

By GERTRUDE MERRITT
and
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Costs of Expanding the Card Catalog of a Large Library

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PROCEDURES AND TECHNIQUES for expanding the card catalog of a large university library have been described in a previous issue of *C&RL*.¹ This account attempts to suggest the costs of an expansion operation which follows in general the procedures discussed by Terry. Like the earlier account, it is based upon the reorganization of a single library catalog, but it may be indicative of the probable scale of the costs of this activity in any library. The figures given here are limited to labor costs alone: expenses for new catalog cabinets are easily determined by application to the various manufacturers of library furniture, and expenses for supplies are negligible if spoiled card stock is used for labels and if there is no need to supply new guide cards throughout the entire catalog.

One reservation should be made at the outset. Local variables will always operate to increase or decrease the costs of any catalog reorganization. Among the factors bearing upon overall costs are: 1. the size of the catalog itself, 2. the manner in which that catalog is organized, 3. prevailing salary scales within the institution, 4. the extent to which nonprofessional time may be utilized in the operation, and 5. characteristics

of the catalog equipment. (For example, if dual tray label holders are used, trays may be renumbered in less time and at less expense than if single label holders are employed so that tray numbers have to be affixed separately. See below.)

In December, 1952, Duke University Library added a new 624-tray cabinet to its catalog. The Duke Library numbers some 1,085,000 volumes and its catalog is a divided one having three major divisions (exclusive of the Duke copy of the author catalog of the University of North Carolina which is housed in the public catalog room). These divisions are: 1. the author-title catalog, 2. the subject catalog, and 3. the serials catalog (a main-entry catalog only). Cards for certain categories of material are excluded from the public catalog. These are: 1. author, subject, and title entries for United States documents (an author catalog in the Documents Room supplies this approach, and government indexes furnish a subject guide); 2. author and title entries for United States state publications (a separate author catalog is maintained in the Documents Room); 3. subject entries for materials housed in certain branch or departmental libraries: School of Medicine, Biology-Forestry, Chemistry, Engineering, and Physics-Mathematics; 4. cards for manuscript materials recorded in a separate Manuscripts Catalog; and 5. entries for newspapers which are kept in the Newspaper Room catalog.

¹Terry, Altha E., "Techniques for Expanding the Card Catalog of a Large Library," *College and Research Libraries*, 13:242-45, 252, July, 1952.

TABLE I
Size of the Duke University Library Catalogs

Catalog	Number of Cards	Trays before Expansion	Trays after Expansion
Author-Title	977,500	936	1,430
Subject	656,550	715	793
Serials	65,100	60	130
Totals	1,699,150	1,711	2,353

Table I shows the approximate size of each of the three major divisions of the public catalog enumerated above, together with an indication of the number of catalog trays allocated to each.

The eighteen extra trays shown in this expansion above the 624 new ones result from a reallocation of certain trays in the old catalog from other uses to use for one of these components of the catalog.

In planning for the reorganization certain decisions were made at the outset: 1. that the techniques described by Terry would be employed with one significant modification, viz., that the new tray divisions would be determined before any cards were moved, so that permanent tray labels could be available prior to the shift and affixed to the new catalog trays as soon as the shift had been made; 2. that maximum use would be made of clerical and nonprofessional assistance; and 3. that the move be timed to be completed within the Christmas recess period when most of the students and faculty would be away. At every stage of planning the readers' service units were encouraged to make suggestions which might contribute to an efficient reorganization pro-

cedure and an improved catalog.

A brief word may be in order here regarding the routines employed at Duke. Plans for the expansion envisioned a 10-year period before another wholesale reorganization might be required. To this end, calculations allowed for an average of 8 inches of cards per tray in the author-title and serials catalogs, and 10 inches per tray in the subject catalog. Space for internal readjustments was provided by leaving top and bottom trays empty. After it was determined how each component of the catalog could be expanded, supervisory professional staff members decided upon the tray divisions for the new catalog and marked them in the old catalog with colored cards. This allowed for maximum use of non-supervisory personnel for the actual shift itself.

In general, the original plans were followed, but a last-minute complication necessitated abandoning the scheme to determine divisions in the subject catalog before shifting any cards so that these divisions were actually worked out as the reorganization itself took place. However, a clerical assistant was assigned to the subject catalog teams so that the permanent labels could be prepared and affixed to the new trays as the work progressed, thus making temporary labels unnecessary.

The cost of the reorganization has been measured at \$425 for labor costs alone. This figure represents 322 man-hours of work, or, at Duke, the equivalent of one person's time for eight and one-seventh weeks. Table II shows the relative proportion of professional and nonprofessional time involved, and Table III, a breakdown

TABLE II
Catalog Reorganization: Professional and Nonprofessional Costs

	Hours	Percentage	Cost	Percentage
Professional time	148.5	46	\$262.93	62
Nonprofessional time	173.25	54	162.80	38
Totals	321.75	100%	\$425.73	100%

TABLE III
Catalog Reorganization: Expenditures for Activities Involved

Activity	Hours	Percentage of Time	Cost	Percentage of Cost
1. Planning and supervision	18	5.6	\$ 39.36	9.2
2. Measuring size of catalog	20	6.2	21.32	5.0
3. Determining tray divisions	80	24.9	118.98	28.1
4. Shifting cards to new trays	90.5	28.2	140.97	33.1
5. Labeling trays	44.75	13.8	44.80	10.5
6. Renumbering trays	68.5	21.3	60.30	14.1
Totals	321.75	100.0%	\$425.73	100.0%

of costs by types of activity. Costs were determined by multiplying the amount of time spent by each person engaged in the operation by his determined hourly rate of pay.

It is evident from these figures that if typed labels could have been used to number the trays of the new catalog, costs might have been reduced by 12 to 15 per cent, assuming that the preparation of the number labels would require about as much time as the preparation of the contents labels.

SUMMARY

In this article an attempt has been made to suggest the nature of costs involved in the reorganization and shifting of a large library catalog through an accounting of the costs of the recent expansion of the Duke University Library Catalog. While variable local factors will affect actual costs of a particular operation, these figures may be helpful to the administrator planning a catalog reorganization in suggesting suitable bases for preparing cost estimates.

Midwest Inter-Library Center

(Continued from page 49)

organs, published by commercial and financial firms. Gift.

Current output of theses of all universities in France. 256 received in 1952. Annual cost, \$306.

Current output of college catalogs issued by American universities. Gift.

Current subscriptions to 11 Latin-American medical journals. Received on exchange for subscriptions to its medical journal supplied by a member university.

Current subscriptions to a few miscellaneous periodicals, e.g.:

Economic Reports of the Bank of Taiwan. Gift.

Mathematische-Physicalische Semesterberichte. \$2.50.

Kyoto University Engineering Research Institute *Bulletin*. Gift.

Prometheus (in modern Greek). \$10.

Acta Biologica Venezuelica.

NON-SERIAL ITEMS

During its first year and a half, the Center has purchased about ten nonserial or noncontinuing items which member librarians have asked for. Examples are:

Institut (Paris). Sciences Section. 44 volumes. \$226.

Italy. Two Sicilies. *Annali civili del regno delle Due Sicilie*. Volumes 1-42. \$68.

Three Nineteenth Century German immigrant newspapers on microfilm. Complete files. \$158.

Opyt Sovetskoi Meditsiny (Medical encyclopedia of experiences during the war, 1941-45). 35 volumes. \$350.

Pravda, March 18, 1917 through June 1938, on microfilm. \$500.

Yank (U.S. Army weekly). New York and overseas editions, 1942-45, on microfilm. \$250.

ACRL Treasurer's Report and ALA Accommodation Account

1952-53

INCOME

	Budgeted	Actual
ALA Allotments to ACRL from Dues	\$18,000.00	\$21,949.77*
Additional Section Dues	—	133.99
University of Notre Dame Library Survey Balance	—	378.40
Executive Secretary TIAA Premium Dues	360.00	360.00
ACRL Monographs	—	3,198.06
Life Memberships	—	12.00
Buildings Institute	—	200.00
Miscellaneous Income	—	.90
Total Income		\$26,233.12
Bank Balance September 1, 1952		12,957.75
Total		\$39,190.87

EXPENDITURES

C&RL Subvention	\$ 3,750.00	\$ 2,935.25
Annual Conference Expense	250.00	100.00
Council of National Library Association Dues	10.00	10.00
CNLA American Standards Committee (Z39)	5.00	5.00
American Council on Education (Membership)	25.00	25.00
Joint Committee on Library Work as a Career	50.00	—
Cooperative Committee on Bldgs. Study & Expense	200.00	—
ACRL Monographs	787.50	2,099.84

SECTION EXPENSES

College	\$ 75.00	\$ 49.08
Junior College	100.00	165.45
Pure and Applied Science	150.00	112.26
Reference	100.00	96.84
Teacher Training	75.00	35.00
University	75.00	—

COMMITTEE EXPENSES

Administrative Procedures	\$ 25.00	\$ —
Audio Visual	50.00	82.20
Buildings	437.50	50.28
Constitution and Bylaws	25.00	—
Preparation & Qualifications for Librarianship	25.00	—
Publications (See ACRL Monographs)	—	—
Committee on Selective Bibliography	500.00	16.25
Statistics	150.00	148.86
Duplicate Exchanges	—	19.29

OFFICERS' EXPENSE

President	\$ 25.00	\$ —
Treasurer	50.00	50.00
General Administrative Expense (Including Travel)	850.00	821.55
Executive Secretary TIAA	720.00	730.00
Surety Bond for Treasurer (3 years)	—	81.25

EXECUTIVE OFFICE EXPENSE

Salaries (2½) Social Security, Insurance	\$12,350.00	\$12,621.83
Travel Expenses of Executive Secretary	1,300.00	1,115.23
Addressograph Plates	125.00	102.74
Communications, Supplies, etc.	500.00	917.80
New Office Equipment	100.00	—

Total Expenditures

Balance on Hand Sept. 1, 1952		\$12,957.75
Income Sept. 1, 1952 to August 31, 1953		26,233.12

Total		\$39,190.87
Expenditures Sept. 1, 1952 to August 31, 1953		—22,391.00

Balance

* Of this total \$1,006.55 was paid to ACRL by ALA in late September, 1952, in order to balance out the account for 1951-52. \$1,006.55 is therefore properly part of the 1951-52 dues, and the actual allotments for 1952-53 should be reduced by this amount.

** \$ 5,000.00 in Savings Account at Safety Federal Savings & Loan, Kansas City, Missouri.
 \$11,799.87 in Checking Account at First National Bank, Kansas City, Missouri.