

## THE ASSOCIATED FRIENDS

**M**ANY of the members of the Associated Friends who do not see the *Report of the President* of Rutgers University may be glad to read the paragraphs on "Library Procedure" which our Librarian included in his annual report for 1940-41.

It may be of some interest to the readers of this report [Mr. Osborn writes] to include in it a statement as to the manner in which the University Library is administered and the results of its methods. Our practices are based on several main beliefs: (1) that the creation of a reading habit is as important in the educative process as teaching; (2) that books which remain on library shelves have only potential value, and have actual value only when they have been borrowed and are being read and studied; (3) that good will on the part of members of the staff and users of the Library is one of the main assets of a library; (4) that the undergraduates should be given the same opportunity to use the material in the library that is given to the faculty and graduate students, and that the undergraduates should be encouraged to read and become familiar with library usage, and that they should not be restricted in any way in their use of the Library. Many of the undergraduates come to the University with very little knowledge of books and libraries, and if they are restricted in their use of our facilities, they lose much of the advantage of their attendance here.

Following these theories, we place no hindrances in the way of any one in the use of library material. We have no fines, because they are expensive and disagreeable, and do not create good will. We permit every one to go to the shelves. We have no limit to the number of books that may be borrowed. We have no time limit on loans, except that periodicals may be borrowed for two weeks only.

As we check all books that are brought from the book stacks by every person our losses are reduced to a minimum, and by the simple expedient of placing on the return notice which is sent to every student at the end of the session a statement that credit for the course will not be given until his library account is cleared, we get 100% return of borrowed books or payment for lost books.

One of the objects of fines is to have all books in the library building so that they will be there when asked for. Judging from the large amount of money so collected by many libraries, they fail in their purpose. The cost of collecting fines probably exceeds by a large amount the sum collected. It is also a question, whether, if a book is out of the library when asked for, it is not in more important use by the borrower who has it than it will be in the hands of the person who is requesting it. Our method of handling the question is to make a courteous request by telephone or letter to the

person who has the book. We receive full and kindly cooperation from every one, and there is never any of the disagreeableness that fines create.

The Library is very active and much used. Out of a library registration of 5,567, the attendance on full days (15 hours) is from 1,500 to 1,900 persons. Ninety per cent of the entire group of undergraduate men and 98% of the senior class, in addition to their assigned library reading or of books on "reserve," voluntarily borrow books for outside use, 48.9% of the students of the New Jersey College for Women borrow books from the University Library. In addition to the undergraduate students, the Library is used by all members of the Faculty of the University, and by a large number of persons not connected with the University—educators, industrialists, scientists, New Jersey state officers and many others.

### *Gifts*

The Library has received gifts from the following persons:

Charles S. Aitkin, '80	Rudolf Kirk
Mrs. Henry C. Berg	B. Clifford Kline
Barnet J. Beyer	Irving S. Kull
Philip M. Brett, '92	Robert B. Littell, '95
Moses J. Brines	L. A. Marchand
S. Brodsky	Albert E. Meder, Jr.
Professor and Mrs. G. H. Brown	Earl S. Miers, '33
Samuel Engle Burr, '19	Richard Morris, '99
G. H. Buttler, Jr., '36	Edna M. Netter
Robert V. N. Buttler	George A. Osborn, '97
Robert C. Clothier	Clarence E. Partch
Mrs. Drury W. Cooper	John H. S. Putnam, '13
William D. Danberry, '22	Dr. and Mrs. John H. Raven
W. H. S. Demarest, '83	Charles W. Stevens, Jr., '02
L. Ethan Ellis	John L. Stillwell, '79
John A. Hayes	Frank H. Stobaeus, '08
George W. Hervey, '15	Hobart E. Studley, '93
Samuel D. Hoffman, '21	Oscar M. Voorhees, '88
Albert W. Holzmann, '17	Harry B. Weiss
Louis A. Kempf, '98	Dr. and Mrs. R. G. Wright

### *New Members*

Since October four new names have been added to the membership of the Associated Friends:

Evelyn J. Hawkes	Harold E. O'Neill
Leon A. Hausman	Oliver K. Westling