APPENDIX I.

HISTORY OF THE OHIO STATE UNIVERSITY LIBRARY.

The growth of the university library has of late years kept pace approximately with the expansion of the institution as a whole; but for a long time it was slow—almost imperceptible. Its history falls naturally into three periods, suggested by the three locations in which the collection of books has been kept. These are:

1. Room on first floor, University Hall, 1873-1884.
2. Rooms on third floor, University Hall, 1884-1893.
3. Rooms in Orton Hall, east side, 1893.

The east side of Orton Hall had been designed by the architect with a view to housing the library for a number of years. It consisted of two large rooms 70 x 40 feet and three smaller rooms. The large room on the main floor was 30 feet high and the north end was designed to accommodate a three-story stack, the floor of this part of the room being of double strength. A large and very handsome oak screen separated the stack portion of the room from the reading room portion. Of the small rooms, two were on the first or basement floor and were designed for work rooms, but not being easy of access and one being perfectly dark except when lighted artificially, it was necessary to abandon all thought of using them as work rooms and to give them up to storage.
entirely. The small room on the main floor opening out of the main library room was the librarian's office.

In designing the equipment of these rooms for the reception of the library, it was decided to put in only one story of stack at first, since that would shelve the books the library then possessed and give some room for growth. This stack was purchased from the Library Bureau, being one of the first stacks erected by that firm. It is still in use, although it would now be scarcely recognized as an L. B. stack, so different is it from the one now on the market. Tables, desks and chairs were also purchased from the Library Bureau, together with some special furniture, such as periodical and atlas cases.

It was understood that the building would be ready for occupancy during the summer, and the books had all been cleaned and were ready to move in August, but owing to the delay of the contractor in completing the building, they could not be put in place till November. It was thought best by the library council not to have the shelves open to all the students, and seniors only were granted the privilege of coming freely "behind the counter." During the first few years very little use was made of the large room on the first floor below the main room, and in 1894 the north end was partitioned off from the rest and until 1899 was used as a recitation room by the college of law.

In 1896 the question of enlarging the stack arose. More shelf space was needed. But more reading room space was also needed, and it was finally decided that an addition to the stack would not meet all the requirements. About this time the Hon. Silas J. Williams, a senator from the Stark county district, visited the library and suggested that a gallery be built around the room in order to increase the shelf and reading room space. Such suggestion met with such favor that in June, 1896, the board of trustees decided to build such a gallery, and it was to be put in place during the summer. Again, owing to the failure of the contractor to do the work within the specified time, the library was in great confusion during the fall term. By Christmas time, however, everything was in order again. The balcony has proved a pleasing addition to the main room, and also made possible the free access to the shelves by all the students. In providing cases for the balcony no attempt was made to put in elegant ones, simple oak cases of a special design being built in Columbus and having served a temporary purpose very well.

As the library has grown, new furniture has been added from time to time, and a considerable shifting of cases has been necessary. In 1899 the partition dividing the large room on the first floor was removed and the entire room given back to library uses. It has been used especially for shelving documents—national, state and municipal. Rooms for ad-
ministration have had to be improvised and changed from time to time by arranging cases to screen the workers from interruption.

During the eight years the library has occupied the rooms, they have proved in the main pleasant and convenient. But the time has come when they are too small to serve the most ordinary uses of the library. It was in the 1897 report of the librarian that the pressing need of a library building was first urged. Since then it has been mentioned repeatedly in both president's and librarian's reports.

Up to June, 1893, the library had not been considered a separate department of the university, but was attached to some other department. Necessarily, it was a secondary consideration with the professor in charge, whose first interest was, of course, centered in his teaching. It was fortunate for the library, however, that it fell into the hands of such men as Professor J. R. Smith and Professor S. C. Derby. Book lovers themselves, and with clear ideas of the whole range of literature, they established the book collection on a firm basis and did much to give that high character to the university library of which we are justly proud. But librarianship is a profession in itself, and to ask one man to be both librarian and professor of a subject other than bibliography was found to be laying too heavy a burden upon him. Accordingly, at the time of the removal to new quarters in Orton Hall, the library was made a distinct department in charge of a librarian, Miss Olive Jones, who was a member of the general faculty.

At the time of the removal the accession record showed that there were 12,721 books in the library. On June 30, 1901, the record is 40,580, showing an increase during the last eight years of 27,859. As these figures show, the growth during this time has been a strong, healthy one, but by no means has it been as rapid as the needs of the university demand. Most of the increase has come from purchases made with money regularly appropriated by the board of trustees. These annual appropriations have gradually increased in size until $5,000 for books, periodicals and binding is now looked upon as the least that can be given for one year, and the faculty has made an earnest request that the sum be enlarged as much and as rapidly as possible.

A large number of volumes have come from the United States government. The university library is not a depository for United States documents. In designating such depositories the university has been passed by and now Ohio has her full quota. Many of the cloth-bound volumes came to the library, but the set of sheep-bound documents, which contain valuable committee reports not to be obtained in any other way, was not on our shelves. In March, 1899, Professor George W. Knight addressed a letter to Capt. Alexis Cope, secretary of the board of trustees, calling his attention to the great loss the library was sustaining in not possessing these books, and suggesting that something might be accomplished through President McKinley.
Secretary Cope at once wrote a strong letter to the president, stating that the university was not obtaining from the government the gifts to which it ought to be entitled, and asking that if possible something be done to change the existing condition of affairs. President McKinley, who still retained a warm interest in the university, gave the matter his immediate attention, with the result that about half of the sheep-bound documents were sent to us from Washington. Additions to the set have been made since, so that it is now nearly complete.

Gifts have also come to the library through the efforts of the university library association. This is an organization the object of which is "to work for the welfare of the Ohio state university by augmenting the university library," and from it the library expects to derive much benefit. Mr. Paul Jones, wisely feeling that the library was the point on which outside effort for the advancement of the university could best be centered, was the originator of the organization and is its president. The association is composed of those specially interested in the university and naturally contains many alumni. Some of the volumes added through the efforts of the association are rare old volumes, a number presented by Mr. Hylas Sabine having come from the library of Daniel Webster and containing his autograph. Special mention should be made of the books presented by Mr. George T. Spahr from his father’s library in response to the request of Mr. Jones, acting for the association. The alumni have shown an interest in the library, as is shown by the appropriation by the alumni association of money to issue circulars calling attention to the many needs of the library.

Special mention should also be made of a gift relating to the history of the Quakers in America. Through the interest and active effort of Mr. J. J. Janney, of this city, the Miami quarterly meeting of the society of friends in Ohio donated a collection of books illustrative of the influence of the Quakers in American history, and especially during the colonial period. When completed the collection will have cost $150, and will be of the highest service, as it touches a field of American history in which our library was seriously defective. In addition, Philadelphia yearly meetings of both branches of the society of friends have donated a considerable number of volumes of historic and doctrinal character, thus supplementing the gift of the Miami quarterly meeting.

A very notable gift was that of Mr. William Siebert, who bequeathed the majority of the books in his library to the university. These books were to form the basis of a "Siebert Library of German History," which is now being increased by his brothers, Mr. John Siebert and Mr. Louis Siebert. Over $400 worth of books have been already added, and it is understood that additions are to be made annually. As the title indicates, the library is composed of works on the history of Germany and the Germanic states. Aside from general histories, the library con-
tains a large number of books on local history and topography, many of which are extremely rare and valuable.

Another notable gift has come from Mr. Joseph H. Outhwaite. Early in 1901, Mr. Outhwaite signified his wish to send a collection of government documents, specially bound, to form an Outhwaite alcove in the library, and the gift was accepted by the board of trustees. When the books came to the university they were found to contain a beautifully bound set of the official records of the war of the rebellion, together with a set of the official records of the navy. Nothing could form a better foundation for a collection of works on the civil war, and acting upon a suggestion from the university, Mr. Outhwaite abandoned the idea of an alcove and in its place decided to form a library of books on the rebellion.

In 1894 the library of the college of law was brought from the court house where it had been kept, and was incorporated with the university library. Up to that time the collection had consisted almost entirely of the books which had belonged to the late Hon. Henry C. Noble and had been given to the college of law by Mrs. Noble; but just before they were brought to the university, Mr. Emerson McMillin very generously gave $3,000 for the purchase of law books. These two gifts, approximating 3,000 volumes, formed the nucleus of the law library. Since that time the books of the late Mr. L. J. Critchfield have been presented to the university, and the supreme court of Ohio has been very generous in giving and keeping up four sets of Ohio state reports. These gifts, taken in connection with the purchases made with money appropriated by the board of trustees, form a very good working library in law.

The use of the library has greatly increased during this period, and with the increased facilities that will come when a building specially designed to fit library needs has been placed on the campus we may hope that the library will become what it ought to be, the center of university life.

Note.—The history of the first period of the library's development was written by Professor J. R. Smith, that of the second by Professor S. C. Derby, and that of the third by Miss Olive Jones.
COLUMBUS. April 16th, 1910.

Dr. W. O. Thompson,
President, Ohio State University.

Dear Dr. Thompson:

In accordance with your request that I submit a statement in regard to the feasibility of using all of Orton Hall (with the exception of the main museum floor) for Library purposes, I beg to submit the following:

There is, of course, no place in the building which could be used for a stack in the ordinary acceptance of the term. However, the basement rooms of Orton Hall could well be used for book storage, and would simply be a stack spread out on one floor, instead of being piled or stacked one floor upon another. The plan of the lower floor as shown in the accompanying blue print, No. 37, shows the large lower reading room, which of course, would still remain a reading room, and the rooms 1, 2, 3, 4, and 5, all connecting, and all to be used for book storage. Rooms 6 and 7 would also be used for storage, but for storage of material not on the regular shelves of the Library. Part of room 6 would also be the unpacking room, and part of room 7 for the janitor service. The small room opening out of the lower reading room could be used as a consultation room, but would probably better be closed as far as the reading room is concerned, and simply allow for light and air to have access to room 4.

The main floor of the building (see blue print No. 38) would remain as it is on the east side, but the rooms on the west side, now used by the Geological Department, would be used as general periodical and standard literature reading rooms. These rooms are almost ideal for the purpose, and even in a new library building, could not be improved upon. The fact that they do not connect with the regular working rooms of the Library would make it possible to have these rooms open on Sunday afternoons, without involving the use and the care of the working collection at that time. There is no question but that a great service could be rendered the University by having a reading room for standard literature. The tendency at present is against what is called cultural reading, and if education is to mean all that it ought to mean to the individual, this tendency should be counteracted. A great help in doing this would be a quiet and attractive room in which could be shelved the best editions of the best books. Taken in connection with the periodicals, there could not be a better place for spending a Sunday afternoon, and it should undoubtedly be open at that time.

The small office leading off of the large room on the west side, would be used as an unpacking room for mail, which would include, in addition to ordinary periodicals, the great
include installing a vacuum cleaning system, which has nothing to do with the use of the building, although it is very greatly desirable. Neither does it include the change in electric lighting for the rooms, that being considered a part of the equipment of the rooms.

Very respectfully submitted,

[Signature]
Miss Olive Jones, Librarian,
Ohio State University.
My dear Miss Jones:

Following is a report on the evening use of the Library for the Summer Term, 1911.

Beginning June 19, the Library was open every evening excepting three nights and Saturday nights until the end of the term. The exceptions were July 4, which was observed as a holiday, and on July 7 and August 4, on which nights the two Summer School Receptions were held, and the Library was closed at the request of the Dean.

The Library was open 36 nights in all, but no special records were kept for the first 14 other than the usual attendance and circulation and reserve book records. For the last 22 nights, beginning July 10, a special record was kept, as was kept last year, of the people who attended the Library and the class of books used and the amount of reference done. Particularly, records were kept of the names of the Summer School professors or their families, of the names of students who came regularly night after night, of the number of reserve books used more than once, of the number of reference calls and the use of government documents.

The number of Summer School professors who used the Library at night was 14, other professors or their families 4. The list of names of students kept shows that the same ones came night after night, several being here almost every night.

Reserve books were rarely used more than once; only 33 times in the whole 36 nights. Usually the calls came for books of which there were duplicates.

The reference work was light and rarely difficult; but was usually for some book referred to in class, and dealing with English, History, Economics or Sociology. The total number of calls for reference work was 100.

There were almost no calls for Documents, only 8 in all.

The books on the reserve shelf were used steadily all summer, though the number in one night was never large. The largest in one night was 27; the total number for the 36 nights was 523, and the average was 17.
The circulation varied from night to night. The total number of books taken out was 313, averaging 9 for each evening. The largest night was 31.

The attendance was steady during the whole summer, excepting the first and last nights, when 7 and 11 respectively were present, the attendance was usually fairly good. The total attendance was 1063, the largest night was 40 and the smallest 7. The average was 29.

It will be interesting to make a comparison between the night work this summer and the night work last summer. The statistical table appended to this report shows that in the attendance and in the reserve books used there is a distinct falling off from last year. The reasons for it, in the face of the fact that there were more students in Summer School than last summer, seem to be three. First, that Professor Clarence Perkins did not give any of the courses in European History. Much of the night work last year was done for his classes. The second reason is that there did not seem to be as many persons working on economics and sociology papers as there were last summer. A third reason might be the excessively hot weather which prevailed during the most of the summer.

The evenings in general were very quiet; practically every one came to work. Many of those who came were the same persons who came last summer.

Respectfully submitted,

(Signed) M. R. O'Brien.
HAVE JUST COME from Orton Hall where the old rooms of the library are being dismantled and made ready for the Women’s Union. The taking up of the cork carpet has shown clearly marked on the floor the location of the old oak screen and counter. How this brings to mind the days when Orton Hall was new, and when this same oak screen and counter was one of the distinguishing features of the “new library.” As all old students of the university remember, Orton Hall was erected primarily as a museum for the geological department, a fire-proof building in which to house the collections which Dr. Edward Orton, the first president of the university, had gathered together during many years, and with great scholarly enthusiasm. It was the first fire-proof building on the campus, and that being the case it was felt that it should contain the library, and the architect was instructed to provide “temporary quarters” for the library. Temporary quarters of nineteen years duration! In following out these instructions Mr. Yost designed the whole east side of the building for the library, and in addition to some small work rooms in the basement the quarters consisted of a basement or first floor room 70x40 feet and a main floor room of the same size which ran through two stories, being over 30 feet from floor to ceiling. Across this room running from east to west ran an eight foot screen of quarter sawed oak and glass, containing an opening providing for a counter over which books were to be circulated. This was a partition which could not easily be surmounted, and was not like the railing which had divided the books from the reading tables in the room in the Main Building. Some of my most vivid recollections of experiences as assistant librarian are of finding in the alcoves in the old library, students, who are now presidents of colleges, noted divines, leading professional and business men, who were not supposed to be in those same alcoves, and who could have gotten there in only one way and that was by jumping over the gate at the noon hour. It was the insurmountability of this screen which caused the Honorable George S. Marshall, then a senior, to say that the students felt that the library in the new quarters was not meant for use, but was treated as many homes treated the family Bible, simply as a show piece on the center table in the parlor. But the screen remained, and the students did use the books, and the library grew, until it had reached such a size that more room had to be provided.
This room was gained by building the balcony around the whole room, and then it was that the screen disappeared from Orton Hall forever.

Orton Hall was supposed to have been ready for use in the summer of '93, and with an almost unbelievable confidence in the power of contractors to turn over buildings at the times agreed, the library authorities determined that the books should be prepared for moving during the summer vacation. This was done, and the memory of that fall term without a library, with books stacked up on tables with the attendant distress and inconvenience, still remains in the minds of certain people.

However in November we did move. Mr. Woodruff, the university carpenter, made boxes with rope handles. A corps of students were employed and wagons stood in front of the east steps, while the boys carried or slid the books down on the stairs from the third floor. About 13,000 volumes were moved in this way and the moving was accomplished, after it was once begun, with very little inconvenience. However to contrast that moving with the moving which took place last month, when 120,000 books with a great mass of unbound material, and loads of furniture which had been accumulating and had been jammed into every available space and corner of Orton Hall, were moved in less than two weeks, gives a graphic example of the change which has come in nineteen years. The story of this last moving is told on other pages of the Monthly, but no description can quite convey the sense of order, of precision, of good natured rivalry between the students, and of the fine spirit and of pride in the work shown by those engaged in it.

In looking back over the nineteen years occupancy of Orton Hall (The library took possession in November, 1893. It moved out in December, 1912) the predominant impression is that of effort to accomplish more than could be done with the resources at command, whether of books, of workers or of equipment. It was the storm and stress period. The first aim was always, and still is, to have the books. The number of books which could be purchased was limited by the size of the appropriations, but other books, and those among the most valuable could be secured if they were only asked for, but the asking and the following up of requests consumed time, and time was the most valuable asset of all. However the advice prevailed of Prof. C. N. Brown which was, "Miss Jones, get the books. It does not matter where you put them, it does matter how you list them."

If a professor knows his subject he can use them if he has them, even though they are not brought on a platter to his hand."

And so in those early days when, during the first year, there was only one person for half time to assist, the foundations were laid of the document collection. The reference work, too, was always done, but those two things for ten or twelve years took all the time that the slowly increasing force of workers could accomplish.

I was appointed librarian in June, 1893, so I began my career in charge of the library almost simultaneously with the moving of the library to Orton Hall. I had been student assistant under Professors Derby and Smith in the old building. The first year I was granted an assistant for half time, that assistant being Louise Herrick, now Mrs. Harry Abbott. The second year in Orton Hall Miss Townsend was appointed a regular assistant and Miss Nellie Herrick came in for a certain number of hours each day. The following year the Law School was moved to Orton Hall. The north part of the basement of the lower reading room was set aside as a recitation room and the library occupied about three sections of cases in the north east corner of the stack. Since this meant added work, a student assistant was granted, and the first law assistant was George S. Marshall. From this beginning came the long line of illustrious people who have had their beginning in the work of the university library. Space forbids that I should even mention their names, but I wish here to give cordial and appreciative testimony to the intelligence, active interest and devotion to the service of the University which has been shown by the students who in various capacities served the library.

At first it was necessary to give the library training to every assistant, then came a time when larger appropriations for service made it possible to demand a training or experience in library work of all appointees. At first only the minimum was required, a six weeks' course being sufficient to entitle one to consideration. Now it is possible to demand thoroughly trained people for all technical positions; the work is organized to admit of differentiation, so that there are the three grades of technical, clerical and student assistants; and the staff numbers 25. Yet the library is still below the standards of some similar in the number of library workers, and the period of stress is not over.

Ohio State University Monthly

January, 1913
In equipment the same effort to meet increasing demands with inadequate resources was very evident. Every year brought the need for more room for readers, for books and for technical work of the staff. The library seemed to be in constant state of adjustment. First tables would be placed in one location, and the increasing number of books demanding shelf room, they would gradually be displaced by shelves. Finally the tables were crowded completely out of the balcony, and, had it not been for the possibility of removing the document collections and the working rooms from the lower floor, the space for readers would have almost disappeared. If a series of pictures of all these changes were given it would be almost kaledoscopic in character. The pictures in the Monthly show the reading room as it was just before the library was moved this fall. They give, however, no idea of the crowded conditions of the balconies and of the storage rooms in the basement. Few people knew how large the library was. Everything was so crowded that it was as though a sponge were held tightly in the hand, and being held so seemed a very little thing. Yet open the hand, fill the sponge with water and the size becomes apparent. This is just what has happened since our removal into the new building. Moving into the new building was like opening the hand. The arrangements in it, table accommodation and broad aisles, might be compared to the water, and the University is just beginning to get some conception of the size to which its library had already attained.
HISTORICAL SKETCH OF THE OHIO STATE UNIVERSITY
LIBRARIES, 1872-1952

By
Earl N. Manchester
Emeritus Director of Libraries

A survey of the history of libraries in the United States, and to a lesser extent that of some of the great library collections of Europe, will indicate from what modest beginnings they started. It is particularly true of the libraries of the so-called "Land Grant Colleges and Universities" among which the subject of this brief sketch is numbered.

Evidence of the interest of certain citizens of Columbus and other friends of the newly born institution (The Ohio Agricultural & Mechanical College, 1870-1878) is recorded in the proceedings of the first Board of Trustees, where acknowledgment is made to John G. Deabler of Columbus for the first offer of books and/or money to purchase them under date of April 23, 1872, antedating the opening of the institution for academic instruction by over a year. Later donations from H.C. Noble, W.S. Sullivant and others formed the nucleus of the University library when it was finally installed in Room 1, University Hall, under the guardianship of Joseph Millikin, Professor of English and Modern Languages, the first Librarian of the University. A book plate taken from one of the early volumes indicates that the Library was open to faculty and students on Tuesdays and Fridays from 1:30 P.M. to 2:00 P.M. for the circulation of books. Students might withdraw two volumes at a time and the period of loan was two weeks.

Appropriations for the development of the library were exceedingly meager in amount, $200.00 to $600.00 a year, and irregular in the time of granting, despite the pleas of Librarians, J.R. Smith (Ancient Languages, 1876-1881) and S.C. Derby (Latin, 1881-1893).

The reports of Presidents Orton, W.Q. Scott and W.H. Scott, with varying degrees of eloquence and emphasis, call attention to the need for more adequate provision for better library facilities as an adjunct to the developing programs of instruction, but in the pressure of demands for and needs of new buildings, increase of teaching staff, more adequate salaries and better departmental facilities and equipment, improvement in the condition of the library was disappointingly slow.

The use, however, of such facilities as existed forced a change in the location of the library and in 1884 the collection, numbering then some 3,000 volumes, consisting primarily of sets of United States Government Documents, State Documents and a few sets of periodicals, was transferred to the east end of the third floor of University Hall where it remained until 1893.

The year 1884 marks the maximum legislative appropriation made for library purposes up to this time, $5,000.00. Of this amount, $600.00 was set aside for the expense of moving and installation of the library in its new quarters. The remaining sum, $4,400.00, was devoted to the improvement of the book and periodical collections in the following ratio: $1,980.00 for books of reference and "general interest" and $2,420.00 for books of "primary interest to the various departments." While the ratio of expenditures for books in the fields of the humanities versus those of the sciences has varied from
time to time since 1884, the division then made was prophetic of the future development of the library, and such distinction as the book collections now command is heavily weighted in favor of the fields of science. The policy of the establishment of departmental libraries dates from this period which marks also the beginning of that indispensable bibliographical tool, the union card catalog of the books in the University Libraries.

The need for additional space for both books and readers soon made the rooms in University Hall unsuitable and plans for more adequate quarters were considered at length by the Librarian and the Library Council which was established in 1888, thus giving the Library independent status in the University organization of departments. Plans for Orton Hall were then in process of discussion and it was finally decided that the Library should occupy a part of this new building. The transfer of the Library to its third home was made late in 1893. Coincident with this change in location and in recognition of the added duties of the "Librarian" Miss Olive Branch Jones was appointed on full time duty, her predecessors, Professors Millikin, Smith and Derby obviously having had to divide their time between library activity and supervision and the requirement of meeting their teaching assignments.

The growth of the Library from this period was steady if slow. due to gradually increased appropriations and the gifts of several special collections, notably:

1. A gift from the United States Government of a large collection of the official series of Congressional and Departmental documents and reports.
2. A gift from the Society of Friends in Ohio of a collection relating to the history of the Quakers in American colonial history.
3. A gift from William Siebert and brothers of a library on German history and a fund for its development.
4. The Outhwaite collection, presented by Joseph H. Outhwaite, with a fund for its development, of books and documents relating to the Civil War.
5. The transfer in 1894 of some 3,000 volumes of the library of the College of Law, then housed in the Court House in Columbus, to the University Library collections. This collection was a gift from the library of Henry C. Noble, augmented by gifts of money and books from Emerson McMillen.

The reports of Miss Jones indicate that the Library collections numbered some 12,000 processed volumes at the time of the transfer to Orton Hall in 1893 and that by 1901 the total had increased to 40,580 volumes, thus revealing that within a 16 20 year period Ohio state had more than doubled the size of its book collections. a growth trend which has been characteristic of university and college libraries during the past century.

As a result of this growth and the constant demands for additional space made by the departments occupying Orton Hall in company with the Library, we find the Librarian, Miss Jones, calling attention in her reports to the need of additional space and the construction of a building devoted solely to Library purposes, a plea supported by Faculty and University administrative officials for a period of fifteen years. However, other needs of the University, then in its first period of greater expansion, were thought to have priority over the construction of the proposed new library building and it was not until 1909/10, thanks to the persistent efforts of Professor Alonzo H. Tuttle of the Law School (at that time an influential member of the legislature) aided by other friends of the University that a legislative appropriation of $350,000.00 was secured for a library building, known to generations of O.S.U. students and alumni as the "Main" or "General" Library. Plans were prepared and approved, construction was begun in 1911, and in January 1914 the Library was moved from Orton Hall to its new quarters and opened for service. As is usual with the erection of a new library building speculation was rife as to when, if ever, the facilities then provided for service and book capacity would need further enlargement, but histo-
ry soon repeated itself. With increased student enrollment, more generous legislative appropriations for books and periodicals, the establishment of the Graduate School and its rapid development and emphasis upon research in all fields of University interest, and despite the transfer of large blocks of library materials to the departmental libraries which were rapidly being established, it was evident by the early 1920's that further expansion was necessary.

In 1928, Librarian Olive Jones, whose recent years of service had been heavily burdened by ill health and ever increasing difficulties of the administration of a very complex library situation, resigned and Earl N. Manchester, then Director of Libraries at the University of Kansas, was called to the position of University Librarian. At that period the number of volumes in the Main and in the nine departmental libraries reached a total of 335,950 volumes, a substantial increase over the 40,000 record of 1901, but far less than the corresponding holdings of the state institutions of Illinois, Michigan, Minnesota and Wisconsin with which The Ohio State University is most logically compared in the area of the Middle West.

Hopes were high at this time of making a substantial addition to the Main Library building to lessen the pressure upon it and some of the departmental libraries for more adequate space for books and service, but conditions in the state and in the University were such as to prevent all but a minimum of expenditures on building expansion.

Time and space will not permit here any elaboration of what might well be termed makeshift emergency measures adopted during the ensuing twenty-year period of building expansion.

Departmental libraries were increased from nine to fifteen and transfers of large blocks of library materials were made to the newly established libraries, thus releasing some of the pressure upon the stacks in the Main Library. A Library stack annex was made temporarily available in 1939/40 by the erection of a small addition to the Physical Education Building with a capacity for library storage of some 75,000 volumes not in constant demand. Additional storage space was found for infrequently consulted books and duplicates in the basement rooms of Hamilton and University Halls and in the Administration Building. The task of making accurate records of material withdrawn from immediate access, transferred to storage location and to and from departmental library collections as their individual capacity for book and reader accommodation became progressively less, has imposed a heavy burden upon the Library staff and has hindered the promptness with which more valuable newly acquired library material could be processed and made available to the University public.

Relief from a situation growing more desperate with each succeeding year was finally provided in 1948/49 by a legislative appropriation for a University building program of which the allotment for a library addition was $2,500,000.00. The Library Council and the University Architect, Howard D. Smith, collaborated in final plans for the addition. Construction was begun in 1949 and the combined building was re-dedicated June 2, 1951 and named by action of the Board of Trustees, The William Oxley Thompson Memorial Library.

Director Manchester retired from active service of the University in July 1952. Under his capable successor, Lewis C. Branscomb, with the library collections now approaching the one million volume mark the University confidently begins a new era of library development under vastly improved conditions of service.
HISTORY OF THE OHIO STATE UNIVERSITY
LIBRARIES, 1870 - 1970

BY

GEORGE SCHOTER

COLUMBUS, OHIO
1969
II. The Library under Miss Olive Jones

Coincident with the move to Orton Hall, the University appointed a former Library assistant as its first full-time Librarian. Her name was Miss Olive Branch Jones. Miss Jones was a graduate of the Class of 1887 at Ohio State, and had worked in the Library as a student assistant under Professors Derby and Smith. Though constantly afflicted with ill-health throughout her life, and having no formal library training, her connection with Ohio State University was to prove a long and rewarding one for the Library. Miss Jones proved to be not only a good administrator, but in many of her ideas she was ahead of her time, and she steadily built up the Library collection, though usually hampered by inadequate appropriations.

Miss Jones presided over the move to Orton Hall, where the Library occupied the entire east side of the building, and also had use of a basement room and adjoining work room. Across the main room from east to west ran an eight foot screen of quarter-sawed oak and glass, with an opening through which books were issued. Later to provide room for the increasing number of books, a balcony was built around the main room and the screen was removed.

Funds appropriated to the Library for library materials averaged nearly five thousand dollars annually from 1893 to 1903. In 1904, the University reduced the Library budget to two thousand and five hundred dollars, but the following year the book budget was increased to twelve thousand dollars. In 1909, twenty-five thousand dollars was granted by the legislature for the purchase of books and periodicals. This was the first appropriation by the legislature for books since 1893.

Under Miss Jones, the first classification of the Library collection was begun. She rejected the Dewey and Cutter classifications as not being
appropriate for a college library. She obtained copies of the Harvard and California classification schedules and adapted them for use at Ohio State. She was anxious to establish a dictionary catalog, and the availability of printed cards from the Library of Congress in 1901 made this hope possible. At a meeting in January, 1902, money was appropriated by the Board of Trustees, to obtain cards from the Library of Congress, two months after they were available. The Library of Congress issued its first classification schedule (American History) in 1901. The Ohio State University started using the Library of Congress cards and classification early in 1902. Ohio State was thus one of the first libraries to start cataloging and classifying under the Library of Congress system. As all books in the Departmental Libraries were placed under the control of the Library in 1903, these collections were for the first time brought under bibliographic control of the card catalog in the Library, when the Library of Congress system was adopted, and all books were reclassified by the Library of Congress system. Beginning January 1, 1908, all current accessions were integrated into the new system.

For the first two years at Orton Hall, Miss Jones was the only full-time member of the staff. In 1895, the second full-time Library assistant was appointed, and two additional positions created the following year. These were Miss Maude Jeffrey, who eventually became Reference Librarian, and Miss Gertrude Kellicott, who became head of the Accession Department. These two appointees received in-service training. In 1901, Mr. Frank Bohn, the first professionally trained librarian was appointed. In 1907, Miss Mirpah G. Blair was appointed the first head of the Catalog Department. By the time the Library left Orton Hall, there was a total of twenty-five professional and clerical staff members. Miss Jones arranged for the new appointees to receive training in library work, if they had had no previous experience. She had some new ideas on staff
organization and established a thirty-six and one half hour week for professional staff, and all others were to work forty-one and one half hours. Her belief was that the professional librarians had responsibilities, which did not cease when the work at the Library was finished. Professionals were expected to keep up with Library developments after Library hours. In 1902, Miss Jones reorganized the staff, combining cataloging and reference work into a Reference Department, which included all lines of work which were carried on for the purpose of making books available to readers. This included classification, cataloging, circulation of books, and making reference lists.

When the Library moved to Orton Hall in 1893, it was open from 8:00 A. M. to 5:00 P. M., Monday through Friday, and 9:00 A. M. to 5:00 P. M. on Saturday. In 1895, the Library hours were extended from 7:30 A. M. to 5:30 P. M. on weekdays, and 8:00 A. M. to 4:00 P. M. on Saturday. The lack of dependable lighting kept the Library closed at night until transformers were obtained in 1896. Starting in December, 1896, the Library was open week nights with hours eventually extended to 10:30 P. M. in January, 1909. The Library had no Sunday hours while at Orton Hall.

Miss Jones was interested in bibliography, and in 1895, she resumed orientation lectures, which had been given for a time by Professor Derby. She at first had students come to her office for informal talks about bibliographic matters. These sessions ceased two years later, because of lack of time. Starting in 1906, agriculture students were given critical lectures in their field. Three years later credit courses were given in Economic Bibliography, by Mr. Charles Reeder, of the Reference staff, followed in 1911 by orientation work in Agriculture, and in 1912 the work in Economic Bibliography was expanded to include all the social sciences
Although not all of these courses were continued because of lack of time and personnel, some courses on bibliography were always given while Miss Jones was librarian.

The Library did not enjoy depository status for the receipt of Federal documents, so Miss Jones worked diligently to build up a good collection of state and federal documents. A large part of the increase in holdings when the Library was in Orton Hall was the result of the receipt of government documents which were reported as gifts. Alexander Cope, Secretary of the Board of Trustees, secured over three thousand volumes of government documents from President McKinley in 1899. In 1902, the Library finally became a depository for government documents, a position which was made more permanent when Congress, in 1907, designated all land-grant colleges as depositories for Federal documents.

The early history of the Library saw the rapid development of departmental collections on the campus. Several decades passed before the administration realized that the cost of duplication and the lack of bibliographic access to the collections was undesirable and put them under the control of the Library Council. By then, however, the pattern had been set, and the lack of space in the general Library led to the growth of a great number of departmental libraries. In part, these libraries were created because of the lack of a strong general collection. The first departmental libraries were established in science, and others developed in practically every department of the University. They were housed in Faculty offices, adjacent class rooms, and Seminar libraries. The control and development of the departmental collections was difficult. The Library Council lacked control over books purchased by the Departments from supplemental supply and equipment funds. Not until 1903, did the Trustees vote to place all the departmental collections under the administrative control of the Library.
MAIN LIBRARY - late 1890's

In November of 1893, the Library was moved from University Hall (see our brochure for picture of that library) to Orton Hall as pictured here. Library hours then were: 8 - 5 weekdays; 9 - 12 holidays and vacation times; and 2 afternoons per week in the summer. The main source of light was from skylights and windows.

The above photo and caption were used in a bulletin board display in the Main Library for Winter Quarter, 1994.