

Changes in Organization at the University of Illinois Library*

THE most significant development of the year at the University of Illinois Library has been the reorganization that has taken place. Heretofore those in charge of thirty-six different divisions and departments of work on the Urbana campus have reported directly to the director of the library. The Medical, Dental, and Pharmacy Library in Chicago is another unit. Since the director of the library is also director of the library school, the number of independent units under the direct supervision of one man has totaled thirty-eight in all. This span of control is too wide. This fact has been recognized for some years, but it has been left so that the new director would have an opportunity to work out his own solution.

The first step was to bring together all of the public service departments of the library on the Urbana campus and place them in charge of one person. The position of associate university librarian was created September 1, 1941; Homer Halvorson, of the reference department of the Harvard University Library, was appointed to fill it. To this officer has been assigned the responsibility of administering, under the director, the twenty-odd public service departments on the Urbana campus. In addition to these duties, the associate librarian assists with the general administration of the university library.

The second step was to centralize the responsibility for personnel. For this purpose the office of assistant university li-

brarian in charge of personnel was created last September and Josie B. Houchens was placed in charge. Miss Houchens continues as binding librarian and as lecturer in the library school. The duties of this office cover recruiting primarily and certain specifically assigned responsibilities which are not so heavy but that they can be carried by one person whose attention ranges over a wider field than personnel. To quote from the memorandum which announced to members of the library staff the creation of the position and Miss Houchens' appointment:

The duties of this officer are investigative and executive. The task of investigation will involve securing information about candidates for positions and presenting it in such form as will facilitate selection on the basis of merit. The executive responsibilities will involve putting into effect personnel policies as they are developed together with such other duties of personnel management as may be assigned. . . . All applications for positions and all correspondence concerning positions on the staff, including student help, should be referred to Miss Houchens. She will keep such records of persons seeking employment in the university library and such other records pertaining to personnel as the library may require. When a vacancy occurs the first step to be taken by the head of a department, departmental librarian, or other person having supervisory responsibilities will be to report the vacancy to Miss Houchens on a form prepared for the purpose.

In filling positions an attempt will be made to secure as much information about available candidates as possible before a decision is made. For regular positions on the staff, the decision itself will be made, insofar

* Excerpt from the annual report of the director.

as regulations of the university civil service permit, by the director of the library. The intent of all steps preliminary to this decision is to produce and crystallize such information as will make the decision the most intelligent, and to this end anyone who can contribute information will be fully utilized. In particular the one who is in charge of a department or departmental library in which a vacancy occurs will be called upon to contribute as much information as possible.

Executive responsibilities assigned to the assistant university librarian in charge of personnel include appointment of students paid by the hour, keeping a record of staff absences, representing the director in handling civil service appointments at the clerical level, and maintaining a schedule of vacations of members of the staff.

Two other campus-wide services are acquisitions and cataloging. These services remain essentially unchanged, but each of them is now in charge of an assistant university librarian. Willia K. Garver has been appointed assistant university librarian in charge of acquisitions. Under her are three divisions—the purchase division, the periodicals division, and the division of gifts and exchanges.

Arnold H. Trotier has been appointed assistant university librarian in charge of cataloging. He is in charge of all cataloging on the university campus except that done in the university high school. These

changes in organization have been made with a view to reducing the span of control and placing greater executive strength at the top of the organization.

Until a few months ago the library of the university high school was only nominally under the director of the library. The salary of the librarian and a special allotment for book purchases were in the budget of the college of education. The transfer of both of these items to the university library budget and the approval of recommendations that this library function under the director of the library as an integral part of the library system of the university has brought desirable results both in terms of sound organization and wholesome interdepartmental relations.

In the office of the director an assistantship to the director was not filled when the position became vacant. Mary Lois Bull, the remaining assistant to the director, has been given direct charge of the office with several specific executive responsibilities of a general nature in addition to the supervision of the three stenographic assistants. She is the only person besides the director who regularly carries responsibilities for the library school as well as the library. Her salary, like that of the director, is carried entirely on the library budget.

CARL M. WHITE

Katharine L. Sharp Scholarship

THE KATHARINE L. SHARP SCHOLARSHIP, which carries a stipend of three hundred dollars and exemption from tuition, will be awarded by the faculty of the University of Illinois Library School in March 1943. The award is made for the second year of study in library science. Application should be filed with the director of the school, Carl M. White, Urbana, Ill., before March 1. Application blanks may be secured upon request.

This scholarship was endowed in 1933 by the University of Illinois Library School Association as a memorial to the founder of the library school. The present Katharine L. Sharp scholar is Agnes Reagan, who completed her first year of library school training at Emory University Library School, Emory, Ga. Since 1939 she has been on the library staff at Agnes Scott College, Decatur, Ga. Others who have held this scholarship are:

Lucy B. Foote, head cataloger, Hill Memorial Library, Louisiana State University, University.

Donald W. Kohlstedt, librarian, Public Library, Grand Rapids, Mich.

Mary E. Silverthorn, assistant professor, Library School, Ontario College of Education, University of Toronto, Toronto, Ont., Canada.

Katherine A. Brose, head, Loan Department, Mills College Library, Mills College, Calif.

Ruth M. Heiss, Technology Division, Public Library, Cleveland, Ohio.

Felix Snider, librarian, East Carolina Teachers College, Greenville, N.C.

Mr. Marion A. Milczewski, executive assistant, Books for Latin America Project, American Library Association, Washington, D.C.

Katharine Kinder, readers' adviser, Williston Memorial Library, Mount Holyoke College, South Hadley, Mass.

Organization of the U.S.D.A. Library as Indicated by Its Organization Charts

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library. These changes are not presented as improvements; they prove nothing out of their context of the organizational and operational needs and conditions of their time and place; they indicate that through the years there has been an effort to keep our library's organization geared closely to the sum total of operating factors and that that process is still going on.

The process of growth and fission and sloughing off of dead branches is one interesting tale told by our organization charts over the years. This and much more can be found in these charts, but we must remember that the charts offer merely one-dimensional skeletons to which our staff adds life and purpose and perspective.