



THE FLY LEAF

PUBLISHED BY THE
FRIENDS OF THE
FONDREN LIBRARY
AT RICE UNIVERSITY
HOUSTON, TEXAS

The first part of the document discusses the importance of maintaining accurate records of all transactions. It emphasizes that every entry should be supported by a valid receipt or invoice. This ensures transparency and allows for easy verification of the data.

Additionally, it is noted that regular audits are essential to identify any discrepancies or errors early on. This proactive approach helps in maintaining the integrity of the financial statements and prevents any potential issues from escalating.

The second section focuses on the role of technology in modern accounting. It highlights how software solutions have revolutionized the way businesses manage their finances. From automated data entry to real-time reporting, these tools significantly reduce the risk of human error and improve efficiency.

However, it also points out that while technology is a powerful asset, it is not a substitute for sound judgment and oversight. Accountants must still exercise their professional skills to interpret the data and provide meaningful insights to the management.

In conclusion, the document stresses that a combination of rigorous record-keeping, regular audits, and the effective use of technology is the key to successful financial management. By adhering to these principles, businesses can ensure the accuracy and reliability of their financial information, which is crucial for making informed decisions and achieving long-term success.

THE FLYLEAF

Vol. XIV, No. 2

Quarterly
January 1964

IN HONOR OF HARDIN CRAIG, JR.
UPON THE COMPLETION OF HIS TENTH
YEAR AS LIBRARIAN OF THE FONDREN

February 1963 marked the tenth anniversary of the appointment of Dr. Hardin Craig, Jr., as Librarian of the Fondren. Those who have worked closely with Hardin Craig during any part of these ten years have evidence of the solid progress in holdings and personnel made by the Fondren under his direction. It is my wish to mention some of the high points in this progress as the best way known to me to honor the man and his work on this anniversary.

It is noteworthy that only three librarians have served Rice. All three are living; all participated in the semi-centennial celebrations of the University in 1962. The first librarian, Miss Alice Crowell Dean, a member of the first graduating class at Rice, was placed in charge of the Institute's library after being graduated in 1916. She continued in this position for 32 years. Professor William S. Dix of Rice's English Department became librarian in 1948 in time to supervise the building and furnishing of the present Fondren Library. In 1953 when Dr. Dix accepted the post of Librarian at Princeton, the Fondren owned 237,421 volumes, subscribed to 2319 periodicals, and employed 22 persons. In the relatively few years of his stay with the Fondren it fell to Dr.

Dix to plan the staffing and furnishing of this building in ways that suited the changing needs of the campus and the expanding roles of university library services and responsibility. It fell to him to draw together from several departments and campus locations, the nucleus of a research library. It was also his pleasure to encourage the formation of the Friends of the Fondren Library.

It was essentially a new library that Professor Craig of Rice's History Department inherited in 1953. While the building needs were satisfied for several years to come, there was the immediate task of enlisting faculty interest and support for the idea of a central campus library; and the task of drawing out greater faculty interest in developing the Fondren's holdings in the several departments. There was the assignment in public relations of encouraging gifts to the Library, and of examining and evaluating private collections offered to the Fondren by Friends and others. Among the notable special acquisitions of the past ten years are the Axson Collection of seventeenth- and eighteenth-century drama, the Buell Papers, original materials and imprints from and about the Civil War period, the James Lockhart Autry Papers, and the Nadler Collection of German literature.

There was also the task of working out in his first year, and for every year thereafter, a budget that would provide adequate personnel and books to assure the controlled growth and maturity of the university library into research dimensions. To me, the stellar achievements of Hardin Craig are the annual budgets and his development of the library staff.

Among the least understood library operations are the technical processes, which include identifying, locating, and purchasing materials as well as cataloging and preparing these materials for the

collection. Some faculty members and administrators tend to be impatient with these operations as a whole, seeing them as roadblocks between themselves and reading and research. It is a wise and successful librarian who can win support for the recruitment and training of a first-class library staff. Hardin Craig has had this success. In spite of stiff national competition for trained and experienced librarians he has attracted seasoned and experienced supervisors, while encouraging young and promising librarians to continue their education and experience as part of their obligation to the Fondren. He has been able, too, to retain the faithful and valuable service of a few experienced librarians who have been with the Library for a long time. One very noticeable result of this success is a present-day high level of staff morale and temper that produces not only fruitful cooperation between departments of the Library and between all library staff and university departments, but also an enviable record of acquisition, cataloging, and public service. Still more can be done to develop the Fondren staff to the position of library staffs on many other campuses, and Hardin Craig will be working to raise this standard in the coming years with a keen awareness of its value for the University.

Hardin Craig begins his second decade of service to his library and university at another time of great change. There is a requirement to relate the Library anew to the goals of the University, to work with new faculties in new departments, to develop the Fondren to a position of regional leadership as a great research library. He enters this decade with a collection of more than 450,000 volumes, approximately 5900 subscriptions to periodicals, and a staff of 54 persons. For this decade there is the job of planning a major addition to the Fondren, an

addition that must provide increased opportunity for research and serious study as well as for continuing automation of library procedures and operations. Supporting him in this decade will be the staff he has developed, the respect and loyalty he has won, the "Friends" he has attracted, and the unassuming spirit he evidenced so winningly in his initial interview with a representative of the Rice student newspaper, The Thresher, for the issue of February 20, 1953, when he said:

"...I want everyone, students as well as faculty, to contribute ideas...We want to be big, but we also want to be good. The cataloging of trash gets us nowhere. We also want to be well balanced. The library is certainly the laboratory of the humanities, but it is also the reference shelf of the laboratory sciences...I don't have to say, let's make the library a success, because it already is a success. But it must continue to grow, not in size for its own sake, but in importance. The librarian is just one part of the genuinely cooperative enterprise which we must always be: faculty students, alumni, and all who are friends of Rice."

Richard L. O'Keefe
Assistant Librarian

RESEARCH REQUIREMENTS

AND THE MODERN UNIVERSITY LIBRARY

IV. IDEALS AND POSSIBILITIES FOR SERVICE IN THE
SUPPLY OF RESEARCH MATERIALS TO THE INDIVIDUAL

Fifty years ago, in 1913, I was less than two years old--an age indifferent to library service of any kind, no matter how unsatisfactory. In 2013, fifty years hence, I shall be quite dead, beyond the reach of twenty-first-century library service, no matter how good. But I maintain that, in its essential respects, library service, be it for two generations ago or two generations in the future, is substantially the same. Gadgetry, technology, automation will add great convenience and, for some services, phenomenal speed, but, in the end, you will have one human being waiting on another. If the first human being is slow, incompetent, discourteous, or inconsiderate, the service will be poor. You will agree with me, I believe, in preferring first-class service from a 1913 library to inferior service from the library of the future, no matter how elaborate the non-human facilities.

Fortunately we're confronted with no such alternative. We can't go back; and we must trust in the library schools to furnish well-qualified people to staff our institutions of tomorrow.

The 1962 World's Fair in Seattle provided, among other things, an opportunity for service-minded librarians to exploit the latest practical developments in technology. For "Library 21," the display of the American Library Association at the Fair, the UNIVAC Magnetic Tape Computing System supplied three exhibits that may be expected to receive increasingly greater attention

as their applications find more widespread demand. In the first demonstration UNIVAC, in cooperation with Encyclopedia Britannica, Inc., stored into the computer's memory the thoughts of 74 authors--Homer, Plato, Rabelais, Cervantes, Milton, Marx, and Freud are among them--relating to six of the 102 subjects dealt with in the "Syntopicon," the idea-index to the Great Books of the Western World. Included were such subjects as Liberty, Happiness, Man, Family. After a patron's request for, say, some of the observations of Plato on Happiness, has been fed into the computer, the mechanical brain's memory is "searched" in a relatively few seconds, and the requested information is printed out automatically at the rate of 600 lines per minute. Of course, points out Mortimer Adler, the editor of Great Books, in an article in Library Journal, this is just a "small project to illustrate the possibilities."

In the second demonstration, the computer served as a fact-finder for up-to-the-minute information on 92 different nations. Data on the population, area, resources, languages, imports and exports, etc., of these countries were fed into the machine by the Department of Commerce, and any part of this information was then made available to patrons on a moment's notice.

The third demonstration grew out of collaboration between UNIVAC and the Adult Services Division of the American Library Association. In this case a personalized reading list was made available. Each patron supplied the computer with the following information about himself: Age (1-8), (9-12), (13-19), (Adult); Sex; Purpose (Information or Recreation); Readability (Elementary level, of Medium difficulty, Advanced); and Education (High School or college). The machine then printed out, again at 600 lines per minute, an annotated bibliography on any one of

a half-dozen subjects (The Arts, International Relations, Space Science, etc.), tailored to the variables applying to the particular patron.

In the second and third situations, above, we have, as was true in the first, only a limited number of choices, but the service provided gives an indication of the equipment's potential use. One tremendous advantage of the man-made brain, as compared with nature's instrument, is that the former doesn't forget what it learns. If a 200-item bibliography on a certain topic is placed in the computer memory, all 200 of the titles will print out on demand, whether the patron makes his request the day following the input, or years later.

At "Library 21" demonstrations were made for two other services, the demand for which will doubtless mushroom as we move into the second half of Rice's centennial.

An exhibit of the National Cash Register Company, provided for the World's Fair visitors at "The Library of the Future," consisted of a new technique this company has developed for reducing printed material to microscopic size while providing at the same time for easy duplication and distribution. With this system, under which a document can be reduced in size two hundred times or more, all the words in a 400-page book can be concentrated into a space less than one inch square! Yet selected portions from this stamp-size reproduction may be magnified for reading or duplication.

Of perhaps the greatest interest to scholars was the exhibit sponsored by the Radio Corporation of America. By means of equipment similar to television, a rare document in New York City, Washington, Urbana, or Berkeley, in Mexico City or Montreal, can be made readily accessible to a

researcher thousands of miles away, without either the researcher's leaving his campus or the material's being removed from its regular depository. Should the scholar be consulting a number of pages in the same volume, it is not even necessary that an attendant remain with the document whose facsimile is being transmitted. The pages can be turned, through remote control, by the person at the receiving end.

Such are a few of the amazing new aids to research promised on a larger and larger scale by the advancement of modern engineering and technology. In each of the demonstrations referred to, the information needed by the investigator could be supplied almost instantaneously. The pace of modern living being what it is, and considering the accomplishments of today's communication systems, the scholar of tomorrow will be even more impatient than he is today with less than immediate service. For some purposes the standard inter-library loan may be adequate, but in most cases we know that the researcher needs what he needs when he needs it! And the time of such need cannot be predicted. "A chemist," says Fremont Rider, "desiring in the middle of an experiment to check up on some previous report of the reaction which he expected to get but is not getting, isn't going to be helped at all by your offer to borrow from Columbia the text of that report. An astronomer, seeing an unexpected patch of light on one of last night's plates, and wanting to make another plate tonight, isn't going to be satisfied to wait a week for a journal article that refers to a similar light patch. An English professor, hurrying to get a lot of page proofs back to his publisher, and desiring to verify a quotation, isn't going to think that your proposal to secure the book he wants on inter-library loan from Stanford is, in his case, a completely satisfactory library service." Fortunately, as

has already been presaged by present technology, inter-library loan service for the decades ahead will make available in only a few minutes--just as long as is required to locate the material and place it under the transmitting equipment's camera--practically any document desired, in any research center of the world.

Ideal library services to the individual engaged in research (and the ideal of today may well be the reality of tomorrow) will be achieved, (1) when the accommodations that we have been discussing become available to the lowly instructor as well as to the higher salaried, and perhaps foundation-supported, full professor; (2) when university board members and administrative officers provide a budget that will make the library in fact, and not simply in name, the heart of the campus (this will mean, in addition to strength in the library's material resources, higher qualifications on the part of staff members--qualifications, with corresponding responsibilities, rank, and privileges, equivalent to those of the teaching faculty, so that competency and the necessary respect due from colleagues will be assured); (3) when library regulations are set up with at least as much consideration for the convenience of the classroom instructors as for the librarians; and (4) when all members of the library staff having any contact with the university's research men and women, are disposed (assuming that the latter and the latter's projects are worthy of respect) to exhaust the limits of their time and energy in giving sympathetic assistance, with a sense of high satisfaction in a worthwhile, cooperative effort.

Howard F. McGaw, Director of the Library

Western Washington State College
Bellingham, Washington

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(This is the final paper of four presented in a panel discussion on the subject of research requirements and the university library, at the Fondren, 19 February 1963, as a part of Rice's semi-centennial celebration. At the time of the discussion Dr. McGaw was Acting Librarian, Texas Southern University, Houston.)

THREE SPECIAL GIFTS

Supplementing the magnificent Nadler collection* acquired last fall, three gifts of Austrian and German books have recently been received. One of these is from the Austrian Institute of New York, a gift of 50 volumes on Austrian history, travel, and statistics. It came to the Fondren Library through the good offices of Professor John Rath, Chairman of the Department of History and Political Science.

Dr. Ludwig Fabel, COUNSUL of the Federal Republic of Germany in Houston, was instrumental in securing a gift of current German publications for the Fondren Library. This consisted of some 125 volumes on art, ballet, theater, travel, as well as several valuable atlases. These formed part of an exhibition of German books which had been on tour in American colleges for the past year; because the exhibition did not come to the Gulf Coast area, the Embassy and Consulate generously presented part of the collection to Rice.

Professor Robert Kahn, Chairman of the Department of Foreign Languages, arranged for a gift from the Humboldt Foundation of 32 volumes in German literature, biography, and reference. All these gifts are most welcome because of the current effort to strengthen the library's holdings in Austrian and German literature and history.

Hardin Craig, Jr.
Librarian

* The Nadler collection will be described at length in a subsequent issue of the FLYLEAF.

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