

ANNUAL REPORT • EXAMINING REPORT



BOSTON PUBLIC LIBRARY

1983 - 1984

BOSTON PUBLIC LIBRARY

Annual Report

For the Year Ending June 30, 1983



Report of

THE EXAMINING COMMITTEE

1 April 1983 — 31 March 1984

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Annual Report
of the

BOSTON PUBLIC LIBRARY

for the Year Ending June 30, 1983

TRUSTEES OF THE PUBLIC LIBRARY

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Director and Librarian

On June 30th, after eighteen years as Director and Librarian, Philip J. McNiff officially brought to a close a chapter in Boston Public Library history. Gratitude was expressed by the Trustees for his distinguished leadership and numerous contributions on behalf of library interests at the state, national, and international level. Mr. McNiff was subsequently appointed and will continue to serve as Director Emeritus.

The 1982-83 fiscal year was characterized by improvements in service, materials, and staffing attributed to increases in budget. Retrenchments mandated by Proposition 2½ ended, and restoration in hours of service, personnel, and purchasing funds were warmly greeted by all of the branches and the central library. Despite cutbacks which pruned services and reduced book purchasing, however, the institution continued to grow and realize its goals. In some cases, increases were reported both in numbers of requests received and in items supplied.

Ongoing, unobtrusive, yet substantial tasks in collection building, reference service, and delivery of materials to patrons were carried out by library aides, shelvers, and reference librarians who accommodated some one million visitors and scores of distant inquirers. A regular menu of exhibits, programs, publications and special services, including computer literature searching, print and fine arts reference, invention and patent searching, met research needs both locally and afar.

Automation system adaptations for distribution of materials throughout the state and improved collection maintenance resulting from the new conservation laboratory program enhanced the Library's service capability and bibliographic control.

Public Service — Branch Libraries

Beginning in October, nine branch libraries — Adams Street, Charlestown, East Boston, Fields Corner, Hyde Park, Jamaica Plain, Roslindale, South Boston, and West Roxbury — resumed Saturday hours from 9 a.m. to 5 p.m. as other branches in the system added weekly hours of service. Doors reopened at Egleston Square branch following an act of vandalism, and extensive renovations were completed at Orient Heights and

Washington Village branches which sustained earlier fire damage. All work was done by Boston Public Library staff.

Awareness of the growing number of Vietnamese and Cambodian families that now augment the Chinese in Boston's Asian population sparked branch efforts to reach out to the new group. Members of the community were encouraged to visit the Library and use newly acquired language materials.

Annual events included presentation of the 35th Mary U. Nichols Book Prize at the North End branch. Joan Marie Freni, who received one of the first awards given in 1949, was the featured speaker. For the 4th annual Marjorie M. Gibbons Lecture, honoring the former branch librarian, Robert B. Sevbery of the Dorchester Historical Society discussed "South Boston in Days Gone By." The Mildred Kaufman Memorial Book Presentation, co-sponsored by the Massachusetts Federation of Polish Women's Clubs at the Roslindale Branch, introduced Ms. Stella Krupka to talk on Polish life and culture following the presentation.

National Endowment for the Humanities Learning Library courses which had been highly successful when introduced at the Central Library were extended for the first time to district branches. In the fall, six lectures on "American Writers" were delivered at Brighton Branch by Professor John McAleer of Boston College; Douglass Shand Tucci, architectural historian, described "The Architecture of Dorchester" at Codman Square; while Joyce Mobley Corrigan, lecturer on literature and drama, presented "Art and Commitment: the Black Writer from Richard Wright to Alice Walker" at Dudley.

In the spring the series continued with Aileen Callahan, lecturer in art, Boston College, speaking on "Impressionism: a Look at Light"; Samuel French Morse, poet and professor of English, Northeastern University, on "Different Voices: 20th Century New England Poets"; and Cynthia Zaitzevsky, consultant in architectural history, on "From Pasture to Park: the Open Spaces of Greater Boston." Substantial audiences from both neighboring communities and areas outside of Boston attended the programs.

The advent of cable TV in Boston was marked by participa-

tion on local task forces of two branch librarians who explored the possibility of use of the new medium for library programming.

Extension Services delivered books to nursing homes and housing for the elderly throughout the city, while the Homes-mobile gave personal service to shut-ins.

Branch librarians provided films for pre-schoolers, story hours, book talks, and instruction in library use for Boston's school children, and welcomed class visits, new user registration and browsing. Special programs for holidays and school vacations attracted youth of each community. Adult book discussion groups, Never Too Late programs, and parent discussions rounded out activities for the year.

Among programs of special interest, a Dudley Branch one-woman show of dramatic poetry, songs, and comedy, featuring excerpts from the poetry of Langston Hughes, was presented by Valerie Foxx with narration by Bernice Link. Paintings by Jamaican artist Gilda Sharpe and prints by South End resident Allan Crite were displayed for Black History Month; films on Paul Robeson, sculptor Richard Hunt, and singers Aretha Franklin and Mahalia Jackson were screened; stories from Third World countries were told by Li Min Mo; slides on Liberia, West Africa, African wear, and artifacts were shown by Daniel Watkins; and a program of local Black authors reading from their works drew audiences from the community and beyond. An exhibition of works by Joan Della Semedo of Cambridge depicted the land and people of Haiti and themes of Haitian folklore and mythology at the branch during May and June.

In Brighton an illustrated talk by William Marchione of the Brighton Historical Association considered the life and art of one-time area resident Washington Allston for whom the Allston section of Boston is named.

At Parker Hill, Women's Week in March was celebrated with readings from Elena Dodd's new production *A Play for Phyllis*; Diane Woods of Women, Inc. discussed Women and Alcoholism; Maxine Major, who grew up in Mission Hill, shared her experience as a black woman working in management with

the Boston Housing Authority. A panel discussion on the experience of single mothering and the relationship between parents and the public schools supplemented stories and films on the theme.

Showing of the film "8 Minutes to Midnight, A Portrait of Dr. Helen Caldicott" at the Roslindale Branch was followed by a program offering comments by Kathleen Rowlings of the Nurses Alliance for the Prevention of Nuclear War.

At the South End Branch Marita Golden, journalist and author of *Migrations of the Heart, a Personal Odyssey*, shared reflections on her experiences and thoughts on Africa.

Public Service – General Library

Just as branch libraries support each of Boston's neighborhood communities, the General Library offers ongoing services tailored to the recreation and information needs of adults, young adults, and children citywide. To strengthen these services, staff reshelved expanding General Library materials in foreign languages and the entire large print collection, updated and refurbished circulating picture files, and weeded the paperback and reference collection. While the periodical browsing area was closed off and service was supplied on request only, the change brought a significant improvement in the Library's ability to serve the expressed needs of its periodical users, and a new computer terminal installed at the Catalog Desk on the first floor gave the public ready access to the Library's up-to-the-minute holdings files. Adult Readers and Information staff mounted attractive bookshelf displays to acquaint the public with the richness of the collection. Senior adults enjoyed film presentations and Never Too Late group meetings while other adults took advantage of numerous events listed in the library calendar.

Annotated bibliographies of the year's outstanding titles were produced for all age groups, along with lists on specific subjects.

Awareness of reading trends and intensive knowledge of the library's holdings help Children and Young Adult staff to acquire the best titles in adult, juvenile, and educational publish-

ing. The collection, which balances homework support and fiction by favorite authors, is used by teachers, youth workers, librarians, and other professionals who turn to staff as consultants on a variety of outside projects. Tours for classes, foreign visitors, and students of English as a second language were given throughout the year. These focused on the Library's history and architecture and use of specialized indexes and abstracts. Staff also encouraged "regulars" through individual attention, knowledge of reading requirements, willingness to answer all questions, and a welcome to children and young adults to make the library their "special place." With the Boston School Committee, staff developed recommended reading lists as part of the new set of curriculum objectives in high school English.

Programs for the young, particularly during school vacations and the summer, brought cooperation from First Night, the Boston Theater for the Deaf, the Society of Children's Book Writers, and the Boston College Children's Theater. Preschoolers enjoyed film showings and story hours and Shirley Glubok, Tomie de Paola, Norma and Harry Mazer were featured speakers for special programs. Young Adults were the target for a retrospective series of science fiction films, author Richard Peck shared reflections on becoming a writer, and the "Personal Computers Japanese Style" program involved young adults in the Library-wide "Salute to Kyoto." The scope of these events is suggested by a staff count of 200 class visits, 63 preschool programs, and 33 films with an overall attendance of over 12,000 for the year.

In Audio-Visual, audio cassette circulation increased and attractive new subject guides to the film collection were distributed to local groups to enhance the use of films.

Reference and Research Services

For the Research Library, the year 1982-83 brought significant accomplishments in the areas of its highly praised public service, in new projects to develop and describe collections, in support of library programs and exhibits, and in routine house-keeping tasks.

With a grant from the Massachusetts Council on the Arts and Humanities, the Library launched a project to prevent further deterioration and return one of its unique resources to active exhibit and research use. Fifty-five leatherbound volumes of the architectural drawings of the firm of William Preston, given to the library in 1961, were disbound and treated by a special team of volunteers and members of the Fine Arts and conservation center staff.

In the third year of its Inventor Information Resource Center, Science Reference staff used a no-cost extension grant to continue to provide free computer search service to inventors. One hundred and thirty-three on-line computer searches using a wide variety of data bases required 447 sessions, or 3.36 sessions per search, and resulted in orders for hundreds of photocopies for successful searchers. With improved access to the patent collection on microfilm, some 175 users per month searched patent records with ease. More than 6000 patents were read and over 50,000 pages were reproduced for the public within a 24-hour turnaround time. Staff shared word of the service at the annual Inventors Weekend and noted that, as awareness of the department's capability grew, inquiries increased throughout the year. A list of contact personnel for local groups who deal with specific medical problems was also compiled.

Citations to articles and books about Boston were added to the growing *Bibliography of Boston* which awaits funding for publication. Social Science staff relocated the bulk of the library's collection of maps, and department head William Lewis helped the Black History Month Committee of Greater Boston to bring James Horton, Professor of History and American Studies, George Washington University, and Director, Afro-American Communities Project, National Museum of American History, Smithsonian Institution, to speak on the occasion for which staff prepared related exhibits. Additions to Social Science reference resources for the year include a *Who's Who in the People's Republic of China*, a *Directory of Afro-American Resources*, genealogical indexes, and other works relating to black history.

In addition to delivering thousands of microforms upon request, Microtext staff provided advanced reference service, produced thousands of photocopies, and served as consultants on questions of microform service and equipment. 60,330 microforms were delivered to the public, including 18,508 to Boston residents, 35,467 to other Massachusetts citizens, and 5,267 out of state visitors. 5,128 orders requested 32,396 individual page photocopies, while staff answered 161 Interlibrary Loan (ILL) requests, 434 reference letters, and 2,798 telephone calls. Acquisition of 3,426 reels of microfilm, 296 boxes of microprint cards, 128,633 microfiche, and 2,659 aperture cards were added to the collection, and staff did an outstanding job in identifying and labelling some 800 reels of microfilm containing the 1900 Census of the New England States.

Major microtext acquisitions were received in Black culture and civil rights, the arts, American colonial history and the Revolution, U.S. military history, American social history, literature, cinema, and the theater, personal papers, genealogy, maritime history, newspapers, and government documents. Microfilm editions are important for their capacity to both preserve original and unique collections and provide their use in multiple library locations.

Government Documents staff counted and processed a significant accumulation of foreign document materials, reprinted the eye-catching where-to-look *Guide to Government Publications in the Boston Public Library*, and readied a new guide to the law collection. Preliminary work on the finding list to numbered Boston City documents, 1910-1965, was completed; the *Government Publications in Microform* list was revised; and a finding aid for the 17-volume set of *American State Trials* neared publication. The department also established a computerization format for document materials. Important acquisitions include *Federal Career Opportunities*, a biweekly listing of job openings in the federal government, and the *Legal Resources Index*, a microfilm index to 700 legal periodicals, newspapers, congressional hearings, and reports on related topics.

Several departments reviewed and updated their respective reference collections and contributed to an important biblio-

graphic tool being prepared by the Boston Library Consortium. Entries made in the *Microtext Access Literature Project* describe major microfilm collections unique to each library for the benefit of other members.

Humanities Reference compiled a six-year calendar of holidays and holy days which was widely distributed in the region.

In addition, staff prepared several exhibits, responded to 23,354 telephone requests, 6,113 in-person queries, and 151 interlibrary loan requests, as well as a total of 133 letters.

Additions to the Rare Book department included major acquisitions of Portuguese and Spanish materials, works by Voltaire, Swift and St. Thomas Aquinas, and an important Spanish medieval manuscript from Granada dated 1517. This work, a *Carta ejecutoria* in favor of Rodrigo de Oviedo of Almagro, given by the Queen of Spain and her son, contains portraits of the two royal family members and is exquisitely illuminated.

The department cooperated with conservation center staff to prepare a guide to the microfilm edition of the Nathaniel Bowditch Papers, organized the American Revolutionary War Papers for filming, and organized and indexed the Weston Sisters Papers. In addition, Rare Book staff indexed the 13,000+ letters and other items in the Wilfrid Beaulieu Papers, the first 20th century collection to be archivally arranged. The collection was received by the Library in 1980.

New materials were accessioned, exhibitions mounted, visitors welcomed and given introductory talks, conservation seminars held for Boston Library Consortium members and materials prepared for loan for special exhibits, with the result that numerous quotations from Boston Public Library sources appear in newly published works.

Activities of the Newspaper Department included daily receipt and racking of 170 domestic and 75 foreign papers for public use and the ongoing task of preparing papers for binding, wrapping, or microfilming.

Statistics reflect increased use of Interlibrary Loan service for the year and the library remained heavily a net loaner. Requests from branch library patrons and central library users increased. Computer communication with the Center for Research Librar-

ies in Chicago facilitated service, along with corrected serials records of holdings at the Kirstein Business Branch. Staff met with members of consortium and regional libraries to discuss implications of the new on-line holdings file for interlibrary loan service. A new searching techniques manual was produced and will be distributed to other libraries.

Fine Arts staff supplied 98% of all requests, relying on precise maintenance in stack areas and improvements in shelf list and catalog. Collection development through preparation of fine arts subject profiles and a study of the collection development policies of comparable institutions was carried out. Microform sets and important art reference works were purchased while such gifts as those of Albert Heckel, Morton Vose, local authors and institutions brought to the Library monographs on prints and print making, museum collection catalogs, art publications, architectural drawings, and more. Eugen Dselkaley's gift of prints and photographs opened a new resource in the form of a pictorial archive containing more than 20,000 prints, engravings, and etchings, in the first of several gift installments.

Conservation Laboratory

In the second year of support from the U.S. Department of Education, the Library's newly established laboratory for conservation of books and papers made significant advances. With the laboratory equipped and fully supplied, staff moved forward. Among the first works to undergo processes of restoration were thirty volumes of Diderot's *Encyclopedia* which mandated a painstaking process of repair, rebinding, matching dyes, saving/treating/reattaching bindings. Other works conserved during the year included a sixteenth-century work by Carolus Sigonius, eighteenth-century works by Defoe and Benjamin Rush, books in the Adams and Bowditch Collections, and manuscripts and papers of the American Revolution.

Bibliographic Control/Automated Cataloging

Beneficial effects of automated systems continue to be felt with

computerization of the process by which a book is brought to shelf. Ordering, receiving, cataloging, and record keeping have been streamlined to allow departments to keep pace more easily with the influx of new library materials.

Thanks to Automated Cataloging support, the Library was able to handle some 130,000 volumes during the year, supplying cataloging records for 30,000 new Boston Public Library titles and more than 800,000 cataloging products representing 200,000 other titles received in the network of cooperating Massachusetts libraries who depend on the Boston Public Library.

Orders for monographic works are now placed more rapidly through the system which offers capability for automatic follow-ups, fund encumbering, disencumbering, accounting, and management without significant additions in expense of time or personnel. Further efforts were made to expand the system to permit clearance of accounts and to develop more responsible ties with vendors.

Newly installed terminals allowed in-house reference department staff to query "recently received" and "on order" files for up-to-the-minute information on titles requested by library patrons. Thirty new terminals connecting the Boston Public Library host computer with Eastern Regional Libraries and seven new microcomputers in subregional libraries provided immediate checking of Boston holdings and created a further step toward public access on-line terminals.

Membership in the F. W. Faxon LYNX system for automated serials check-in and fund accounting brought improved service and stronger control of ordering, monitoring, and claiming functions. Meanwhile, minicomputer applications and alterations made in in-place systems provided newly expeditious and efficient handling of circulation system data.

COM catalogs for the Research Library, General Library, and branches were produced quarterly, and the on-line catalog of titles received since 1975 was updated monthly.

The effects of these system-wide improvements in acquisitions and other record keeping operations benefit all departments.

Staff

Staff members who have served the library for 25 years or more were honored at an award ceremony in June. Winifred Frank (1981), Joseph Harper, Corrine Henderson, Edward Montana, Jr., and Randall Tobin (1982), and James Ford (1983) each received the library chair.

Staff members participated in a wide range of activities and made numerous individual contributions to outside projects. Raymond Agler, Humanities Coordinator, served on the advisory board for the WGBH series *The Spider's Web* and the Consortium Readers Services Committee. His review of *Art on Nantucket*, published by the Nantucket Historical Trust, appeared in a recent issue of *Antiques Magazine*.

Suzanne Gray, Coordinator of Science, served as a reviewer for *AAAS Science and Films* and *American Reference Books Annual* and was a member of the Oberly Awards Committee, Science and Technology section of the American College and Research Libraries.

Government Documents staff attended professional meetings, the AJ Seminar on Legal Research for Non-Law Librarians, the NELINET Center for Mass Data, United Community Planning Corporation workshop on the use of census data, and Special Libraries Association meetings as well as State House hearings on the creation of a state document depository and consultations at the State Library on the need for a state plan for federal deposits.

Laura Monti, Keeper of Rare Books, welcomed delegations from China, Catalonia and Barcelona, planned the Franco-American Press symposium, discussed disposition of collections with collectors and donors, and lectured at several meetings.

William Lewis, Coordinator of Social Sciences, coordinated the Black History month program with the Greater Boston Black History Month Committee.

Rose Moorachian succeeded Rosalie Lang in April as Supervisor of Branches, and Worth Douglas became Assistant Supervisor of Branches for the Brighton District.

Young Adult staff reviewed for *School Library Journal* and *Horn Book* magazine, lectured at children's literature classes of Simmons College, and consulted on the compilation of new bibliographies for publication.

Fine Arts staff member Jan Chadbourne wrote an article on the Preston drawings project, and Jane Block another on artists' ephemera. In March, Jane Block was notified of her selection as a Fulbright scholar on the basis of recent work on Belgian *avant garde* artists. Staff also participated in meetings of the Art Libraries Society of North America.

Boston Library Consortium

Members of the Boston Library Consortium enjoyed resource sharing activities, exchanged professional communications with the help of committees, and benefited from staff development programs in collection department and preservation. The Library continued to work cooperatively with other members using an LSCA grant to convert union list records to a new system that will offer better access to current holdings of member libraries. Serials records were also examined to make recommendations for cancellation of duplicates, conserving resources to allow purchase of other needed works and thus to broaden resources available to Boston area library users.

Eastern Massachusetts Regional Library System

The Eastern Regional services in FY82/83 proceeded with several services according to the needs of member libraries. In this year's report, the Regional Administrator demonstrated the growth and value of several quantifiable services with views of comparable use and costs. Growth was noted in such areas as interlibrary loan, bookmobile/deposit center circulation, deposits of large print and foreign language books, circulation of 16mm films, and attendance at film programs. As an example of growth in services, more than 1.6 million individuals of all ages viewed films from the Audio-Visual Center, Boston Public Library, and the Bookmobile/Deposit Centers, up 130,000 from FY81/82. Foreign language deposits from the Headquarters Library were actively borrowed by numerous member libraries,

numbering among the languages: Arabic, Armenian, Swahili, Vietnamese. Other regional activities included workshops on automation and children's services, and publications such as the *ER NEWS*; *RECAP*, a summary of executive board and committee activities; *WHAT WE CAN DO FOR YOU*, a guide to regional services for directors and trustees; *Boston Subregional Union List of Periodicals and Newspapers*; and related publications in support of the regional program.

Contributors

The Library is grateful to the wide array of donors who enriched general resources and special collections by more than 25,000 films, prints, recordings, serials, musical scores, family genealogies, and other volumes. Texas donor Edward R. Greenwood presented handsome additions to the collection in the form of a two-volume history of the University of Oxford, published by the English firm of Ackermann, and a limited edition of Sir Skelton's *Charles I*, containing a letter from the King. Nearly 2,000 recordings from Radio Canada International established the first collection of the company's output in the U.S., while some 16,000 records, including numerous 78 rpm albums, were received as a gift from the New England Conservatory. Gifts ranged from Eugen Dskelkaley's 19th century print materials to Judith Gwyn Brown's illustrations for well-known children's books and the presentation of Jacob Binder's oil painting *The Scribe*. The addition of both rare and familiar materials to library collections provided substantial research support and information for the general reader.

In another area, Associates of the Boston Public Library raised a significant sum in support of library book collections at their December/April courtyard book sale.

I wish to take this occasion to express my appreciation to the members of the Library staff for their cooperation and service during the past year and to thank the members of the Board of Trustees for their support.

Liam M. Kelly
Acting Director

Table 1. Circulation
BOOK CIRCULATION

	Fiscal 1981	Fiscal 1982	Fiscal 1983
Central Library	570,381*	418,574*	459,646**
Extension Services			
Bookmobile.....	12,128***	—	—
Homesmobile.....	39,326	40,834	38,162
Deposits	66,543	99,090	116,100
Adams Street	51,598	45,262	43,781
Allston	18,731****	—	—
Brighton	64,335	72,669	78,495
Charlestown	42,010	46,231	49,339
Codman Square	37,266	32,751	35,383
Connolly.....	28,385	23,796	28,974
Dudley	25,432	30,252	29,402
East Boston.....	33,009	39,474	60,230
Egleston Square	20,524	11,892	5,023
Faneuil.....	22,729	14,855	13,640
Fields Corner.....	68,648	48,692	49,098
Grove Hall.....	25,664	22,727	27,559
Hyde Park	75,287	75,071	73,020
Jamaica Plain	36,221	32,247	36,323
Lower Mills.....	22,853	24,912	37,206
Mattapan.....	13,730	11,075	15,031
North End	24,074	23,828	24,837
Orient Heights	35,044	20,428†	2,791‡
Parker Hill.....	18,192	19,616	20,843
Roslindale.....	62,980	60,772	63,987
South Boston.....	59,605	67,756	65,042
South End.....	17,676	16,144	14,286
Uphams Corner.....	19,838	19,333	19,703
Washington Village.....	—	—	—
West End.....	44,965	41,172	43,800
West Roxbury.....	101,563	94,961	93,047
Hospital Library Service	6,001***	—	—
Multilingual Library.....	5,680***	—	—
Total Branches.....	1,033,494	1,035,840	1,087,611
Total Entire Library.....	1,670,418	1,454,414	1,547,257

* No Sunday service; Saturday service suspended

** Monday morning and Saturday service resumed
10/16/82

*** Closed December 1, 1980

**** Closed June 25, 1981

† Closed on account of fire 3/8/82

‡ Reopened May 1983

NON-BOOK CIRCULATION

	Fiscal 1981	Fiscal 1982	Fiscal 1983
Films	43,301	37,024	
Recordings and Audio			
Cassettes.....	47,797	37,815	
Total.....	91,098	74,839	

*Included in Table I. Circulation

INTERLIBRARY LOAN

Books	14,273	11,261	15,775
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PHOTOREPRODUCTION

Photocopies (Interlibrary Loan).....	18,300	18,260	15,400
Microfilm photocopies	459,683	410,730	—**
Public photocopies.....	1,325,977	850,450	—**
Total.....	1,803,960	1,279,440	15,400

**Data not available

Table 2. Growth of the Library

BOOKS

General Library			
Volumes added	57,223	48,600	77,290
Volumes withdrawn	68,359	67,489	18,494
Total on Hand.....	2,148,366	2,129,477	2,188,273
Research Library			
Volumes added	60,281	57,010	38,700
Volumes withdrawn	—	39	945
Total on Hand.....	2,729,829	2,786,800	2,824,555
Total Book Stock	4,878,195	4,916,277	5,012,828

BOOK AND NON-BOOK HOLDINGS

	Fiscal 1981	Fiscal 1982	Fiscal 1983
PRINT MATERIALS			
Volumes	4,878,195	4,916,277	5,012,828
Serial subscriptions	10,172	10,172	13,534

Special Collections:			
Rare Books	‡	252,234	252,791
Rare manuscripts letters, etc.	‡	764,100	765,942
Letters, books, etc., on Prints	‡	2,700	2,725
Patents: USA.....	4,276,557	4,337,336	4,337,336**
Patents: Foreign.....	2,198,556	2,219,475	2,219,475**
Sheet Maps	306,900	310,200	310,200†
Government Documents...	2,088,892	2,151,657	2,234,867
NON-PRINT MATERIALS			
Cassettes.....	25,708	26,213	26,817
Audio-Recordings	235,461	237,878	242,989
Films, 16mm	10,295	10,410	10,595
Filmstrips.....	621†	621†	621†
Slide Sets (including lantern slides).....	7,077†	7,077†	7,077†
Projected Books.....	178†	178†	178†
Videotapes	529	529	566
Video Cassettes	161†	161†	161†
Reel-to-Reel Tapes.....	1,902†	1,902†	1,902†
Art Prints	162,915†	162,915†	162,915†
Photographs.....	537,447†	537,447†	537,447†
Glass Negatives	40,603†	40,603†	40,603†
Picture Collection.....	199,371†	199,371†	199,371†
Postcards.....	148,999†	148,999†	148,999†
MICROFORMS			
Microcards.....	11,851	11,861	11,861†
Microfiche (sheets)	706,938	801,352	929,985
Microfilm (reels).....	104,250	106,121	109,545
Microfilm (patents)	—	—	8,500
Microfilm (master negatives)	6,295†	6,295†	6,295†
Microprints (boxes).....	5,560	5,763	6,039
Microprints (sheets).....	1,251,000	1,301,750	1,370,750
Aperture cards	43,965	48,457	51,116

* Corrected total.

** See also Microfilm statistics.

† Inventory not updated.

‡ Inventory not yet completed.

Table 3. Cataloging Statistics

	Fiscal 1981	Fiscal 1982	Fiscal 1983
Volumes processed.....	133,424	105,610	130,680
New Titles cataloged	46,559	37,598	40,830
Original cataloging.....	6,714	5,810	7,103
NUC cataloging	3,981	1,063	938
LC cataloging	34,839	28,455	29,949
Rare Book cataloging	437	270	235
Films	535	115	185
Recordings	259	278	201
Cassettes.....	188	458	498
Sound Archives.....	4,387	4,525	8,378

Table 4. Binding

Volumes Bound.....	38,493	34,315*	43,550
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* Production rate diminished due to relocation of Bindery to Central Library and installation of new machinery.

Table 5. Library Expenditures

	Fiscal 1981	Fiscal 1982	Fiscal 1983
Salaries and Wages:			
City Appropriation	\$6,541,705.00	\$6,021,086.00	\$7,318,792.00
Eastern Regional Public Library System	622,752.00	641,009.00	741,597.00
Special Federal Grants	—	110,000.00	28,204.00
Total	\$7,164,457.00	\$6,772,095.00	\$8,088,593.00
Books and Other Library Materials:			
City Appropriation (Expenditures)	\$1,112,562.00	\$ 511,311.00	\$1,455,642.00
Eastern Regional Public Library System	932,392.00	893,501.00	839,103.00
Trust Funds Income	90,062.00	107,613.00	217,508.00
Library Services and Construction Act	110,966.00	82,195.00	—
Library of Last Recourse	289,463.00	578,941.00	1,070,419.00
Special Federal Grants	—	3,932.00	2,085.00
Total	\$2,535,445.00	\$2,177,493.00	\$3,584,757.00
All Other Expenses:			
City Appropriation (Expenditures)	\$1,953,381.00	\$1,875,693.00	\$2,217,377.00
Eastern Regional Public Library System	251,716.00	311,309.00	330,753.00
Trust Funds Income	10,962.00	53,778.00	38,122.00
Library Services and Construction Act	38,370.00	157,920.00	—
Special Federal Grants	—	158,851.00	34,963.00
Total	\$2,254,429.00	\$2,557,551.00	\$2,621,215.00
Grand Total	\$11,954,331.00	\$11,507,139.00	\$14,294,565.00

Report of
THE EXAMINING COMMITTEE

1 April 1983 — 31 March 1984

Members of the Examining Committee

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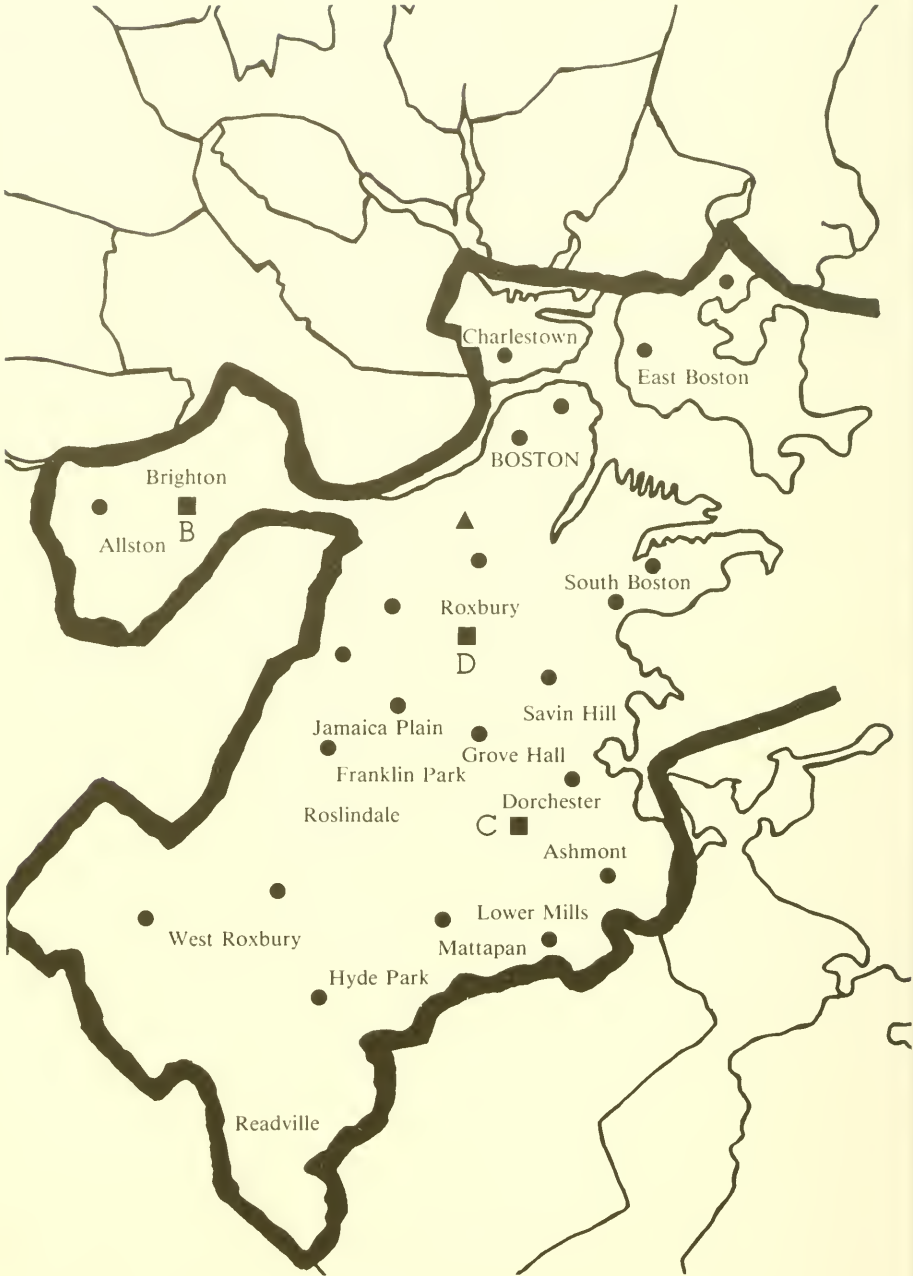
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Summary of Recommendations

The Examining Committee of the Boston Public Library would like to see continued the momentum that began in the final months of 1983, because of increases in city funds and new policies initiated at the library. The Committee also makes the following major recommendations:

- that the Boston Public Library's share of total city departmental expenditures annually be 3.5% or higher.
- that state aid to the Boston Public Library through the provision for "Library of Last Recourse" eventually be raised to 75¢ per capita, in line with user statistics.
- that private fundraising be supplementary to this public funding and be targeted to special projects and collections.
- that the Public Relations Department be strengthened and enlarged, and a new position of Director of Volunteers be created.
- that the positions of Branch Librarians and Supervisor of Branches be upgraded, that each branch have a Children's Librarian, and that each branch be given a yearly allocation for minor repairs and maintenance.
- that the Research Library be given more visibility by having the Print and Rare Book departments open on Saturdays, and by developing programs in cooperation with the Boston Public Schools.
- that the Board of Trustees be augmented by two members, to be appointed by the incumbent governor to staggered five-year terms of office.
- that the incumbent mayor respect the terms of office of the Trustees and make appointments in the best interests of the entire library system.



BOSTON PUBLIC LIBRARY SYSTEM▲ *Copley Square ("General Library")*

Back Bay, St. Botolph Street
 Kenmore Square/Bay State Road
 West & East Fenway
 Bay Village, Chinatown
 Theatre District
 Downtown

Other Branch Facilities

- B. BRIGHTON REGION: Brighton/Faneuil
 East Boston/Orient Hts.
 West End/North End
 Charlestown
 South Boston/Wash. Vill.
- C. CODMAN REGION: Codman Sq./Upham's Cor.
 Fields Corner
 Lower Mills
 Adams
 Hyde Park
 Roslindale
 West Roxbury
- D. DUDLEY REGION: Dudley/Egleston Sq.
 Grove Hall/Mattapan
 South End
 Parker Hill
 Jamaica Plain/Connolly

Research Library:

Social Science
 Business Reference/ Kirstein "Branch"
 Science
 Fine Arts
 Music
 Humanities
 Government Documents/Kirstein
 Charlestown Service Building "Armory"
 "Homemobiles"

INTRODUCTION

CBC ORDINANCE 11, Section 350, states that the Trustees of the Boston Public Library “shall annually appoint an Examining Committee of not less than five persons, not members of the Board, who, with one of the Board as Chairman, shall examine the Library and make to the Board a report of its conditions.” Section 351 states that the report of the Examining Committee shall be included in the annual report of the Library. The Committee appointed in the spring of 1983 by the President of the Board of Trustees and the Director of the Library consisted of sixteen persons, all but two of whom were on the previous committee. The newly-appointed Vice-Chairman, at the invitation of the President of the Trustees, chose an additional seven persons, and seven of the original named resigned during the year because they were unable to participate at the level that it soon became apparent would be necessary in this special year. The final committee consisted of sixteen members who represent many in the city interested in Library services.

Most of the members of the Committee came to their appointed position with particular parochial interests in the Library — as consumers of its public programs, users of its circulating collections in the central facility and/or its branches, or users of the special research collections; and members include representatives of two citizen groups founded in 1981 to focus attention on the problems of the Library in the wake of Proposition 2½.

Within a few days of the appointment of this committee, it was announced that Philip J. McNiff was about to retire after eighteen years’ service as Director of the Library. When it was also made known that Kevin H. White was to step down after sixteen years as Mayor of Boston, the committee saw that its responsibilities had more than the usual implications. The broadly worded mandate under which the Committee was formed is capable of varying interpretations, and this Committee elected to take the broadest possible interpretation.

It was apparent that the interests of the Library would best be served by members becoming familiar with as many func-

tions and facilities of the Library as possible. First order of business was a report on the recommendations of the Examining Committee of 1981. The subcommittee charged with this function reported at the May 1983 meeting that there had been no substantive addressing by the Trustees of the issues and recommendations in that earlier report. Therefore, this report, arrived at after completely independent study, has a number of the same conclusions as its predecessor. In addition, the efforts of this year's Committee may seem to have produced duplication of effort because of the work of the Transition Team on the Library, part of the Task Force on Community and Social Services, appointed by the Mayor-Elect, Raymond L. Flynn. This has proved to have been in the best interests of the Library, however; the Examining Committee, already at work for six months when the Transition Team was appointed, was able to provide it with documents and insights that eased its task. This Examining Committee's report agrees with some of the positions of the Transition Team and disagrees with others, and so provides the Trustees and the next Director with healthy differences of opinion.

The Boston Public Library has come through a very difficult period with great financial strain that began *even before* the impact of Proposition 2½.* Staffing and book acquisitions in the ensuing years were greatly reduced; services, therefore, suffered. In spite of this, the Library was successful in obtaining federal funds for such fine programs as the NEH-funded grant in 1982, which included a lecture series on American writers at the Brighton branch, on architecture of Dorchester at the Codman Square branch, and on Black American writers at the Dudley branch. This was the first time that the Boston Public Library extended its highly successful NEH Learning Library Program into the branch libraries. Indeed, this and other programs initiated and encouraged under the directorship of Philip

* For two years, 1977 and 1978, the city appropriation to the Boston Public Library went down, resulting in a drop of the Library's expenditures from 3.62% of the total city departmental expenditures in 1976 to 3.06% in 1978. In 1979, the slow climb back up began, but was reversed in 1981 under the threats of the Tregor Bill and Proposition 2½. In 1982, the Library's share of total city departmental expenditures had fallen to 2.4%.

J. McNiff are a fine example of the best uses of the assets of the Boston Public Library. When the Committee began its work, nonetheless, morale among the staff had been very low for the previous several years.

Restoration of the level of city funding to just over 3.5% of the city budget at the end of 1983, increase in state aid under the provision for "Library of Last Recourse" from \$250,000 in 1981 to over \$2,000,000 in 1984, and successful passage through the efforts of the former Trustees of the \$15,000,000 loan order by the City Council, have meant that the Library has been able to begin to bring the number of staff up to pre-1978 levels, reopen the Central Library on Saturdays and Sundays, and undertake renovation plans for the McKim building and Charlestown depository and repairs to branch facilities. Also, to the delight of many, the doors of the McKim building are once again open onto Copley Square.

As many persons on the Examining Committee had accumulated experience in this and other libraries as users, staff, administrators, and Trustees, they felt strongly that they should submit a list of criteria for the Trustees to consider in their search for the new Director. The Committee's interim report of 1 November 1983 stated:

- that the new Director be a professional librarian with at least ten years' administrative experience in a library;
- that the new Director have a demonstrated ability to develop good public relations and good staff relations;
- that the new Director be familiar with and be able to work with the state, regional, and city library systems;
- that the new Director support without qualification the statement of the American Library Association concerning intellectual freedom and the "right to read."

The Committee met monthly, during which time it visited a number of branch libraries and discussed Library problems.

Four subcommittees were set up to address what consensus determined were the main concerns: branch facilities, public relations, state aid and other funding, and the central facility (subdivided into two groups, for the McKim building and the Research Library, and for the General Library); full reports based on observations and interviews with staff, users, and other interested citizens will be found at the end of the report. The next section contains the General Recommendations, all of which were accepted by the Committee at its final meeting for this fiscal year on 27 March 1984.

General Recommendations

The recommendations are in two sections; first are those that resulted from study by the Committee as a whole on major facets of the Library: the Examining Committee, the Trustees, and the staff.

Examining Committee. It is recommended that the Library's annual reports include responses to the recommendations in the previous year's Examining Committee report, and what action was or was not taken. Establishment of a regular schedule of report by the Examining Committee and follow-up by the Trustees would be constructive, realistic, and therefore more meaningful. Second, the Committee recommends that a budget be allocated for the Examining Committee to cover secretarial, duplicating, and incidental costs relating to arranging meetings and producing minutes and final reports. The sum of \$500 would be appropriate at this time. Third, the Committee strongly recommends that the Examining Committee be completely independent of both staff and Trustees for its deliberations and recommendations, as was this year's Committee, to allow it to function with integrity.

Trustees. The Committee strongly recommends that the Mayor honor the provision of the state statute that declares that one Trustee is to be appointed every year for a term of five years, and not as in recent practice at the pleasure of the Mayor. Second, the Trustees should be a body able to give adequate time to the library, and each one should attend a majority of the meetings or be asked to resign. In recognition of

the increasing aid to the Library from the state and of the concept of the Library as a state resource, the Committee suggests that there be two additional Trustees, to be appointed by the Governor in office, for staggered five-year terms.

The Committee notes that the members of the Board of Trustees who served through the period of this report developed an enormously enlarged understanding of the procedures and assets of the Library (as has this Committee) during the past year, and devoted a substantial amount of time and thought to the process of selecting a new Director. However, there is a danger implicit in what has seemed to be a criterion for appointment to the Board of Trustees in the past dozen years or so — namely, overidentification with the political process. Therefore, the Committee urges that the new Mayor make every effort to include among its members persons primarily interested in the Library as the foremost and most accessible educational institution of the city. Such persons should have a *demonstrated* commitment and devotion to the Library as an independent cultural force in the community and as a quality intellectual institution responsive to neighborhood needs. Only with such representation on the Board can the Library survive the damaging onslaughts of the past few years.

Staff. It was clear to those on the Committee who interviewed the management staff that there is great loyalty to the Library. In numerous conversations, many senior staff members were quick to point out that problems within other departments in the Library were primarily those brought about by lack of funds, and not by lack of concern or effort of their colleagues. Such loyalty to the institution and to each other points out the validity of the national reputation of the management staff as competent, dedicated, and able to work well together.

Longevity of persons in management positions at the Boston Public Library is astounding. Of the total now of 37 persons, all but three have been employed at the Library for over ten years: seventeen have been employees from ten to twenty years, four from twenty to thirty, nine from thirty to forty, and four over forty years. These figures not only point to the stability of

management positions and the loyalty of those who hold them, but also indicate a healthy pattern of upcoming available positions.

Nonetheless, each year during the past five years there has been difficulty in adding adequate personnel, especially at the lower levels. The General Library, the Branch Library system, and the Research Library all have suffered from the diminution of staff. Although there has been some improvement along these lines in recent months with the restitution of former funding levels, it is clear that the quality and quantity of library service available to the public still cannot be compared to what was taken for granted a decade ago.

Part of this is due to the limitation imposed by the absolute residency requirement. The Committee strongly urges an amendment to that requirement, namely, that an available position be posted in-house for a specified amount of time, after which it be advertised with the residency requirement for an additional specified amount of time, and then, if the position has not been filled at the end of that period, that the position be open to anyone qualified, regardless of residency.

Salaries for support staff at the Boston Public Library are not comparable to salaries elsewhere in this community, which leads to a constant turnover of personnel. Vacancies in pre-professional and library assistant positions force professional staff members to perform tasks which are inappropriate and a waste of the professional staff's talents and training, which then result in a waste of the public's money. Support staff is one of the major problems facing the library today. The Committee therefore recommends that the salary schedule be in line with that of comparable institutions.

As for staff recruitment, current management supports existing measures to encourage minority placement in the pre-professional programs. The number of minorities interested in positions in the professional level of libraries throughout the United States is low; the Committee suggests that the Boston Public Library institute a more aggressive program with universities with library science programs to address this problem.

Staff morale throughout the Library was greatly enhanced by

the recent budgetary increases. In addition, the enthusiastic response of staff to the visits of the Examining Committee points out that the Trustees should ensure such visits by the Committee on an annual basis.

At this time, the Acting Director is considering some changes in structure in the organization, and this Committee does not consider that its function is to presume to make recommendations on the internal staff structure. One suggestion has surfaced often enough, however, for the Committee at least to offer it: namely, that perhaps it would be a viable solution to the operations of the Branch system to upgrade the positions of branch librarians and the Supervisor of Branches; this will give branch librarians the opportunity to become part of management and have more direct contact with senior library personnel and participate in policy decisions.

Following are the suggestions generated from each of the subcommittee reports, then discussed and approved by the Committee as a whole.

Public Relations

The Committee very strongly recommends considerable strengthening of Public Relations to promote the Library within and without the Library system, and appointment of an additional full-time person to develop and coordinate volunteer efforts which again should be aggressively promoted throughout the Library system. The Committee also recommends that there be a visitor reception center in the lobby of both the McKim and the Johnson Buildings. The front desk should have guides to all departments and collections and a full calendar of events at both the Central facility and in all branches.

The Public Relations function must include both in-house and outside activities (with heavy emphasis on media relations and special events), including branch and Central activities. Special attention should be given to the relationship between the branches and the Central facility. Tours of the McKim Building and receptions could be arranged for both staff and users of

the branch facilities, as well as visitors; and programs at Central should be publicized at all branches.

The Committee strongly recommends encouraging volunteers to develop community interest in the Library and to alleviate the increasing cost of operations. Volunteers could be used at information centers, sales desks and for minor maintenance, especially in the branches: the existing community identification at the branches could easily be developed into even more community support. In general, the Library should take more advantage of the reservoir of good will and interest that exists among those that use the Library regularly.

Fund Raising

Current suggestions of heavy reliance on private fundraising and of separating and making the Reference Library privately supported lose sight of the fact that the Boston Public Library is one of the best run, most efficient systems in the city government and demands on an annual basis only 3.5% of the total city departmental expenditures. Problems with the Library stem from the period from 1980 to 1983, when expenditures dropped below 3% (Ill. I).

III. I

Table I. Comparison of Total Library Expenditures to Total City Departmental Expenditures, 1975-1983

<i>Fiscal Year Ending June 30</i>	<i>Library Expenditure</i>	<i>Total City Dep. Expend.</i>	<i>Library as a % of City Dept.</i>	<i>Total City Expend.</i>	<i>Library % of Total City Expend.</i>
1975	\$ 8,865,043	\$244,984,713	3.62%	\$519,083,754	1.71%
1976	9,194,342	254,202,433	3.62	628,197,595	1.46
1977	8,875,866	287,836,424	3.08	639,521,292	1.39
1978	9,211,138	300,824,493	3.06	669,360,190	1.38
1979	9,839,860	316,565,926	3.12	723,092,266	1.36
1980	10,513,984	357,972,296	2.92	764,543,679	1.38
1981	9,585,798	378,148,374	2.53	843,562,241	1.14
1982	8,348,090	345,563,473	2.42	790,019,384	1.06
1983	10,761,735	401,666,821	2.68	851,107,795	1.26

Table II. Comparison of Library Appropriations and Expenditures
in Current and Constant Dollars, 1975-1983

Fiscal Year Ending June 30	a. Current Dollars		
	Final Approp.	Expenditures	Surplus (Deficit)
1975	\$ 8,451,745 ✓	\$ 8,865,043	\$ 7,547
1976	9,452,261	9,194,342	505,868
1977	9,175,203	8,875,866	539,739
1978	8,510,700	9,211,138	(294,036)
1979	9,417,450	9,839,860	(422,430)
1980	10,122,997	10,513,984	(390,987)
1981	9,291,500	9,585,798	24,694
1982	8,412,697	8,348,090	64,606
1983	11,173,282 ✓	10,761,735	—
percent change '75-'83	32.20%	21.40%	

b. Constant Dollars

<i>Fiscal Year Ending June 30</i>	<i>Final Approp.</i>	<i>Actual Expend.</i>	<i>Surplus (Deficit)</i>
1975	\$10,460,857	\$10,972,403	\$ 9,341
1976	10,818,657	10,523,454	578,995
1977	9,855,318	9,533,793	579,747
1978	8,510,700	9,211,138	(294,036)
1979	8,693,039	9,082,976	(389,937)
1980	8,519,965	8,849,038	(329,072)
1981	7,135,890	7,361,912	18,965
1982	5,985,129	5,939,165	45,963
1983	7,478,069	7,202,628	—
percent change '75-'83	—28.52%	—34.36%	—

Notes: Based on index of Government purchase of goods and services.

Figures for Surplus (Deficit) may not tie back to Final Approp. figures due to transfers.

Sources: City of Boston Auditor's Reports 1975-1980; Auditor's preliminary worksheets 1981-1983. Prepared by the Boston Municipal Research Bureau at the request of the Vice-Chairman of the Examining Committee of the Boston Public Library, October 1983.

The Committee very strongly recommends that the Library's share of the city's resources be equal to or more than 3.5% of whatever are the total city departmental expenditures for a given year; and any fund raising efforts should be addressed to increasing this base.

This will not preclude raising funds from other sources, which this Committee also advocates *in order to make the Library more visible as a valuable community asset*. State funding has increased under the category "Library of Last Recourse" in the past year to 37.1 cents per capita, thanks to the efforts of the Massachusetts Legislature, the Trustees, and groups such as the Library Lobby which rallied support throughout the Eastern Region. The Committee strongly advocates aiming for the per capita State allocation goal of 75 cents. It must be understood that approximately \$38,000,000 from private fundraising efforts would be required to yield the \$2,073,000 the state now gives annually under this provision.

Private funding will be most successful when it is coordinated with public relations and when it is targeted to such special collections as the Print Department (which already has an estimable record of gifts to its collections and should be encouraged to continue such acquisitions), Rare Books, Manuscripts, Music, and Fine Arts. Traditionally, some fundraising has been and continues to be done through the Associates of the Boston Public Library. It should be made clear that membership in the Associates is open to anyone who wishes to join and pay the membership fee. The purpose of the Association is to encourage interest in and support of the entire Library system. Friends' Groups are intended to support and encourage interest in individual branch libraries, their collections and services, focusing on each particular library's community.

Once again, the Committee cautions *that the city not be allowed to decrease its traditional level of support*, or to cut book purchasing allocation because of a particular facility's trust fund income.

Branches

The Committee's tours of all branches pointed out that all branches need structural as well as cosmetic repairs. The Committee was shocked at the state of disrepair and unsafe conditions in many of the branches, and feels that many of these could be corrected with a very small amount of funds from the budget of the Library. We strongly recommend that a yearly allocation be given to each branch library for use in minor repairs; there is no reason that these have to await a special bonding issue. All branches, also, should be accessible to the handicapped.

Every effort should be made to collect overdue books. A moratorium on fines could be declared periodically. Each branch should have a depository where people could return books when the branch is closed.

The branch librarian also should be able to respond to requests from readers and order books suitable for their particular communities, i.e., foreign language books in some libraries or "how-to" books in others.

The branches should be adequately staffed to reach out to the community by school visits and by educational programs at each branch. With the closing of so many neighborhood schools, the Library has become the community learning center.

Mutual support should be clearly defined between Central Library and all branches; the special report on branches suggests a number of possible methods. Note: Several recommendations affecting branches already have been discussed (see Staff, Public Relations and Fundraising).

Central Library

Again, the issue of staff vacancies and insufficient manning levels should be addressed. Both buildings — McKim and Johnson — could be made more attractive and inviting by the use of signs, large bulletin boards, posters, and information desks in the front lobbies; also, the pervasive, unpleasant odor in the Johnson Building must be eliminated.

Security of staff, users, and library materials has been a problem for some time. Employment of Pinkerton guards within the past few months has greatly decreased the problem of personal safety (especially in dark and less well traveled sections of the Library, like the Sargent Gallery in the McKim building), and this Committee strongly recommends that this system continue. But book loss in the General Library (and the Research Library) still is unacceptably high, and must be addressed immediately.

It is anticipated that the recent enlargement of the Domestic Order List, (used by both Central and branches), under which librarians are expected to choose most of their titles, will take care of the problem of a too restrictive system of selecting books. This should be watched in the coming year.

General Library

The momentum of the past few months to replace missing books in the collection, make available more copies of the more popular titles, improve shelving, and ease and speed up book ordering by the staff, all must be fostered by the Trustees. Proposed attention to the Young Adult activities is appropriate at this time and also should be encouraged by the Trustees. In cooperation with the Boston Public Schools, programs could be initiated to attract more middle-school and high school students from the entire school system; and the facility which is targeted to their needs should be given greater emphasis at this time.

Research Library: McKim building

The report on the restoration for the McKim building points out that there may not be the needed funds to fulfill all requested renovations. The Committee therefore sets forth its order of priorities: 1) replacement of the mechanical and heating-ventilation-air-conditioning systems, which are out-of-date and a hazard; 2) renovations necessary for safety requirements according to current codes; 3) work on the exterior to make the building weather-proof and tight.

The Committee also suggests that, since city funds may not cover the entire cost of the renovation program, the outstanding architectural and art elements might be attractive and appropriate for private funding; however, prior to any work being undertaken on the murals and other decoration, the Committee cautions that further advice be sought from the expert professional conservators.

The Committee further notes that the traffic patterns between the McKim and Johnson buildings leave much to be desired. A natural accessibility, an even flow between the buildings would do a great deal to increase the visibility and the interest in the McKim building and its fine collections. Last, the Committee assumes that all decisions as to the changes in the function of certain spaces will be left to the professional staff.

Reference Services

Major problems which need immediate attention are unfilled positions and inadequate staff levels, lack of space for collections, and poor condition of physical plant. The first has been discussed in several sections of this report; the latter two are to be addressed somewhat by the proposed renovations to the McKim building and storage facilities at Charlestown. The Committee simply suggests that the momentum for upgrading the services and facilities, begun in recent months and given a boost by the awarding by the City Council of the bond issue, not only continue but be sped up, with the backing of the Trustees.

The problem of space becomes even more acute in such heavily used departments as Microtech and Government Documents, as increasing amounts of new material are acquired. Additional staff in Government Documents would allow for more work on specific collections to make them more easily used and more efficiently organized.

The restrictive limitation on use of materials in the Music Department's Brown Collection and other collections in the department are an annoyance to the greater Boston musical community, one of the foremost in the nation. The Committee recommends that the Trustees look into legal means or conser-

vation needs to make the collection more useful to the performers and musicologists in Boston.

The Print Department needs a renovated gallery to provide more flexible installation of exhibits. And it needs a much better physical environment. The visitors need work space, and materials must be properly shelved. It is the opinion of the Examining committee that the outstanding research collections should be given more visibility. Print and Rare Book departments should be open on Saturdays; high schoolers in Boston should be encouraged and shown how to use the facilities.

Last, it seems to the Committee that the dioramas by Louise S. Stimson could be more advantageously displayed for the enjoyment of more users of the library; and some of the storybook scenes need repairs.

Conclusion

Books in our culture have integral value, not only for imparting information, but for giving pleasure, as artifacts of psychological as well as intellectual enrichment. Reading a book or magazine is one of the few truly private acts left in this society.

As unnecessary as it seems to have to reaffirm this policy in such a city as Boston, nonetheless the Committee wishes to go on record as a strong advocate of the American Library Association's position on "freedom to read." Censorship cannot be viewed as only the problem of "backwater communities," and the Trustees must consider themselves guardians of this position. The Committee wishes further to stress that books themselves be paramount in the concerns of the Library administrators; that they not sacrifice books completely to information referral systems.

The Committee strongly approves of the Library's "collection policy," under which one copy of each book bought for the general circulating library is also bought for the reference collection. The Library contains one of the greatest research and reference collections in the United States, and certainly one of the few such collections in the public domain and therefore "free to all." Today's average, circulating book will be tomorrow's reference, for the interpretation of cultural and social his-

tory. If the Library were to restrict itself to purchasing only one copy of a book, circulation of it either would have to be curtailed or much stricter policies put in effect for book loss. Both would be counterproductive to the widest possible dissemination of the assets of this public library.

The Examining Committee is bothered by the concept of the Boston Public Library as two libraries; a community-based system and a research facility unique in the country because of its being publicly supported. Twelve hundred library systems in the United States consist of central libraries with a research division and a branch system: i.e., Dallas, Detroit, Free Library of Philadelphia, San Francisco, Los Angeles, Denver, Baltimore, Cleveland . . . all supported by city budgets. But the special quality of the Boston Public Library lies in *the extent and the quality of its collections* within the research department.

Opinions have been expressed that emphasis at the Library in recent years has been on the Central/Research Library to the detriment of community library service, and that the Copley Square facility, in comparison with the branches, appears to be well maintained. The fact is that both have suffered.

Some opinions also hold that the cost of the Research Library personnel should be borne by sources other than property taxes. The Committee is on record as supporting state funding for the Research Library, as *partial* support of its services in line with its pattern of use (Ill. 2); the user figures for the Research Library show that, although nonresidents use it, so do Bostonians.

Further, the philosophy that suggests that citizens pay only for those facilities and services from which they directly receive benefit, carried to its logical conclusion, implies, for example, that persons without children in public schools should not be obligated to help support the educational system through taxes.

Most important, the Boston Public Library must be seen for what it is — a valuable entity, one of which the city of Boston should be extremely proud. The Library's branches are the vital, friendly, neighborhood centers for awakening intellectual curiosity; and it is the Library's circulating collections, avail-

III. 2
Book Request Statistics, Research Library, Boston Public Library
July-December 1983

	Boston Res.	Mass. Res. (non-Bos)	Other	Total	% Bos	% Mass.	% Other	Personal Visit	Tel. Inquiry	Letter Inquiry
Book Del.	19,534	23,540	2,868	45,942	42.5	51.2	6.2	n/a	735	n/a
Fine Arts	4,684	4,768	520	9,972	46.9	47.8	5.2	7,253	5,270	97
Govt. Docs.	8,187	13,004	479	21,670	37.8	60.	2.2	1,459	3,556	20
Hum. Ref.	(Books are not called, nor are library cards necessary, so this section is not relevant.)									
*ILL	(Until March 1983, ILLs were authorized only to outside the BPL system. The new policy of lending to branches is just being implemented.)									
*KBB	13,667	14,183	514	28,364	48.	50.	2.	17,253	10,864	—
Micro text	9,476	16,551	6,512	26,639	35.	62.	3.	too many to count	3,089	228
Music	2,098	2,635	469	5,202	40.4	50.6	9.	1,374	1,931	70
Prints	(According to the department personnel, statistics are not compiled because of insufficient staff.)									
Rare Book	854	355	222	1,431	60.	25.	15.	—	557	320
Sci. Pats.	1,690	3,722	117	5,529	30.	68.	2.	1,483	2,369	3
Soc. Sci.	1,178	1,019	112	2,309	51.	44.1	4.9	—	8,561	223
	<i>Overall percents:</i>				43.5	51.	5.5			

Note: Figures in the first four columns and percentages are given for book requests only. The figures in the last three columns are for *reference requests* made in person, by telephone, or letter: those making these inquiries do not have to show library cards and therefore are not asked their place of residence.

*ILL — Interlibrary loan; KBB — Kirstein Business Branch

able at the General Library and all branches, that give pleasure to the users — of whatever age, income, or educational level. Some of these users — and there should be many more — are sometimes moved to investigate some subject further, and seek out the Research Library. Well located geographically and served by several modes of public transportation, the Central Library and its research arm are free to all and should remain so. The independently motivated person, eager to discover more about a whole myriad of subjects, can use the superb collections of the Boston Public Library without being questioned, without being allied to any institution or place of employment or any other organization — religious, civic, or political.

Subcommittee Reports

Public Relations

Douglas E. Kenney, Chairman

Milton Glass

Renée Glass

One management person at the Boston Public Library has sole responsibility for programs and also for all public relations and press releases, bulletin boards, and printed announcements. The Public Relations department has only one staff person and has the added disadvantage of being in too isolated an area of the Library, a long distance from the programs office. The Public Relations director also doubles as switchboard supervisor, conducts tours for important visitors, is responsible for reproduction rights, meets and contacts media people, and covers the Sales Desk and Lost and Found area.

Needs and Recommendations: There should be a greatly strengthened Public Relations Department to implement more aggressive public relations activities and establish working relationships with the press. There should be more information going out of the library on the myriad services available through the Library and more effort put into creating a favorable image of the Library, not only throughout the city but with other libraries in the state. There should be a visitor reception-information center in each lobby of the two main buildings. Tours of the fine McKim building should be encouraged for tour groups, who would then be encouraged to visit the Sales Desk. There should also be more communication with the branches, to show the excellent facilities at Copley Square.

There should also be a new staff person, full-time, to coordinate volunteer activities and interns, and work with the volunteer interest groups, the Associates and Friends of the Libraries (branch groups). Volunteers also could be used to man the information desk, which would alleviate the pressure on an already overburdened staff. The use of volunteers could also help the security of the Library. Implicit in suggesting a director of volunteers and interns is the notion that there should be more intern programs within the Library.

There should be printed guides to the Library as a whole, and separate guides for all the special collections should be made available at the information desks and in all branches. And there should, once again, either be more support staff or a good clipping service employed to keep track of publicity.

The Graphic Arts department needs another person for typesetting and installation of exhibits, a new typesetting machine, and refurbishing of its office.

State Financial Assistance and Fundraising

William H. Pear, Chairman

Sharon J. Kobritz

Bettina A. Norton

From its inception in the mid-nineteenth century the Boston Public Library has been supported generously almost in its entirety by the taxes appropriated from the residents of the City of Boston. From its inception, also, it has been intended and



"Education in Ireland Today," typical of the many programs held each year in the Rabb Lecture Hall.

expected that the Library provide services to all of the public who care to avail themselves of them, no matter where such persons legally may reside. In the 1880's the major new "McKim Building" was being planned to be constructed in Copley Square on land transferred to the Trustees by the Commonwealth, along with state authority to take added parcels by eminent domain and to borrow construction funds. It was understood that the Library was to continue "Free to All," as is permanently carved into the façade of the structure. The accompanying illustration shows the new Library graphically as the major keystone element in the burgeoning statewide library network. Over the years, however, with changes in transportation and communications as well as styles of living, a higher and higher percentage of the users of the Boston Public Library no longer need live within the legal limits of the City, which have not expanded since 1 January 1912. Long-range fiscal planning to provide for a stable and appropriate funding base for the Library and underpin its operations is necessary.

Private gifts

As a separate public corporation, as well as being municipal officials in charge of the library department of Boston, the "Trustees of the Public Library of the City of Boston" are able to, and from time to time do, receive gifts and benefactions from public-spirited persons. Some of these have been substantial, particularly those to help in construction of the buildings; and extensive portions of the collections of books, prints, and other valuable materials have come to the Library over the years in this way, so that it has grown to be the outstanding resource it is. Persons making such gifts tend to wish to specify their use and usually to receive some recognition. Implicit in these gifts is a wish to improve, extend, enhance the Library in some way — so that the gift does not merely replace usual and ordinary support from regular sources.

In fact, it should be realized that income from trust funds acquired over all these years and available for operational expense even in broad construction is in truth quite low in comparison with the actual and needed budgets each year — only

in the realm of 1% or so. This is not much of an "endowment." A campaign to encourage giving would perhaps help, but it is more likely to succeed if a schedule of identifiable and discrete purposes has been developed, to appeal to prospective patrons. Such can cover a wide range of need — the specialized resource collections, the extensive artistic renovations in the McKim Building, and physical conditions and program services for the local branch facilities.

Federal grants

In recent years, as in many other fields of public service, there have been programs of some Federal financial support for local library needs. As has been seen, however, this cannot be relied upon for regular purposes on a long-range basis. What can be had for special projects will always be useful and should regularly be sought out and utilized. This source in fact is quite similar to private gifts and is more easily come by for restricted and unique ends. The sums may come in larger packets, but often involve more strings and staff effort in procurement and implementation.

State aid

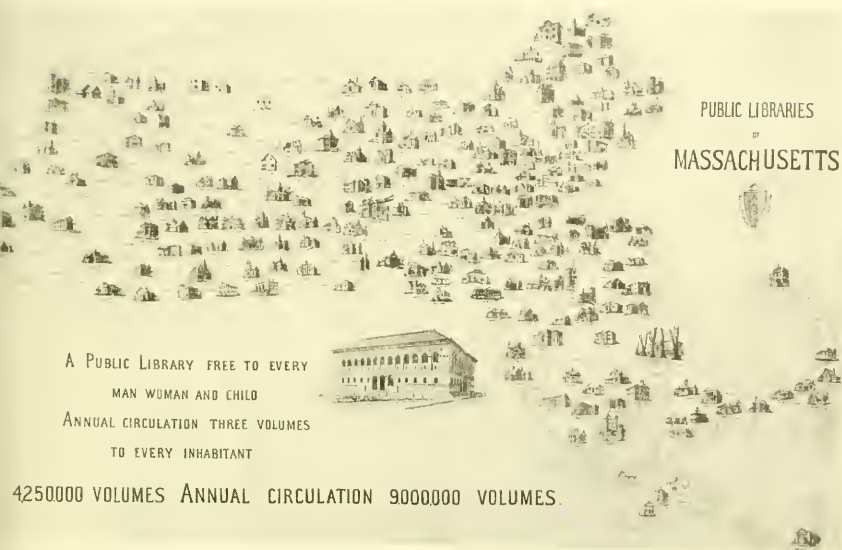
However, for any regular long-term financial support from other public sources, it is imperative that the broad-based resources of the state be looked to as well as the traditional limited and restricted property tax of the City. Such regular support can be achieved where and as it is justified and where the purpose served accords with state policies and purposes. The unique operations of the Boston Public Library, with its capabilities and resources unmatched by any other nearby public library, certainly do so qualify. In fact the Research Library, while an integrated part of the city system supporting the functional success of the adjoining General Library and the other branches across the city, also performs many of the functions performed in other states by formal State Libraries.

The Massachusetts State Library has never performed the services offered to public and other libraries throughout the

state by state libraries such as those in New Hampshire, Maine, and New York. Our State Library is, for better or worse, and has been over the years perceived as a support agency for the legislative and executive branches of the state government. It is the Boston Public Library, therefore, that is the leader and support of public libraries throughout the Commonwealth; this is recognized by the state offering some funding to the Boston Public Library. It is not to the branches nor to the General Library housed in the Johnson Building that Massachusetts public libraries look for aid; it is to the Research Library with its extended collections and excellent staff. The Research Library has a responsibility beyond city lines. Every effort must be made to maintain the collections and the quality of service supplied by generations of devoted, professionally trained librarians. The collections housed in the McKim Building are the most distinguished and important of any New England public library.

The Trustees and staff of the Library are to be commended, as are many of the members of the General Court and Executive of the state for their recognition of these facts and efforts in recent years to build upon the long-established programs of state support for their major Massachusetts library. Because the Library does truly serve the general people of the Commonwealth and has from its beginnings, and because great numbers of state residents realize this and are thus willing to support state aid going to Boston, much has been achieved in this area. An adequate level of assistance commensurate with the services and needs has yet to be reached and must be continually worked towards, year by year.

The topic of state aid to the services provided by the Boston Public Library is complicated by the fact that there are currently three separate programs by which funds are being made available to the city treasury to be expended by the Library. If all are combined and seen as one sum, a false impression of the magnitude of state aid can be had. (Also a complication is set up by the system of paying state-appropriated funds to the city treasury, from which they then must be again appropriated by the local government before being used by the Library, re-



Public Libraries of Massachusetts, lithograph printed in 1895. Courtesy of the Essex Institute, Salem, Massachusetts.

quiring the city to set up a “revolving fund.” So appropriation and expenditure records do not easily compare.)

One program is statewide and made available to all library systems equally on a per-capita basis. (General Laws, Chapter 78, Section 19A). This is a general recognition by the state of the value of library services, but is not a specific recognition of the special status of Boston’s resources to the state. Next, there is the program of regional library services, which for the Eastern Region, one of three, is administered by Boston. Funds coming under this program are in fact for expenditures across the region, through Boston and then the seven other subregional libraries and for the services in all of eastern Massachusetts. This is also on a per-capita formula, but funds for the Eastern Region have always been less than for the Central and Western Regional systems run out of Worcester and Hatfield, (to compensate, it is felt, for the greater density of population in the east). These were increased by 5¢ in 1981, for all three regions.

Often confused with the regional assistance program is the major specific aid for Boston, referred to as “Library of Last

Recourse." Both this and the regions were recognized in General Laws Chapter 78, Section 19(c), as amended. This is where the efforts of the Library must continue to be concentrated, so that the program can eventually, in a reasonably near time, achieve the adequate, justified level of 75¢ per capita, related to the budget required for the research library operations and the use of it by citizens across the state. This use, to be reiterated, is not that of the regional program, nor of the interlibrary loan program.

As a result of support from private groups beginning in 1981 of the Library's efforts to increase general recognition across the state and in the State House, the original program of state per-capita aid has gradually been increased in stages under successive annual stage budgets from a token 5¢ per capita to the current 37.1¢, a substantial gain towards the justified goal of at least 75¢ per capita. It is understood that the state also has tax and budget problems, and such a gradual process towards the needed level is to be expected. However, it means that what has been accomplished must still be built upon, and that no partial success in one or three past years can allow efforts to be relaxed until the adequate basis has been achieved.

Central Library

General Library: Bettina A. Norton

Research Library:

Reference: Frederick S. Allis, Jr., Chairman

Ralph J. Crandall

Bettina A. Norton

Brunetta Wolfman

McKim Building: Rodney Armstrong, Chairman

Daniel J. Coolidge

General Library

Since the General Library opened in 1972, the collection has received very heavy use (Ill. 6). It holds the largest and most comprehensive circulating collection in the entire system and serves as the neighborhood "branch" for the Fenway, China-

town, Bay Village, and the Back Bay. It attracts users of many types: students, browsers, working people on a lunch hour or day off, senior citizens, resident readers (there almost daily), children on school assignments, etc. An accurate reading of the ratio of resident to nonresident users of the General Library cannot be tabulated from existing data; library cards only monitor circulation and not those who browse but do not withdraw books.

All departments are trying to make up for five years of neglect. With the exception of maintenance, the General Library's problems are similar to those of the branches. Many books need to be replaced or discarded. There are also many titles missing from the General Library Adult collection which are not charged and are therefore unrecoverable. Reserves are a major problem in the Library. This means that the user does not find a book even though it is listed in the catalogue, and that many of the requests of other Massachusetts libraries for interlibrary loans cannot be honored. In a statistical survey done by the Interlibrary Loan Office in June 1983, and given to the Committee by the General Library staff, 45% of the titles requested by public libraries in Massachusetts and that were owned by the Boston Public Library had to be reserved because they were not on shelf, while only 30% of the titles were available on shelf to fill requests. The remaining 25% were from the Research Library and could not, until recently, be loaned; however, there is now a policy of interlibrary loan of research materials, within strict guidelines.

In addition to the problem of books not on shelf, some of the titles in the General Library are not available in sufficient quantity to meet demand; the current reserve list shows that some persons have been waiting for the most popular titles for over a year.

The raising by the city of appropriations to the Library to pre-1978 levels has allowed the General Library staff to begin to correct this major deficiency in the Library's operations. The Committee notes with satisfaction that many of these situations are being improved and hopes that this continues.

Priority in budget allocations should be directed to further

book acquisition, and cataloging of current books as well as the backlog should continue to be pursued aggressively.

The Committee is puzzled by the limitations on book acquisition entailed by the "Domestic Order List" and "Inspection Room" systems of book ordering used by the Library. Although the latter recently has been enlarged, the Committee feels that every effort should be made to make the process of book ordering for the staff as easy and efficient as possible.



Visitors to the Audio Visual department in the General Library.

The Acquisitions Department is to be commended for supporting the General Library by putting books on "reserve" for such new, special programs as "Discussion Group." Recognizing that a large part of the clientele at the central General Library are neighborhood "browsers," as they are in the smaller branch libraries, the administration of the General Library is engaged in improving services to them. This suggests generating more programs such as the "Never Too Late" series, the aforementioned Discussion Group, and increasing the number of available popular titles.

Shelving, which had been a severe problem at the General Library due to shortage of personnel in the past five years, has improved greatly under the recent budgetary increases. And the proposed focus on Young Adult Activities is timely and should be encouraged by the Trustees. It should be related closely to the curriculum of the Boston Public Schools and to the use of the Research Library.

A random, informal survey of about a dozen of the users did not produce any great dissatisfaction with the workings of the library, especially with the recent evidences of improved conditions, beyond the availability of certain titles and the need for good signs and an information desk. However, the smell in the General Library's Johnson building is unpleasant and efforts should be made to get rid of it.

Research Library

During the past five years, there have been a number of deficiencies in staff support in the Research Library: Social Science Reference and Interlibrary Loan are down two professional positions; Government Documents, down one; Humanities Reference, down two support positions; Rare Books, down one professional and one support position. This past year, two professional and several support positions which had been vacant in the Fine Arts Department for the past 2½ years were filled, and they are again at strength. This department also benefits from a high level of support from volunteers, a model for the rest of the library. Turnover is high in personnel in the Microtext Department, reportedly because of the particular demands of the job. The Print Department recently filled the position of assistant, vacant for ten years due to budgetary cut-backs; however, the department is still woefully understaffed, especially in light of its ambitious program of exhibits and publications.

The Library also has had to absorb costs of collective bargaining agreements subsequent to personnel budgets being set, which effectively cuts funding for staff positions technically granted.

During the recent low period, book delivery services were slowed down, reshelving more and more delayed, and shelving of new acquisitions virtually suspended for a time. Searching through unsorted materials resulted in long delays and in failure to deliver materials actually known to be in the Library but not locatable. Overcrowding in certain subject areas, which normally would be relieved by shifting books and periodicals, could not be accomplished with inadequate staff. There was a great deal of neglect of behind-the-scenes services, as the staff had to meet the immediate requests from users.

The ongoing work that professional staff normally performs to make the Library's books and periodicals more accessible to the public, such as preparing catalogs, indices, and bibliographies is, of course, interrupted during periods when direct service demands almost total staff time.

The public also was distressed by the drastic cut in hours of service which effectively made the Research Library inaccessible to working people for a time.

Funds for purchasing books and periodicals were also reduced. The effect is not as immediately visible as reduction in staff and hours of service, but its impact on the quality of reference and research collections will persist for a long time. Many of the materials not obtained during these years because of lack of funds will be very difficult, and some impossible, to obtain.

It is therefore reassuring that, through this period of severely reduced budgets, the staff morale remained high, with some individuals doing much more than could reasonably be expected. In recent visits, the Committee members were struck by the reasonableness of the requests of department heads; staffing needs did not seem to be exaggerated and requests generally were modest and realistic and in the best interests of the users. Every staff person visited was delighted to have talked with a member of the Examining Committee; some staff persons said that it was their first visit in fifteen or twenty years.

Space — or lack of it — is also a major problem in the Research Library. The Social Science, Humanities Reference, and Stack Areas all are at capacity; Government Documents and

Microtext departments are overcrowded. The Print Department is about to explode. Its physical environment must be given high priority. Some of this could be addressed by the staff themselves — putting in order a major reference library and shelving new books and catalogues. But the area desperately needs more table space for the examination of prints.

The majority of the staff in the Research Library have little or no private area, and the problem will be compounded by projected increases in new bulky equipment: microfiche readers, computer terminals.

The lack of equipment needed for efficient operation reduces Research Library personnel's ability to accomplish its public service objectives. The budgetary deficiencies meant that the library was unable to purchase up-to-date equipment, and the Library consequently has lagged behind comparable libraries in this area. Simple equipment such as typewriters and telephones is often antiquated and frustrating to use. Until the past two months, there were no functioning change machines in the entire Research Library.

The data processing center for the Library is located in the Johnson building and there is no access to the on-line catalog from the old building. For this reason, books which are added to the main collection are not reflected in a timely fashion in the catalog in the Research Library. This hampers efforts to serve patrons off the street. Good news is that the Library's catalog at the Central Library now has terminals at all branches and interfaces with the Eastern Regional System.

Delays in filling Departmental orders and slowness of cataloguing bother all major sections of the Research Library. Presently, if a book is not available for interlibrary loan, a purchasing requisition will be made. Unfortunately, the acquisition process can be extremely slow — a year or more — resulting in long and frustrating delays for the patron. Compounding this is the major problem of people failing to return books to the main library.

The new laboratory for book, print, and document conservation, installed in 1981 through the help of a Federal grant, is located within the Rare Book Department. Presumably, it will

be available to all departments of the Research Library.

The specific limitations on the use of the Brown Collection in the Music Department, as well as other collections of music, hinder their usefulness. The fact that none of the material can be duplicated is a major annoyance to the musical community of Boston. The Trustees should look into legal means, or conservation needs, to make this collection more accessible.

The recent increase in staff levels might make it possible for the Print and Rare Book Departments, both closed on the weekends, to be open on Saturdays. (The Rare Book Department was open on Saturdays until 1972; the Print Department has not been open on weekends for at least the past twenty years.)



Bates Hall, the main reference room in the Research Library.

Despite the difficulties in all these departments, they *are* delivering the services they are expected to. Though there is a lot of room for improvement, it may be that because they are able to perform their basic mission and more visible tasks, that their needs do not seem as great as those in other departments of the Library.

McKim building

All departments are dealing with antiquated HVAC systems. In addition, the building poses a major threat to its collections; in the Social Science, Humanities Reference, and Interlibrary Loan departments, the heating system is close to 90 years old. Water is dripping onto bookshelves as well as inside walls and windows. The last paint job and refurbishing of the Print Gallery was done in 1964. Inadequate lighting exists throughout the building, especially in the third floor Sargent Gallery, the Print Department's Wiggin Gallery, and the Humanities Reference Department, which daily takes complaints on lighting. Rest rooms, especially women's, are in deplorable condition: soap dispensers are broken, toilet seats not fastened down, and some rest rooms have no heat. The quality of construction of the McKim building is superior to that of other library facilities and thus, to an untrained eye, may appear less neglected than other buildings. This, however, is not so.

The McKim building is outstanding, one of the country's greatest architectural accomplishments and major monuments. It has served readers and staff extremely well over the years and is worth every possible effort to preserve and restore it. Approximately \$12,500,000 has been made available by a loan order from the city to undertake an ambitious program, to get underway by the end of 1984. The Report for the Restoration prepared by Stull Associates, Inc., is an extensive, skillful, and sensitive document which clearly recognizes the importance of the building. While it is heartening that the city has set aside this money, it must be stated that this amount will, in likelihood, be insufficient to cover the expenses as outlined in the report. The financial figures are from 1981 and there has been considerable escalation in construction costs since then, which

do not seem to be lessening as time goes on. It would seem, in light of this, that the most important goals should be the replacement of the mechanical, Heating-Ventilation-Air Condition systems and electrical systems which are not only out of date, but a hazard. Second, there can be no hesitation in making those necessary renovations required by modern safety standards. Third, the exterior needs work in order to make the building weatherproof. The next priority should be improving the public traffic connections and patterns between the Johnson and McKim buildings, which leave much to be desired.

It is also suggested that since city funds may not cover the entire cost of this vitally needed restoration program, that certain areas might be more attractive for private funding than others. New fire provisions, new plumbing, new H.V.A.C., and new electrical wiring are not necessarily appealing to prospective donors. Thus, it might be wise to leave the work on such outstanding features of the McKim Building as the main entrance hall, Bates Hall, the interior courtyard, the Wiggin Gallery, and those spaces containing fine wall paintings to one side while the basic work is undertaken as soon as possible. This is clearly not the preferred way to proceed, but what may be necessary.

It should be kept in mind that the most controversial part of any restoration program for the McKim Building will relate to the restoration/conservation of the wall murals in the building. In the opinion of many art experts, the murals by John Singer Sargent were almost destroyed by previous efforts at restoration. Thus, while finding no fault with the report on the murals within the Stull Associates, Inc., Report, it is suggested that prior to any work being undertaken on the murals that further expert advice be sought. While one of the major reasons for installing a proper climate control system within the McKim Building is for the preservation of the collection housed therein, another purpose would be for the preservation of the interior of the building itself including the murals.

It is urged that every effort be made by the appropriate library and city officials to get the restoration program underway this year because the necessary work will obviously take a long

time to accomplish, perhaps as much as three years. Each day that goes past without restoration work on the building will mean less will be accomplished for the public monies being expended, and we shall continue being seriously neglectful of what is one of the state's greatest architectural treasures and the collections it contains.

There should be no spirit of competition engendered by the needs of the whole library system; the deterioration of public library buildings took some years and correction will take a long time, patience, and a clear plan with priorities defined. Part of those priorities must be the basic work on the McKim Building as outlined in this report.

Beyond these recommendations, it would seem that the decisions as to the changes in the function of certain spaces within the McKim Building should be left in the hands of the professional staff. In any phased renovation/reconstruction project, there is obvious competition for priority.

Branches

Alice Hennessey, Chairman

Edwin L. Francis

Frances Howe

Aurora Salvucci

Francis W. Sidlauskas

The report of the Examining Committee of 1869 placed special emphasis on "extending the circulation and usefulness of the Library by establishing branch libraries in East Boston, South Boston and the Highland District." Since 1869 these first three branches have grown to 25, which members of the Examining Committee visited beginning on October 11, 1983. The Committee held discussions with staff and users of these branches and correlated information gathered from questionnaires completed by the branch libraries; they then spoke with the Supervisor of Branches and met with representatives from various community groups interested in the Library, Friends of the Library groups, The Save Our Libraries Committee, and the Mayor's Transition Team.

It is very important that Central realizes the connection with the Branch Libraries and that they all realize their relationship with one another. This connection must be more clearly defined. A good starting point is the position of Supervisor of Branches. On December 1, 1896, this office was created "to unify the outlying system, to strengthen the collection of books, to improve the equipment, and to introduce uniform and modern methods of administration." This position must be considered an important slot in the Organization Chart. In the past five years, there have been six different persons in this position. They were all very competent individuals, but this does not lead to a sense of continuity. The present Supervisor of Branches meets regularly with staff from the branches: 14 branch librarians, 8 generalists, 5 adult librarians, 2 young adult librarians, and 10 children's librarians. These professional librarians should be encouraged to share ideas and information and equipment among the branches.

As part of a public relations program, tours of the McKim Building should be arranged for people from the Branch Libraries (staff as well as public). All announcements and publications from the Central Library should be posted in branch libraries on a bulletin board devoted specifically to Library affairs. The National Endowment for the Humanities Learning Library in 1981 began to move out into the neighborhoods, which is a good beginning.

This committee realizes the value of support groups for both Central and the branches. The Associates of the Boston Public Library already perform a valuable service and should be encouraged by the Director to form a Friends group with the goal of a citywide Friends group in the future. This committee feels that such measures will strengthen communication and cooperation among staff and users at Central and the branches.

All branches need structural as well as cosmetic repairs; the Committee was shocked at the state of disrepair and unsafe conditions which existed in the branches. We strongly recommend that an allocation of funds be made for immediate repairs. These repairs are critical and can be accomplished with a very small percentage of the Library budget.

On the Boylston Street side of the Library is carved an inscription that reads:

The Commonwealth requires the education of the people as the safeguard of order and liberty.

In June 1895 "a committee representing the Trustees of the Boston Public Library and the Boston School Committee proposed a system of cooperation between the Library and the public schools." This is more important today in a city with an adult illiteracy rate of 40%. Citizens must be able to look to the branch libraries as a source of intellectual life in their communities. All of this means increased staffing for both Central and the branches.

The proceeds from any trust fund designated for a specific branch *should be added to the allocation for that branch*. Each branch should have an allotment for books, periodicals, and supplies to be administered by the Branch Librarian. Friends groups at the individual branches should be able to apply for grants for their branch through the Central Library.

This spirit of cooperation has to start at the top. Branch personnel should attend Trustees' meetings, and minutes should be made available in the branches. Trustees should visit all branches, talk with staff and users, and attend occasional programs in the branches; the Director should address the concerns of the branches and visit them regularly and support and encourage the staff and users.

Each branch, although connected to Central and to the other branches, has particular needs depending on the composition of the neighborhood in which it is located. All branches at this time, however, share these common needs:

- A professional librarian in charge of each branch;
- A children's librarian as well as other appropriately qualified staff;
- Adequate custodial help;
- Access for the handicapped;
- Better security, protection for the staff, burglar alarm systems and smoke detectors;
- A system of magnetic tapes on library materials to halt theft;

Adequate specific budget for books, periodicals, and maintenance for each library;
Staff room and lavatory;
Public rest rooms;
Room for community programs;
Access to trust funds earmarked for a particular branch;
Appropriate foreign language books in each branch, i.e.,
Cambodian, Vietnamese, Spanish, and Italian;
High quality photocopiers with a service repair policy; Community bulletin boards; and
Preservation and display of gifts presented to a particular library.



One of the popular reading programs for children in the branch libraries.

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get planner for new community schools and branch library
system (one-third of current branch library buildings)
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brary of Last Recourse"
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Worked summers in Brighton branch of library, late 1940's
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Resident of Boston since 1942

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Editorial staff, *The Boston Pilot*

Member of the Examining Committee since 1968

Built library collection for the Division of Theater Arts, Boston
University

Instrumental in acquiring Albert Heckel collection for the Bos-
ton Public Library (music, recordings, prints . . .)

Lifelong resident of Boston; attended Boston Public Schools

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Resident of Boston since 1974

Note: Affiliations of members of the Examining Committee
which are given are limited to those which are relevant to their
position on the Committee.

Boston Public Library General Library Services

GENERAL LIBRARY

BRANCH LIBRARIES

Visitor Count

July 1982-June 1983: 926,771
 July 1982-Feb. 1983: 578,731
 July 1983-Feb. 1984: 685,373

*Circulation**

July 1982-June 1983: 459,646
 July 1982-Feb. 1983: 291,442
 July 1983-Feb. 1984: 342,492

Personnel Exp.

July 1982-June 1983: \$970,510
 July 1983-June 1984: 970,510
 (25 Pro, 40 LA)

Materials Quota

July 1982-June 1983: \$248,000
 July 1983-June 1984: 248,000

*Total items searched in closed G.L. Periodical Dept.

Dec. 1982-June 1983: 28,171
 July 1983-Feb. 1984: 37,448

Visitor Count

"People in Branch" count taken in Branch Libraries, Mon. through Fri. at 10:30, 12:30, 3:30 & 6:30. Cumulative figure for

August 1982-June 1983: 246,768
 August 1982-Feb. 1983: 156,536
 Count taken Jan. 1984 (Jan. 11, Jan. 21, Jan. 30 at 10:30, 12:30, 3:30, 6:30) total for month: 1,988

Circulation

July 1982-June 1983: 1,087,611
 July 1982-Feb. 1983: 708,141⁺
 July 1983-Feb. 1984: 730,449

Personnel Exp.

July 1982-June 1983: \$1,658,557
 July 1983-June 1984: 1,869,296

Materials Quota

July 1982-June 1983: \$391,500
 July 1983-June 1984: 419,500

The data processing center for the Library is located in the Johnson building and there is no access to the on-line catalog from the old building. For this reason, books which are added to the main collection are not reflected in a timely fashion in the catalog in the Research Library. This hampers efforts to serve patrons off the street. Good news is that the Library's on-line access at the Central Library now has terminals at all branches and interfaces with the Eastern Regional System.

Delays in filling Departmental orders and slowness of cataloguing bother all major sections of the Research Library. Presently, if a book is not available for interlibrary loan, a purchasing requisition will be made. Unfortunately, the acquisition process can be extremely slow — a year or more — resulting in long and frustrating delays for the patron. Compounding this is the major problem of people failing to return books to the main library.

The new laboratory for book, print, and document conservation, installed in 1981 through the help of a Federal grant, is located within the Rare Book Department. Presumably, it will be available to all departments of the Research Library.

The specific limitations on the use of the Brown Collection in the Music Department, as well as other collections of music, hinder their usefulness. The fact that none of the material can be duplicated is a major annoyance to the musical community of Boston. The Trustees should look into legal means, or conservation needs, to make this collection more accessible.

The recent increase in staff levels might make it possible for the Print and Rare Book Departments, both closed on the weekends, to be open on Saturdays. (The Rare Book Department was open on Saturdays until 1972; the Print Department has not been open on weekends for at least the past twenty years.)

Despite the difficulties in all these departments, they *are* delivering the services they are expected to. Though there is a lot of room for improvement, it may be that because they are able to perform their basic mission and more visible tasks, that their needs do not seem as great as those in other departments of the Library.

BOSTON PUBLIC LIBRARY



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