

MEMO

Re : Library Schedule

A library schedule of 56 hours a week for the undergraduates is being maintained by utilizing 23 hours of student help divided as follows:

8:00 a.m. - 9:00 a.m. daily	5 hours
4:00 p.m. - 5:00 p.m. "	5 "
7:00 p.m. - 9:00 p.m. Mon-Thurs.	8 "
9:00 - 12:00 a.m. Sat.	3 "

21 "

2 hours to cover when Librarian
is in class

2 "

23 "

Of the 56 hours listed above, normally, 37 hours are under the supervision of a professional librarian, the remaining 19 hours are covered by student assistants.

Note: Library currently operating with two-thirds of its normal staff.

1955-56.	308	student hours.	
1956-57	308	" "	
1957-58	540	" "	(Minus 1 professional librarian for some months)
1958-59	348	" "	
1959-60	523	" "	

Librarian's schedule

Landis 35 hours

Mahoney 35 hours

2 hours of teaching, which normally is counted as the equivalent of 4 hours of library work. Four free hours should normally be allowed for preparation during the library week. This is not being done.

Any reduction in student help at this time will, I feel, necessarily result in the curtailment of library service, and in the reduction of the total hours during which the library will be opened.