R. Pitt in 1935, the Report of the Library Service Board under the Chairmanship of E. R. Pitt, 1944, and the survey conducted by L. R. McColvin in 1947.

The Board visited several hundred libraries including libraries in New Zealand, the Australian Capital Territory and all States of the Commonwealth of Australia. The Board wishes to acknowledge the ready co-operation given by librarians and library administrators in all centres visited and, in particular, to acknowledge the assistance given by the following overseas and interstate librarians.

Mr. G. T. Alley, O.B.E., M.A., Dip.Soc.Sc., FNZLA., National Librarian, New Zealand.

Mr. H. C. Brideson, B.A., Principal Librarian, Public Library of South Australia.
Professor S. I. Fenwick, Associate Professor, Graduate Library School, University of Chicago.

Mr. J. W. Metcalfe, B.A., F.L.A., Librarian, University of New South Wales.
Dr. A. D. Osborn, M.A., A.M.L.S. (Michigan) Ph.D.

Mr. G. D. Richardson, M.A., Principal Librarian, Public Library of New South Wales.

Mr. F. A. Sharr, F.L.A., State Librarian, Library Board of Western Australia.
Mr. J. L. Stapleton, State Librarian, Public Library of Queensland.

Mr. H. L. White, C.B.E., M.A., National Librarian, National Library of Australia.
Mr. B. W. Wray, F.L.A., State Librarian, State Library of Tasmania.

The State Government contributes to the finance of all types of libraries mentioned in the Terms of Reference. It finances the State Library completely, except for endowments, and directly. It finances the libraries of State Departments completely but indirectly. That is, these libraries are financed by receiving part of the general grant of the Department. It finances the libraries of State Instrumentalities partly and indirectly. It finances municipal libraries partly, by means of grants to municipalities. It finances university libraries partly but indirectly, because they are financed from the general vote of the university which contains both Commonwealth and State moneys. It finances school and technical college libraries, partly and indirectly. It has a financial interest in all libraries in so far as it finances the training of librarians.

As the population of the State increases libraries will experience increasing demands for their service. Changes in the occupational structure and in the educational attainment of the population will also lead to increased use of libraries. In our constantly changing world many types of books rapidly become obsolete and contain information no longer valid or indicative of present day theories and practices. For these reasons the constant expansion of the book resources of all types of libraries is therefore necessary and this expansion creates problems concerning administration, finance, staff and space which are dealt with in the body of this report.

A previous board of inquiry into library services in Victoria, the Library Service Board, reported to the Government in 1944. The Board found that public library service of a good standard was practically non-existent outside the Melbourne Metropolitan area and that services within the Metropolitan area left much to be desired. The Board made far reaching recommendations on the need for State wide free public library services.

The Government acted on these recommendations and the Free Library Service Board was constituted in 1946 to promote municipal free library services subsidized by the State. Much progress has been made but, in 1963, municipal free library service was not yet available to 48 per cent. of the State population and, in the areas served, library membership averaged only 24.7 per cent. of the population. In recent years the Free Library Service Board service to municipal libraries has not been maintained at a high standard of efficiency.

In its report on the Public Library of Victoria, now the State Library of Victoria, the 1944 Library Service Board recommended changes in management, additional services and additional staff. These recommendations were put into effect but, due to factors mentioned in the body of my report, it is evident that the Library has not in the last decade carried out its functions effectively.

My report contains recommendations for changes in the administrative organization of the State Library of Victoria and the Free Library Service Board. At present the control and management of the State Library is vested in a part time Board of Trustees. The Free Library Service Board also consists of part time members. Both the State Library and the Free Library Service Board operate in the field of public library service. The State Library maintains a central public reference and lending service. The Free Library Service Board is responsible for the promotion of free municipal public library services, for giving technical advice and allocating State financial grants to such library services.

In other Australian States, state libraries and agencies in charge of municipal services are responsible to one board or have a common executive officer. Queensland, South Australia, Tasmania and Western Australia have one controlling board and, in New South Wales, the Principal Librarian of the Public Library of New South Wales is also the Executive Member of the Library Board of New South Wales and Principal Archivist of the Archives Authority of New South Wales. Generally speaking, interstate library administrators find that unitary control in library administration works efficiently.

The activities of the State Library of Victoria and the Free Library Service Board have not been co-ordinated. There is need for such co-ordination in the field of public library service and such co-ordination can best be achieved under a single administration.

CHAPTER 1

THE VICTORIAN LIBRARY AUTHORITY

The Board of Trustees of the State Library of Victoria and the Free Library Service Board should be replaced by a single authority to be known as the Victorian Library Authority. The Authority should be responsible to a Minister. At present, apart from Victoria and Tasmania, library administration throughout the Australian States is under the jurisdiction of the Minister of Education. This is also the case in New Zealand and in the United Kingdom. The Authority should be an independent body rather than an integral part of a government department.

A suitable Authority would consist of eleven members. The Chairman and four other members should be appointed by the Governor in Council. Five members should be nominees of the following bodies :—

State Treasury	One nominee
Education Department	One nominee
University of Melbourne, Monash University and the proposed third University ..	One nominee
Municipal Association	Two nominees, one representing metropolitan municipalities and one representing country municipalities.

The State Librarian should be the executive officer of the Authority and *ex officio* a member of the Authority.

The bodies suggested to nominate members of the Authority have interest in an efficient co-ordinated library service for the State. An Authority consisting of nominees entirely might, on occasion, find difficulty in reconciling conflicting interests. The members appointed by the Governor in Council would give balance to the Authority and ensure that the library interests of all sections of the community are served to the fullest extent.

With the exception of the executive officer, members would serve in a part time capacity.

The members should be appointed for a term of five years. They should be eligible for reappointment but it should be borne in mind that the continual reappointment of board members generally leads to lethargic administration. A retiring age should be set.

The Authority would no doubt find it necessary to work through sub-committees. It should have the power to co-opt members to sub-committees if it finds it needs additional strength in a particular field.

Functions of the Victorian Library Authority.

(1) To have control and management of the operating Divisions of the Authority, namely :—

- State Library Division ;
- Extension and Circulation Division ;
- Public Records Division.

(2) To determine the needs of library services under its control. It should assess the financial and administrative implications of plans to further develop such library services and ensure the availability of resources necessary to implement such plans.

(3) To encourage inter-library co-operation within Victoria and between Victorian and interstate libraries.

(4) To act as a repository for State public records.

(5) To report annually to the Minister on the operations of the Authority.

Legislation should be enacted to enable the Authority to assume the functions of the Trustees of the State Library of Victoria as set out in the *State Library, National Gallery, National Museum and Institute of Applied Science Act 1960*, Sections 11-13 and the functions of the Free Library Service Board as set out in the *Libraries Act 1958*, Section 10. Section 10 (d) of the *Libraries Act* relating to school libraries should be deleted when new legislation is drafted, as this clause has never been implemented.

The proposed Authority's control over the State Library would be complete. Its control over the Extension and Circulation Division which would carry on the work at present undertaken by the Free Library Service Board, would be complete. This Division would exercise limited control over municipal libraries. The Authority's control over the Public Records Division would be limited by legislation delineating the right of access to public records. By continuing the policy of staffing Government Departmental libraries with State Library staff, the Authority would have control over staff in Departmental libraries but no financial or policy control. The Authority's relations with University and school libraries would be fraternal.

The Executive Officer of the Authority.

The day to day executive and administrative functions of the Authority can only be performed by an Executive Officer who represents the Authority and acts for it. The Executive Officer should be a professional librarian and he should be known as the State Librarian. He should have the status of a Permanent Head of a State Government Department.

The successful functioning of the Authority will depend largely on the calibre of the State Librarian. He must be a man of outstanding ability, with a strong sense of purpose and a clear grasp of his responsibilities. He must have the ability to prepare future programmes of library service and be able to make a convincing presentation of such programmes to the Authority. He must have the professional and managerial skill necessary to ensure the maximum utilization of resources at his disposal.

Method of Appointment of the Executive Officer.

As the State Librarian must be a librarian of world rank, he should be appointed by the Governor in Council so that the best applicant is assured of appointment. Precedents within Victoria for the appointment of senior administrators by the Governor in Council may be found in the method of appointment of officers such as the Chief Commissioner of Police; the Chairman, Country Roads Board; The Director, Council of Adult Education; The Manager, State Accident Insurance Office.

All other staff of the Authority could (as at present) be appointed by the Public Service Board, or, alternatively, the Western Australian pattern could be followed. The Library Board of Western Australia is a statutory authority and it appoints the entire Library Board staff. The staff enjoy the same privileges as members of the Public Service.

A draft organization chart of the Authority is appended as Appendix I.

DIVISIONS OF THE VICTORIAN LIBRARY AUTHORITY

STATE LIBRARY DIVISION

This Division should continue to carry out the following functions of the present State Library of Victoria :—

- (1) Collect, preserve and organize for the use of the citizens of the State, books and related materials.
- (2) Maintain reference, research and bibliographical services for public information and education.
- (3) Serve as the repository for legal deposit copies of books published in Victoria.
- (4) Provide professional staff to maintain library services in State Government Departments and Instrumentalities.

The Division should not undertake the following functions at present carried out by the State Library of Victoria:—

- (1) Serve as archival authority for records created by both State and local government authorities.
- (2) Maintain a lending collection for use of citizens of the State.
- (3) Conduct a school for the training of librarians.

Administrative Organization of the State Library Division.

The State Library should be administered by the Deputy State Librarian and three senior librarians, namely the Reference Librarian, the LaTrobe Librarian and the Librarian-in-Charge of Bibliographical and Technical Services.

The Deputy State Librarian.

The Deputy State Librarian should be directly responsible to the State Librarian and should act as State Librarian in the absence of the State Librarian. He should be responsible for the overall administration of the State Library.

The Reference Librarian.

The Reference Librarian should be directly responsible to the Deputy State Librarian. He should be responsible for the supervision of all sections of the Reference Library providing direct service to the public. All research and reference work carried out by the Reference Library should be under the general direction of the Reference Librarian. The Reference Librarian should be responsible for the authorization of book loans from the Reference Library to other libraries.

The LaTrobe Librarian.

The LaTrobe Librarian should be directly responsible to the Deputy State Librarian. He should be responsible for all services provided by the LaTrobe Library.

The Officer in Charge Bibliographical and Technical Services Department.

In the interests of co-ordination of book selection technical services within the Victorian Library Authority, a Bibliographical and Technical Services Department should be established. This Department should incorporate the Acquisitions, Serials, Cataloguing, Binding and Photographic Sections of the State Library and the Central Cataloguing Service of the present Free Library Service Board.

The Officer in Charge should be directly responsible to the Deputy State Librarian and should carry out the following duties:—

- (1) Co-ordinate the services of the Acquisitions, Serials, Cataloguing, Binding and Photographic Sections of the State Library.
- (2) Be responsible for Victorian Library Authority book selection in accordance with the Authority's book selection policies and the recommendations of the Authority's Book Selection Committee.
- (3) Be responsible for the preparation of the Book List for Municipal Libraries and the production and distribution of catalogue cards to municipal libraries.
- (4) Be responsible for a continuous stocktaking and stock replacement programme for the State Library.

EXTENSION AND CIRCULATION DIVISION

This Division should undertake the following functions at present the responsibility of the Free Library Service Board:—

- (1) To assist in the promotion, organization and supervision of free library services (including children's libraries) by municipal councils and such other public authorities as the Governor in Council approved for the purpose and to advise the Minister and municipal councils and other approved authorities on matters of general policy relating to free libraries.

- (2) Register as free libraries, libraries approved by the Authority which are kept by municipal councils or other approved authorities.
- (3) Inspect libraries which apply to participate in the distribution of any grant made available by Parliament to assist free libraries and to recommend to the Minister the allocation of any such grant as between the respective applicants.
- (4) Assist in the promotion of regional systems of free libraries.
- (5) Provide advisory services to registered free libraries and to any associated institutions.
- (6) Assist municipal councils and other approved authorities in contracting for the use of free library services.
- (7) Carry out such other functions in connexion with registered free libraries as the Governor in Council from time to time directs.

In addition, the Division should carry out the following functions :—

- (1) Promote co-operation between libraries controlled by the Education Department and libraries controlled by municipal councils.
- (2) Provide a lending service to country residents of Victoria not served by a free municipal library.
- (3) Maintain a central bookstock to supplement the stock of municipal libraries.
- (4) Conduct courses of training for municipal library staff.

Administrative Organization of the Extension and Circulation Division.

The Librarian in Charge of the Extension and Circulation Division should be directly responsible to the State Librarian.

The professional staff of the Division should include a Deputy Officer-in-Charge, Field Officers, a Children's Library Officer, a Training Officer and an Education Department Liaison Officer, and an Officer in Charge of Circulation.

The Division should have sufficient field staff to—

- (a) counsel municipalities on the establishment of library services ;
- (b) offer advice on the improvement of established services; and
- (c) visit each subsidized library at least once a year to ensure that the level of service required to qualify for State subsidy is being maintained.

The Children's Library Officer should visit municipal libraries regularly to advise on matters affecting children's library service.

The function of the Education Department Liaison Officer would be to promote co-operation between school and municipal libraries.

The principal function of the Training Officer would be, as outlined in a subsequent chapter of this Report, to assist in the training of municipal library staff.

The Officer in Charge of Circulation would be responsible for the central book stock and lending services.

PUBLIC RECORDS DIVISION

Term 2(b) of my Terms of Reference asks—"Should the Archives Section be removed from State Library control".

Over the years the State Library has developed as a repository for the public records of the State.

The public records of Victoria are records made or received by State and local government in pursuance of the functions of government. They include the records of the State Government, statutory bodies and municipal authorities.

Collecting was not put on a firm footing until 1928 when, as a result of agitation against destruction of records, instructions were issued by the then Premier that no records be destroyed without first being offered to the Trustees of the Public Library.

The first archivist was appointed in 1948 and the establishment was increased to its present strength of a Senior Archivist and three archivists in 1955.

Departmental records now in custody exceed an estimated ten and half million items.

The processing given public records and library materials is dissimilar. Public records are not acquired, accessioned, catalogued, classified, bound or shelved according to library techniques. Archivists have, of necessity, developed distinct techniques for processing public records, the disposal schedules and record groupings of the archivist are completely foreign to the librarian.

There are, however, similarities in inquiry work carried out by archivists in the State Library Archives Section and reference librarians specializing in Australiana, as the records in the Archives and the printed sources in the Library on the same topic are complementary. It is desirable, therefore, to have the service point of the archival repository adjacent to the LaTrobe Library so that research workers can readily consult sources in either the repository or the Library. It is not, however, necessary to have both the archival repository and the Library under common control. A spirit of co-operation is all that is required.

As the Senior Archivist is engaged in a task with its own special skills, and in one which requires direct contact with the authorities creating public records, the Archives Section of the State Library should be reconstituted as a separate Division of the proposed Victorian Library Authority. As in popular usage the term "archive" tends to be used in describing not only public records, but also historical documents generally, the Division should be termed the Public Records Division so that its functions are in no way confused with those of the State Library.

The Officer in Charge of the Public Records Division should be known as the Keeper of the Public Records and should be directly responsible to the State Librarian. The Victorian Library Authority should not be required to make major policy decisions concerning public records as policy should be laid down in legislation governing public records and in departmental instructions regarding access to records. The Authority could well establish an advisory public records sub-committee and invite the Chairman of the Public Service Board, the Secretary to the Premiers Department and a representative of a University history school to be members of the committee.

By constituting the Public Records Division as part of the Victorian Library Authority, rather than a separate Authority, there will initially be economies in administrative staffing and the Division will be able to maintain a service point in the LaTrobe Library for the convenience of research workers.

With the growth of the State and the consequent increase in Government activity the rate of creation of public records will increase. Eventually the public records may grow to such dimensions that a separate Public Records Authority may be justified. However, this is not necessary at the present time.

Functions.

The Public Records Division should *inter alia* carry out the following functions:—

- (1) Store, preserve and organize for use, records created by the State Government and its agencies and by semi-governmental authorities.
- (2) Prepare disposal schedules to allow for the destruction of records which have neither historical value nor continuing value to the agency creating the record.
- (3) Loan records to the originating agency.
- (4) Provide facilities for research workers to use records and to ensure that any restrictions on the issue of records are observed.

If the Division is to carry out these functions effectively, it must have authority based on legislation, adequate staff and adequate storage space.

Legislation.

There is no Statute in Victoria relating to the preservation of public records.

Legislation to delineate responsibilities with regard to the retirement of records and to prevent the unauthorized destruction of records should be enacted. The Great Britain *Public Records Act* 1958, or the New Zealand *Archives Act* 1957, could well be used as guides in formulating such legislation.

Staff.

The Division will require a larger staff than is allotted to the State Library Archives Section at present. The staff establishment of the Archives Section is inadequate to cope with the present volume of work.

As salaries do not match the qualifications asked for archivist positions, the staff is rarely at full strength. Most of the time of the present staff is taken up with answering inquiries and consequently little attention can be given to processing records or preparing disposal schedules. The shortage of staff available for processing records is particularly regrettable, as in past decades records were not selected and accessioned according to recognized archival techniques. Unsorted records inhibit both departmental access and scholarly research. Members of the Monash University School of History stated in evidence to the Board that "Reference to the State archives is at present a process wasteful of time and effort". A new staff establishment should take into account the fact that much work of a routine nature in a public records repository can be carried out adequately by general assistants rather than by professional staff.

Storage Space.

Public records under the custody of the present Archives Section are inadequately stored in State Library basements. For some time the lack of storage space has caused the intake of records to be severely limited. Most departments have a backlog of records, ranging from 20 years to 70 years awaiting transfer to Archives Section. This unsatisfactory position is in marked contrast to that of the Commonwealth Archives, Canberra Repository, where important records created as recently as 1959 are held. The Senior Archivist in Victoria is under constant pressure from Departments to take such records off their hands. The space allocated to the Archives Section in the new LaTrobe Library will not assist materially. A storage repository on low cost suburban land is required for the bulk of the State's archival records.

Preservation of Records.

Records will be deposited with the proposed Public Records Division for permanent preservation.

If records are to be preserved for any length of time, paper with a long life potential must be used when they are created. Most stationery in use to-day has a high acid content and this causes it to become brittle with age. Stationery with a chemical composition designed to give it a life of approximately 300 years has been developed and consideration should be given to the use of such paper in records destined for preservation.

CHAPTER 2

THE STATE LIBRARY OF VICTORIA

The State Library of Victoria was established in 1856. It was first known as the Melbourne Public Library and later as the Public Library of Victoria. The *State Library, National Gallery, National Museum and Institute of Applied Science Act 1960*, which embodies current legislation relating to the Library, altered the name to the State Library of Victoria. Largely because of the poor public relations service of the State Library, the Library is still known to most citizens as the Public Library.

The State Library is financed by the State Government and the control and management of the Library is vested in a Board of Trustees. The Library staff are members of the Victorian Public Service.

The State Library Act does not cite the functions of the State Library but the library at present undertakes the following functions:—

- (1) Collects, preserves and organizes for the use of the citizens of the State, books and related materials.
- (2) Maintains reference, research and bibliographical services for public information and education.
- (3) Serves as archival authority for records created by both State and Local Government authorities.
- (4) Serves as the repository for legal deposit copies of books published in Victoria.
- (5) Maintains a lending collection for the use of citizens of the State.
- (6) Provides professional staff to maintain library services in State Government departments.
- (7) Conducts a school for the training of librarians.

Are these functions being carried out effectively?

In the nineteenth century and the early twentieth century the State Library of Victoria was well supported by successive Governments, and the Library acquired the best collections in Australia in many fields. Eminent librarians of to-day praise the depths of the Library's collections in certain fields.

However, it is disheartening to have to report that the general consensus of opinion regarding the State Library of Victoria put before the Board both within Victoria and interstate, is that the State Library of Victoria is "a once great Library now moribund". Factors such as the high incidence of inexperienced staff; the limited range of books in many subjects; the number of books which are listed in the catalogue which are missing from stock; the limited number of books on open access, the delays in securing books from the storage stacks, the poor physical condition of much of the stock; the disinclination to lend from the Reference Library to municipal libraries throughout the State; the lack of heating in autumn and spring; lead to dissatisfaction amongst readers and research workers.

The Trustees of the State Library in a submission to this Board have stated that insufficient finance, staff and space have, in recent years, limited the effectiveness of the Library. They claim that, given sufficient finance, staff and space, the Library can carry out its functions effectively.

I have to report on the three matters raised by the Trustees and on other matters which I feel are preventing the State Library from carrying out its functions effectively.

FINANCE

In general, witnesses in speaking of the State Library have stated that growth of the Library's collections has been inhibited by a serious lack of funds.

The following table lists State Library expenditure, in recent years on publications, binding and incidentals. Incidentals in the period 1951-52 to 1959-60 included furniture, fittings, stores, photographic service and telephones. As from 1960-61 separate votes were made for these items :—

					£
1951-52	28,000
1952-53	29,749
1953-54	30,000
1954-55	30,000
1955-56	30,570
1956-57	31,500
1957-58	33,100
1958-59	32,000
1959-60	32,000
1960-61	31,956
1961-62	42,293
1962-63	49,940
1963-64	55,000

Taking into consideration increases in book prices and increased binding costs, the purchasing power of the State Library publications and binding vote declined steadily during the decade 1951-52 to 1960-61. The rise of expenditure in 1961-62 to 1963-64 has reversed this trend but has not permitted any significant increase in the rate of acquisition of library materials. The modest increase in funds has not permitted any concerted action to be taken in checking the physical deterioration of State Library collections.

The State Library Trustees point out that since the administrative separation of the State Library and the National Gallery in 1944, the State Library has not been able to draw upon the magnificent Felton Bequest to purchase items for the Library. The Library is dependent almost entirely on its Treasury grant for finance.

Competition for funds allocated by the State Treasury is keen and the State Library Trustees have not succeeded in convincing the Treasury of the necessity for greatly increased expenditure on the State Library. Nor has the State Library made sufficient impact on the community it serves for the community to exert pressure to increase the Library's financial allocation.

Increased expenditure is necessary if the State Library is to carry out its functions effectively. However, it would be pointless to increase the allocation for publications significantly until the State Library is in a position to cope with a greater intake of publications. The staff establishment requires added strength both in terms of numbers and quality and more space is required for book storage.

When the State Library is in a position to cope with an accelerated acquisitions programme, the Treasury will no doubt support adequately State Library estimates of expenditure based on a revised acquisitions policy and a vigorous preservation programme.

Having in mind that many of the book collections are of very considerable monetary value, there appears to be no reason why special loan moneys should not be made available annually for the purchase of special publications to fill the gaps in existing collections or to provide the material for subjects hitherto not covered.

STAFF

Evidence given by many witnesses indicates that there is an acute shortage of staff in the State Library. The following outlines of the staff problems of each of the present Reference Library Sections illustrates the gravity of the situation.

Acquisitions Section.

This Section is responsible for the selection of non-serial material for all sections of the State Library. Senior staff in all sections assist in book selection but the bulk of provisional selections are made by the Acquisitions Section. This Department has a staff of two professional librarians and three partly trained officers.

The combination of selection and acquisition duties places too great a burden on such a small staff. In a large library collecting in diverse fields of knowledge, book selection is one of the most responsible of staff duties. The time consuming checking routines which must be carried out after items are provisionally selected require staff with a knowledge of complex cataloguing procedures and of the State Library's catalogues. Lack of trained staff for these duties is causing unavoidable delays between initial selection and ordering.

Catalogue Section.

It is the function of this Section to catalogue and classify book materials acquired for all Sections of the State Library. Its operations are vital for the efficiency of the library for an unorganized collection of book materials has little value for users. Moreover, lack of, or inaccurate catalogue records for holdings not only interferes with service but, in the long run, adds to the cost of service and may lead to further purchasing of materials which the Library already owns.

The Catalogue Section is seriously in arrears with the cataloguing of current accessions. The Head Cataloguer estimates that such arrears are increasing at the rate of 300 items per month.

Many serial titles have been given only a brief temporary classification and await full classification and cataloguing.

However, the major problem facing the Catalogue Section is that of catalogue revision. The Reference Library card catalogue is one of the oldest and largest in Australia. The work of keeping this catalogue up to date has been for decades a task beyond the resources of the Catalogue Section. Because of the pressure of other cataloguing tasks catalogue revision has proceeded spasmodically. Until this catalogue is edited and retyped on standard cards in rodded drawers, it will remain an unreliable research tool. The Lending Library and LaTrobe catalogues also require extensive revision.

The Catalogue Section has, at present, a professional staff of 11, of whom only 3 are fully qualified professionally. The Head Cataloguer estimates that 20 professional cataloguers are required if the present duties of the Catalogue Section are to be carried out efficiently.

Serials Section.

This Section is responsible for the acquisition of all newspaper, periodical and other serial titles received by the State Library. It is also responsible for processing international exchange publications and prepares Reference Library binding requisitions. It issues to the public, newspapers and current periodicals.

Many recruits to the Library staff begin work in the Serials Section and are moved to other Sections when their aptitude for various aspects of library work is demonstrated. The exceptionally high incidence of staff resignations from other Sections has, in recent years, accelerated this process of transfer and the Serials Section has not maintained the hard core of experienced staff needed to carry out its functions efficiently. There is a backlog of an estimated 4,000 parts of oversea government publications awaiting recording.

An increase in the Technical and General staff is required to handle routine duties. For example incoming periodicals at present recorded by professional staff could well be recorded by Technical and General staff.

Reference Services Section.

Staff in this Section advise and assist users of the Reference Library reading rooms, maintain the book stock, handle inter-library loan requests and provide a photocopying service.

In former times the Reference Library inquiry staff was recruited from the most experienced members of other Sections. Latterly, staff turnover has been so great that the supply of suitable replacements for inquiry staff has virtually dried up. Vacancies created by the transfer or resignation of senior staff are perforce filled with inexperienced juniors. The number of inquiry officers has not been increased to meet the increase in the number of users of the Library. As a result, inquiring readers often receive only cursory attention. The six day week which is worked by four inquiry room officers and fourteen attendants militates against an efficient and enthusiastic approach to work.

Two cadet attendants have, for years, operated the important inter-library loan service. As this involves searching the catalogue for often obscure reference, skilled staff should operate this service. At present the rapid loan service required by many technical libraries is not being given.

The capacity of the photographic section does not meet the demand for its services. It is operated by one photographer. An attendant has to be diverted from normal duties to assist by operating the Xerox copier.

Attempts to stocktake the Reference Library collections have broken down because of the pressure of other duties. There is no evidence that a complete stocktaking has been carried out within the period of service of any present member of the staff.

On the basis of statistics taken during an experimental stocktaking in June, 1963, a stocktaking of the entire Reference Library collection would involve 12,500 man hours plus an equal period required for making alterations to the catalogue and shelf lists as a result of information gained from the stocktaking. This is far beyond the capacity of the present staff. However, such a general stocktaking is essential and should be undertaken as early as possible.

Research Section.

It is the function of this Section to answer written requests for information received by the Reference Library and to assist inquirers whose requests for information cannot be satisfied by the quick reference facilities available to the Reference Library Inquiry staff. The Section compiles indexes to facilitate use of State Library collections.

To give efficient service research staff must have a good academic background and be familiar with a wide variety of source material. The Section has difficulty in securing and retaining staff with the desired qualifications. The following extract from a report of February, 1961, by the Chief Research Officer gives an indication of the staff problems of the Department: "The Research Department continues to 'live a hand to mouth' existence and all attempts to continue with the compilation of worthwhile bibliographies and indexes has now ceased for over twelve months because of pressure of work on the sorely depleted staff".

STAFF REQUIREMENTS

The State Library is a Branch of the Chief Secretary's Department and its staff are public servants employed through the Public Service Board.

If an increase in establishment is required, the State Library must submit a requisition for additional staff to the Under Secretary, Chief Secretary's Department. If the Under Secretary approves the requisition, he forwards it through the appropriate channels for the necessary approval of the Minister, the Director of Finance, the Public Service Board and the Governor in Council.

Although the staff shortage has been stressed in the Annual Reports of the State Library Trustees, the State Library administration has not, in recent years, submitted to the Under Secretary requisitions for any sizeable increase in the staff establishment. The only requisitions submitted have been for one archivist, one binder and four attendants. As the State Library administration has not taken the initial step necessary to increase the staff establishment, it must accept its portion of the blame for the present inadequate establishment.

The Chief Librarian should immediately determine what increases in establishment are needed and submit requisitions accordingly.

Qualifications for Professional Staff.

For some years the State Library has found that it has been difficult to either recruit or retain staff at certain levels because salaries offered have not matched the qualifications demanded.

By 1962 the Public Service Board was aware of this position but required a report and recommendations on a revision of qualifications for various salary classifications from the Chief Secretary's Department before it could act.

It would appear from evidence submitted by the Public Service Board that procrastination on the part of the State Library administration seriously delayed the compilation of such a report. In the meantime the staff position went from bad to worse.

Revised qualifications for Library officers in the Public Service Class "C" to "C1" range, were finally approved in June, 1964, by the Public Service Board. The revised qualifications will result in accelerated promotion to Class "C1"—"C2".

Urgent attention should now be given to strengthening the staff in the middle grade positions, namely Class "C2"—"B" positions. At present a university graduate with library qualifications can progress automatically only to the top subdivision of Class "C1" which carries a salary of £1,720 Male and £1,520 Female. This career range is unattractive when compared with other avenues open to graduates and will have to be extended to the Class "C2"—"B" range if the Library is to check the drift of qualified staff to other libraries. With the rapid expansion of university library staff this drift is likely to be accelerated unless action is taken to improve conditions of service.

In the last decade the State Library has lost twenty-one experienced librarians to university, school, public and private libraries. The vacancies created by these resignations have, of necessity, been filled by less experienced staff.

Hours of Work.

Variations in working hours for those members of the Reference Library staff who work shifts is desirable.

The Library is open from 10 a.m. to 10 p.m. daily from Monday to Saturday inclusive, hence shift work and Saturday work are unavoidable.

At present the hours of the Inquiry Room staff (four Professional officers) and nineteen Library Attendants are spread over a working week of six days.

The six-day week, in conjunction with shift work, creates serious difficulties in recruiting and holding staff and leads to inefficiency due to staleness, fatigue and dissatisfaction. Officers who are required to work these hours justifiably feel that they are at a disadvantage compared with other members of the Library staff who work normal public service hours.

The introduction of a five-day week is desirable. This would necessitate the appointment of an additional professional Inquiry Room officer or the provision of relieving officers from other sections of the Library,

If the present attendant establishment could be maintained at full strength, hours of work could be varied to introduce a five-day week for attendants. However, it has been found that the present attendants establishment is not large enough to cushion the effects of absences by the taking of recreational leave and sick leave. Delays in replacing officers who have resigned also disrupt work schedules.

Although this a matter which normally could be dealt with by the Chief Librarian, in view of the existing circumstances, it warrants investigation by the Public Service Board.

SPACE REQUIREMENTS

The State Library is faced with a critical shortage of space for reader service, staff working areas and book storage. Under existing conditions the unsatisfactory layout of working areas impedes the processing of new books and cramped reader service areas add to delays in the issue of books to the public.

Great Reading Room.

The present seating capacity of 320 is insufficient to meet the needs of readers. The adjoining Inquiry Room which houses the library catalogue and a collection of bibliographical aids is far too small and congestion seriously hampers both public and staff. Open access shelving is available for less than 5 per cent. of the book stock while the book stacks housed in the galleries surrounding the Reading Room are full to capacity and new additions are perforce stacked in the aisles.

Newspaper Room.

Floor space for seating accommodation in this Room is adequate, but the constant streams of traffic through the Room to offices and the courtyard make it most unsuitable for reading purposes. Newspaper and current periodical storage areas are virtually full to capacity.

Staff Working Areas.

The processing and service departments are overcrowded in relation to materials and staff housed. Space allocated to staff does not comply with accepted library or office standards.

Lending Library.

The erection of the LaTrobe Library necessitated the demolition of a section of the Lending Library and the space available to it was reduced considerably. The Country Borrowers Section is temporarily located in an exhibition hall.

Future Space Requirements.

The additional space which will become available on the completion of the LaTrobe Library will not offer a long term solution to the space problem, nor will the space in the Queens Hall, which will be allocated to the State Library when the National Gallery moves to the Cultural Centre site, solve the problem. Redevelopment of the Reference Library site is necessary.

Basically, the Reference Library is a copy of the British Museum, a fundamentally outmoded type of library design. It is octagonal in shape and contains a basement, ground floor, first floor and three galleries. It is built of brick and ferro-concrete on a site approximately 220 ft. square. The Great Reading Room on the first floor is 114 feet in diameter and is surmounted by a dome 114 feet in height. The walls of the building are double, the space between them forming an annulus and galleries 16 feet in width. Book stacks, service points and staff quarters are restricted to the annulus and galleries while the vast cubic area under the dome is of aesthetic value only.

The space problem can be solved either by demolishing the structure and building a tower block incorporating modern library design or by remodelling the area under the dome to make full use of its vast cubic capacity. The demolition of this rather beautiful structure would, I believe, meet with strong opposition from the public. The construction of a new tower block would naturally be the better plan but would cost millions of pounds whereas an effective plan for remodelling the building has been, at my request, drawn up by the Public Works Department with an estimated cost of £307,000.

I recommend, therefore, that urgent consideration be given to the remodelling of the State Library in accordance with this plan which embodies the following alterations:—

Capacity.

The space available allows the introduction of one Mezzanine floor/gallery below and two extra floors above the Reading Room. By this means the capacity may be increased from 320 to approximately 600–700 persons, with all essential facilities for reference, reading, information, control, access, storing, toilets, lighting, ventilation, heating, &c.

Communication.

New floors would be interconnected by new staircases and escalators, and connected with existing floors by staircases, with additional fire escape staircase.

Control.

The Reference Library Inquiry Room and Catalogue would be relocated on the Ground Floor.

Lighting.

Lighting would be entirely artificial at Mezzanine level, and partly by natural means at 2nd and 3rd floor gallery levels.

Air-conditioning.

Air-conditioning throughout would be essential, the plant being located in the Basement.

During the first stage of the rebuilding project the builders would require complete possession of the ground floor area under the dome. This would mean that alternative accommodation would have to be found for the Newspaper Room and the staff of approximately 50 in various offices on this floor. No suitable accommodation will be available in the building until the Queens Hall becomes vacant in 1967 or 1968. Planning should be put in hand so that rebuilding can begin in 1967 or 1968.

This rebuilding programme in conjunction with the proposed co-operative storage library mentioned elsewhere in my Report would provide adequate space for the State Library for the foreseeable future. It would also allow the present unsuitably located processing and service departments to be relocated, thus improving co-ordination and efficiency.

ACQUISITIONS POLICY

The first Trustees of the State Library embarked on an acquisitions programme of collecting in depth in all fields of knowledge. Successive Boards of Trustees continued this programme and endeavoured to make the Library as complete a record of human thought, emotion and action as they could with the resources at their disposal.

This policy of overall collecting was feasible in the 19th century but the dramatic expansion of knowledge in the 20th century has led to vastly increased book production. For instance, it is estimated that there are in print over 55,000 scientific periodicals containing over 1,250,000 articles of significance while 60,000 scientific and technical books and 100,000 research reports are printed annually. It is expected that this total will double within twenty years.

The present Trustees have realized that the policy of overall collecting is now a policy impossible of attainment, but they have not redefined the Library's acquisition policy. Collecting in certain subjects has been limited in a haphazard fashion. For example in the field of medicine, books of interest to the lay man are purchased rather than specialized works. However, the Library subscribes to medical journals such as *Archives d'ophtalmologie*, *Revue Neurologique* and the *Journal of Comparative Neurology* which are of interest primarily to specialists.

The State Library Acquisitions Officer stated in a reply to a questionnaire from the Board of Inquiry that "in the absence of a detailed survey of the Library's holdings and of a written acquisitions policy, selection of material other than basic reference stock can only be carried out in piecemeal fashion". A written acquisitions policy is needed to prevent aimless and random buying. To be effective, this policy should be based on an evaluation of the Library's collections and on identification of the users and the potential users of the Library. The Library should define the concentrated fields in which it aims to obtain distinction. It should be content to subordinate some fields in order to have first class collections in other fields.

The Library's collections should meet the needs of the educated layman in all fields of knowledge. However, there is no need for the Library to further develop these general collections to research collection in subjects where advanced research is confined primarily to scholars and research workers who have access to university and special libraries.

At present the State Library, with its undefined acquisitions policy, may purchase research materials in the same subject fields as the following special libraries in State Government Departments :—

<i>Library</i>	<i>Subject</i>
Department of Agriculture	Agriculture and Botany
Forests Commission	Forestry
National Herbarium	Botany
National Museum	Anthropology, Geology and Zoology
Mental Hygiene Authority	Psychiatry
Mines Department	Geology and Mining Engineering
Social Services Department	Penology and Welfare Services
Soil Conservation Authority	Soil Conservation
State Rivers and Water Supply Commission	Hydraulic Engineering

This duplication is unnecessary. Not only is the purchase price of the material a costly duplication but all the operations of ordering, cataloguing, binding, shelving and maintaining for the future are duplicated. In these subjects the State Library should purchase only general reference material. The Departmental collections should be developed as the primary research collections in their subject fields, and should be regarded as important sections of the State Library service. Citizens seeking information in these fields, whose needs cannot be satisfied from the general collections of the State Library, should either be given direct access to the Departmental libraries or be able to peruse, at the State Library, works borrowed at their request from Departmental libraries. As the universities are also building research collections in these subjects all such research needs should be capable of being met without expenditure by the State Library.

There are numerous fields, in the main in the humanities and the applied sciences, in which research is not largely confined to research workers with access to university and special libraries. It is in these fields, in subjects such as Australian history, fine arts, public administration, mechanical and electrical engineering and industrial chemistry that the State Library should collect in depth.

A Book Selection Committee should be established to give effect to the acquisitions policy. This Committee should meet under the chairmanship of the State Librarian and should include the following members :—

- The Deputy State Librarian
- Librarian-in-Charge of the Extension and Circulation Division
- Reference Librarian
- LaTrobe Librarian
- Bibliographical and Technical Services Officer
- Government Department Libraries Liaison Officer (See Chapter 6).

In addition to making decisions on current acquisitions the Book Selection Committee should from time to time review the State Library periodical and newspaper subscription list. Periodicals and newspapers necessitate a heavy expense in terms of subscriptions, binding and storage costs. Any "dead wood" subscriptions should be cancelled.

The Book Selection Committee could well re-examine the Library's retention policy with regard to little used interstate newspapers. For instance, is it necessary for the library to retain back files of newspapers from small interstate towns? Current copies of such newspapers are useful but does the rare research request for back files justify the present policy of indefinite retention, a policy which adds appreciably to the storage and physical preservation problems of the Library. Back files of such newspapers are normally available for perusal in the State in which they are published.

LEGAL DEPOSIT ACQUISITIONS

The State Library is responsible for ensuring that publishers deposit publications in the State Library in accordance with the legal deposit provisions of the *State Library, National Gallery, National Museum and Institute of Applied Science Act 1960*. This function could be carried out more effectively if terms in the legal deposit sections of the Act, Sections 12 and 13, were clarified and expanded.

Sections 12 and 13, of the Act read as follows :—

12. (1) A printed copy of the whole of every book which is first published or re-printed in Victoria together with all maps prints or other engravings belonging thereto finished and coloured in the same manner as the best copies of the same are published and also of any second or subsequent edition which is so published with any additions or alterations whether the same are in letterpress or in the maps prints or other engravings belonging thereto, and whether the first edition of such book was published before or after the passing of this Act, and also of any second or subsequent edition of every such book of which the first or some preceding edition was not delivered for the use of the State Library, bound sewed or stitched together and upon the best paper on which the same is printed, shall within two calendar months after the day on which any such book is first sold published re-printed or offered for sale within Victoria be delivered by or on behalf of the publisher thereof at the State Library.

(2) In this and the next succeeding section "book" includes every volume part or division of a volume newspaper pamphlet sheet of letterpress sheet of music map chart or plan separately published.

13. (1) Every copy of every book which ought to be delivered as aforesaid shall be delivered at the State Library between the hours of ten in the forenoon and four in the afternoon to one of the officers of the said library or to some person authorized by the trustees of the State Library to receive the same; and such officer or other person receiving such copy is hereby required to give a receipt in writing for the same, and such delivery shall to all intents and purposes be deemed to be good and sufficient delivery under the provisions of the last preceding section.

(2) The publisher or (in the case of a reprinted book) the printer of any such book who neglects to deliver such books as aforesaid in pursuance of the said provisions shall for every such default forfeit, besides the value of such copy of such book or edition which he ought to have delivered, a sum not exceeding Five pounds to be recovered with costs by the librarian of the said library or other officer authorized by the said trustees in a summary way before a court of petty sessions or by action at the suit of such librarian or other officer in any court of competent jurisdiction in Victoria.

The following terms require clarification—

12. (1) 'published' is not clearly defined. Does this mean *only* offered for sale to the public, or does it include material, e.g., issued to members of a society or business associates solely for use by members of subscribers?

'*publisher*'. If the responsibility for deposit rested with printers rather than publishers it would be much easier for the State Library to police the Act. Individuals and large or small groups of all kinds as publishers may never be aware of the Act but printers can readily be traced through directories.

12. (2) '*sheet of letterpress*'. There are alternative methods of printing extensively used today, e.g., printing from litho plates, various near-print and duplication processes. Publishers could quibble over the wording of this section.

'*map, chart or plan*'. These terms should be explained in greater detail.

There is no provision for the legal deposit of Victorian films (either at the State Library or the State Film Centre) or of gramophone records produced in this State. The Act should be amended to include these materials, a collection of which would be of enormous reference value in conjunction with Victorian printed publications.

The provisions of the Act should also be extended to cover the publications of Government Departments and Instrumentalities.

REFERENCE LIBRARY LENDING POLICY

Present Policy.

Books are made available on inter-library loan to the following :—

- (1) Libraries of government departments and semi-government bodies of the Commonwealth, all States and New Zealand.
- (2) Libraries of universities and senior technical schools in all States.
- (3) National libraries overseas.
- (4) Certain approved private libraries, e.g., hospitals, Australian Medical Association, Supreme Court Library.

Loans are not made to municipal libraries except for an occasional little used duplicate copy.

In evidence to this Board, municipal libraries have been critical of this restrictive lending policy. During the course of his appearance before the Board, the Chairman of Trustees of the State Library intimated that he was prepared to issue a circular to such libraries informing them that the State Library would be prepared to lend books from the Reference Section provided such books were not classed as "rare" or "irreplaceable".

Municipal libraries cannot be expected to have comprehensive stocks of specialized reference and research materials. Citizens in the metropolitan area can conveniently visit the State Library to peruse such material. Residents in rural areas cannot conveniently visit the State Library yet their book needs are often advanced and diverse. Books from the State Library Reference collections should be made available on inter-library loan to country municipal libraries to satisfy specific needs that cannot be met from the local library's own book stock or from the Extension and Circulation Division central book stock.

Certain items in the State Library collections such as rare books, legal deposit items and heavily used university texts cannot be lent. However, much of the material in the Reference collections should be made available for loan. Each loan request received should be treated on its merits and the decision to lend or not should rest with the Reference Librarian.

REFERENCE LIBRARY SUBJECT DEPARTMENTS

The State Library Reference Collection is in the main housed in the Great Reading Room and the surrounding stack areas. It is served by a general inquiry room. With the widening of man's intellectual horizons and the resulting vast expansion of publishing, librarians staffing a general inquiry room cannot acquire sufficient subject knowledge to assist all types of readers. It has been necessary for the State Library to create a Research Department to assist inquirers with problems requiring specialized attention. The Research Department staff does not consist of subject specialists but staff do have knowledge of and time to search the relevant bibliographic aids to research.

Many major reference libraries have adopted a different method of service based on the division of the reference collections into subject departments. The public receive service from librarians who are specialists in the field of knowledge of their department. The specialist subject knowledge of staff contributes to a good standard of book selection.

The State Library has partly adopted this subject department approach in establishing the LaTrobe Library and in partly segregating its fine arts collection.

Additional space which will become available with the reallocation of National Gallery space and with the proposed rebuilding of the Great Reading Room will afford the opportunity of further departmentalizing the reference collection.

Often standard classification dividing subject collections does not bring materials together in terms of reader needs. This may occur even in a specialized field such as law. Legal literature is growing in complexity and scope and interrelation with other fields in the social sciences is increasing. Division of libraries into subject departments may therefore result in some frustration to readers or involve considerable duplication of books between departments.

Subject departments with their extra staffing costs are justified only when there is a steady demand for expert service from a collection containing a specialized body of knowledge.

There is such a demand upon the State Library for scientific and technical information of interest to business and industry. When the proposed transfer of the C.S.I.R.O. Headquarters library to Canberra eventuates the demand on the State Library technical collections will increase. A separate Applied Science Department of the Reference Library could well be established to cater for this demand.

In the humanities, apart from the field of Australiana, the province of the LaTrobe Library, an analysis of the Reference Library call slips lodged July 1963–February 1964, does not reveal continuous heavy use of specialized material in any subject. Demand fluctuates according to work and vacation periods in the academic year.

Although the practice of establishing subject departments has been introduced in many Australian reference libraries, extreme caution should be exercised before decisions are made to establish subject departments in the State Library. Such decisions must be based on financial considerations, an analysis of current use of the collections and on estimates of the potential use of collections.

Reference Library Map Collection.

Maps are important items in a library's collections. In recent years the State Library has added relatively few items to its extensive map collections. Many of the maps in the collection are inadequately catalogued and stored and they are not readily available to the public.

The weaknesses in the Library's map collections are known to the Library staff but with present shortages of staff and space, care and maintenance of the collection has been given low priority.

During the course of this Inquiry the Public Service Board has agreed to upgrade a Class "E"—"D" librarian position to that of Map Officer Class "C".

The Map Officer, when appointed, should follow a defined acquisitions policy and be provided with adequate facilities for the mounting, storage and study of maps. The well organized map collections in the Mitchell Library, Sydney, demonstrate what can be accomplished in this field under an expert map officer.

PRESERVATION OF COLLECTIONS

At present, basic requirements for the preservation of collections are not being met. These requirements are adequate shelving, controlled temperature and humidity and filtered air. The recommendations made in the section of this Report concerning State Library space requirements will, if put into effect, alleviate this situation.

However, as an immediate step in preservation, all windows in the Reference Library stacks should be sealed. These windows are not essential for ventilation and even when they are closed, damaging grit filters through to the book stacks.

In libraries such as the State Library where book materials are deposited for permanent preservation, adequate binding and microfilming programmes are essential. The State Library's binding programme is inadequate and its microfilming programme is virtually non-existent.

The Library takes pride in the strength of its newspaper collections. Its files of Victorian newspapers are unique, as are some of its files of interstate newspapers. Many of these files are not bound and many of the earlier newspapers are now too brittle to bind. These files are valuable as historical source material and they warrant preservation. Reproduction on microfilm would appear to be the only satisfactory means of preserving these records of the past, and funds should be made available for this purpose.

The State Library binding programme suffers in that the Library does not have a bindery. There is on the Library staff a binder seconded from the Government Printing Office. He carries out urgent book repairs but virtually all binding is sent to the Government Printing Office or to commercial binders.

The Government Printing Office bindery can cope with only a small proportion of the State Library binding. No invoice scanned in the course of this inquiry showed the Government Printer able to match price or delivery time of commercial binders.

Commercial binders can handle competently the binding of current newspapers and periodicals. They are reluctant to accept State Library rebinding which needs time consuming special attention. The State Library has a large backlog of such binding.

A State Library bindery should be established so that the binding programme can be carried out in the most economical and effective manner. Such a bindery, established in the Library Basement, would offer the following advantages to the Library:—

- (a) As volumes would not leave the Library they could be consulted if required urgently. The period volumes are out of circulation could be reduced from the present two to three months to two to three weeks.

- (b) Much time, at present spent in listing material sent to outside binders and in giving precise written instructions for binding this material, would be saved.
- (c) The binding of material which is not accepted by commercial binders could be expedited.

Expansion of the Government Printing Office bindery to handle all State Library binding is not recommended because of the prohibitive cost to the Library. Presumably due to high overhead costs, it would appear, from invoices scanned, that the Government Printing Office charges are more than 100 per cent. above those of competent commercial binders.

However, staff for a State Library bindery could well be seconded from the Government Printing Office on a basis similar to that employed by the State Library in making librarians available to State Government Departments

IMPROVEMENTS IN REFERENCE LIBRARY STAFF WORK ROUTINES AND SERVICE TO READERS

The accessioning and cataloguing of publications in the State Library is an unduly costly procedure. The limited space available to the processing departments and their physical separation from the bibliographical tools in the Reference Library make the institution of efficient work routines difficult.

No major improvements can be made until structural alterations to the Library, recommended in this Report, are carried out. However, the Public Service Board Organization and Methods Section should carry out a survey of present work routines to ensure that the best use is being made of existing facilities.

Improvements in services to the public are largely dependent on an increase in the number of skilled staff and structural alterations to the Library. However, the following interim measures to improve service could be introduced:—

- (1) The Book chute, recommended by the Organization and Methods Section to speed the delivery of books from the stacks, should be installed.
- (2) Telephone reference service is on the increase. At present Inquiry Room officers answer telephone reference inquiries and this interferes with service to inquirers who come to the Library in person. An additional officer should be detailed to staff a telephone desk equipped with quick reference books to answer telephone inquiries.

Automation.

Recent developments in automation as applied to libraries should be studied.

The benefits of the automated library system of the future in placing the full resources of a library at the immediate disposal of the library user are graphically outlined in "Automation and the Library of Congress, Library of Congress, 1963". There exist machines which will store incredible quantities of information and will almost instantly retrieve any isolated and classified datum from punched cards or computer tapes. However, the task of encoding information for storage remains a great obstacle to the use of such machines in libraries. Although the feasibility of automatic retrieval of information directly from the text of library materials has not yet been demonstrated, automation can be used to discover which documents in a library collection are related to the needs of a particular user.

While the process of converting the information on a catalogue card to machine readable form is technically possible, it is not economically feasible for a library the size of the State Library. However, as advances are made in electronic data processing techniques an automated State Library catalogue may become economically feasible and a close watch should be kept on overseas developments in this field.

Overseas libraries of a comparable size to the State Library, such as the University of Missouri Library, have successfully automated certain acquisition, loan and printing procedures. The possibility of automating similar procedures in the State Library should be studied.

PUBLIC RELATIONS

The publicity the State Library has given its varied services has been ineffective. Many industrial and commercial firms are unaware of the State Library research service. Even librarians in charge of municipal libraries are often unaware of the full range of State Library services.

A public relations officer should be appointed to publicize the services of the State Library, to conduct visiting groups around the Library; to arrange displays of items in the Library collections and to edit a journal descriptive of current and past acquisitions. Such an officer could also make contacts with organizations and individuals who may be interested in making donations of money or books to the Library.

CLEANING AND MAINTENANCE

The cleaning and general maintenance of the State Library leaves much to be desired and contrasts unfavourably with every other public library inspected by the Board. This, apart from creating a poor public image, has a bad effect on staff morale. The present division of control of cleaning duties between the Central Administration and the State Library is a contributing factor to the dingy appearance of the State Library.

Responsibility for cleaning and general physical maintenance of the State Library should be vested in one person. There is need for the Library to seek specialist advice on modern cleaning methods.

STUDENT USE OF THE STATE LIBRARY

During the academic year much of the seating space in the State Library is being monopolized by school children and tertiary level students. The consequent overcrowding which occurs, particularly on Saturdays and public holidays, tends to discourage the general public from using the Reference Library.

A Regulation under the State Library Act restricts the entry of children under fifteen but this Regulation has not been enforced. It should not be the function of the State Reference Library to cater for students below matriculation level. School and municipal library services should be expanded to meet the needs of such students.

Many of the tertiary level students who patronize the State Library use the Library not as a library but as a quiet place to study lecture notes. This is a use pattern common to all libraries serving tertiary level students but the State Library is particularly favoured for this purpose because of its central position.

Many students find it impossible to study in peace at home, in lodging houses or hostels. Others require study facilities between lectures or while waiting for transport.

To relieve needless pressure on expensive library facilities there is a need for either the Education Department or the Victorian Library Authority to provide in the City of Melbourne a supervised study hall stocked with a limited range of reference books for the use of students. In the suburbs the opening of school libraries or church halls for a few hours each evening may also help to meet this need.

LATROBE LIBRARY

The LaTrobe Library at present under construction will be completed this year. The functions of this section of the State Library will be to acquire, preserve and organize for use, manuscripts, books and other materials relating to Victoria, with particular emphasis on historical and literary material. Victoriana will be supplemented by library materials relating to Australia as a whole.

Every effort should be made to fill any gaps in the LaTrobe Library collections of Victoriana by the purchase of original material or by obtaining photocopies of such material.

The LaTrobe Library might well secure from local historical societies and public libraries photocopies of local historical materials in their collections and, in return, offer photocopies of material in the LaTrobe pertaining to their districts.

State supported institutions, such as the universities, should channel Victorian historical and literary manuscript material to the LaTrobe Library rather than establish fragmentary collections of their own.

The LaTrobe Library could well initiate a programme of preserving tape-recordings of historical significance to the State. Modern techniques have enabled the spoken word to rival the written word as historical source material. The Library staff should be prepared to undertake the necessary field work to obtain such tape recordings. In addition there should be close co-operation with the State Film Centre which possesses important documentary film holdings. In the Australian Capital Territory and in some other States, the state film centre is a section of the library system.

The Historical Collection.

The LaTrobe Library will house the Historical Collection consisting of paintings, drawings and photographs illustrative of the history and development of the State. The acquisition of this material by the Library involves no conflict of interest with the National Gallery as artistic merit is not a basic criterion for acquisition. This material is collected to present a visual record of the past to supplement the book materials in the Library.

Publication Programme.

Modern methods of reproduction such as the Xerographic process have made the reproduction of documents a relatively simple matter. With the establishment of the LaTrobe Library the time is appropriate for the State Library to embark upon a programme of publishing facsimile editions of the valuable material in its Australiana collections. Such facsimile editions would be most useful for exchange purposes. The Public Library of South Australia has set a fine example in this field.

The State Library has also the responsibility to produce competently edited bibliographies of the unique materials in its collections. It is to be hoped that the forthcoming revised edition of the Catalogue of Papers in the Private Collection of the State Library will be followed by further publications.

LaTrobe Library Staff.

Additional staff will have to be recruited to staff the LaTrobe Library. The Librarian in Charge should be known as the LaTrobe Librarian and his duties should be confined entirely to the LaTrobe Library. The position of LaTrobe Librarian should be one of the most senior on the State Library staff. The Board notes with concern that although the Library is nearing completion no staff have been appointed to carry out the manifold tasks to be performed before the Library can be opened to the public.

Preservation of Collections.

Experts agree that filtered air and controlled temperature and humidity are essential requirements in libraries housing materials for permanent preservation. Unfortunately only one floor of the LaTrobe Library is to be air-conditioned. The entire LaTrobe Library should be air-conditioned. If this is not done, irreplaceable historical works will gradually deteriorate physically. The lack of air-conditioning may also inhibit potential donors of valuable books from making gifts to the LaTrobe Library.

ROYAL HISTORICAL SOCIETY OF VICTORIA

Opportunity should be given for the collection of the Historical Society to be housed in a portion of the LaTrobe Library. It would be necessary for provision to be made for the Society's members to gain admission to the collection when required.

The co-operation of other well-known collectors of Australian literature should also be sought.

STATE LIBRARY LENDING BRANCH

In 1860 the State Library instituted a lending service based on a system of Travelling Libraries. The Travelling Libraries consist of boxes of books which are available for loan to municipal libraries, mechanics' institutes or any approved library association or society.

In 1892 a Lending Branch was established to lend individual books to citizens of Victoria. In 1920 lending services were extended to country borrowers, books being sent by post or rail. The Travelling Library system continues to operate as part of the services of the Lending Branch.

In 1961-62, 194,546 volumes were lent to metropolitan borrowers (1951-52, 262,507 volumes) and 45,357 volumes were lent to country borrowers (1951-52, 33,950 volumes). One hundred and twenty-two cases of books were borrowed through the Travelling Librarians Sections (1951-52, 131 cases).

In the Lending Branch an adequate book stock, outmoded work routines and the lack of modern equipment make for poor service.

The Deputy Officer in Charge Lending Services stated in a submission prepared at my request "it should be admitted that the present condition of the Lending Branch does considerable harm to the prestige of the State Library both in the minds of the public and, perhaps more important, of other librarians".

I have indeed found that, in general, municipal librarians do not hold the State Lending Branch in high regard. Several have stated that they obtain a far better inter-library loan service from the Public Library of South Australia, than from their own State Lending Branch.

The State Lending Branch has always been controlled by librarians who are Reference Library staff by training and inclination, transferred from the Reference Library in the cause of promotion and eventually moving back again to it. They have not put into practice progressive methods of modern public lending service though there are outstanding examples of such service close at hand.

The Lending Section has a book stock separate from the Reference Library book-stock. This stock of over 120,000 volumes contains valuable out-of-print works but much of the stock consists of out-dated little used material. In the period 1950-51 to 1961-62 the average annual expenditure on acquisitions was £5,250. A lending library attempting to provide information in all fields of knowledge must spend annually a much larger sum to maintain an up-to-date well balanced book stock.

If the Lending Branch is to carry out its present functions efficiently, much additional expenditure will have to be incurred. Such expenditure is not warranted in view of the duplication of lending services between the Lending Branch and municipal free libraries.

With the development of municipal library services throughout Victoria, the need for a State Lending Branch has diminished. A survey of lending Branch borrowers indicates that approximately 40 per cent. of metropolitan borrowers and 27 per cent. of country borrowers are residents of municipalities with free municipal libraries.

The State Library Trustees have in evidence advocated that the Metropolitan Section of the Lending Library be closed and the book stock be used as a central reserve stock to supplement the stock of municipal libraries.

I am of the opinion that the functions of the State Lending Branch should be modified in the light of the growth of free municipal library services.

The State Government by establishing the Free Library Service Board has committed itself to promoting and subsidizing municipal free library service. By also supporting a State Lending Library it is tending to either duplicate or to delay the introduction of free municipal service.

Many citizens in the metropolitan area are prepared to accept the substandard service at present being offered by the Leading Banch rather than attempt to persuade their municipal council to establish a free library service.

I recommend that the Metropolitan Lending Section of the State Library be closed as soon as practicable. I feel that the Country Borrowers' Section should continue to function for the present. Seventy-eight country municipalities have not yet established library services. In some shires sparse population combined with limited shire funds will

probably preclude the establishment of free library service in the near future. A direct State lending service is necessary for citizens of such areas, although it may be possible in these places to use the local school as the depository for books for the parents as well as the children.

At present country borrowers' privileges are extended to residents outside a 10-mile radius from the Library. The suburban fringe borrowers are monopolizing the service for their books reach them in a day whereas it may take a week for books to reach a country resident. The suburban borrower can also submit requests by telephone rather than mail. A more realistic minimum distance from the city should be introduced so that the needs of genuine country borrowers can be met.

I recommend that the Country Borrowers Service should be available only to citizens outside the metropolitan area who are resident in municipalities not served by a free municipal library.

To avoid the unnecessary duplication of little used works in municipal libraries the State Lending Branch stock should be utilized as a supplementary stock for municipal libraries. If the local municipal library cannot meet the needs of a reader it should be able to draw on the State Lending Branch to satisfy that need. Municipal libraries, both interstate and in New Zealand, make extensive use of similar services provided by state libraries.

The Travelling Libraries Section has, as at present organized, outlived its usefulness. Travelling Library cases should be reorganized to form special subject collections for loan to municipal libraries. Such a service proves very popular in New Zealand where municipal libraries can select from a wide range of subject collections available from the National Library Service.

If the proposed Victorian Library Authority is constituted, the State Lending Branch should be incorporated in the Extension and Circulation Division, the Division of the Authority with close links with municipal libraries.

An acquisitions policy for the Extension and Circulation Division would have to be formulated to meet the following requirements:—

- (1) The reading needs of both juvenile and adult country borrowers.
- (2) Special subject loan collections for municipal libraries.
- (3) More specialized little used books for loan to municipal libraries.

Purchasing in this field will need to be integrated with any co-operative subject specialization scheme introduced by municipal libraries.

CHAPTER 3

FREE LIBRARY SERVICE BOARD

As mentioned in the Introduction to this Report, the Free Library Service Board was constituted in 1946 after the Government had considered the recommendations of the 1944 Library Service Board Report. The *Free Library Service Board Act 1946*—the Act constituting the Board—has since been consolidated in the *Libraries Act 1958*.

The functions of the Free Library Service Board are defined in the *Libraries Act 1958*, Section 10 as follows:—

- (a) To assist in the promotion, organization and supervision of free library services (including children's libraries) by municipal councils and such other public authorities as the Governor in Council approved for the purpose and to advise the Minister and municipal councils and other approved authorities on matters of general policy relating to free libraries;
- (b) To register as free libraries, libraries approved by the Board which are kept by municipal councils or other approved authorities;
- (c) To inspect libraries which apply to participate in the distribution of any grant made available by Parliament to assist free libraries and to recommend to the Minister the allocation of any such grant as between the respective applicants;
- (d) To submit recommendations to the Minister of Education with respect to the promotion, organization and supervision of libraries at State schools within the meaning of the *Education Act 1958* and the distribution of any funds provided by Parliament for the establishment or maintenance of such libraries;
- (e) To assist in the promotion of regional systems of free libraries;
- (f) To provide advisory services to registered free libraries and to any associated institutions;
- (g) To assist municipal councils and other approved authorities in contracting for the use of free library services; and
- (h) To carry out such other functions in connexion with registered free libraries as the Governor in Council from time to time directs.

When the Board was constituted there were only fifteen free public libraries controlled by municipalities. There are now 116 municipal councils with free municipal libraries.

Seventy-seven of the 96 municipalities which have not yet established library services have requested that library surveys of their municipalities be made. The Board's officers have made surveys and reports to 73 of these municipalities.

The Free Library Service Board must be given full credit for what has been accomplished. However, much of the evidence this Board heard indicates that for various reasons the Board is today not functioning efficiently. Apart from allocating the annual subsidies very little effective work has been carried out in recent years.

There have been protracted delays in carrying out technical surveys of municipalities interested in establishing library services. Some councils have lost interest in establishing a library by the time the survey has been completed.

Great difficulty has been experienced in persuading municipal councils to join regional library systems yet the Board has not always acted when the climate for union has been favourable. The Horsham Regional Library Committee in evidence stated that the neighbouring Shires of Lowan and Kaniva expressed interest in joining the Horsham Regional Library. The Committee wrote to the Free Library Service Board asking if an officer of the Board could attend a general meeting to advise on the incorporation of the two Shires in the Regional Library. The Committee stated that it was five months before an officer of the Board attended. I have received evidence of similar frustrating lack of action by

the Free Library Service Board from other library committees. Library committees have complained that the Board's Executive officer has not been readily available to discuss library matters with municipal authorities and librarians.

Municipal librarians in their desire to improve municipal library services have put constructive proposals before the Board on matters such as subject specialization and other forms of inter-library co-operation. The Board has not acted on such proposals or given encouragement to librarians to submit further proposals. The Board has carried out very little research in technical matters of interest to municipal libraries. It has not published standards for such matters as library furnishings and equipment.

The 1958-59 Annual Report of the Free Library Service Board is the latest Report which the Board has distributed. The Board's Annual Report is the only published source of much statistical information relating to municipal libraries. Librarians both in Victoria and interstate have commented to the Board of Inquiry on the lack of up-to-date published information on Victorian municipal libraries.

The Public Libraries Section of the Victorian Branch of the Library Association of Australia stated in its submission to the Board of Inquiry "The Free Library Service Board has not had the confidence of professional librarians or library authorities because it cannot attract and retain professional staff of sufficient calibre".

In giving evidence, the Secretary to the Free Library Service Board indicated that the Board needed greater powers, but agreed that as present constituted and staffed it would not be able to administer any additional functions.

The Secretary agreed that there had been considerable delays in making inspections, furnishing reports, and answering correspondence. The Secretary in reply to a question as to whether the Free Library Service Board knew if the libraries receiving subsidy were carrying out their functions efficiently, stated that the Board had "no real idea". He continued "From time to time, by visiting certain areas for conferences, you take the opportunity of looking at the libraries concerned, but to make a proper inspection, it is something that cannot be done in a matter of half a day. A considerable time has to be spent in looking through the whole library, its records and so on. This has not been done. We do know, in some instances, things have not been going very well, and where this happens, we arrange for someone to look at it. This has happened with a couple of libraries in the last twelve months, but as for a planned inspection plan over a 12-month period, this has been impossible".

This unsatisfactory position, he stated, was due to lack of Board staff caused by delays in filling vacancies.

It is evident that the Board's staff establishment is inadequate. Staff shortages have led to the almost complete break down of the Board's Central Cataloguing Service and have contributed to the inadequacy of the Board's advisory service.

The professional staff of the Board is limited to six officers, namely, a Secretary, a Technical Officer, a Children's Library Officer, a Cataloguer and two Field Officers. The position of Children's Library Officer has been vacant since August, 1961. Both Field Officer positions have been vacant since September, 1963.

As indicated in Chapter 1 of this Report, I hold the view that the powers at present assigned to the Free Library Service Board would be better enforced if the Board was merged in the proposed Victorian Library Authority. An Extension and Circulation Division of the Authority would carry out the functions of the Authority relating to municipal library services. These functions have been outlined in Chapter 1. They include all functions cited in Section 10 of the *Libraries Act* 1958, with the exception of section (10) "to submit recommendations to the Minister of Education with respect to the promotion, organization and supervision of libraries at State schools within the meaning of the *Education Act* 1958 and the distribution of any funds provided by Parliament for the establishment or maintenance of such libraries".

The Free Library Service Board has not carried out this function as it felt that the Education Department was already carrying out these duties adequately and that the Department was the logical body to continue to do so. I am in agreement with this view, but would urge closer co-operation between the general library services and the Education Library Service.

FREE LIBRARY SERVICE BOARD CENTRAL CATALOGUING SERVICE

The provision of a Central Cataloguing Service and a Book List for municipal libraries is at present an activity of the Free Library Service Board. This Service is available to all municipal libraries receiving Government subsidy. A monthly Book list is prepared and sent to each library and unit catalogue cards are multilithed for entries in the Book List. Libraries order the sets of cards they require.

This Service is sound in principle but in practice it has not operated to the satisfaction of municipal libraries. Books are frequently received by libraries well in advance of the catalogue cards. In such cases the books are either withheld from circulation until the catalogue cards are received or the library has to catalogue them. Because of continual frustrating delays many libraries have ceased using the Central Cataloguing Service.

Lack of staff has been the major factor in the virtual breakdown of the Service. The establishment of one and a half professional officers and two clerical officers is insufficient when at full strength and if one of the staff is absent the Service breaks down.

The Central Cataloguing Service should be continued but, in future, the Service should be provided by the State Library Cataloguing Section. At present the Service operates independently of the State Library Cataloguing Section. There is needless duplication in maintaining two independent cataloguing services.

Amalgamation of the two services would offer the following advantages:—

- (1) There would be a reduction in the duplication of expensive cataloguing aids.
- (2) A wider range of titles could be catalogued for municipal libraries.
- (3) Duplication of cataloguing would be reduced. Although many of the titles acquired by the State Library are not of interest to municipal libraries there is duplication of cataloguing between the Free Library Service Board and the State Library of Victoria.

There are at present variations in cataloguing and classifications practices between the Free Library Service Board and the State Library but standardization would not present insoluble problems. If the recommendation for the constitution of the Victorian Library Authority is adopted there should be no administrative problems in extending the State Library cataloguing service to meet the needs of municipal libraries.

Book List for Municipal Libraries.

This non-fiction Book List serves as an aid to book selection and as an order list for catalogue cards produced by the Board's Central Cataloguing Service. In recent years the scope of the Book List has been limited and the monthly publishing schedule has not been met. For example the period August–December, 1963 was covered by one issue published in February, 1964. This issue listed only 210 titles.

With the multiplicity of titles being published, municipal librarians need assistance in book selection. If monthly publication was resumed and the Book List included a short review or some other form of recommendation for books thought suitable for the smaller public libraries, it would be a valuable book selection aid for municipal librarians.

As the State Library book selection staff scan a wide range of bibliographies and reviewing journals which contain items of interest to municipal libraries, the Book List should in future be prepared by the proposed Bibliographical and Technical Services Department of the State Library. However, the selection of entries for junior books should remain the province of the Children's Library Officer.

In New Zealand the New Zealand Library Association provides a valuable service to public libraries by publishing a graded monthly fiction list. New fiction titles are submitted to a panel of Association members for review. The critical notes written by these reviewers form the basis of the monthly fiction list. The Victorian Branch of the Library Association of Australia could well consider providing such a voluntary service to supplement the Book List for municipal libraries.

CHAPTER 4

MUNICIPAL LIBRARY SERVICES

An informed populace, an essential element in a democratic society, must have ready access to literature covering all aspects of knowledge. This can best be achieved by a well developed public library system.

In Victoria, the responsibility for the provision of public library services rests with municipal councils. The report of a board of inquiry, the Library Services Board, revealed in 1944 that adequate public library service was available in Victoria to only a few citizens. As a result of recommendations made by the Library Services Board the Government, by means of the *Free Library Services Board Act 1946*, legislated for accelerated public library development in Victoria. The Free Library Service Board was established to promote and assist in the establishment of free municipal libraries. The State Government introduced a comprehensive subsidy scheme to give increased State financial support to municipal library services.

In consolidating legislation in 1958 the Libraries Act replaced the *Free Library Services Act 1946*. As at March, 1964, 116 municipal councils had adopted the Libraries Act and had established, or were in the process of establishing, free library services. Ninety-four councils have not yet adopted the Libraries Act.

Statistics relating to municipal library services operating in Victoria are appended as Appendix 2.

FUNCTIONS OF MUNICIPAL LIBRARIES

It is the function of a municipal library to collect and organize for use a judicious selection of books and other records of human thought and to make such materials available without charge to adults and children of all ages. The library collections should enable citizens to keep abreast of progress in all fields of knowledge, to develop their creative capacities and to use their leisure time to the best advantage. Fiction has its place in the municipal library for the reading of imaginative works for pleasure is a legitimate activity of the library user.

The library staff should provide an information service based on a general reference collection and should offer guidance to users of the library. It is not the function of the municipal library to build research collections in depth in any field but the library should be able to borrow on inter-library loan, research material for an inquirer, or be able to direct the inquirer to a library where he can obtain access to the research material he requires.

ARE MUNICIPAL LIBRARIES CARRYING OUT THEIR
FUNCTIONS EFFECTIVELY ?

To carry out their functions effectively libraries must have adequate finance, staff, space and book resources.

Finance.

Government grants to municipal libraries are allocated by the Free Library Service Board. The Libraries Act gives no direction to the Board as to the level of subsidy or the basis of subsidy. This is determined by the Government.

At present a maintenance subsidy which contributes to library expenditure on salaries, publications and general maintenance is paid on a £1 for £1 *per capita* basis according to the resident population of the municipality. The grant is restricted to a ceiling equivalent to 4s. per head in the Melbourne metropolitan area and to a ceiling equivalent to 5s. per head in country areas. The total allocation for 1962-63 was £377,011 and the estimated allocation for 1963-64 is £383,500.

The following additional grants are made available by the Government to municipal libraries :—

	1963-64
	£
Grant to country municipal free libraries	7,000
Grant to children's free libraries	5,000
Grant to rural municipalities and regional library centre development grant	20,000

Municipal libraries which are spending an amount less than their full subsidy entitlement are providing a substandard service. They may be fulfilling their functions of providing recreational reading but they are not carrying out other functions satisfactorily. Indeed to provide good library service municipalities must under present circumstances spend from their own resources an amount considerably in excess of the Government contribution.

For example in the municipality of Camberwell, library costs are in the vicinity of £50,000 per annum. The council estimates that adequate library service is provided for little more than half the population of 103,200. Calculations reveal that on present costs, a satisfactory operation and maintenance service could be given for £65,850 per annum, or 13s. 2d. per head of population.

This cost is, however, exclusive of capital costs, and before an adequate standard could be reached, at least two additional branch libraries would be required. This involves the purchase of land and the erection of a library building in these areas.

The present subsidy received by Camberwell from the State Government is less than £20,000 or 2/5th of library expenditure excluding capital costs, which are not subsidized by the State Government in any way.

The Public Libraries Section, Victorian Branch, Library Association of Australia, estimates that an adequate library service, capitalizing on the economic benefits of regionalization could be provided by an expenditure of 13s. 4d. *per capita*.

Whilst strongly defending their right to control public library services, municipalities claim that the State should bear a major share in the cost of improving library service.

In New Zealand, a country with a municipal library service in a comparable stage of development to that of Victoria, municipalities are voluntarily devoting significantly higher funds to free library services, than are Victorian municipalities. In ten New Zealand metropolitan and country municipalities which I visited the average council contribution *per capita*, excluding capital grants, was the equivalent of 13s. Australian currency.

Statistics relating to New Zealand municipal library services are included as Appendix 3. In Victoria the average municipal contribution *per capita* in 1962-63 for library service was only 4s. 7d. The estimated contribution in 1963-64 is 4s. 6d. *per capita*. The average contribution of the ten Victorian municipalities spending the most on library services in 1962-63 was 9s. 9d. *per capita*.

The State should make an increased contribution to municipal library service but the municipalities must themselves make a greater effort if Victorian citizens are to enjoy a library service of a standard comparable to that of Great Britain or New Zealand.

Staff.

Municipal library service is being severely hampered by shortage of trained library staff. A survey conducted by the Public Libraries Section of the Victorian Branch of the Library Association of Australia in 1963, revealed that there were only 14 librarians qualified by professional examination working in municipal libraries. One hundred and five members of municipal library staffs were partly qualified and 210 held no qualification. The percentage of staff with no qualification was particularly high in country areas, the percentage being 81 as against 45.7 per cent. in the metropolitan area.

Space.

Libraries must have adequate space to shelve and display books and for seating accommodation for readers to study books on the premises. Apart from such public areas there must be adequate space for book storage, storage of materials and equipment, staff work and recreational space.

Such requirements are now taken into account in planning new library buildings in Victoria. Libraries such as the Glenelg Regional Library at Hamilton and the Moorabbin Free Library equal any municipal library buildings I inspected interstate. Good library service from a modern library building usually results in a rapid increase in the use of library facilities. New municipal library buildings in Victoria are not always planned with this increased demand in view.

Architects planning municipal library buildings could well take note of the spacious and functional libraries being constructed in New Zealand.

Space requirements are not met adequately in many buildings converted to libraries from other use or in many of the libraries constructed prior to the establishment of the Free Library Service Board. The lack of a State subsidy for capital expenditure on library buildings and restrictions on subsidy in respect of municipal expenditure on library building renovations tend to encourage municipal councils to persevere with unsatisfactory makeshift libraries rather than to build functional libraries.

Book Resources.

All libraries inspected had difficulty in meeting the needs of their readers with the book resources at their disposal. In particular, the needs of children and student borrowers were not met adequately. The dearth of worthwhile children's books in print and the short life of those purchased are problems facing children's librarians.

In Victoria, municipal libraries provide light reading to a limited extent but, as a matter of policy, do not attempt to meet the demand. Some ratepayers have stated that the demand for such books should be met. They point out that the municipal library is supported by public funds and the public should be given the type of book it wants.

In South Australia where the book stock of municipal libraries is supplied by the Libraries Board of South Australia, light fiction is not purchased, as the Board does not consider the provision of ephemeral books a function of a State subsidized library.

The Tasmanian Library Board is partly meeting the demand for such reading by the provision of cheap paper back books. These books are not catalogued and are considered expendable.

In New Zealand the National Library Service adopts the policy that those who want light fiction should be able to obtain it from the library as the convenient place, but should not expect a service of this kind of material to be provided from public funds. A service of westerns, detective and romance novels can be given efficiently only on a commercial basis. Thus, in New Zealand the local authority may operate a rental collection of books which are too popular for their demand to be reasonably met from public funds. Readers may, therefore, be charged borrowing fees for loans from this section, which contains best sellers, ephemeral travel and biography and other non-fiction, light and very popular fiction. However, the bulk of the library's book stock is issued from the Free Section.

Victorian libraries could provide a similar rental service and still be eligible for State subsidy. The *Libraries Act 1958* defines a free library as "a library that gives free library service on the premises to the community notwithstanding that it may charge for the loan of books to be read off the premises".

PROVISION OF MUNICIPAL LIBRARY SERVICE

Responsibility for the establishment of a municipal library service rests with the local government authority, the municipal council. Representations have been made to the Board by municipal libraries that the adoption of the Libraries Act by municipal councils be made compulsory. They point out that 94 councils have as yet failed to provide a free library service under the present permissive system.

This Board feels that compulsory adoption of the Libraries Act would be contrary to the pattern of local government in Victoria where the provision of municipal social services has traditionally been on a voluntary basis. Councils forced to provide a library service would tend to do so with a sense of resentment and with the minimum resources permissible. Substandard service would result.

Every effort should be made to persuade councils to provide library services and the proposed Victorian Library Authority should assign library promotion first priority. In some areas, such as St. Kilda, despite vigorous promotional activities by local library committees, councils have refused to conduct a poll of ratepayers to gauge the feeling of the community in the matter.

Ratepayers should be given the opportunity of making known their views on the advisability of establishing a free library service. The Local Government Act should be amended so that if 5 per cent. of enrolled ratepayers in a municipality demand that the proposal to establish a free library service be submitted to a poll, the municipal council is obliged to conduct such a poll.

If the poll results in a majority vote in favour of the proposal this should be taken into consideration by the council but the decision to establish a library service should continue to rest with the council.

REGIONAL LIBRARY SYSTEMS

Good library service costs more than a small community can afford to pay. The Free Library Service Board has accepted the view that the average Victorian municipality is too small a unit on which to base a library service.

Overseas experience suggests that an acceptable level of library service can rarely be achieved by a unit with a population fewer than 35,000 while the optimum population could be as high as 500,000.

The Roberts Report on the structure of the public library service in England and Wales (Cmnd. 660 1959) stated that "if the public in any area is to enjoy reasonable access to books of general significance the smallest library authority should be able to spend not less than £5,000 a year on the purchase of books of all kinds for the public library". This is equivalent of an amount approaching £A7,000 at present day book prices. Numerous municipal councils do not have the financial resources to devote amounts of this order to library services.

The future of the small municipal library lies in affiliation with libraries in neighbouring municipalities to form regional library services.

In regional services, administrative and technical services are centralized with savings in manpower and capital costs. Better salaries can be offered to attract highly qualified staff. Such staff can include specialists such as reference librarians and children's librarians.

Small libraries cannot afford to employ or offer sufficient scope for such specialists. Book stock in regional systems is of better quality, more diverse and any unnecessary duplication is avoided.

A regional service gives better service for money expended. Cost studies carried out by the American Library Association Public Libraries Division Co-ordinating Committee on the Revision of Public Library Standards revealed that to achieve the minimum standards recommended by the Committee a library service serving a population group of 20,000 costs almost twice as much *per capita* as a library service serving a population group of 200,000.

A table "Running Costs of Library Service in Victoria" prepared by the Public Libraries Section, Victorian Branch, Library Association of Australia, appended as Appendix 4 to this Report, further reveals the economies which result from library services serving large populations.

Some municipal councils fear that by joining a regional service their local library will lose its identity and its policy of suiting its services to the needs of its own community will be jeopardized. However, neither local identity nor local control is lost in a regional grouping.

Regional services are established to improve and expand existing library services. The local library may become a regional branch library but its services remain orientated to meet any special needs of the local community.

In Victoria good public reference libraries to meet the needs of students and the general public are virtually non-existent outside the metropolitan area.

The provision of an extensive reference collection including the necessary specialized bibliographical tools such as abstracts, bulletins and indexes to periodical literature is beyond the means of most individual municipal libraries. Libraries joining a regional scheme could afford a well stocked Central Reference Library to serve the region.

There are in Victoria, eighteen regional library systems. Unfortunately, many are too small to bring the full benefits of regionalization to the communities they serve. Their size has been limited primarily by the refusal of neighbouring municipalities to join. The smallest, the Stawell Region, consisting of Stawell Town and Stawell Shire, serves a population of 8,000 while the largest, the Central Highlands Region, serves a population of 78,000. A list of Victorian regional library systems is appended as Appendix 5.

In order to achieve more rapid progress in regionalization, I recommend that the proposed Victorian Library Authority should promote an Advisory Council in each of the thirteen Victorian Planning Regions to advise the Authority and the Minister on the best means of achieving viable regional library services in their respective areas.

Regional libraries in Victoria must fulfil the following conditions in order to qualify for State subsidy :—

- (1) The Councils comprising the Regional Groups must be eligible as individual Councils for Municipal Library Grant.
- (2) There must be a form of agreement existing between Councils of the Regional Group covering such items as—
 - (a) Degree of pooling of financial resources.
 - (b) Control of Central Fund into which pooled moneys are paid.
 - (c) Degree of pooling of book resources.
 - (d) Location of Central or Headquarters Library.
 - (e) Representation on Regional Library Committee.
 - (f) Functions and Powers of Regional Library Committee.
- (3) The general standard of service of the Regional Library Service must be approved by the Free Library Service Board.

As regional systems provide the most efficient and economical type of library service, library authorities forming part of such systems should receive encouragement from the State. The present Regional Library Development Grant should be increased.

The total amount of the Rural Municipal Library Establishment and Regional Library Development Grant has been £20,000 for the past four years.

The basis of allocation is as follows :—

The Grant is divided into two parts—

- (a) *Rural Municipal Library Establishment Grant.* Allocated, once only, to Non-Metropolitan Municipalities in the first year of municipal library establishment. At present the basis of allocation is 2s. *per capita.*
- (b) *Regional Library Development Grant.* The remainder of the total grant is allocated to those municipalities operating Regional Libraries. It is paid to the Central Municipality of a Group to be expended for the benefit of the Region as a whole. The basis of allocation is on the known needs of each group. It is generally allocated on the following basis :—
 - (1) A grant of not less than £1,000 to selected relatively large Groups comprising four or more Councils.
 - (2) A grant ranging from £1,000 to £250 to selected smaller Groups of two or three Councils.
 - (3) The Grant is not guaranteed annually and, in fact, the Free Library Service Board has found it necessary on several occasions to omit certain groups from sharing it in order that individual grants should remain at a reasonably high figure.
 - (4) New groups are given priority in allocating the larger grants and the amounts received each year are variable, the policy being to make available these larger grants on a rotation basis.

This Grant is paid to Regional Library systems as a form of extra financial assistance. Its purpose is to assist in some special library project which will benefit the Region as a whole, such as the provision of a book van, the purchase of extra books, or a special book collection, fittings, book boxes, &c., for the Regional collection.

This Grant should not be restricted to regional libraries outside the metropolitan area as at present. The need for regional library services within the metropolitan area is equally pressing and all such services should be eligible for regional grants.

To further the promotion of regional libraries, ceiling limits on subsidy should be raised for councils contributing to regional systems. Regional library systems should receive preference in the allocation of building grants.

Amending legislation should be introduced to provide a legal basis for joint control of regional library services. The Libraries Act, Section 13 and the Local Government Act, Section 505 (2) empower one municipality to contract with another to purchase library service from its neighbour. The Free Library Service Board has been instrumental in establishing regional library services on this basis.

Under such contractual agreements the control and administration of the library service rests with the municipality dispensing the service. Some municipalities while seeing the benefits of regional services refuse to join a regional service on a contractual basis. They insist on joint control of the service as a prerequisite for union.

The Local Government Act, Section 505 (2) has been interpreted by the Free library Service Board as permitting joint control of regional library services. Section 505 (2) reads as follows :—

LOCAL GOVERNMENT ACT 1958 SECTION 505 (2)

Power for municipalities to contract with other municipalities and public bodies.

- (2) Subject to the approval of the Governor in Council it shall be lawful for the Council of any municipality in the name and on behalf of the municipality from time to time to contract upon such terms and conditions as the Council sees fit with any other body, corporate or public body (including any other municipality) for or with respect to the doing and the control and management by either or both of the contracting parties of any matter or thing which such contracting parties are or either of them is by law empowered to do control and manage and to carry out every such contract according to the tenor thereof.

Section 505 (2) was not intended to authorize the setting up of a joint body to control a common library service. However, the words "or both" in this Section seemed to the Free Library Service Board to have this effect and joint library bodies were established, and they rely on this interpretation for their authority.

The Free Library Service Board has subsequently received an opinion from the Crown Solicitor to the effect that Section 505 (2) does not authorize the establishment of joint bodies to control regional library services. As it is desirable that joint control be permissible, amending legislation should be introduced to give joint bodies controlling library unions corporate existence and statutory powers.

The Health Act, Section 380 enables municipalities to combine to provide joint health services. Similar provisions should be enacted for joint library services.

MUNICIPAL LIBRARY GRANT

Is the present method of allocation of the Municipal Library Grant in the form of a cash subsidy the most suitable means of State assistance to municipal libraries.

In the library systems of New Zealand, South Australia, Western Australia and Tasmania book stock and service, rather than cash grants, are provided by the State to municipal libraries.

The system of payment in kind has the following advantages :—

- (1) Book selection is the responsibility of highly qualified experts in the central agency. This ensures a high standard of selection. In Victoria where the local librarian is responsible for book selection, standards are uneven, ranging from good to poor. Many library collections lack balance and some special collections reflect the interests of the librarian in charge rather than the needs of the community.

- (2) Economy is achieved by centralizing purchasing, processing and cataloguing of stock in the central agency. (In Victoria each library orders and processes books purchased but can make use of a central cataloguing service.)
- (3) Stock can be rotated between libraries giving each library access to a wider range of titles. (In Victoria, stock is the property of the individual library and it remains in that library. In such libraries book stock can be "read out" before it is worn out. After all members of the Library who are interested in a particular title read it, it sits on the shelves gathering dust.) In a system where there is regular interchange of stock, each copy is more likely to be worn out before it is "read out".

On balance, it seems that the system of State subsidy in the form of books and services gives a better result for the money expended than the cash subsidy system, but in Victoria a State-wide change to the system of payment in kind is not practicable at the present time.

However, it would not be too great a task for the proposed Victorian Library Authority to provide subsidy in kind to the smaller independent libraries in the State. As pointed out elsewhere in the Report, in references to regional library services, the small libraries give uneconomic library service.

I recommend that as from the 1966-67 municipal financial year all municipal library authorities serving populations of less than 10,000 should receive book stock from the proposed Victorian Library Authority in lieu of the Municipal Library Grant.

The annual financial contribution of a municipal authority to its library service should be the criterion used in determining the number of books to be supplied to that authority during the year.

The books would remain the property of the Victorian Library Authority and would be changed several times during the year. The local librarian would be given the opportunity of selecting titles from the Authority's book stock and could request the purchase of any particular title not in stock.

On present population figures, this service in kind would apply to eighteen existing library services. If my recommendation is acted upon, these libraries will in the next two years have the alternative of joining a library union serving a population of over 10,000 or preparing to accept subsidy in kind.

There are 62 municipalities with populations under 10,000 which do not yet provide free library service, and service in kind should be obligatory if they establish independent library services.

It would be advantageous to provide subsidy in kind to libraries serving populations higher than 10,000 but in its formative years the Victorian Library Authority would not be able to cope with bulk book supply to such libraries. However, subsidy in kind to libraries in the 10,000-20,000 population range could be introduced at a later date.

CAPITAL SUBSIDIES AND RENOVATION GRANTS

At present the State does not make a capital grant towards the erection of a new library building. This is in marked contrast to Government policy regarding the payment of capital subsidies towards the cost of new buildings to carry out other State subsidized services undertaken by municipal councils. For instance, infant welfare buildings and kindergartens receive a capital subsidy of £2 for £1 with a maximum of £3,000. Elderly citizens' centres receive a capital subsidy of £2 for £1 with a maximum of £5,000. Substantial capital subsidies are also available for the construction of amenities such as swimming pools and art galleries.

Libraries provide social and educational amenities equally important as those provided by the above-mentioned services which receive capital subsidies. It would be in keeping with accepted State policy to extend such grants to new library buildings, or to extend loans free of interest.

The State does make a special grant to a maximum of £2,000 per annum in respect of renovations to an existing library building or towards the cost of library furniture and equipment.

The grant is made on a £1 for £1 basis but it is subject to conditions which severely limit expenditure. The allocation of the grant is governed by the amount the *per capita* subsidy received by a library authority falls short of the subsidy ceiling. For instance, a country municipality with a subsidy ceiling of 5s. per head may be receiving an operating subsidy of 4s. per head. It qualifies to receive the unexpended portion of its *per capita* entitlement—equivalent to 1s. per head as a special grant for renovations or for expenditure on furniture or equipment. If a municipality is receiving an operating subsidy equal to the subsidy ceiling, no special grant is available to it.

In 1961-62 the total State grant in respect to expenditure on existing library buildings was £10,118 while the grant in respect of expenditure on library furniture and equipment was £10,201. This grant is not made available on conditions which encourage councils to improve their library services. The grant should be freed from conditions relating to *per capita* subsidy.

MUNICIPAL LIBRARY STAFF

What changes, if any, are desirable in the method of, and qualification for, appointment and general conditions of employment of the staff of municipal libraries?

Method of Appointment and Qualifications.

Library staff are appointed by the municipal council controlling the library service. Matriculation is a necessary qualification for appointment to the professional staff of municipal libraries. Several representatives of municipal councils have suggested to the Board that Leaving Certificate standard rather than Matriculation be the necessary qualification.

The Board considers that if librarians are to fulfil their functions competently they need a high standard of education and therefore the requirement of Matriculation is a sound one.

Furthermore, Matriculation is a compulsory prerequisite for the Library Association of Australia Registration Certificate. The Library Association of Australia is the examining body for professional library qualifications in Victoria. To become fully qualified under the provisions of the Municipal Officers Award a librarian must obtain the Registration Certificate or its equivalent.

Not all libraries can be staffed by qualified librarians, especially in rural areas. Unqualified librarians in charge of branch libraries can be supervised from a central regional library and those in small independent libraries can be given the benefit of centralized cataloguing and advisory services provided by a State agency.

However, to ensure that qualified librarians are employed when available, the proposed Victorian Library Authority should adopt the system operating in New South Wales whereby the Library Board of New South Wales exercises control over the appointment of municipal librarians. Under its Act, the Board maintains a register of qualified librarians. Under regulations appertaining to the Act a municipal council must employ as librarian in charge of its library a person on the Board's register, or be granted by the Board a certificate of exemption enabling it to employ a person not registered if the Board is satisfied that this person was the best available candidate. The exemption is issued to the council not to the person.

General Conditions of Employment.

Conditions of employment are determined by individual councils within the framework of the Municipal Officers Award. The Award fixes minimum but not maximum salaries. Councils can therefore, if they desire, pay above the award rate.

It is apparent from evidence received, however, that there are defects in the award for municipal librarians but it is outside the competence of this Board to make recommendations for alterations to the Award.

Librarianship is a demanding and challenging profession but recruiting to the profession is handicapped because many municipal administrators have outdated concepts of library work. They have little idea of the skilled work required in such activities as acquisition, cataloguing, reference work and service to children. This produces a misunderstanding of the type of person needed to staff a library and consequently a poor idea of the salaries and conditions necessary to attract and retain good staff.

At present, when a librarian transfers from one municipal library service to another, he is unable to transfer long service leave rights.

Provision should be made for the protection of long service leave rights of librarians when they transfer to the employ of another municipal library authority.

There are within the State Public Service librarians who would be willing to spend part of their career in municipal libraries if their superannuation rights could be preserved on leaving the State Public Service and on rejoining the Service at a later date.

A factor which has inhibited municipal librarians from applying for positions with the Free Library Service Board is the fact that on transferring from a municipality to the Board they would lose accumulated superannuation rights.

The interchange of librarians would be of benefit to various types of library service. For instance, municipal experience would be invaluable to officers carrying out the functions of the Free Library Service Board. A municipal librarian who had spent some time on the staff of the State Library would find the knowledge he had gained of the State Library collections useful in his work in the municipal field.

The practicability of introducing a scheme whereby a librarian could preserve superannuation rights on transfer from one type of library service to another should be investigated by library authorities.

The Library Association of Australia is the "Voice" of the professional librarian and also makes a very valuable contribution to the library education and development.

It would be to the benefit of the Library service generally if the Victorian Branch of the Library Association of Australia took a greater interest in the welfare and development of the non-professional staff attached to libraries.

The greater proportion of persons working in libraries will always be non-professional. At the present time it appears that no authority or organization is catering adequately for the needs of these employees.

MELBOURNE CITY LIBRARIES

Having in mind the position the City of Melbourne holds among the cities of the world in the fields of art and culture, it is difficult to understand why the City Council has been content with the minor library service in operation.

The City Council at present operates excellent adult and children's libraries at both North Melbourne and East Melbourne, and a children's library at Carlton. It does not have a library functioning in the central City area and, apparently, has no concrete plans to provide such a service. In this respect it compares poorly with the City of Sydney, and smaller cities such as Perth and Brisbane, in Australia, and Auckland and Wellington in New Zealand.

In Auckland there is a central municipal library and ten excellent branches to serve a population of 146,000 and in Wellington a central library with nine branches to serve a population of 124,000.

The fact that the State Library Lending Section is situated in the City area has tended to inhibit any proposals for the City Council to provide a lending service in the heart of the City.

In the section of this Report dealing with the State Library, I have recommended that the Metropolitan Lending Service be discontinued. This will make it imperative for the Melbourne City Council to fulfil its responsibilities as a library authority by establishing a central lending library.

The provision of such a library should be well within the financial resources of the City. In 1962-63 its contribution to library services was 4s.8d. *per capita*. Twenty-nine Victorian municipalities contributed to library services at a higher rate during that period.

Adjacent to the Melbourne Town Hall in the centre of the City there is the Melbourne Athenaeum which conducts a very good subscription library.

The Melbourne Athenaeum which was established at the Melbourne Mechanics Institute and School of Arts in 1839 owns the valuable Collins Street site it occupies. The title is vested in trustees on behalf of the membership of the institution.

The Athenaeum provides general non-fiction for its 6,000 members but concentrates on providing a wide range of modern fiction.

The Athenaeum Trustees in a submission to this Board have stated that the Institution's income, derived mainly from rents and subscriptions, is becoming insufficient to meet commitments. For instance, the 1964 assessment for land tax has grown to the large total of £4,886 11s. 3d. The Trustees, in their submission, ask for financial assistance from the State, which last made a grant to the Library in 1856.

Whilst recognizing the good services the Athenaeum provides to a wide section of the community, both in the Metropolitan area and the country, I feel that all State funds for public library services should be directed to improving the free municipal library service.

The Melbourne City Council in planning library service for the central City area could well consider the possibility of holding exploratory talks with the Trustees of the Athenaeum with a view to some form of co-operation in library services. The Trustees have indicated that provided the name "Athenaeum" was perpetuated, they would be prepared to consider overtures from the City Council concerning the transfer of the library to the City.

CHAPTER 5

NON-MUNICIPAL FREE LIBRARIES

In 1853 the Victorian Government first gave assistance to libraries by setting aside funds for the establishment of the Melbourne Public Library. In 1862 financial assistance was extended to mechanics institutes and other free libraries. Mechanics institutes were modelled on their counterparts in England to serve as a means of adult education. Revenue was derived mainly from subscriptions and Government grants.

By 1913 there were over 500 mechanics institutes and non-municipal free libraries in Victoria. In subsequent years the number declined and today the majority of such institutions have ceased to function or have been incorporated in municipal free libraries. In 1961-62 only 45 mechanics institutes and non-municipal free libraries applied for Government grants. For some years the total annual Government allocation for non-municipal free libraries has been limited to £2,000.

The remaining mechanics institutes and non-municipal free libraries function primarily as purveyors of recreational reading to subscribers. Book stocks consist in the main of ephemeral fiction selected, processed and issued by staff without professional qualifications.

Figures of expenditure on publications in 1962 obtained from 31 such libraries show that—

	£	£
14 libraries spent under	50	
5 libraries spent under	50-100	
7 libraries spent under	101-200	
3 libraries spent under	200-300	
2 libraries spent under	301-601.	

In 1962 these 31 libraries served a total of 4,708 borrowers. Twenty of these libraries served under 100 borrowers.

The board of inquiry into library services, the Library Services Board, which reported to the Government of Victoria in 1944, in a reference to mechanics institutes stated that "these institutions did useful work in their day but there seems to be little point in their continued existence under changed circumstances in Victoria". This finding is relevant in 1964. The remaining mechanics institutes and non-municipal free libraries are perpetuating substandard library service and their continued existence tends to delay the establishment of efficient municipal library services in the areas they serve. The Government grant to these libraries should be withdrawn.

The withdrawal of the Government grant would not deprive country citizens of access to State supported library services as they would be able to make use of the State Country Lending Service, until municipal libraries are established in their districts. Library promotional work, to demonstrate the advantages of free municipal library service, should be intensified in such areas.

CHAPTER 6

LIBRARIES OF STATE DEPARTMENTS AND INSTRUMENTALITIES

Functions.

The libraries of State Departments and Instrumentalities function as special subject collections relating to the work or service undertaken by the particular Department or Instrumentality.

Such collections are established primarily to provide library service to the officers of the authority concerned but the library should also provide service to other officials and citizens seeking information in the subject fields covered by the library.

These libraries should be developed so that they become the State research libraries in their main subject fields. For example in the field of botany the National Herbarium should develop its collection as the State research collection in botany. This collection would be supported by the wealth of botanical material in the State Library and by extensive botanical collections in university libraries. The Department of Agriculture would maintain its ancillary botanical collection to support the research work of its officers.

As outlined in the section of this Report concerning the future acquisition policy of the State Library, a policy of developing the Departmental libraries would obviate the need for the State Library to purchase research material in certain fields. (Copies of all acquisition lists of Departmental libraries should be furnished regularly to the State Library).

Finance.

If Departmental libraries are to be entrusted with the responsibility for developing collections to serve the research needs of the State in their special fields of interest the necessary finance will have to be provided.

Space.

Most Departmental libraries have over-crowded shelves and little space for expansion. Whilst the proposed co-operative storage library should ease their space problems temporarily, attention must be given to the question of providing additional space for future requirements.

CENTRALIZED SERVICES FOR GOVERNMENT DEPARTMENTAL LIBRARIES

Centralized Cataloguing.

A centralized cataloguing service is an advantage to libraries with similar collections. The subject range in State Departmental libraries is such that there is little duplication in titles between the libraries. It would, therefore, be advisable for each library to continue its own cataloguing, orientated to the special requirements of its own users.

A Union Catalogue of Holdings of State Departmental Libraries.

The establishment and maintenance of union catalogues is costly and the use made of a union catalogue restricted to the holdings of State Departmental libraries may not justify the expenditure involved. The scientific and technical serial holdings of the libraries are already listed in the Union List of Scientific Serials in Australian Libraries. Librarians are aware of the subject fields covered by each Departmental library and elicit by telephone calls any information required concerning particular titles. Before any decision is made to establish such a union catalogue the Victorian Library Authority should carry out a cost and use study of the project.

STAFF

In 1958 the Public Service Board adopted the policy of staffing the Libraries of Departments and State Instrumentalities under its control by appointing staff from the State Library. Vacancies in Departmental libraries are advertised as State Library positions and the appointees are seconded to the Department concerned.

The Departmental librarian can be recalled to the State Library provided that the State Library supplies a replacement with the same Public Service classification. The Departments provide the book stock, clerical assistance and all equipment. Library policy is determined by the Department but the State Librarian inspects the libraries to ensure that the staff are providing competent library service.

The following Departmental libraries are staffed by the State Library :—

Department of Agriculture, Housing Commission, Police Department, Public Service Board, Mental Hygiene Authority, National Herbarium, Department of Social Welfare and the State Rivers and Water Supply Commission.

The system offers the following advantages over the former system whereby each Department appointed its own library staff :—

- (1) The applicants for advertised positions are processed by the State Librarian who is better qualified to do so than is the Departmental Head.
- (2) Relief librarians can be supplied from the State Library when the Departmental librarian is absent.
- (3) Closer co-operation is achieved between the State Library and the Departmental libraries in matters such as book acquisitions and loans.
- (4) The Departmental libraries make greater use of State Library bibliographical aids.

On the whole the Departments which have received library service from the State Library appear to be satisfied with the system. In the case of the National Herbarium the service has broken down completely and the Herbarium has been without a librarian for over two years. The Public Service Board should investigate this matter.

In special libraries, such as those of the Departments, the librarian should possess subject knowledge of the fields covered by the library in addition to familiarity with library techniques. It takes a year or two for the librarians appointed to these libraries to become expert librarians in their subject fields.

However, as there is no career range in Departmental libraries they have to look elsewhere in the State Library service for promotion and the Department loses the benefit of their subject knowledge. To overcome this problem a career range should be established in the larger Departmental libraries such as the Department of Agriculture so that the librarian in charge can take at least one promotion without transferring to another library.

Similarly, if librarians are recalled from the Departmental libraries to the State Library the Department loses an expert in its subject field. Librarians should not be so recalled unless—

- (a) The Department Head considers them unsatisfactory.
- (b) The librarian asks for a recall on grounds which appear legitimate to the State Librarian.

There has been no regular inspection of Departmental libraries receiving State Library service by senior officers of the State Library. This is particularly regrettable as many of the appointees have had little experience in special library techniques. Regular inspections should be made and as the number of libraries served increases it will be desirable to appoint an officer specifically to inspect such libraries. Such a Government Departmental Libraries Liaison Officer should be a member of the State Library staff. He should periodically inspect Government Department libraries staffed by the State Library, to ensure that the staff in such libraries are giving efficient library service to the Department they serve. This officer should also assist Departments without full time librarians, in organizing their book collections. He should also be responsible for fostering co-operation between Departmental libraries and private industrial and commercial libraries.

The staff of Statutory Corporations such as the State Electricity Commission and the Gas and Fuel corporation are not appointed by the Public Service Board and State Library staff have not been seconded to the libraries of such instrumentalities. In the interest of closer co-ordination of library services State Library staff should be seconded to staff the libraries of Statutory Corporations. This would offer library staff wider avenues of promotion and would assist in stabilizing library salary ranges.

CHAPTER 7

UNIVERSITY LIBRARIES

A university library should fulfil the following functions :—

- (1) Provide books and related materials to support university study, teaching and research programmes.
- (2) Provide the services and accommodation necessary for the full utilization of library resources.

In 1921 the University Grants Commission of Great Britain made the following admirable summary of the place of the library in a university :—

“ The character and efficiency of a university may be gauged by its treatment of its central organ—the library. We regard the fullest provision for library maintenance as the primary and most vital need in the equipment of a university. An adequate library is not only the basis of all teaching and study ; it is the essential condition of research, without which additions cannot be made to the sum of human knowledge.”

Are these functions being carried out effectively in university libraries in Victoria ?

During the course of this Inquiry possibly more publicity has been given in the newspapers to the needs of university libraries than to other avenues of library service.

Whilst it is accepted generally that allocation of moneys made available to universities should be left entirely to the respective university councils, this policy has not proved very satisfactory so far as the Baillieu Library of the University of Melbourne is concerned.

I have met vice-chancellors, library committees and librarians of most of the Australian universities and, in addition, have had discussions in New Zealand with university administrators and librarians.

The summaries of university statistics relating to New Zealand and Australia appended as Appendices 6 and 7 to this Report are illuminating. They show that next year six universities will be operating in New Zealand with a population of approximately 2,350,000 compared with two (and a proposed third) in Victoria with a population of 3,014,000.

It is true that in size the New Zealand universities do not compare with those in Australia—but New Zealand does appear to have a higher percentage of university population compared with Australian states.

Again the library collections are not extensive, but in most universities attention is being given to the space needs of the library and the promise of greater finance for collections in the future.

Whilst in New Zealand I was present on the occasion of an address given by Professor D. R. Llewellyn of Auckland University on the future development of the Auckland University.

The Professor, in outlining the functions of a university, stated that the two main functions of a university were to expose students to knowledge and to advance the frontiers of knowledge. “ A student leaving school must acquire the skill to acquire knowledge without being taught.”

As to whether this trend of leaving it to the student to find his own answers to problems is in the interests of the student is not a question I have to determine.

But if this trend develops—and I am sure it will—then the universities have a responsibility to see that the library facilities required are available at the university.

Certainly, in New Zealand, it would appear that authorities are taking steps to ensure that seating will be provided at all the universities to meet the reasonable needs of students. When a new library is planned, a library-arts building is constructed. This building is designed to meet current and future needs of the library.

For the first few years the accommodation not required for library purposes is used by the arts faculty which moves out to new quarters as the library growth demands.

Apparently in Melbourne, plans to meet the needs of a university are drawn up but the building is constructed in stages. By the time the first stage is completed it cannot cope with the existing demand and, unfortunately, the next stage is deferred for some years. As a result we have at the University of Melbourne today a library designed to seat 1,300 students, meeting inadequately the needs of over 13,000 students.

UNIVERSITY OF MELBOURNE LIBRARY

The Council of the University of Melbourne stated in a submission to the Board of Inquiry that "in no department of the (University) Library's activities are the Library's functions being carried out effectively, that is if 'effectively' is to be interpreted as being synonymous with 'adequately'".

It is apparent from recent expressions of student dissatisfaction with both seating and book borrowing facilities in the Baillieu Library, that a conference of representatives of the University Council, the Library and students should be held as early as possible to discuss methods of improving library service, pending the construction of additions to the existing library building.

Finance.

The university library system, the Baillieu Library with its 13 branches has a bookstock of approximately 340,000 volumes and an annual book vote of £75,000. In its early years the Library was starved of funds and only in the post-war period have acquisitions been even on a modest scale.

In the 30 years prior to 1920 the expenditure on books averaged £590 per annum. By 1934 the book stock numbered only 86,000 volumes and expenditure for the year was £3,000. At present the Library is adding approximately 20,000 volumes per annum and this places it only eighth amongst Australian universities in size of acquisition programmes.

The Melbourne University book stock is less than half that of Sydney University, the other Australian university of comparable size and age.

Because of the limited book resources acquired in past decades the Library has had to implement a heavy programme of retrospective buying. Such older library material is expensive.

The University of Melbourne Council realizes that an annual book vote of £75,000 is inadequate and accepts in principle a minimum annual vote of £100,000. The Council has stated in evidence that it is incapable of raising the book vote to £100,000 because of other commitments.

It has been pointed out, however, that the Library's book vote is at present less than the University's budget for stationery and printing.

The total expenditure of public funds on the upkeep of the Baillieu Library in the year ending December, 1962, was £191,343 which was 4.4 per cent. of the total University expenditure from the General Fund. In 1962 the Baillieu also received gifts from private sources totalling £52,000 including £48,394 from the W. L. Baillieu Trust. The Librarian has been obliged to solicit funds from private sources to purchase reference works for new courses such as Veterinary Science.

Accommodation.

The Baillieu and Branch libraries provide seating for only 15 per cent. of the 1964 enrolment of 13,100. The Baillieu is probably the most heavily used library in Australia—in 1962, 1,392,456 admissions were recorded—but it has a floor space smaller by one third than the floor space provided by Sydney University and the extent of this comparative deficiency will be trebled within two years.

The only extension of library facilities approved is the construction of a new medical library. Plans for increasing the Baillieu floor space by 45,000 square feet are in existence. The extension of the Baillieu Library should be given high priority in University building projects.

I understand that it would be possible for the proposed additions to the Baillieu Library to be undertaken in sections, and I recommend that early action be taken to put in hand the construction of another section to provide additional seating accommodation and more book space.

Many of the users of the Library are not seeking to use extensive bibliographical and reference services but are interested in perusing lecture notes or works listed as recommended reading for their courses. One witness, a member of the University staff, estimated from personal observation that up to 50 per cent of the users of the Baillieu were so engaged.

The University Council has made Wilson Hall available for study purposes but as basic book resources are not provided, limited use is being made of Wilson Hall. I feel that as an emergency measure to relieve over-crowding in the Baillieu Library, the University Council should set aside study rooms provided with bookstocks of copies of works recommended as essential reading.

Space for Book Stock.

Vacant shelving is being filled at the rate of 3,000 feet per year and space for book stock is rapidly becoming exhausted. As the Library extends its research collections it will find that it possesses many works which are infrequently consulted. Such works should be moved to the proposed State co-operative storage library to release space in the Baillieu and Branches for material in constant demand. A delay of less than 24 hours while material needed is collected from a storage library should not impose any undue hardship to a research worker with a well organized research programme.

Staff.

The total library staff in 1963 numbered 93. The Librarian estimates that delays of up to six months occur in the acquisition and processing of materials because of shortage of staff. He estimates that ten additional staff positions should be created immediately.

The Library is deficient by 30 positions as compared with the Sydney University Library.

The Library has serious recruiting problems consequent on conditions of employment which do not compare with those offered by other Australian university libraries. For instance, Monash University library is not only offering higher salaries but has an establishment which places a number of positions in higher gradings than Melbourne's establishment does. In lower grade positions, hospital and school libraries are offering salaries at least £200 higher than those offered by Melbourne University Library.

If the University Council accepts the full responsibility of allocation and of priorities it must take full blame for the unsatisfactory provisions of library services.

To overcome the present stalemate it may be necessary for the State Treasury, during the next few years, to take a more direct interest in the allocation of the University Vote, to see that all sections obtain a fair share of the total amount available, otherwise the present unsatisfactory conditions may continue indefinitely.

The statistics appended as Appendix 7 indicate that the Baillieu Library receives a lower percentage of a university vote than any other university library in Australia and New Zealand. This must be remedied.

The University Librarian estimates that a satisfactory library service could be provided if a capital grant of £800,000 were made for library buildings and if the Library's share of total University income for running expenses were increased from the 1963 figure 4 per cent., to 5 per cent.

Duplication of Book Resources within the University of Melbourne.

Where classes of several hundred students require access to the same prescribed reference book at same time, multiple copies of such titles must be provided in the library. Such works are not textbooks, which the student is expected to purchase, but are additional reading for some aspect of his course. Duplication of such works is essential and the Library aims to provide one copy per twenty students.

However, in a University such as Melbourne where there is a marked degree of decentralization of library facilities there is a danger of undue duplication of little-used book resources. Decentralized collections are found in branches of the Baillieu Library and in departmental references collections. The latter consist of works acquired by the departments for their own use.

The branches of the Baillieu house collections in specific subject fields, e.g., Botany, Law. Such collections conveniently located within schools or departments and staffed with specialist staff are likely to be more intensively used than if they were housed in the central library.

While the main subject material of such collections is not duplicated in the central library or other branches, these collections tend to acquire publications of a general nature which overlap several fields and duplicate material in other collections. Such duplication is not justifiable if duplicate copies are not used frequently. As the branch book stock is acquired centrally by the Baillieu Library the Librarian can check on and halt unjustified duplication.

At present such rationalization cannot be applied to the departmental reference collections, for these collections are acquired independently of the Baillieu Library and are not entered in the Baillieu catalogue or in co-operative union catalogues.

Books for departmental collections purchased with University funds should be acquired and catalogued by the Baillieu. Such collections should be limited to working tools.

The libraries of residential colleges within the University have extensive holdings. For example Ormond College holds 20,000 volumes and Trinity College holds 12,000 volumes. These libraries are private libraries but it would be useful if arrangements could be made to have their holdings included in the Baillieu Library catalogue so that their resources could be brought to the attention of a larger number of research workers.

Inter-library Loan Policy.

The recent announcement that the Baillieu Library would restrict its inter-library lending service has caused some concern among librarians of other universities and public institutions.

Evidence tendered to the Board indicates that the trend throughout the world is for the extension of inter-library lending in relation to material which is expensive or in short supply. I believe it is a retrograde step for the University of Melbourne at this stage of its history to restrict the use of such invaluable material to students, staff or research workers entitled to admittance to the Library.

Evidence presented during the course of the Inquiry suggests it is uneconomic to expand the inter-library lending service to cover low-priced books and serials, and also that it is not desirable to make available on loan bound volumes of serials when all the information required is contained in a few pages of one issue. In such cases the photocopying of the material is the most economical type of service.

However, in the future it is evident that there will be need of the fullest degree of co-operation between universities and libraries and it is unfortunate that the University of Melbourne cannot find other means of overcoming its library problems.

UNIVERSITY OF MELBOURNE—ARCHIVES SECTION

The University has established an Archives Section to preserve University records and to serve as a repository for business archives created by firms and pastoral stations in Victoria. As the State Library has not collected in the field of business archives no duplication of effort is involved and it could remain the province of the University Archives Section.

The University Archives Section should not collect Victorian historical archives for this is the province of the LaTrobe Library. Any such archives which come to hand during the University's quest for business archives should be given to the LaTrobe Library.

MONASH UNIVERSITY

Monash University Library has, since it was established in 1960, acquired a book stock of approximately 120,000 volumes. The book and binding vote in 1963 was £116,800 and in 1964 it is £138,000. The total Library vote in 1963 was 9 per cent. of the Monash University revenue. The Librarian considers that a book vote of £300,000 per annum is necessary at this stage of the Library's development.

The Library can offer seating for 1,450 of the University's present 3,000 students. The main library building can be extended when necessary, finance permitting.

The Library has a total staff of 63. The Librarian considers this number inadequate. Staff have not been available to carry out detailed cataloguing and all cataloguing carried out is of a temporary nature.

By equating senior library staff positions with those of the academic staff, by providing a generous share of the University budget for book purchases and by providing adequate library buildings, the Monash University Council has shown that it is well aware of the importance of the University Library.

NEW UNIVERSITY INSTITUTIONS

The proposed creation of a new university in Melbourne and the establishment of university colleges in country areas will make a greatly accelerated rate of growth of the State's book resources essential. Students and staff in the proposed university institutions in country areas will be at a grave disadvantage. Their access to metropolitan library reference and research collections will be limited and reference collections in country areas are virtually non-existent. The provision of adequate library facilities should be given high priority by the administrators of the new university institutions.

CHAPTER 8

SENIOR TECHNICAL COLLEGE LIBRARIES

There are in Victoria thirteen senior technical colleges providing full diploma courses. Diploma courses are offered in a wide range of subjects in the fields of engineering, applied science, applied art, domestic arts and commerce. Each course, in general, requires four or five years of full time study followed by a years' industrial experience, or a longer period of attendance at evening classes. Technical college diplomas are qualifications recognized by appropriate professional institutions.

The colleges are financed by, and are under the control of, the Education Department. In the case of older colleges, such as Royal Melbourne Institute of Technology, which has a governing Council, the Education Department control is indirect.

FUNCTIONS

Technical college libraries should fulfil the following functions :—

- (1) Provide a comprehensive selection of literature covering the requirements of the college syllabus.
- (2) Provide advanced and specialist works for staff and student research.
- (3) Train students to make adequate use of scientific and technical literature.
- (4) Provide an information service for users of the library.

The libraries of these institutions are at a transitional stage of development and have not grown in materials or services comparably with the general growth of the colleges in size and student numbers.

Several of them can hardly now maintain even their earlier simple function of merely providing course study references for students and teachers. Usually they have very few staff, often temporary and part-time and sometimes only part-qualified, and who cannot be expected to meet present demands.

Even more unfortunately, such staffing cannot arouse the confidence in users which is needed for appropriate demands to be made. These libraries nearly all open at night, which throws an even greater load on the staff. With the great increase in numbers of students at these colleges, the small numbers of staff available can often do little more than keep open the doors and control loans.

These libraries are in this condition because their funds and staff establishment have remained relatively static while the changes detailed below have all acted to produce in the institutions they serve, a need for library services of much greater extent and much greater complexity than formerly. The main causes of the change in needs are as follows :—

- (1) The number of students in these colleges is increasing annually. Since 1957 the approximate annual increase in all senior diploma school enrolments is 6 to 7 per cent. in all categories, and in the group most requiring library services (full-time students) the increase averages 14 per cent. per annum. This means that in 6 or 7 years the demands double, merely as a consequence of increased enrolments.
- (2) Courses are now four-year courses from Leaving Certificate level where previously they were four years from Intermediate Certificate level.
- (3) Liberal studies subjects are now taught to diploma students to supplement their technical courses.
- (4) The introduction of a "Library and Thesis Project" in diploma courses has increased the demands on libraries.
- (5) Because of the rapid changes of techniques in industry new courses of a specialized nature are being introduced. Each such course requires its own set of specialized books and periodicals.

- (6) There has been a rapid and continuous rise in the price of technological and scientific books. The budget for periodicals at Royal Melbourne Institute of Technology increases approximately by 10 per cent. per annum without allowing for the cost of new subscriptions.
- (7) Colleges have experienced difficulty in obtaining suitable and qualified staff. The work of the library staff is closely related to the teaching duties of the college but conditions of appointment and salary ranges differ greatly from the teaching staff. However, recently some senior library appointments have been made at teaching salary level.

The basic requirements for the adjustment of senior technical college library services to the needs of their institutions are increased funds for publications and the provision of qualified staff in greater numbers. There is also a need for the Education Department Library Services Department to devote more of its resources to the development of technical college libraries.

When effect is given to the Governments' proposals for the expansion of courses to degree standard, there will need to be a drastic improvement in the library facilities of these colleges.

SERVICE TO INDUSTRY

Senior technical colleges could well undertake the function of providing library service to industry.

There is a growing demand for scientific and technological literature in industry which cannot be met entirely by company libraries. Many such libraries are small and, even if a company maintains a large technical library it is necessary to consult other libraries, for no organization can predict accurately what literature its research workers will require, nor can it afford to acquire all marginal material.

It is of vital importance to the industrial progress of the State that there should be readily available a comprehensive collection of scientific and technical journals. In order to keep its industries up to date the Soviet Union is said to be abstracting from 15,000 journals in 64 languages from 92 countries, and for this purpose employing 2,000 full-time staff.

It is not the function of a university library to provide a comprehensive service to industry. The State Library can meet part of the demand for such a service. At present there is no comprehensive service to industry from municipal libraries and it would be costly for municipal libraries to provide such a service.

To be of much value a general technical library must receive approximately 100 technical periodicals and stock basic research tools such as Chemical Abstracts and the Applied Science and Technology Index. No Victorian municipal library has holdings approaching even these minimum requirements.

Senior technical colleges are concerned with subjects of interest to industry. The senior technical college library rather than the municipal library should provide library service to local industry. As the book stock for such a service would be of immense value in the college teaching and research programme, it would be more fully utilized as part of the college library than if it formed part of the municipal library.

Usually, the technical college librarian is a specialist in the field. Municipal libraries cannot afford to employ such specialists. The specialist teaching staff of the technical college can assist in book selection and advise the librarian in answering inquiries which require detailed technical knowledge. Recruits to industry from the technical college library are familiar with the college library and tend to refer to it for information. Senior technical college libraries are open at night and are accessible to the public.

A technical college library service to industry should fulfil the following functions :—

- (1) Provide a loan service of books, periodicals and related materials or equivalent photo copies.
- (2) Carry out literature searches for industry.
- (3) Encourage awareness in industry of the latest scientific and technical developments.

If industry could be assured of a well organized technical library service from technical colleges, manufacturing firms might well be inclined to underwrite the supply of journals relating to their particular industry.

RATIONALIZATION OF LIBRARY SERVICES WITHIN SENIOR TECHNICAL COLLEGES

The nature of the materials held, the services required and the procedures adopted by libraries in these colleges is very similar.

If cataloguing, classifying and even purchasing could be done centrally, the staff of these libraries would be freed for more essential work. The type of cataloguing needed is quite specialized, requiring a large degree of subject knowledge and a close familiarity with the syllabuses of courses, so that the prospect of remotely centralized service is not attractive because the special needs of these libraries would not be served.

The most suitable centralization would seem to be at one of the larger of these senior colleges, possibly Royal Melbourne Institute of Technology. Here the staff are intimately concerned with the problems of this group exemplified in their own library, and the type of service given there would be immediately extendable to similar schools. Wherever centralized cataloguing is operating, it is almost essential to consider also centralized purchasing, in order to avoid excessive and costly to and fro movement of books.

A co-operative scheme embodying centralized purchasing and cataloguing should be considered by the principals of senior technical colleges.

It is desirable that the State Reference Library should have a full knowledge of the technical materials held in the various technical colleges so that it may draw upon such resources if necessary and so that it may direct inquirers to local holdings.

CHAPTER 9

STATE SCHOOL LIBRARIES

Courses of study revised in the light of modern trends in education—a trend to which reference is made in the section of my Report relating to universities—are dependent upon extensive reference libraries. To-day, particularly in the higher forms, the main task of the teacher appears to be that of directing his pupils in their studies and investigations rather than imparting his knowledge to them.

Despite the new media of instruction such as television and tape recordings, books are still the most inexpensive and adaptable tools of learning.

Schools must be provided with libraries that are integral parts of the educational programme. In all but the smaller schools a central library is essential. Separate class room collections are neither economical nor adequate to meet the wide variety of interests of classes.

When giving evidence before the Board, the President of the State School Committees and Councils Association of Victoria indicated that it was the view of the Association that the school library should have one of the highest priorities in the school. The Association felt that a library should be given preference over an assembly hall, a swimming pool or a playing field.

Another witness, Mr. K. S. Darling quoted the Head Master of Eton College as stating that “Leaving on one side the question of a chapel, which raises different considerations, and the bare minimum of classrooms, I had rather a school had a library than anything else, an assembly hall, science laboratories, a gymnasium or playing fields. I should regard its being properly supplied with books as a first charge”.

FUNCTIONS OF THE SCHOOL LIBRARY

The school library should fulfil the following functions:—

- (1) It should provide a carefully selected up-to-date collection of reading materials which will provide essential information for pupils and staff.
- (2) It should help to stimulate an interest in reading and help to develop critical thinking.
- (3) It should provide training to students in locating and making effective use of library materials.

State school libraries are under the control of the Victorian Education Department and the Department aims to carry out the library functions mentioned.

Adequate finance, space and trained staff must be provided if these functions are to be carried out effectively.

FINANCE

Sufficient funds should be available to acquire a balanced collection of books supplemented by a judicious selection of periodicals, pamphlets, government documents and audio visual materials.

The Education Department now gives considerable financial assistance to state school libraries by subsidizing moneys raised by the school. In the five year period 1943–44 to 1947–48, £28,215 was paid in library subsidy. In the 1962–63 financial year the amount of subsidy paid had grown to £90,344 for one year.

Basis of Subsidy.

Primary schools with an enrolment of less than 40 are eligible for a subsidy of £25 per annum on a £2 for £1 basis. All other schools are subsidized on a £1 for £1 basis, the subsidy entitlement ranging from £30 to £100 according to enrolment.

In new schools a special subsidy is available for each of the first two years of operation.

Primary schools with an enrolment of 150 or more receive £100 on a £1 for £1 basis and High Schools, Girls Secondary and Technical schools receive £150 on a £1 for £1 basis.

Many schools provide amounts greater than the sum they can claim subsidy on. In 1962 Secondary schools with enrolments of 133,000 spent £114,000 on library collections an average of 17s. per child. In the same year all Departmental schools with enrolments of 450,000 spent at least £260,000 on library collections, an average of 11.5s. per child.

Despite this expenditure on book resources it is disheartening to find in some schools enthusiastic and competent teacher-librarians working in poorly stocked libraries. In such cases the contribution they can make to the education of the child is severely limited.

Professor S. I. Fenwick, Associate Professor, Graduate Library School, University of Chicago, recently visited several school libraries in Victoria, while in Australia as a Fulbright Lecturer on assignment to the Library Association of Australia. In written observations to this Board, Professor Fenwick stated "A poverty of materials would probably be the most general criticism to be made of all school libraries, primary to tertiary. Even in the secondary schools where more of the schools meet the minimum standard of 10 volumes per student, the presence on the shelves of out-of-date titles and others of questionable quality and maturity level, lowered the numbers of volumes actually useful".

Defects of the Subsidy System.

In past years when the school library was considered mainly a recreational library divorced from the school curriculum, it was in keeping that parents should provide the greater part of the finance for its upkeep.

However, today the school library should be as important in the teaching process as the science laboratory. Funds for its upkeep should be assured.

At present in schools where the headmaster and parents take little interest in the library, meagre amounts are set aside for the library and the maximum subsidy may not be claimed.

Pupils in such schools are penalized because of inadequate library service. To overcome this situation the present subsidy system should be in part replaced by a direct grant for the purchase of essential books.

Additional assistance should be provided for the initial stock of libraries in new schools. The most economical method of giving such assistance would be to issue a catalogued and processed basic book stock to each new library.

Apart from school population increases, factors such as rising book prices and the rapid obsolescence of many scientific and technical books will necessitate increased Education Department expenditure on book resources for school libraries.

School students constitute the largest group of purposeful readers in the community. As soon as the student leaves the academic environment his purposeful reading usually falls off sharply. As a student he reads constantly and requires access to substantial libraries.

Teachers' College Library Finance.

The college library is important not only in that it is an integral part of the college teaching programme, but also as an example to student teachers of the benefits to be derived from good library service.

In speaking of the training of librarians, Professor Fenwick stated to the Board that "The preparation at the Melbourne Teachers' College seemed to be very good; its chief lack being adequate library facilities, an obvious weakness in all the teacher education centres visited".

From evidence tendered by the Principal, Melbourne Teachers' College, the Victorian Teachers' Union and the School Libraries Association it would appear that Victorian training college libraries are being inadequately supported financially.

Funds provided for the support of the library should be determined in relation to the total annual expenditure of the college rather than being made in the form of an arbitrary grant.

SCHOOL LIBRARY BUILDINGS

In 1962-63 the Education Department spent approximately £79,000 on building or extending school libraries and approximately £16,000 on library furniture.

(a) *Primary School Libraries.*

The Education Department considers that schools with an enrolment of less than 350 are not large enough to support a central library and such schools should depend on classroom libraries.

There were at the end of 1963, 347 primary schools with enrolments of 350 or more. 190 of these schools had central libraries.

The establishment of a central library in a primary school is at present dependent upon the availability of a classroom which, because of decreased enrolment, is no longer needed to accommodate a class. The Department finances the conversion of such rooms to libraries.

Where no such room is available the school is expected to finance the building of a library assisted by a £1 for £1 subsidy from the Department. The maximum subsidy available is £1,500.

The Department has indicated that a library will be included in new primary schools of fourteen or more classrooms and when additions are being made to existing schools of such size, a library will be included.

As a school of thirteen classrooms accommodates more than 350 pupils, there are still schools being built with enrolments qualifying them for a central library yet no library is being provided.

The provision of a library should not be the financial responsibility of the school committee. As the Department recognizes the library to be an important teaching instrument, a library building should be provided automatically by the Department to schools with an enrolment of 350 pupils.

(b) *Secondary Schools.*

All existing schools have central libraries. Many existing libraries suffer from poor design and insufficient space. However, revised plans for "type 800" high schools now being built include a 1,728 sq. ft. library suite of two rooms plus workroom space. This should be adequate. To facilitate the use of the library after school hours new libraries should be sited so that they can be conveniently opened when other parts of the school are closed.

(c) *Technical Schools.*

All existing technical schools have central libraries. A library of 1,632 square feet is provided in all new technical schools. This should be adequate.

SCHOOL LIBRARY STAFF

The Education Department estimates that £474,820 was paid in salaries to school library staff in 1962-63.

It is the policy of the Department to staff libraries with teacher-librarians—people who have completed a course of teacher training and have, in addition, received library training. Teacher-librarians are preferred to librarians without teacher training as, in addition to a knowledge of librarianship, the school librarian must have a knowledge of child psychology, ability to handle children, an intimate knowledge of school curricula and teaching methods.

The teacher-librarian is more likely to have the confidence of the staff than a librarian without teacher training, and as close co-operation between class teachers and the librarian is essential—this factor is important. During my school inspections I was much impressed with the high quality of the service being rendered by teacher-librarians.

Teacher-librarian Training Courses.

The Department offers the following library training courses to teachers to enable them to run a school library efficiently.

Library Vacation Courses.

These courses of two weeks duration are held primarily for teachers in schools too small to justify the employment of a full-time teacher-librarian. Such courses give teachers in these schools some knowledge of library administration and book selection principles. Three hundred and sixty teachers have attended these courses in the past five years.

Secondary Teachers' College Course.

This course of thirty lectures in school library administration and use is available to secondary and temporary teachers as part of a general course of teacher training.

Trained Teacher-librarian's Certificate Course.

This one year full time course is conducted at Melbourne Teachers' College. The 24 entrants must have completed their normal teacher training. The course includes training in the technical aspects of librarianship and subjects of particular interest to school librarians such as children's literature, remedial reading, school library administration and visual education.

Royal Melbourne Institute of Technology Department of Librarianship.

Teachers who have matriculated can attend evening lectures at this school to read for the various papers in the Library Association of Australia Registration Certificate.

Primary School Library Staff.

The Department considers that primary schools with an enrolment of 350 or more should have central libraries staffed by a teacher-librarian. As at the end of 1963 there were 347 primary schools with enrolments of more than 350. Only 99 of these were staffed by teacher-librarians. Each year approximately six more schools reach an enrolment of 350.

The course for certified Trained Teacher-Librarians produces 24 graduates per year. The wastage of graduates from this course is high. Of the 69 graduates produced in the years 1955-58 only 21 remain in normal school libraries.

If central libraries are established in all primary schools with enrolments of 350 or over the shortage of teacher-librarians in the Primary Division will persist. New central libraries are being established at the rate of approximately twenty per year and the Department does not expect this rate to decrease.

Secondary School Library Staff.

All 198 secondary schools have a central library. Only 32 (16 per cent.) are staffed by teacher-librarians.

Forty-three (22 per cent.) are staffed by people without teacher training but some library training.

The remainder are staffed by people with teacher training or people with neither teacher nor library training.

Only 40 per cent. of secondary school libraries are staffed on a full-time basis.

The Secondary Teachers' College provides a short course in school library administration as part of the general teacher-training course. Fifteen teachers took this library course in 1963.

Only an occasional graduate from the Melbourne Teachers' College Teacher-Librarian course goes to a secondary school, and there is little prospect of this course meeting the needs of the primary school libraries and turning its emphasis to training librarians for secondary schools.

Technical School Library Staff.

All 73 technical schools have central libraries.

16 (22 per cent.) are staffed by teacher librarians.

12 (16.5 per cent.) are staffed by people without teacher training but with some library training.

45 (66.5 per cent.) are staffed by people with teacher training or people with neither teacher nor library training.

42 per cent of technical school libraries are staffed on a full-time basis.

FUTURE STAFF REQUIREMENTS

It is evident that increased numbers of teacher-librarians are required. Arrangements should be made for the Melbourne Teachers' College to expand its intake of teacher librarians for the Primary Division.

Ideally a teacher-librarian in a secondary school requires a university degree, professional library training and teacher training. The Royal Melbourne Institute of Technology Department of Librarianship could well be expanded to provide the professional library training necessary, by offering a course specifically designed for teacher-librarians in secondary schools. The Royal Melbourne Institute of Technology would also be the logical institution to train librarians for technical schools.

An increase in the library science content of the Diploma of Education course and the establishment of a University Post Graduate School of Librarianship would also assist school librarianship.

LIBRARY SERVICES TO SCHOOLS

The Department maintains a Library Services staff under its Libraries Services Officer to give help and advice to schools in all matters pertaining to the establishment, organization and use of libraries.

Much of the time of teacher-librarians is taken up with technical processing tasks such as book ordering and cataloguing. This limits the time the teacher-librarian is able to devote to work with pupils.

The Library Services staff is able to provide a limited cataloguing service, mainly to primary schools. This Board considers that the Service should establish a centralized purchasing and processing centre. The initial cost of setting up such a centre would be considerable but in the long term the concentrating of purchasing and processing in a central office would save labour and money.

As a significant number of titles bought for school libraries are common to many schools, school libraries lend themselves admirably to centralized processing.

If 200 schools decide to purchase a new title this at present involves 200 separate purchasing operations and 200 separate cataloguing operations. The number of man-hours involved is enormous. Under a centralized scheme the title could be purchased in quantity at discount, catalogued in one operation, the catalogue cards could then be duplicated and supplied to the libraries with the book.

In 1961 in Madison, Wisconsin, where a centralized processing centre is operated for 36 schools, it is recorded that 23,000 books were added to the school libraries. Slightly more than 10 per cent. were titles new to the system. This volume of work was handled by one orders officer, one cataloguer and four clerks.

Besides savings in time and cost, uniformity and accuracy of cataloguing can be achieved with centralized cataloguing.

Under such a scheme book selection would remain in the hands of the teacher-librarian. In conjunction with the centre, the Department might well establish a model school library which teacher-librarians could visit to select titles from the book stock.

To be of value a centralized processing centre must be able to offer speedy service. Given an adequate staff establishment and adequate facilities there is no reason why speedy service could not result.

EXTENDED SCHOOL LIBRARY HOURS

Opening of school buildings after regular hours raises various administrative problems such as providing staff, and heating in winter. Many pupils must leave school immediately classes finish in order to catch trains, buses, &c.

The Education Department conducts night classes in secondary schools in various subjects. The Department has stated that it is prepared to treat study in a secondary school library as a night class, provided there are guarantees that sufficient people will make regular use of the library.

A CENTRAL BOOK STOCK FOR SCHOOL LIBRARIES

Small schools have not the range of books necessary to meet the requirements of pupils. If there is a good municipal library in the area this can be used to supplement the school library. However, there are many schools which do not have access to a good municipal library.

The Education Departments in New South Wales and Tasmania each maintain a central book stock to supplement school libraries. In New Zealand the School Library Service supplies bulk loans of general interest books to schools. As part of its Information and Request Service it supplied to both children and teachers, on short term loan, books and other material to meet needs not satisfied by the bulk loans. In the year ending 31st March, 1964, the New Zealand School Library Service supplied 1,738,000 books to schools and public children's libraries.

A central book stock for schools should be established in Victoria. This service could be offered either by the proposed Victorian Library Authority or the Education Department. If the service was provided by the Library Authority the book stock could be combined with the country borrowers stock and any unnecessary duplication of books and staff avoided. Some requests could be satisfied by the State Library photocopying service.

If the Education Department establishes a central purchasing and processing centre its functions could include the purchase and control of a central book stock.

CONCLUSION

School library development in the last decade has been most encouraging. If attention is given to matters raised in this section of my Report, and in a later section concerning the co-ordination of Victorian library services, the usefulness of school libraries will be improved and better results obtained for money expended.

CHAPTER 10

THE TRAINING OF LIBRARIANS

Are the present facilities for the training of librarians adequate?

At present there are two library training schools operating in Victoria, one being a section of the State Library and the other being a Department of the Royal Melbourne Institute of Technology. Both schools prepare students for the Registration Certificate of the Library Association of Australia.

The State Library Training School.

The *Free Library Service Board Act 1946* gave the Trustees of the State Library authority to establish, after consultation with the Free Library Service Board, a school for the training of librarians and assistant librarians, and authority to issue certificates or qualifications to students on the successful completion of a course of study and examination. These provisions were incorporated in the *Libraries Act 1958*.

The School was established in 1948 and has given library training to over 1,000 students. Preference has been given to applicants who wish to enter the municipal library field. The School has a staff of two officers only, but, in addition, there are several visiting lecturers.

In 1963, 89 students sat for Registration Certificate examinations. The 1964 enrolment of 101 includes 26 full-time students and 75 part-time students. The State Government provides scholarships for twelve full-time students.

In addition to conducting day classes the Library Training School conducted evening classes until the end of 1961.

It was found in 1961 that it was impossible to cover the revised Registration Certificate course adequately without making constant calls on the already overburdened State Library senior staff. After taking this and other factors such as accommodation and finance into consideration, the State Library Trustees decided to discontinue evening classes.

Royal Melbourne Institute of Technology Department of Librarianship.

As a result of the decision of the State Library not to conduct evening classes, the Victorian Branch of the Library Association made an investigation into the need for additional training facilities. The Association found that additional facilities were necessary and asked the Education Department to establish a school of librarianship at Royal Melbourne Institute of Technology. The Free Library Service Board supported this proposal. Ministerial approval was given and the Department of Librarianship was established in 1963 and conducted evening classes for 189 students. In 1964 the Department is offering both day and evening lectures. The Department has a staff of three full-time lecturers and several part-time lecturers. Twenty full-time students and 180 part-time students have enrolled.

At present the State Library and the Royal Melbourne Institute of Technology are duplicating training facilities. It would be more practicable if all State financed library training at the Registration Certificate level was the responsibility of one institution preferably an educational institution such as the Royal Melbourne Institute of Technology. The Principal of the Institute has stated that provided the necessary staff are made available the Department of Librarianship can be expanded to offer tuition to all students who wish to study for the Registration Certificate.

By discontinuing evening lectures the State Library has partly withdrawn from training at this level. The State Library should cease to conduct courses.

The State Library could continue to make a valuable contribution to education for librarianship by establishing a special library of the literature of librarianship including facilities for study and discussion groups.

Such a library would not need to be open for the same long hours observed by the Reference Library and would not require full time staff.

This library would also be a suitable place to hold "in service training lectures" for State Library staff, and unqualified municipal staff.

Scholarships.

The twelve scholarships at present provided by the State for trainees at the State Library School should be in future tenable at Royal Melbourne Institute of Technology or any other technical college offering library courses. The number of such scholarships should be increased.

TRAINING FACILITIES IN COUNTRY AREAS

A number of witnesses have stressed the need for library training facilities in country centres. Technical colleges in provincial areas can establish a course in librarianship leading to the Registration Certificate providing qualified instructors are available and ten or more matriculants enrol. In no centre has there as yet been sufficient enrolment to warrant the establishment of a library course. If the number of Government scholarships were increased and were tenable at technical colleges this problem might be overcome. For example a college such as the Bendigo Technical College might attract sufficient matriculants from Bendigo and nearby towns to establish a course in librarianship.

MUNICIPAL LIBRARIES

Sub-professional Staff Training.

Library staffs are predominantly female and this contributes to the high turnover of staff. Many recruits to Library service do not intend to make a career of librarianship and consequently they are not interested in studying for the Registration Certificate of the Library Association of Australia. Such unqualified staff have their place in libraries for there is a need, in all types of libraries, for sub-professional library assistants to carry out routine duties.

This sub-professional staff requires basic library training. Large regional library systems can offer a course of training for such staff but in the present fragmented Victorian municipal library system little such "in service training" is carried out.

The Extension and Circulation Division of the proposed Victorian Library Authority should employ a Training Officer to give basic training to municipal library staff who are not reading for Registration and are not receiving adequate "in service training". Such training should include an outline of the functions of the Victorian Library Authority and details of the assistance its Divisions can give to municipal libraries. The Training Officer should conduct these basic training courses in both the Metropolitan area and in country centres.

STATE LIBRARY "IN SERVICE TRAINING"

Male State Library staff attend administration courses conducted by the Public Service Board. Although female staff predominate in the State Library the Public Service Board has not as yet required female librarians to attend its courses.

State Library staff attending lectures for the Registration Certificate are permitted to do so in their employer's time. However, the State Library has not instituted any programmes of "in service training" in librarianship. Staff efficiency would be increased if those recruits to the professional staff who do not possess qualifications were given a short course of basic library training.

As the State Library has not a large pool of trained staff, staff who are not qualified professionally and who have had limited experience in the State Library are being seconded to staff the smaller State Departmental libraries. Such staff should attend a course of "in service training" designed to introduce them to special library techniques.

These courses would not require the services of a full time training officer as lectures could be given by senior State Library staff.

POST GRADUATE UNIVERSITY LIBRARY TRAINING

Librarianship may be defined as "the science of the collection, preservation, analysis and description of recorded knowledge". A senior librarian needs special skills appertaining to librarianship, a broad intellectual background, the ability to make highly qualitative judgements, skill in human relations and overall administrative ability.

As with specialist technologies such as accounting and business administration, the teaching of the special skills of librarianship can properly be a function of a university. Post-graduate schools of librarianship in universities are common overseas.

In North America qualifications asked for senior library positions invariably include the possession of a degree from a university post-graduate school of librarianship. Post-graduate schools are being established in Great Britain and the first such school in Australia has been established in the University of New South Wales. Graduates from the University of New South Wales School of Librarianship are eligible for professional membership of the Library Association of Australia.

The establishment of a post-graduate school of librarianship within the University of Melbourne has been approved in principle by the Professorial Board. A philanthropic foundation has expressed willingness to contribute financially to this school. This Board urges the University to establish a post-graduate school of librarianship without further delay.

In Victoria in 1963, 252 matriculated but non-graduate students and 68 graduates sat for Library Association examinations. As there is an increasing demand for librarians there appears to be ample scope for two schools of librarianship in Victoria, one at Melbourne University and one at the Royal Melbourne Institute of Technology.

CHAPTER 11.

CO-ORDINATION OF LIBRARY SERVICES

How can co-ordination between the libraries mentioned in the Terms of Reference be improved and any duplication and overlapping be avoided?

A major step in improving co-ordination of the various library services within the State would be the creation of the proposed Victorian Library Authority. This would result in immediate co-ordination of the activities of the State Library of Victoria and the Free Library Service Board and it would help to bring about co-ordination of library services not under the control of the Authority.

The fact that the Education Department, the universities and the Municipal Association would be represented on the Authority would pave the way for greater co-operation between the Divisions of the Authority and the libraries associated with the bodies mentioned.

I have recommended in Chapter One and Six of this Report that two new positions be created, namely an Education Department Liaison Officer on the staff of the Extension and Circulation Division of the Library Authority and a Government Departmental Libraries Liaison Officer on the staff of the State Library.

The Education Department Library Liaison Officer would further co-operation between libraries controlled by the Education Department and municipal libraries whereas one of the functions of the Government Departmental Libraries Liaison Officer would include furthering co-operation between the State Library, the libraries of Government Departments and Instrumentalities and private industrial and commercial libraries.

The proposals relating to the acquisition policies of the State Library and those of the libraries of Government Departments and Instrumentalities will, if carried out, avoid unnecessary duplication and overlapping.

In addition, I have to make the following observations and recommendations on the co-ordination of library services.

The Victorian Library Authority should undertake research into possible avenues of library co-operation. Where groups planning library co-operation do not exist, the Authority should take the initiative in marshalling qualified individuals and groups to engage in such planning.

THE PARLIAMENTARY LIBRARY

Members of Parliament are entitled to the services of a good library so that there is available to them up-to-date material relating to matters likely to come before Parliament.

Whilst in some countries the parliamentary library is a section of the national library, this is not the case in Victoria. The Victorian Parliamentary Library has always been an independent Library.

This has resulted in a considerable measure of duplication in that most of the material in constant use in the Parliamentary Library is also to be found in the State Library.

To remedy this duplication by restricting the Parliamentary Library collections would cause much needless inconvenience to Members of Parliament. Their day to day library needs would not be met satisfactorily if they had to rely on State Library holdings.

There is, however, room for a greater degree of co-operation between these Libraries to avoid unnecessary duplication of little used material. The Parliamentary Librarian and the State Librarian should confer with a view to seeking the approval of the Parliamentary Library Committee for the transfer of any valuable but seldom used collections from the Parliamentary Library to the State Library. Such collections which at present lie idle in the Parliamentary Library stacks would be more frequently used if they were available for perusal in the State Library.

LIBRARY SERVICES FOR DEPARTMENTS IN THE NEW STATE OFFICES

A central reference library should be included in the State office block now under construction. Apart from providing expert library service to Departments which could individually afford only unsupervised book collections, a central library would offer economics in staffing and acquisitions to Departments which already maintain libraries.

MUNICIPAL LIBRARIES

The major step in achieving co-ordination between municipal libraries is the formation of regional libraries. As this topic has already been dealt with at length in a preceding chapter, I will pass on to mention other forms of municipal library co-operation.

Inter-library lending is frequently cited as a measure which should be utilized to the full in the interests of rationalization of book stocks. Inter-library lending is an expensive process when factors such as staff time and postage are taken into account. It is also often a slow process. It is no substitute for a comprehensive book stock. It is, however, justified where costly little used specialized materials are concerned.

Both the proposal to build on the present State Library Lending Branch stock and use it as a central stock for municipal libraries to draw on, and the proposal to relax restrictions on borrowing from the State Reference Library will, if implemented, reduce unnecessary duplication of costly little used material. The duplication of such material could be further reduced if municipal libraries agreed upon a co-operative subject specialization scheme.

Under a subject specialization scheme co-operating libraries agree to acquire books in an allotted subject, or subjects, in addition to those which would normally be acquired to maintain a balanced book stock. Within agreed budgetary limits the library endeavours to make its special subject field complete. The subject specialization scheme operated by metropolitan boroughs in London is a notable example. The Victorian Library Authority should encourage the adoption of a subject specialization scheme by Victorian municipal libraries.

Another co-operative measure which should be encouraged is the practice of making borrowers' cards inter-available. To grant borrowing privileges to the person who holds another library's cards in exchange for another library extending the same courtesy to its patrons is a step to be recommended. This procedure is followed in some other states and in New Zealand.

The inter-library loan service to be provided to municipal libraries by the Victorian Library Authority should form part of a request and information service as offered by the National Library Service in New Zealand and the Library Board of Western Australia. Under such a service a reader requiring information would in the first instance apply to his local municipal library. If the library could not supply the information the librarian would forward the request to the State Extension and Circulation Division. If this Division could not supply books or periodicals from its stock to answer the request, the request would be forwarded to the State Reference Library which would supply the information required in book form, by photocopy, or by means of a typed statement. The Reference Library would, if necessary, go beyond its own book stock to provide the information.

MUNICIPAL AND SCHOOL LIBRARY CO-OPERATION

To what extent is there duplication or overlapping in the services provided by municipal and school libraries? How can co-ordination between these libraries be improved and any duplication or overlapping avoided?

Books for children can be provided through the schools, through municipal libraries or through both. Authorities such as L. R. McColvin in "Public Libraries in Australia", 1947, the American Library Association in "Public Library Service", 1956 and the "Roberts Report", 1959, have pointed out succinctly the complementary nature of the services offered by school and municipal libraries. The Victorian Education Department and the Library Association of Australia endorsed this viewpoint in evidence to this Board.

This Board feels that some duplication of services between school and municipal libraries is desirable. However, such duplication must be planned duplication to meet the various needs of readers.

SCHOOL LIBRARY—PUBLIC LIBRARY CO-ORDINATION.

Co-operation at the Primary School Level

The main function of the primary school library is to meet the reading needs of the school curriculum. Book resources in primary schools are at present generally inadequate and such libraries should concentrate on adding to their stocks of informational material relating to the curriculum.

However, for the primary school child imaginative literature is important and the school library should stock the best works in this field in order to introduce the child to imaginative literature.

In general, recreational reading, fictional and non fictional, should be the province of the public library. Class visits should be made to the public library to introduce the children to its collections.

Co-operation at the Secondary School Level.

During my inspections of public libraries, many librarians have pointed out that teachers repeatedly assign one title or one specific topic to a whole class. The public library is then invaded by pupils, most of whom leave empty handed.

This is a situation which will recur while teaching is tied to an examination syllabus but co-operation between the school and the public library can alleviate the pressure. The teacher should inform the public librarian of topics on which there will be special student attention. If sufficient notice has been given, the librarian can purchase materials if this is justified. He can set aside all possible references which might serve the purpose and borrow suitable titles on inter-library loan.

Secondary school student reading needs are so extensive that both the school library and the public library must be used to meet the demands. Rapid development of school libraries is vital. If school libraries do not develop an increasing load will fall on the public library and the stage may be reached where libraries such as the State Library of Victoria will have to impose restrictions on school student use so that other readers may obtain service.

The following areas should be the province of the school library rather than the public library.

Text books and assigned reading relating to the curriculum. Such works should not be purchased by public libraries unless they are of interest to a wider group than school students. As all students read the same titles, often at the same time, school libraries will have to stock multiple copies of any such titles which the student is not expected to purchase.

Reference books such as encyclopaedias and dictionaries should be purchased by school libraries. Reference consultation is now an integral part of study and therefore basic reference works should be available in the school library.

The school library and the public library should share in the provision of supplementary reading. School libraries should have titles on supplementary reading lists but as many titles will be of interest to non-student readers, the public library can reasonably be expected to stock them.

The public library should carry the main stocks of material for research papers and individual projects. The scope of much of this material is too broad for the school library to collect in depth.

Again the public library should, to a large extent, be responsible for the provision of general and recreational reading. Such reading may be stimulated by school courses but it is not required reading.

The public library provides this type of material for non-student readers and it can provide such reading for students by building on collections and services already established.

The school and the public library are complementary. The school library should provide material closely associated with the curriculum and the public library should provide general research materials and recreational reading. Such a division of responsibilities will achieve the maximum return from the additional finance which must in any case be invested in student reading.

Unfortunately, there are many communities in Victoria without free public library service. In such areas school libraries are called upon to spread their resources too widely and no part of their collections can be maintained at a satisfactory level.

In these areas the local school library should be authorized to secure bulk loans of books from the proposed Victorian Library Authority Extension and Circulation Division to provide for the needs of both adult and child members of the community.

Public Library-School Library Co-ordinating Committees.

Both school and public libraries must assume responsibility for making contacts with each other and for acquiring insight into the resources, services and plans of the complementary library service. With this aim in view, representatives of municipal libraries and school libraries should form an advisory committee in each area. Such committees should plan book selection to avoid unnecessary duplication.

CO-ORDINATION OF ACQUISITION POLICIES OF UNIVERSITY AND OTHER VICTORIAN RESEARCH LIBRARIES

Australian reference and research libraries are called upon to provide bibliographic materials to support comprehensive teaching and research programmes. Australian research workers frequently require access to library materials of a range which would tax the resources of libraries in Western Europe which have had centuries to develop their collections.

As indicated in the recent "Tauber Report", Australian research collections are meagre by European and American standards. Because of these comparatively small holdings there has not been as yet marked duplication of costly research materials in Victorian libraries. However, it is essential that measures be taken to ensure that funds are not squandered on undue duplication when establishing new libraries and buildings on existing research collections.

Each university as it develops its courses is obliged to provide library materials which will meet the requirements of these courses. There is no substitute for good library service on the individual university campus. Every book necessary to support undergraduate study should be made available on the campus in sufficient numbers to satisfy needs of all students.

Each university should also house the basic book material needed for special studies and honours work. Inter-library borrowing should be restricted to materials which, if purchased, would show little prospect of continued usefulness in the university library.

Such a programme calls for extensive duplication of holdings between universities where the same subjects are taught. If rationalization is to be implemented it must be implemented at the stage when courses are being planned. Once two universities begin teaching the same subject at the same level, duplication of book resources between the two universities in that subject is inevitable. This fact should be taken into consideration when courses are being planned for Victoria's third university.

In material marginal to the teaching and research programmes of the universities there is scope for specialization to avoid unnecessary duplication of book resources. There has been much lip service to the need for co-operation in this field, but the present informal spasmodic discussions between the librarians of research libraries in Melbourne have produced little concrete evidence of co-operation. A notable exception is to be found in the field of French language and literature, in that the University of Melbourne, Monash University and the State Library have reached agreement to specialize in certain areas, in future acquisition of library materials in this field.

In New Zealand university administrators and librarians have realized that each university library must be highly selective in its acquisition policy in order to ensure the most effective use of public moneys. The Vice-Chancellors' Committee has approved the establishment of a Standing Committee on Library Resources consisting of university librarians, members of professorial boards and a representative of the New Zealand Library Association. The function of the Committee is to keep under review any matters affecting the interests of the university library system. This includes a study of the provision and location of adequate research materials and the relationship and facilities which ought to exist, in order to make the best use in the national interest, of the special holdings of each university library and other national libraries.

There is a definite need for the establishment of a similar Committee in Victoria to plan co-ordination at a State level. Such a committee should draw its members from the administrators and librarians of Victorian research libraries.

AUSTRALIAN ADVISORY COUNCIL ON BIBLIOGRAPHICAL SERVICES

As members of Australian Advisory Council on Bibliographical Services the major Victorian research libraries are fostering the co-ordination of bibliographical services at a national level. The Australian Advisory Council on Bibliographical Services is composed of representatives of Commonwealth, State, university, public and special library services. It has a Secretariat, the Australian Bibliographical Centre, within the National Library of Australia. It is the function of the Australian Advisory Council on Bibliographical Services to plan and recommend to appropriate authorities the further development of Australian bibliographical and library service.

Through the machinery of the Australian Advisory Council on Bibliographical Services the National Library is compiling the following union catalogues:—Current Union Catalogue of Monographs, Serials in Australian Libraries: Social Sciences and Humanities, Guide to Collections of Manuscripts relating to Australia and the Retrospective Union Catalogue of Monographs. These, together with Scientific Serials in Australian Libraries, a Union List published by the Commonwealth Scientific Industrial Research Organization will provide an almost complete bibliographical cover of the resources of the major Australian libraries.

Such catalogues aid the research worker and assist librarians in avoiding unnecessary duplication between libraries in the purchase of specialized material. Victorian libraries are urged to continue to give full support to the Australian Advisory Council on Bibliographical Services projects.

STATE LIBRARY—ROYAL MELBOURNE INSTITUTE OF TECHNOLOGY CO-OPERATION

The State Library, which has a wide range of books and serials in the field of applied science, undertakes literature searches for industry. Its service in this field is restricted by the limited technical subject knowledge of the library research staff.

The neighbouring Royal Melbourne Institute of Technology Library also provides service to industry. This Library is administered by a librarian with a technical subject background and the specialist teaching staff of the institution are available for consultation. However, its service to industry is restricted by a limited book stock.

There is, therefore, scope for close co-operation between the State Library and the Royal Melbourne Institute of Technology in providing a technical information service to industry, utilizing Royal Melbourne Institute of Technology technical knowledge and State Library book resources. The State Librarian and the Principal of the Royal Melbourne Institute of Technology should endeavour to further the limited co-operation which already exists.

A VICTORIAN CO-OPERATIVE STORAGE LIBRARY

A problem common to libraries in Victoria is the shortage of storage space. The construction of a co-operative storage library to house little used library materials could ease this problem. Such co-operative ventures have proved successful overseas, the Mid-West Inter-library Centre near Chicago and the New England Deposit Library near Boston being notable examples. At present there is no co-operative storage of library materials in Victoria.

Some librarians in Victoria are reluctant to admit that any significant proportion of their book stock could be classified as little used material suitable for storage. In the United States a survey made by one of the leading university libraries, Stanford, showed that 52 per cent. of the stack book stock was not consulted once in ten years. A study made by the University of Colorado showed that 90 per cent. of the book circulation was accounted for by one-third of the total library collection. No doubt if such surveys were made in Victorian libraries a significant number of little used items would be found. For instance in the State Library of Victoria, call slips were lodged for only nine of the 950 serial volumes in the stack botany section during a four-week period in May, 1963.

Little-used books are not unimportant books and they merit permanent preservation. It is uneconomic to store such works in the high cost storage areas of working libraries. They should be transferred to a storage library.

A storage library can be sited on low cost land and it can be constructed relatively cheaply. The building needs to be little more than a fire-proof shell fitted with book stacks offering protection to books against heat, light, dust and damp. Heating and natural lighting are not required but air-conditioning to provide filtered air of a constant humidity is desirable.

When compared with a working library a storage library offers considerable economies in space. Shelf space is saved as a storage collection need not be arranged by subject with empty space reserved for expansion of each subject. Less stack area is required for corridors and aisles.

A storage library will lessen overcrowding of shelves in the working library, a factor which adds to the difficulty of service to the public and is likely to result in the unsatisfactory care of books and costly wear though frequent reshelving.

A storage library to be used co-operatively by all libraries financed by the State Government should be established. This library should be built by the State Government and staffed by the State Library. The cost of maintenance could be shared by the users whom could well include Commonwealth Institutions and private firms.

Individual ownership of publications deposited in the storage library need not be relinquished but all publications deposited should be available for loan to any of the co-operating libraries. A predetermined number of sets of any particular journal could be kept in the storage library and made available either as the original or by Xerox copy to requesting libraries. An overall gain in space would occur since it is probable that in many cases, up to 50 sets of the same periodical are now being kept, whereas ten sets might often suffice for all Victorian needs if this scheme operated.

Libraries could send unwanted duplicate publications to the storage library to enable it to function as a duplicates exchange centre.

At present duplicates can be exchanged through the National Library but this involves the participating libraries in considerable expenditure of staff time in preparing lists, collecting requests, and posting the duplicates. As a consequence very few of the smaller libraries take part. It would be a great convenience and economy to be able to send duplicate books and periodicals to a co-ordinating centre, and have them collated, stored, included in regularly circulated lists and despatched within Victoria. After a certain period they could then be offered interstate or overseas. A similar scheme is operating at the Public Library of New South Wales.

After a time, with the establishment of a favourable climate of co-operation it may be desirable to provide the storage library with an acquisitions vote to purchase little used material. It would be necessary to appoint a committee representative of the participating libraries to determine the acquisitions programme.

CO-OPERATIVE MICROFILMING PROJECTS

As mentioned in the section of this Report on the preservation of State Library collections, much Victorian historical research material printed on poor quality paper is disintegrating. There is scope for Victorian research libraries to co-operate in microfilming such material. The sale of positive copies of microfilm to interstate and overseas libraries would help to defray the cost.

It is becoming an established practice overseas for newspaper publishers and libraries to co-operate in microfilming entire files of local newspapers. Such a co-operative programme is needed to preserve for research, files of important Victorian newspapers.

THE CENTRAL MEDICAL LIBRARY ORGANIZATION

This organization affords an example of library co-operation which could well be followed by other professional organizations.

The Central Medical Library Organization draws its members from institutions and organizations in Victoria which maintain medical libraries. It aims to further co-operation in medical library services.

The co-operating libraries contribute entries to a union catalogue of medical holdings. A periodical exchange scheme is in operation.

The Central Medical Library Organization plans to establish a Central Medical Library based on the University of Melbourne Medical School Library. The Central Medical Library Organization Library will facilitate medical study and research and avoid any undue duplication of medical library resources in Victoria.

The State Library is not a member of the Central Medical Library Organization but it co-operates with the Organization. State Library medical works are listed in the Central Medical Library Organization union catalogue and the State Library Trustees have conditionally agreed to transfer to the Central Medical Library Organization on long term loan certain closed files of medical periodicals.

CHAPTER 12

LIBRARY SERVICES TO THE BLIND

The recently published American Library Association standards for library functions at the state level include the following statement :—

“ Resources available within or near each State should include a full range of reading materials for the blind and visually handicapped .”

In Victoria, reading materials for the blind are provided by voluntary organizations, namely—the Braille Library and the Royal Victorian Institute of the Blind. The library service they provide is severely restricted by lack of finance. The Victorian Government contributes £750 per annum to the Braille Library, and the Institute Library receives part of the £5,500 Government general grant to the Institute. The bulk of the money spent on library services for the blind in Victoria is obtained from charitable sources.

The community has recognized that the provision of free library services supported by public funds is an important service. Blind people who share the same responsibilities as taxpayers and enjoy the same rights as other citizens are entitled to look to the Government to provide adequate support for a full library service to the blind. Such a service should provide large print books for those who have varying degrees of sight and “ talking ” books and braille books for the blind generally.

The Braille Library should participate to a greater extent in the funds made available by the Government for library services to enable it to provide a library service in no way inferior to that which is offered by other State supported library services.

CHAPTER 13

CONCLUSION AND SUMMARY OF RECOMMENDATIONS

It will be evident to professional librarians that this Report is not the work of a librarian. It is my appraisal, as a layman, of library services in Victoria and contains my recommendations for the future development of such services.

The defects in our total library service referred to in the body of this Report cannot be remedied overnight. It is not merely a question of finance, nor of buildings, nor of books, nor of staff, but a combination of all these and other factors.

The latest reports available concerning libraries in the United Kingdom and in the United States indicate that the problems which beset us here have by no means been overcome in these countries.

An article in the "Carnegie Corporation of New York Quarterly", of March, 1964, states—

"In 1961 it was estimated that more than 16 million American children and adults had no legal access to local public library service whatsoever, and that forty-nine (49) million more had inadequate service. The figures, shocking as they should be to a nation that prides itself on its public library system, actually reflect considerable improvement over what the situation was only five years earlier."

I do not wish to create the impression that we in Victoria have a really poor library service.

It is true the State Library is not at present functioning efficiently; but it has provided a wonderful service for many years and its past glory can be regained.

The Free Library Service Board, too, has much to show for its eighteen years of service. But its work can be carried out much more efficiently if the reorganization suggested is approved.

The libraries of both of our universities are rendering a great service—but, in these days, particularly the Baillieu Library, not good enough. However, here too, the position can be remedied if action is not delayed.

In the municipal field we have many splendid libraries; on the other hand there are poor ones. Far too many councils have failed to provide library facilities. However, regional and municipal co-operation during the next few years can do much to improve municipal library services generally.

The Education Department library system in Victoria is, I believe, the best developed school library service in Australia at the present time.

Of course it has its defects, but I believe the Department is aware of the shortcomings regarding library facilities and trained librarians and will expand its activities to meet the needs of all types of schools.

Before concluding my Report with a summary of my recommendations I desire to place on record my gratitude to those who assisted me in this Inquiry.

The only professional assistance provided to me for the conduct of the Inquiry was Counsel to assist during the period given to hearing evidence in public, and a Secretary.

I wish to acknowledge the splendid service rendered by Counsel, Mr. Gordon Just, and thank him for the helpful manner in which he assisted witnesses to present their evidence and also for the excellent summing up of the submission made.

The services of Mr. R. L. Cowling, an officer of the State Library, were made available to me during the entire period of the Inquiry. Not only did he carry out the work of Secretary in a satisfactory manner, but he also, by reason of his wide knowledge of library services generally, was able to undertake all the research work required by me. I am pleased to be able to place on record my appreciation of his most efficient service.

I wish to thank Mr. J. A. Feely, the Chief Librarian, State Library of Victoria, for the assistance given to the Board by the members of his staff.

I also desire to record my appreciation of the action of the Trustees of the State Library of Victoria in making an office available to the board.

SUMMARY OF RECOMMENDATIONS

CHAPTER 1

The Victorian Library Authority.

(1) The Board of Trustees of the State Library of Victoria and the Free Library Service Board should be replaced by a single authority known as the Victorian Library Authority.

(2) The functions of the State Library and the Free Library Service Board should be carried out by three Divisions of the Victorian Library Authority, namely :—

State Library Division.

Extension and Circulation Division.

Public Records Division.

(3) The Executive Officer of the Victorian Library Authority should be appointed by the Governor in Council, and should have the status of the Head of a Department.

CHAPTER 2

The State Library of Victoria.

(1) An increase in the State Library vote for publications is necessary if the Library is to carry out its functions effectively.

(2) The State Library should requisition for an increase in staff establishment.

(3) The present career range for university graduates within the State Library is unattractive when compared with other avenues of employment open to graduates. Salaries should be improved.

(4) The State Librarian, in consultation with the Public Service Board, should rearrange the duties of the members of the State Library staff to obviate the necessity for certain officers having to work a six-day week.

(5) Two extra floors and one mezzanine floor should be built under the library dome to ease the Library's space problems.

(6) The State Library acquisitions policy should be redefined to avoid undue duplication of research material in State supported libraries.

(7) The legal deposit provisions of the *State Library, National Gallery, National Museum and Institute of Applied Science Act 1960* should be clarified and expanded.

(8) The State Reference Library lending policy should be broadened to permit limited lending to municipal libraries.

(9) The State Library should study the advisability of providing a reader service from subject departments rather than from a general reference room.

(10) The State Library should institute a microfilming programme to preserve irreplaceable library materials printed on decaying paper.

(11) A State Library bindery should be established.

(12) The Public Service Board Organization and Methods Section should carry out a survey of work routines within the State Library with a view to increasing efficiency.

(13) A State Library Public Relations Officer should be appointed.

(14) The Education Department or the proposed Victorian Library Authority should establish a supervised study hall in the City of Melbourne to relieve student pressure on the State Library and other reference libraries.

(15) The new LaTrobe Library should co-operate closely with the Royal Historical Society of Victoria and local historical societies.

- (16) Air-conditioning should be installed in all floors of the LaTrobe Library.
- (17) Staff for the LaTrobe Library should be appointed without further delay.
- (18) The metropolitan Lending Section of the State Library should be closed.
- (19) The Country Borrowers Service should be available only to citizens outside the metropolitan area who are resident in municipalities not served by a free municipal library.
- (20) The Travelling Library Service should be discontinued.
- (21) The State Lending Branch should be incorporated in the Extension and Circulation Division of the proposed Victorian Library Authority.

CHAPTER 3

The Free Library Service Board.

- (1) The Free Library Service Board should be abolished and its functions should be carried out by the proposed Victorian Library Authority.
- (2) The proposed Bibliographical and Technical Services Department of the State Library should take over the preparation of the Book List for Municipal Libraries and the Central Cataloguing Service at present operated by the Free Library Service Board.

CHAPTER 4

Municipal Library Services.

- (1) The Local Government Act should be amended so that if 5 per cent. of enrolled ratepayers in a municipality demand that a proposal to establish a free library service be submitted to a poll, the municipal council is obliged to conduct such a poll.
- (2) The proposed Victorian Library Authority should promote an Advisory Council in each of the thirteen Victorian Planning Regions to advise the Authority and the Minister on the best means of achieving viable regional library services in their respective areas.
- (3) The Regional Library Development Grant should be increased. This Grant should be made available to regional libraries both in country areas and the metropolitan area.
- (4) Ceiling limits on subsidy should be raised for councils contributing to regional library systems.
- (5) Amending legislation should be introduced to provide a legal basis for joint control of regional library services.
- (6) As from the 1966-67 municipal financial year all municipal library authorities serving populations of less than 10,000 should receive book stock from the proposed Victorian Library Authority in lieu of the Municipal Library Grant.
- (7) The State should provide capital subsidies for new library buildings.
- (8) The State grant in respect of existing library buildings and in respect of library furniture and equipment should be freed from conditions relating to *per capita* subsidy.
- (9) The proposed Victorian Library Authority should exercise control over the appointment of municipal librarians to ensure that qualified librarians are appointed when available.
- (10) Provision should be made for the protection of superannuation and long service leave rights of all librarians when they transfer to the employ of another Authority.
- (11) The Melbourne City Council should give consideration to the establishment of a municipal reference and lending library in the City Centre for the convenience of business men and other citizens who are employed in the City.

CHAPTER 5

Non-municipal Free Libraries.

The State grant to non-municipal free libraries should be withdrawn.

CHAPTER 6

Libraries of State Departments and Instrumentalities.

(1) The libraries of State Departments and Instrumentalities should be developed so that they become the State research libraries in their main subject fields.

(2) The library should primarily serve officers of the Authority maintaining the library but should also provide service to other officials and citizens.

(3) The policy of staffing the libraries of Departments and Instrumentalities with staff seconded from the State Library should be continued and extended to State Statutory Corporations.

(4) A career range should be established in the larger libraries so that the librarian in-charge can take at least one promotion without transferring to another library.

(5) The right of the State Librarian to transfer librarians in Departmental libraries should be limited.

(6) A Government Departmental Libraries Liaison Officer should be appointed to the State Library staff.

CHAPTER 7

University Libraries.

(1) The percentage of the University vote allocated to the Baillieu Library by the University of Melbourne Council should be increased substantially.

(2) The extension of the Baillieu Library should be given high priority.

(3) The salaries paid to Baillieu Library staff should be equated with salaries paid to library staff in other universities.

(4) Books purchased for departmental collections within the University of Melbourne should be acquired and catalogued by the Baillieu Library.

(5) The University of Melbourne Archives Section should not collect Victorian historical archives for this is the province of the new LaTrobe Library.

CHAPTER 8

Senior Technical College Libraries.

(1) The Education Department and College Councils should give more attention to the needs of senior technical college libraries.

(2) The senior technical college libraries should be developed to provide library service to industrial and business firms in their vicinity.

(3) A co-operative scheme embodying centralized purchasing and cataloguing of library materials should be considered by the principals of senior technical colleges.

CHAPTER 9

State School Libraries.

(1) The Education Department subsidy to schools should be replaced, in part, by a direct grant.

(2) Funds for the support of training college libraries should be determined in relationship to the total annual expenditure of the college.

(3) The provision of a primary school library building is, at present, in some instances, the responsibility of the school committee. In future library buildings should be provided by the Education Department to all schools with an enrolment of at least 350 pupils.

(4) To facilitate the use of school libraries after school hours, new libraries should be sited so that they can be conveniently opened when other parts of the school are closed.

(5) The intake of the Melbourne Teachers' College Course for Certified Trained Teacher-Librarians should be increased.

(6) The feasibility of training teacher-librarians for secondary and technical schools at the Royal Melbourne Institute of Technology Department of Librarianship should be investigated.

(7) The Education Department Library Services section should establish a centre for the central purchasing and processing of books for school libraries.

(8) A central book stock for schools should be established by either the proposed Victorian Library Authority or the Education Department.

CHAPTER 10

The Training of Librarians.

(1) The State Library should cease to conduct courses in librarianship at the Registration Certificate level.

(2) The scholarships provided by the State for trainees at the State Library Training School should be tenable at technical colleges. The number of such scholarships should be increased.

(3) The Extension and Circulation Division of the proposed Victorian Library Authority should employ a training officer to give basic training to municipal library staff.

(4) "In service training" courses in librarianship should be instituted for State Library staff.

(5) A University Post Graduate School of Librarianship should be established in Victoria.

CHAPTER 11

Co-ordination of Library Services.

(1) The proposed Victorian Library Authority should undertake the initiative in encouraging inter-library co-operation.

(2) A central reference library should be included in the State office block now under construction.

(3) Municipal libraries should extend inter-library lending facilities, adopt a scheme of subject specialization and make borrowers cards inter-available.

(4) The proposed Victorian Library Authority should offer a request and information service to municipal libraries.

(5) Representatives of municipal and school libraries should form local advisory committees to plan book selection to avoid unnecessary duplication.

(6) Once two universities begin teaching the same subject at the same level, duplication of book resources is inevitable. This fact should be taken into consideration when courses are being planned for Victoria's third university.

(7) A committee similar to the New Zealand Universities' Standing Committee on Library Resources should be established in Victoria.

(8) Victorian libraries should continue to give full support to the work of the Australian Advisory Council on Bibliographical Services.

(9) Intensified co-operation between the State Library and the neighbouring Royal Institute of Technology Library is practicable and should be pursued.

(10) A storage library to be used co-operatively by all libraries financed by the State should be established.

(11) Victorian libraries should institute co-operative microfilming projects.

CHAPTER 12

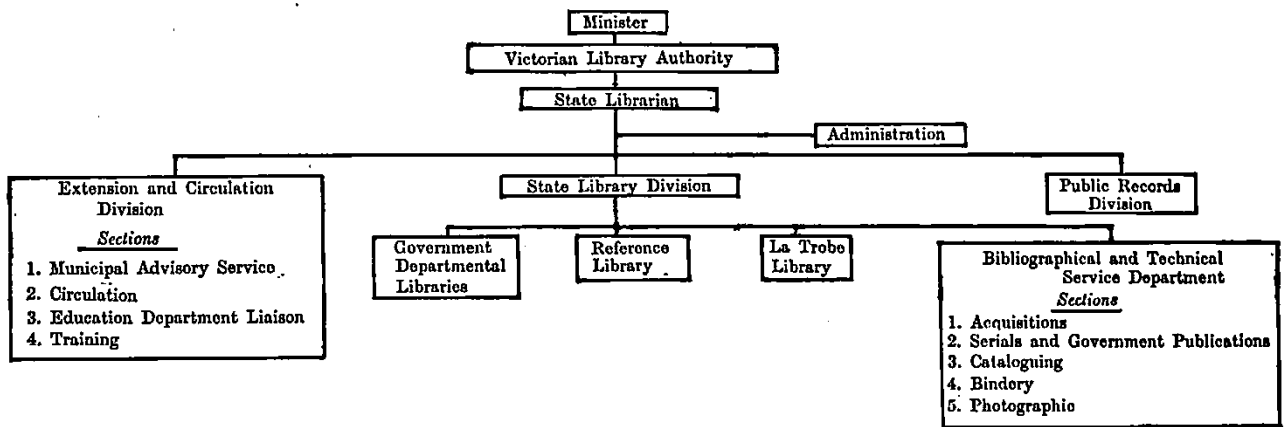
Library Services for the Blind.

(1) The Braille Library should participate to a greater extent in funds made available by the Government for library services.

Sir John Jungwirth, C.M.G.
5th August, 1964.

APPENDIX 1

PROPOSED VICTORIAN LIBRARY AUTHORITY—DRAFT ORGANIZATION CHART



Note.—This Chart does not necessarily reflect comparative salary levels.

APPENDIX 2

MUNICIPAL LIBRARIES
STATISTICAL DETAILS, 1962-63

Municipality.	Population.	Area (acres).	Total Expenditure on Library Service.	Total Expenditure per capita on Library Service.	Book Circulation.
<i>(a) Metropolitan.</i>					
			£	s. d.	
Altona Shire	16,144	9,930	5,925	7 4	..
Box Hill City	50,390	5,309	20,278	8 1	306,716
Brighton City	41,244	3,380	18,271	8 11	330,226
Camberwell City	99,206	8,682	52,603	10 7	739,893
Caulfield City	74,725	5,431	30,945	8 3	..
Coburg City	70,726	4,616	14,122	3 11	246,574
Collingwood City	25,345	1,180	7,053	5 6	44,957
Doncaster and Templestowe Shire	19,013	22,090	7,803	8 2	Included in Box Hill City
Footscray City	60,650	4,441	11,515	3 10	139,192
Hawthorn City	36,595	2,411	11,925	6 7	187,336
Heidelberg City	86,292	29,080	26,475	6 1	340,244
Kew City	33,132	3,596	9,708	5 10	271,126
Malvern City	47,829	3,935	25,072	10 6	336,444
Melbourne City	76,483	7,765	33,438	9 9	243,378
Moorabbin City	95,642	12,655	38,728	8 1	659,179
Mordialloc City	26,469	3,013	13,349	10 1	159,103
Northcote City	44,663	4,229	19,122	8 7	182,558
Nunawading City	53,211	10,275	19,750	7 10	..
Oakleigh City	47,937	7,486	20,237	8 5	15,610
Port Melbourne City	12,302	2,628	5,770	10 1	63,679
Prahran City	52,375	2,361	19,138	7 3	305,331
Preston City	84,037	9,155	13,641	3 3	149,822
Sandringham City	36,977	3,700	15,154	8 2	248,873
South Melbourne City	32,253	2,203	17,940	11 1	232,068
Sunshine City	62,227	19,775	25,421	8 2	95,174
Williamstown City	30,496	3,582	12,199	7 11	..
Total: 26 Councils	1,237,435	192,208	496,082	8 0	5,297,483
<i>(b) Country.</i>					
			£	s. d.	
Alberton Shire	5,931	461,440	2,364	7 11	Included in Bairnsdale Shire figure
Alexandra Shire	4,545	462,080	2,024	8 11	80,191
Arapiles Shire	2,133	491,520	632	5 11	Included in Horsham
Ararat City	7,930	4,710	5,058	12 5	81,878
Ararat Shire	4,598	903,629	2,044	8 11	Included in Ararat City
Avoca Shire	2,150	277,760	672	6 4	Included in Ballarat City
Bacchus Marsh	4,423	139,904	790	3 6	7,000
Bairnsdale Shire	11,276	606,720	8,912	15 10	86,013
Ballarat City	41,068	8,550	14,042	6 10	381,181
Ballarat Shire	10,110	117,760	2,469	4 8	Included in Ballarat City
Beechworth Shire	3,758	190,720	790	4 3	Included in Wangaratta City
Bendigo City	30,190	8,032	12,146	8 1	215,477
Bright Shire	3,882	733,440	1,284	6 7	Included in Wangaratta City
Buln Buln Shire	8,430	311,040	3,950	9 4	34,958
Camperdown Town	3,444	3,591	1,359	7 11	..
Castlemaine Town	7,216	5,760	1,382	3 10	33,940
Cobram Shire	4,798	108,800	1,422	5 11	Included in Shepparton City
Cohuna Shire	4,431	122,880	1,311	5 11	Included in Echuca
Colac City	9,255	2,688	3,081	7 1	61,634
Corio Shire	29,397	172,800	8,591	5 10	Included in Geelong
Creswick Shire	3,581	136,320	711	3 11	Included in Ballarat City
Daylesford Borough	2,778	4,013	708	5 1	Included in Ballarat City
Deakin Shire	5,292	237,440	1,580	5 11	Included in Echuca
Donald Shire	2,921	357,760	865	5 11	..
Dundas Shire	4,072	856,064	1,185	5 10	Included in Hamilton
Dunmunkle Shire	4,095	382,080	1,264	6 2	Included in Horsham
Echuca Borough	6,441	4,378	1,908	5 11	143,767
Euroa Shire	4,637	330,880	2,400	10 4	51,098
Flinders Shire	10,430	80,000	14,220	27 3	183,251
Frankston Shire	26,637	17,460	13,984	10 6	115,989
Geelong City	18,017	3,322	13,476	14 11	154,662
Geelong West City	17,660	1,299	5,131	5 10	124,535
Glenselg Shire	5,885	885,120	1,777	6 1	Included in Hamilton
Hamilton City	9,483	5,351	6,000	12 8	139,002
Hampden Shire	9,174	647,040	3,624	7 11	..
Hastings Shire	6,876	71,680	2,964	8 7	Included in Flinders
Horsham City	9,243	5,939	3,442	7 6	105,107

APPENDIX 2—continued
MUNICIPAL LIBRARIES—continued

Municipality.	Population.	Area (acres).	Total Expenditure on Library Service.	Total Expenditure per capita on Service.	Book Circulation.
(b) Country—continued.					
			£	s. d.	
Huntly Shire	2,292	216,960	454	3 11	Included in Bendigo
Kaniva Shire	2,410	762,240	715	5 11	Included in Horsham
Karkarocoo Shire	4,650	919,040	1,377	5 11	
Kerang Shire	9,067	823,680	1,896	4 2	39,799
Kowree Shire	5,423	1,331,200	2,396	8 6	29,548
Lowan Shire	3,870	663,040	1,145	5 11	Included in Horsham
Maffra Shire	8,751	1,031,040	2,962	6 9	19,174
Mansfield Shire	4,418	965,120	1,086	4 9	Included in Alexandra
Marong Shire	6,037	368,000	1,205	3 11	Included in Bendigo
Maryborough City	7,237	5,760	5,774	15 11	Included in Ballarat City
Mildura City	12,320	5,408	6,800	11 1	131,284
Mildura Shire	16,327	2,605,440	10,968	13 5	107,758
Mirboo Shire	2,054	62,720	778	7 7	Included in Yallourn
Moe Borough	15,454	5,286	8,181	13 5	30,750
Mornington Shire	7,799	22,400	5,240	13 10	Included in Flinders
Morwell Shire	18,351	165,760	5,431	5 11	Included in Yallourn
Myrtleford Shire	3,766	176,000	987	5 3	Included in Wangaratta City
Nathalia Shire	3,208	305,920	1,136	7 1	Included in Shepparton City
Newtown and Chilwell City	11,766	1,480	9,064	15 5	124,470
Numurkah Shire	6,108	178,560	2,086	6 10	Included in Shepparton City
Omeo Shire	2,150	1,428,480	622	5 9	Included in Bairnsdale Shire
Orbost Shire	6,170	2,368,000	3,395	11 0	Included in Bairnsdale Shire
Phillip Island Shire	1,243	24,960	807	13 0	Included in Bairnsdale Shire
Ripon Shire	3,569	378,880	1,007	5 8	36,904
Rochester Shire	7,236	480,000	4,889	13 8	Included in Echuca
Rutherford Shire	2,653	131,200	790	5 11	18,256
Sale City	7,898	5,363	5,455	13 7	
Sebastopol Borough	4,662	1,747	1,145	4 10	Included in Ballarat City
Shepparton City	13,574	6,600	8,917	13 1	181,876
Shepparton Shire	6,113	228,516	1,754	5 9	Included in Shepparton City
South Barwon Shire	16,772	40,856	4,341	5 3	82,472
Stawell Town	5,502	5,952	1,629	5 11	24,380
Stawell Shire	2,193	646,240	245	2 3	Included in Stawell Town
Strathfieldsaye Shire	6,020	152,960	1,195	3 11	Included in Bendigo
Swan Hill Borough	6,179	3,373	5,796	18 9	96,436
Swan Hill Shire	12,781	1,619,200	7,200	11 3	Included in Swan Hill Borough
Talbot Shire	742	126,080	251	5 11	See Ballarat City
Tambo Shire	5,433	867,840	1,778	6 3	See Bairnsdale
Towong Shire	4,212	1,025,280	1,975	7 11	28,766
Traralgon Borough	12,298	4,930	7,733	13 6	
Tullaroop Shire	1,376	157,440	439	5 10	Included in Ballarat City
Upper Murray Shire	2,937	607,360	987	6 3	22,728
Violet Town Shire	1,360	231,040	744	10 2	9,565
Wangaratta City	13,812	5,478	4,436	6 1	165,617
Wangaratta Shire	2,140	226,560	529	4 11	Included in Wangaratta City
Wannon Shire	4,158	488,576	1,185	5 10	Included in Hamilton City
Warracknabeal Shire	4,710	454,400	1,377	5 10	
Warragul Shire	9,572	87,040	1,975	3 11	44,514
Warrnambool City	15,697	7,091	6,133	7 10	129,722
Wimmera Shire	3,528	645,760	697	3 11	Included in Horsham City
Wodonga Shire	7,500	85,760	2,222	5 11	35,279
Yackandandah Shire	3,084	274,560	912	5 11	
Yallourn Town	8,256	5,563	10,652	25 10	81,420
Yarrowonga Shire	3,724	155,520	762	3 11	Included in Wangaratta City
Yea Shire	2,685	338,144	1,600	11 11	Included in Alexandra Shire
Total of (b), 92 Councils	703,520	3,557,863	314,817	8 5	3,338,370
Grand Totals of (a) and (b), 118 Councils	1,940,955	3,750,071	810,899	8 4	8,635,853

APPENDIX 3

NEW ZEALAND MUNICIPAL LIBRARIES

	Population.	Registered Borrowers.	Finance from Municipal Council	Rental and Subscription Receipts.	Number of Staff.	
			£	£		
Ashburton	12,250	5,651	4,885	1,128	5	Also serves some outside borrowers.
Auckland City	146,000	45,000	129,000	21,000	..	Also 10 Branch Libraries and 1 Bookmobile
Christchurch	155,200	25,480	66,264	66,268	42	Also Suburban Extension Service
Lower Hutt	55,000	10,500	25,174	4,400	19	Also serves some outside borrowers.
New Lynn	9,280	5,000	5,100	1,360	4½	
Palmerston North	43,600	19,882	20,700	7,817	17 Full-time	Also 3 Branches.
					7 Part-time	Also 3 Branches.
Petone	10,000	7,000	5,000	1,000	2 Full-time	Also serves outside borrowers.
					3 Part-time	
Rotorua	20,600	10,000	7,800	2,500	8 Full-time	
Waipukurau	3,500	..	1,000	725	..	
Wairoa	4,500	1,680	1,600	700	2 Full-time	Also serves Country borrowers
					2 Part-time	
Wellington City	124,000	53,000	99,000	15,000	113 Full-time	Also 9 branches and 1 Bookmobile.

APPENDIX 4

ESTIMATE OF RUNNING COSTS OF PUBLIC LIBRARY SERVICE IN VICTORIA (1961-62 costs).

These costs are based on a breakdown in three groups—staff, books, other costs.

- (a) *Staff* (1) The ratio of staff to population served is one staff member for each 3,000 for a population of 300,000 increasing to one staff member for each 2,500 for a population of 30,000 or less, with a minimum staff of five.
- (2) The percentage of qualified staff (i.e., those with the registration certificate or its equivalent) is 25 per cent. in a service for 300,000 increasing to 40 per cent. in a service for 30,000 or less, with a minimum of two.
- (3) The average salaries are £1,200 for qualified staff and £900 for part-qualified and clerical staff.
- (b) *Books* (1) The standard of book stock is taken as one book per person served at 300,000 increasing to two books per person served at 30,000, or less with a minimum of 20,000 volumes.
- (2) The annual book acquisitions are estimated as 1s. 8d. of the total stock, with a minimum of 6,875. The figure of 1s. 8d. is based on the estimate of the life of public library books of all categories as eight years.
- (3) The average cost of a book is taken as £1.
- (c) *Other costs*—These include binding, equipment, stationery, cleaning, lighting, heating, telephones, insurances, building maintenance and administration costs. They are estimated at 18 per cent. on a service for 300,000 increasing to 20 per cent. on a service for 30,000 population or less.

POPULATION	300,000	200,000	100,000	60,000	30,000	20,000	10,000
STAFF—									
Ratio	1:3,000	1:2,850	1:2,750	1:2,600	1:2,500	1:2,500	1:2,000
Total No.	100	70	35	23	12	8	5 (min.)
Qualified	25	21	12	9	5	3	2 (min.)
Salaries (£1,200 ea.)	£30,000	£25,200	£14,400	£10,800	£6,000	£3,600	£2,400
Other	75	49	23	14	7	5	3
Salaries (£900 ea.)	£67,500	£44,100	£20,700	£12,600	£6,300	£4,500	£2,700
Total Salaries	£97,500	£69,300	£35,100	£23,400	£12,300	£9,100	£5,100
BOOKS—									
Ratio	1:1	5:4	3:2	5:3	2:1	2:1	2:1
Total stock	300,000	250,000	150,000	100,000	60,000	40,000	20,000
Annual purchases (£1 ea.)	£37,500	£31,250	£18,750	£12,500	£7,500	£6,875	£6,875
								(min.)	(min.)
OTHER COSTS—									
Rate	18/82	18/82	18/82	18/82	20/80	20/80	20/80
Annual cost	£30,000	£22,000	£12,000	£8,000	£5,000	£4,000	£3,000
TOTAL ANNUAL COST	£165,000	£122,550	£65,850	£43,900	£24,800	£19,975	£14,975
COST PER HEAD OF POPULATION	11s. 0d.	12s. 4d.	13s. 2d.	14s. 6d.	16d. 6d.	20s. 0d.	30s. 0d.

Note.—11s. per head (1961-62 prices)—13s. 4d. 1963 prices. On three million population maximum Government subsidy £1 million = 3d. per head per week.

APPENDIX 5

REGIONAL LIBRARY SYSTEMS IN VICTORIA—JUNE, 1964

- | | |
|---|---|
| <p>(1) Central Highlands Region
 Ballarat City
 Avoca Shire
 Ballarat Shire
 Creswick Shire
 Daylesford Borough
 Ripon Shire
 Sebastopol Borough
 Talbot Shire
 Maryborough City
 Tullaroop Shire
 Total Pop.: 78,100</p> | <p>(10) Wimmera Region
 Horsham City
 Dunmunkle Shire
 Arapiles Shire
 Kaniva Shire
 Lowan Shire
 Wimmera Shire
 Donald Shire
 Karkaroc Shire
 Total Pop.: 32,480</p> |
| <p>(2) Goulburn Region
 Alexandra Shire
 Yea Shire
 Mansfield Shire
 Total Pop.: 11,690</p> | <p>(11) Flinders Region
 Flinders Shire
 Mornington Shire
 Hastings Shire
 Total Pop.: 26,700</p> |
| <p>(3) Echuca Region
 Echuca Borough
 Cohuna Shire
 Deakin Shire
 Rochester Shire
 Total Pop.: 23,940</p> | <p>(12) Glenelg Region
 Hamilton City
 Dundas Shire
 Glenelg Shire
 Wannon Shire
 Total Pop.: 23,840</p> |
| <p>(4) Ararat Region
 Ararat City
 Ararat Shire
 Total Pop.: 12,690</p> | <p>(13) Goulburn Valley Region
 Shepparton City
 Cobram Shire
 Nathalia Shire
 Numurkah Shire
 Shepparton Shire
 Total Pop.: 34,710</p> |
| <p>(5) Mallee Region
 Swan Hill Borough
 Swan Hill Shire
 Total Pop.: 19,330</p> | <p>(14) Barwon Region
 Geelong City
 Corio Shire
 Total Pop.: 48,890</p> |
| <p>(6) West Gippsland Region
 Mirboo Shire
 Morwell Shire
 Yallourn Town
 Moe City
 Traralgon Borough
 Traralgon Shire
 Total Pop.: 56,370</p> | <p>(15) Stawell Region
 Stawell Town
 Stawell Shire
 Total Pop.: 7,740</p> |
| <p>(7) Upper Murray Region
 Rutherglen Shire
 Towong Shire
 Upper Murray Shire
 Wodonga Shire
 Total Pop.: 20,900</p> | <p>(16) Bendigo Region
 Bendigo City
 Marong Shire
 Huntly Shire
 Strathfieldsaye Shire
 Total Pop.: 45,330</p> |
| <p>(8) Wangaratta Region
 Wangaratta City
 Wangaratta Shire
 Beechworth Shire
 Bright Shire
 Yarrawonga Shire
 Myrtleford Shire
 Total Pop.: 33,220</p> | <p>(17) Box Hill-Doncaster Region
 Box Hill City
 Doncaster & Templestowe Shire
 Total Pop.: 73,100</p> |
| <p>(9) East Gippsland Region
 Alberton Shire
 Bairnsdale Shire
 Omeo Shire
 Orbost Shire
 Tambo Shire
 Total Pop.: 31,549</p> | <p>(18) Caulfield-Malvern Region
 Malvern City
 Caulfield City
 Total Pop.: 123,500</p> |

Grand Total 72 Councils.

Population 704,079.

APPENDIX 6

UNIVERSITIES OF NEW ZEALAND

	Victoria, Wellington.	Auckland.	Canterbury, including Lincoln.	Dunedin.	Hamilton, Est., 1st January, 1964.	Massey.	Total.
Number of Students Estimated at June, 1964	4,100	5,050	4,450	3,500	160	910 Internal, 875 Extra-mural	19,045
When new library buildings at present under construction are completed:							
Seating accommodation in Library	1,000	1,860	1,560	1,050	50	340	
Book Stocks	155,064 at Dec., 1963	176,649 at Dec., 1963	180,000 at Dec., 1962	255,000 at May, 1964	No students in 1964	53,500 at July, 1963	
Annual Book and Periodicals Vote, Estimated, 1964	£31,955	£37,150	£32,050	£24,485	..	£9,336	£134,976
Total Library Vote, Estimated, 1964	+ Salaries + Binding £72,065	£88,375	£74,540	£69,080	Salaries only £2,420	£22,296	£328,776
Annual Total University Expenditure	Estimated, 1964 £955,000	£1,170,000	£1,225,000	£1,160,000	£31,210	£500,000	£5,041,210
Percentage Library Vote to University Vote	7.5	7.5	6.1	6.0	7.7	1.9	6.5
Number of Library Staff at May, 1964	32	40	29	34	1	11	148
Number with degrees of full library qualifications	24	12	20	21	1	5	83
Salary of University Professor ..	At 1st May, 1964 £2,800	£2,800	£2,800	£2,800	£2,800	£2,800	Non-dental and non-medical
Salary of University Librarian ..	At 1st May, 1964 £2,350	£2,350	£2,350 Canterbury, £1,350 Lincoln	£2,350	£2,350 to be appointed	£2,350 (max.)	..
Any special subject collection ..	Public Adminis- tration Social Science	Engineering Architecture Fine Arts	Engineering Fine Arts	Medicine Dentistry Home Science "Hooken"	..	Agriculture Veterinary Science	..

Source: New Zealand Universities Commission.

APPENDIX 7

UNIVERSITIES OF AUSTRALIA

INFORMATION ON UNIVERSITY LIBRARIES COLLECTED FOR THE BOARD OF INQUIRY INTO LIBRARY SERVICES IN VICTORIA BY THE AUSTRALIAN UNIVERSITIES COMMISSION

	Sydney.	New South Wales.	New England.	Melbourne.	Monash.	Queensland.		Adelaide.	Western Australia.	Tasmania.	A.N.U.
						Brisbane.	Townsville.				
1. Number of students as at June, 1964	..	Kensington 9,050 Newcastle 1,460 Wollongong 465 Broken Hill 90 <hr/> 11,065	F/T .. 1,096 P/T .. 168 Ext. .. 2,247 <hr/> 3,509	13,800	Under-grads. .. 2,808 Higher degree .. 130 <hr/> 2,938	F/T .. 5,364 P/T .. 4,141 Ext. .. 2,478 <hr/> 11,983	223 171 .. <hr/> 394	F/T .. 4,802 P/T .. 2,839 Ext. .. 457† <hr/> 8,098	..	1,833	Higher degree .. 409 Under-grads. .. 1,704 Other .. 156 <hr/> 2,269
2. Seating accommodation in library	..	Central .. 230 Newcastle .. 180 Wollongong 60 Bio-Med. 60 Sydney Tech. or Broken Hill .. 50 Schools within University 100 <hr/> 680	1964 .. 190 1965 .. 266	Baillieu .. 1,300 Branch Libraries 950	1,450	973	55	1,065	..	130	Instit. .. 204 School of G.S. .. 395 Law .. 70 Medicine 25 Physics .. 48 <hr/> 742
3. Book Stocks	..	End '63, 274,452 vols. End '64, 300,000 vols. (est.)	End '64, 175,000 (incl. 25,000 in Sydney for External students)	372,381 items (incl. branch libraries but excl. departmental collections)	130,000	330,000 vols.	9,500 vols.	340,813 vols.	..	155,000	310,901 books
4. Annual book and periodicals vote (estimated, 1964)	..	£148,000 for all centres, incl. £10,000 for binding and £40,000 for periodicals	£54,000 (incl. £15,000* for back numbers from Special Grant for 1964)	£100,000 (incl. £25,000 temporarily transferred from earmarked fund)	£138,000	£75,000	£7,000	£97,650	..	£28,500	£51,000 books, £22,000 serials (+ £25,000 capital works)

APPENDIX 7—continued
UNIVERSITIES OF AUSTRALIA—continued

	Sydney.	New South Wales.	New England.	Melbourne.	Monash.	Queensland.		Adelaide.	Western Australia.	Tasmania.	A.N.U.
						Brisbane.	Townsville.				
5. Total library vote (estimated, 1964)	..	£295,000	Salaries, &c. .. 51,797 Books, periodicals, maint. and equip-ment .. £39,000 £90,797*	£200,000 (incl. approx. £100,000 Salaries, excl. cleaning staff)	£234,000	£184,500	£11,200	£193,420	..	£64,500	£248,480
6. Annual Total Uni. Expenditure	..	(a) Recurrent, £5,893,000 (b) Total (incl. capital), £7,960,000	£1,829,853*	General fund, £5,367,000	£2,668,000	£3,823,390	£207,825	£3,442,000	..	£943,750	£4,533,274
7. Percentage Library Vote to Uni. Vote	..	1964— (a) Recurrent 5% (b) Total 3.7%	4.96%*	Approx. 4% ..	9%	4.8%	5.4%	5.62%	..	6.8%	5.5%
8. Number of library staff at May, 1964	..	(a) Library. Sydney .. 48(57) Newcastle 6(6) W'gong .. 2(2) (b) Clerical. Sydney .. 30(62) Newcastle 6(6) W'gong .. —(—) (Numbers in brackets are establishment figures)	(a) Professional, 18 (b) Other, 12	84, excl. cleaning staff	61	74	4½	72	..	31	67
9. Number with degrees or full library qualifications	..	Sydney .. 35 Newcastle 5 W'gong .. 1	10 (a further 6 have partial qualifications)	33	20	Degree only, 18½ LLA Registration only, 4 Full professional qualification, 11 1½	28	..	12	39

APPENDIX 7—continued

UNIVERSITIES OF AUSTRALIA—continued

—	Sydney.	New South Wales.	New England.	Melbourne.	Monash.	Queensland.		Adelaide.	Western Australia.	Tasmania.	A.N.U.
						Brisbane.	Townsville.				
10. Salary of University professors, 1st May, 1964	..	£4,610	£4,595 + o.o. 1	£4,600	£4,600	£4,600	£4,600	..	£4,600	£4,600	£4,800 (School of General Studies)
11. Salary of Librarian, 1st May, 1964	..	Sydney, £4,610 Newcastle, £2,760	£4,595 + o.o. 1	£4,600	£4,600	£4,600 (position vacant)	£1,900 (Deputy librarian)	£4,600	..	£4,150	£4,650
12. Any Special subject collection	..	Engineering collection, Science and Applied Science serials collection	Nil	Poynton collection of Greek and Latin classics, Morgan collection of children's books	The libraries at North Terrace consist of the Barr-Smith, Law, Medical and Conservatorium libraries and contain special subject collections in various fields	Oriental Studies

NOTES.—* Items 5, 6, and 7 do not include special grant of £15,000 mentioned in 4. †External students use library for reference and borrowing.

Comparative Statistics for the Universities of Sydney and Western Australia were not available from the Australian Universities Commission. The statistics for these Universities in the following table were supplied by the Universities and Colleges Section of the Library Association of Australia.

AUSTRALIAN UNIVERSITY LIBRARY STATISTICS

Note.—WHERE NO DATE IS INDICATED THE FIGURES ARE FOR 1962.

Item.	Sydney.	Western Australia.
1. Number of Students	14,109	3,828
2. Library Seating	2,505	768
3. Book Stock	850,000	212,578
4. Library Vote (Excluding Salaries)	£135,000	£75,000
5. Salaries	£124,121	£50,096
6. Total University Vote
7. Percentage of Item 6 Spent on Library	4.8	5.5
8. Number of Library Staff	113	52
9. Professional Library Staff	52	..
10. Salary of Professor	£4,605	£4,250
11. Salary of University Librarian	£4,605	£4,250
12. Special Collections	Complete details not available	..