

HARVARD UNIVERSITY LIBRARY

Annual Report

2004 — 2005

INCLUDING REPORTS FROM

HARVARD COLLEGE LIBRARY

AND THE GRADUATE AND

PROFESSIONAL SCHOOL LIBRARIES OF

HARVARD UNIVERSITY





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Sidney Verba

*Carl H. Pforzheimer University Professor
and Director of the University Library*

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Roy E. Larsen Librarian of Harvard College

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OF HARVARD UNIVERSITY

CAMBRIDGE, MASSACHUSETTS

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Harvard University Library

2004-2005



The Harvard Libraries in the World

*Report of Sidney Verba,
Carl H. Pforzheimer University Professor
and Director of the University Library*



Sidney Verba
Carl H. Pforzheimer University
Professor and Director of the
University Library

Each year, I write an essay on the state of the Harvard University Library—usually about what has changed from last year. It is a tough task, since the Harvard library system is so vast and variegated that it is hard to fit it into a short review. Having been director of the University Library since 1984, I beg the reader’s indulgence while I try to take that task to a new level of difficulty and say something about change in the past two decades. I want to deal with complexity and connectedness, but not with the usual topics of digital technology, the Internet, multimedia, and the like. Rather, I would like to comment on the enormous changes in the degree to which the Libraries are “in the world.” It relates now to the political, legal, economic, social, and moral institutions of our own country and the world.

It is a big task, so I will approach it from a somewhat distant perspective. During the two decades or so of my service to the Harvard Libraries, I have also continued to function as a political scientist specializing in the way the various parts of American society function—collaboratively and competitively—to arrive at decisions on the direction of our nation and, insofar as the US has some voice in such matters (and we do), the direction of the world. My theme here is how much the Harvard Libraries in particular, but other research libraries as well, are embedded in that process and dependent on it.

One of the hallmarks of America is the complexity of the processes that shape its major institutions: our educational systems, our transportation, our health. We have a complex government with many parts: the well-known separation of powers between the executive, legislative, and judicial functions, as well as the division between Washington and the states and localities. Then there are non-governmental institutions: businesses, unions, organizations representing every possible interest. There are the media. And the public—or rather many publics. They all interact to shape our society.

In part this is done through public policy, made by government officials but influenced by all the non-governmental institutions and by the public. In

part our nation is shaped by the private sector—both the profit-making and the not-for-profit sectors. And, very often, by joint or overlapping activities on the part of government and private actors. Of all the major industrialized democracies, the United States may have the most indistinct boundaries between sectors: between government and business, the for-profit and the not-for-profit sectors, and all the other parts.

Think of health care in the US. It is shaped by the actions of government, by major pharmaceutical companies and insurance providers, by the doctors, by advocacy groups, by hospitals, by HMOs, by patients, by the general public, by the media, and more. There are many, often conflicting, values and motives at work: profits for pharmaceutical companies, quality of care for medical professionals and service providers and patients, issues of equality and universality of care for public policymakers—and on and on. And the value conflicts are often within an institution or within individuals. Hospitals and HMOs want to provide good care; they also need to watch the bottom line. Doctors are concerned with good care and good income.

So what about libraries—and in particular the Harvard Libraries? They have always been part of this complex world, but in a limited way. When I became director of the University Library, it was a more circumscribed institution. Its world was the University in particular and teaching and scholarship in general. Of course, the Harvard Libraries dealt with publishers, and we had some business dealings with microform publishers. And the Harvard library system was a global institution, collecting from all over, long before globalization was invented. It was a lively and vibrant world because we were engaged in one of the most important of human activities—collecting and disseminating knowledge. But it was circumscribed: it collected to bring materials to Cambridge and users used the materials in its buildings.

During the first few years in my job, the Harvard Libraries and other research libraries lobbied the federal government for support for a program to preserve brittle books. I and others testified before the relevant House subcommittee, and an important program was created at the National Endowment for the Humanities (NEH). From time to time there were other such programmatic involvements, but they were focused in terms of their targets, and they were relatively low-key. A check of the *New York Times* online archive shows two articles on the NEH brittle books program during the period when it was being shaped. In the past year, Harvard has been working to develop a partnership with Google. Seventy-two articles on the Google library initiative have appeared in the *New York Times* alone.

Consider some of the issues that the Harvard Libraries are engaged in. There are issues associated with the USA PATRIOT Act and the privacy of patron records. There is the Harvard–Google project to digitize a major portion of

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the Harvard collection. We are engaged in a large-scale Open Collections Program to make subject-based collections available around the world. We don't just buy materials, but are active in connection with the pricing structure in the world of scholarly journals. Every one of these activities—and there are more—connects us to a multiplicity of the actors and inter-actors in the processes that shape our nation.

Free Inquiry and National Security

The controversy over the USA PATRIOT Act engages all branches of the government—the President and the executive branch, Congress, and the courts—and also public-interest lobbying groups such as the American Civil Liberties Union and the American Library Association.

The controversy over the USA PATRIOT Act engages all branches of the government—the President and the executive branch, Congress, and the courts—and also public-interest lobbying groups such as the American Civil Liberties Union and the American Library Association (ALA). The value conflict is intense: freedom of ideas and the privacy of records of who reads what, versus national security and the right and power of the government to monitor possible threats to that security. In general, librarians and organizations such as the ALA have argued for maintaining the privacy of patron records in the name of free use of library materials, but they are not unmindful of security issues. I could use this case in a political science class to illustrate many of the complex interactions that affect American politics.

Harvard and Google and Digitizing Books

Consider the project Harvard is conducting with Google to scan and digitize large numbers of its books. The project is novel and may be transformative of the role of libraries. My purpose here is not to discuss its substance but, rather, to talk about the network of institutions and issues with which the Harvard Libraries have become intertwined.

Google

To begin with there is Harvard's partner, Google. It would be hard to find two institutions more different. One is 370 years old, the other about a decade. One is a major not-for-profit educational institution, the other a major for-profit corporation. Each has a complex and powerful culture. Much of American enterprise and innovation depends upon alliances between the profit and not-for-profit sectors. These can be fruitful and they can be complicated. Harvard's alliance with Google has certainly been fruitful, but not without complications.

Library Partners and Not-So Partners

We also collaborate with other major libraries in this venture. They are more familiar partners; we speak the same language. But in the American plural-

ist tradition, many flowers bloom, and alternative library schemes have been proposed—enlivening the domain.

Copyright and Courts

Libraries have often been monitors of copyright, informing our patrons of the limitations on what they can recopy and distribute. We have been concerned with reproduction of materials for reserves. Digitization has made copying and copyright much more contentious and confused. Google’s plans to scan and digitize books in copyright, though only to show small amounts of text for search purposes, have been challenged in the courts. Though not a party to current cases, we have gone from monitoring the uses made of our materials to monitoring the evolution of copyright law. Nor is the issue limited to court challenges. There may well be administrative action by the Copyright Office as well as Congressional action.

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Organized Interests

Lobbyists these days have a bad name, a good deal of it deserved. But organized interests—operating legally and (pretty) openly, and representing every conceivable interest from major businesses to educational interests to public-interest groups—are crucial parts of the political process. The current legal dispute has engaged organizations representing publishers, authors, and libraries. And more will be coming along.

Media

The events in libraries and the controversies about libraries have become more newsworthy. To test this out, I conducted another search on Lexis-Nexis. I looked for references to “library or libraries” within ten words of a bunch of words like “dispute” or “controversy” in eight major newspapers in 1985 and 2005. (A very crude analysis, but it does demonstrate what one can do in a minute or so using current search capacity.) In 1985 there were 27 such references; in 2005, there were 74. The issues are more noteworthy and the participants more salient. There is a debate among students of politics whether the media create the national public agenda by focusing on particular issues or reflect the Washington agenda by reporting on existing issues. The most reasonable answer is that they most often amplify existing policy disputes.

Publics

All this means that the libraries operate more in the realm of public opinion, or, rather, publics’ opinions. There are not, as far as I know, many public-opinion polls about library issues where a random sample of the entire public is queried. Rather, there are many interested publics: authors, university alumni/ae, faculty, librarians, as well as folks with a particular concern for libraries.

The Open Collections Program

The Open Collections Program (OCP) is a major endeavor that would have been impossible two decades ago, since it depends on digital technology. It does not raise issues of public policy or legal issues, but it illustrates how the ranges of connections and concerns of the Harvard Libraries have expanded. The project is in some ways similar to our Google collaboration, but with a fundamentally different approach.

These projects provide scholars, students, and teachers with access to the Harvard collections in ways impossible before digitization and the Internet.

The Open Collections Program takes advantage of Harvard's extraordinary collections in many areas. Working with Harvard's world-class faculty and specialized librarians, the OCP selects subjects that would be of great interest and builds quite substantial digital collections of materials—books, manuscripts, and visual materials—on that subject. Its goal is to let students and teachers and researchers do what such folks at Harvard can do by going into our great collections. We focus on public-domain works—which takes us out of the copyright debates and allows us to move freely in using our collections. Our first such collection, *Women Working, 1800–1930* (on the history of the role of women in the development of the American economy from 1800 until the Great Depression) has been released and is freely available to all on the Internet. It is beginning to be used in courses in women's history, economic history, and other related fields, and we expect a lot more use in the future. Our second project, in process now and potentially available late in 2006, is on immigration to the United States. And our third will be on contagion and infectious diseases in a worldwide, historical context.

These projects provide scholars, students, and teachers with access to the Harvard collections in ways impossible before digitization and the Internet. The projects are based on Harvard's great resources; most centrally our great collections, but also our wide-ranging faculty, our subject-specialist librarians, and our great technical capacity. It is a major way in which Harvard will have an impact on the world. This will be an ongoing program. It is our intention to create many resources for sharing.

The OCP places the Harvard Libraries more directly and actively in the wider social, economic, and political world than it would ordinarily have been many years ago. Each of the three topics thus far pursued by the OCP provides a rich look at history, but each focuses on an issue that could not have more current relevance: the changing roles of women, immigration, and infectious diseases. It is aimed at students and teachers around the world. It represents a more focused intervention into current debates than is traditional—but an intervention of a “library” sort; not to foster one policy

approach over another but to inform people of the nature of history, past choices, and past consequences. In all of these projects, we not only create resources that can be used for teaching and research, we actively “market” them. By this we do not mean we sell the resources—they are available freely on the Internet—but that we put effort into locating and informing teachers and scholars of their existence and value. The response has been very positive.

For the Harvard Libraries, this represents a major step into more focused public activity. The Harvard Libraries have always been open to scholars from around the world, but only to those who can make it to Cambridge. And they have been largely closed to students not enrolled at Harvard. These projects open Harvard’s resources. They fulfill a social mission for Harvard. Harvard recently expanded its financial aid program to allow more lower- and middle-income families to send their children to Harvard with full support. The program provides a wonderful and transforming opportunity—full involvement with Harvard’s incredible faculty, students, and libraries—for individuals who could not otherwise take advantage of it. The OCP does not offer folks outside of Harvard the fullness of that experience; instead it extends a limited, but not insignificant, part of its resources. However, while the full benefit of Harvard can be offered to only a very few students, the benefit of Harvard resources provided by the OCP and other digitization projects can go to colleges and universities, and to many thousands of students, faculty, and scholars, all over the world.

In all of these projects, we not only create resources that can be used for teaching and research, we actively “market” them.

The Harvard Libraries in the World

So, what does this all mean for the Harvard Libraries (and our peers)? It certainly makes life more interesting for all who work in libraries—especially for a political scientist for whom such disputes are grist for his scholarly mill. The examples listed above would easily fit into a course in political science. For instance:

Framing Issues

One major political science concern is the way in which the media shape public opinion. They usually shape it less by influencing that opinion in one direction versus another than by determining what agenda the public will focus on: what rubric does an issue fall under? And the opposing sides try to influence the frame. Who doesn’t want a free exchange of ideas; who doesn’t want security? The question is whether the USA PATRIOT Act and its application to libraries is an issue of security or of free speech. Does it fall under the rubric of 9/11 or of the First Amendment?

Who Has Clout?

This has been the main focus of my research for many decades—whose voice is heard in what venue? One could write a good case study in relation to issues of copyright and digitization by considering the role of various actors: powerful corporations, well-organized interest groups, the media, etc.; and how they use the courts, Congress, public opinion, and the like. The Harvard Libraries would be almost as complex a venue as Massachusetts General Hospital.

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And More . . .

But there is a more general implication. The new salience of research libraries in the world of public policy illustrates their importance. This is, as those who have read my previous “Director’s Essays” know, one of my mantras: libraries are not stodgy and quiet places where some folks (but not many) read books, and which will soon be replaced by digital resources. Our resources are used in new and influential ways, and they will be used more and more beyond the walls of the University. And what is fascinating about the new role of the Harvard Libraries “in the world” is that much of it depends on the advent of digital capacity—but, digital capacity connected to our traditional collections. The issues cited above deal with both computer capacity and paper objects:

- The privacy issue relates the growing capacity to monitor all kinds of behaviors and the traditional (and still wonderful) activity of reading books.
- The project with Google will make books findable by using the Internet.
- Our Open Collections Program takes the treasures of Harvard—manuscripts, books, visual materials—that were once “locked” in our collections and makes them accessible everywhere.

Looked at most generally, the Harvard library system is an innovative component of the University, fulfilling some central parts of Harvard’s mission. Its incredible collections are enhanced every year by further acquisition and by growing capacity of the Harvard Libraries to make those collections widely accessible. The Harvard Libraries are a global source of knowledge. As I have often pointed out, Harvard has long collected globally. It brought materials to Cambridge and made them available to those who could study here.

Now it brings material from around the world and takes it into its collection, ensuring its persistence. Most important, it uses its premier digital capacity to make these materials available to the world. And, in so doing, it continues to improve its service to Harvard’s own local needs. The same

technologies that enable the Harvard Libraries to enhance teaching and scholarship in colleges and universities in all parts of the world enhance classroom teaching at Harvard every day.

Harvard's library collections must support traditional concentrations as well as newer disciplines, such as African American studies and film. Regional collections—notably for Africa and Southeast Asia—must grow, and, in every area of the sciences, they must deepen. The collections overall must reflect and respond to the University's commitment to globalization. New challenges will continue to arise. The Harvard Libraries will grow in global importance, and future generations of Harvard students will benefit from their breadth and depth.

Harvard's University Library

Harvard's library holdings are arguably the University's most valuable asset. These holdings are critical to the recruitment and retention of Harvard's renowned faculty, which in turn lead to the stellar community of undergraduate and graduate students that is Harvard's hallmark.

The world-renowned collections in the Harvard Libraries are invaluable for teaching and research. The holdings include more than 15.5 million books, as well as journals, primary source materials, images, sound recordings, and digital resources that span a vast range of subjects, languages, and dates. These holdings range across nearly 90 libraries located throughout the University.

Harvard's library holdings are arguably the University's most valuable asset. These holdings are critical to the recruitment and retention of Harvard's renowned faculty, which in turn lead to the stellar community of undergraduate and graduate students that is Harvard's hallmark. More and more, it is the case that the action and the involvement of the University's libraries form necessary links between faculty and students.

The Harvard University Library gathers all of the Harvard libraries into a single system to form the largest academic library in the world. The Harvard University Library is also a department of the University's Central Administration that reports to the president. Known as HUL, this distinct department is headed by the senior faculty member who holds the title of Carl H. Pforzheimer University Professor and Director of the University Library. In addition to serving as the head of HUL, the director interprets the technical and organizational challenges of the library system to the president and serves as chief steward of the collections for the Harvard Corporation.

HUL works on a system-wide basis to enhance the stewardship of Harvard's traditional research collections while ensuring comprehensive access—now and in perpetuity—to newer electronic resources. In addition to the 15.5 million volumes already cited, these holdings include an estimated 8 million photographs, millions of manuscript pages, recordings, maps, ephemera, and an exploding number of digital objects, which, together, are under the day-to-day care and management of the 1,200 full-time-equivalent staff members in nearly 90 libraries located across the University.

HUL develops and operates programs and services that lay the foundations for the acquisition, dissemination, and preservation of those holdings. HUL's programs and services cover seven areas:

- information technology;
- high-density storage;
- preservation;
- archival programs and records management;
- open collections;
- publications and communications; and
- human resources.

The strategic programs of the Harvard University Library are organized in two groups:

- **Administration and Programs**, which includes the Harvard Depository, the Harvard University Archives (including the Records Management Office), the Open Collections Program, and the Weissman Preservation Center (including the special collections conservation laboratory); and
- **Systems and Planning**, which, through the Office for Information Systems (OIS), manages the HOLLIS system and operates the Library Digital Initiative (LDI).

Each HUL program is focused on asset and risk management while providing vital, centralized services, on a cost-effective basis, to the libraries and to the University itself.

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Office for Administration and Programs



Barbara S. Graham
Associate Director of the
University Library for
Administration and Programs

The Office for Administration and Programs is responsible for key initiatives in the University's Library System. HUL Administration and Programs

- directs HUL departments and programs, including sponsored and capital projects;
- collaborates extensively throughout the University and beyond to develop and provide essential services and support;
- collects and maintains financial and operational data on the University's libraries;
- produces publications that knit the system together;
- acts as the nexus for information about library security;
- helps set system-wide standards;
- coordinates development efforts; and
- works to determine the strategic course of Harvard's library system.

HUL Administration and Programs also facilitates the work of the dozens of committees that coordinate essential library functions across the University. In recent years, the office has undertaken important new efforts in relation to University-wide human-resource issues that affect information professionals. Four strategic programs—the Harvard Depository, the Harvard University Archives (which includes Records Management), the Open Collections Program, and the Weissman Preservation Center—are within the purview of HUL Administration and Programs.

Capital Projects

Harvard Real Estate Services (HRES) is constructing a new, four-story office and retail building at 90 Mt. Auburn Street, which is one of the few remaining “buildable” sites owned by the University in Cambridge. While approximately one-third of the street level of the building will include space for commercial retail, HRES, in consultation with Harvard's Central Administration, selected the Harvard University Library as the occupant of the balance of the building's street level and three upper stories. The 24,410-net-square-foot building was designed by Leers Weinzapfel Associates Architects of Boston. The interior fit-out for HUL was designed by Samuel Anderson Architects of New York City. With its geothermal heating and cooling systems and a range of other features, 90 Mt. Auburn Street, when completed, will be one of the “greenest” buildings at Harvard.

Three complete HUL programs—the Office for Information Systems, the Open Collections Program, and the Weissman Preservation Center—will be located at 90 Mt. Auburn Street, together with Cambridge-based staff of the Harvard Depository and selected human resources personnel.

Harvard Depository

The Harvard Depository (HD), which completed its 19th year of service in FY 2005, is a high-density, offsite storage facility that is shared by the Harvard libraries and located 30 miles west of Cambridge. Research libraries worldwide have emulated the innovative design of the Harvard Depository.

Holdings

As of the end of FY 2005, the Depository held in storage more than 5.9 million items comprising various media, including books, records boxes, microformats, films, etc. Of this number, books make up approximately 5.4 million items.

New Accessions

New accessions in FY 2005 were 486,542 discrete items, an increase of 30% from the previous year. Books made up the majority of new accessions, with approximately 475,240 individual volumes accessioned, or 98% of all new items. Widener Library transferred 255,000 new items to HD in FY 2005. Other Harvard library clients with substantial transfer rates were the Harvard Law Library (33,909), the Fine Arts Library (26,643), the FAS Chemistry Library (12,540), and the Harvard-Yenching Library (12,583).

Circulation

Approximately 180,000 items were retrieved for use in FY 2005, remaining consistent at 3% of total holdings of 5,919,670 items. In addition, 120,000 more items were retrieved for projects and relocation to owning libraries. The total number of retrievals for FY 2005 was 300,708.

Eleven depositors submitted more than 2,000 retrievals each, some substantially more than 2,000, and comprised 94% of all retrievals. These clients alone surpassed by 50% the total number of retrievals for FY 2004. The courier vans made 7,612 deliveries of circulating items over the course of the fiscal year, an average of 30 individual stops per day for circulation and an increase of 8% from the previous year. Among these stops, the couriers delivered to clients 70,443 BSF (book storage feet: one records box is the equivalent of 2.21 BSF) of retrieved material, and brought back to HD

*Research libraries
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Depository.*

47,270 BSF of material to be reshelved. The HD staff continued its excellent performance by successfully fulfilling 100% of the valid retrieval requests that were submitted, a remarkable achievement that has become an expectation among HD's clients.

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Circulation retrieval requests transmitted to HD via the HOLLIS catalog again made up the majority of such requests in FY 2005. Patrons of the libraries that use HOLLIS submitted 124,598 requests from the OPAC, or 69% of requests received. The use of this request method increased by 15% over the previous year. All non-HOLLIS requests for services and supplies are submitted through interactive forms on the HD web site. There were 9,985 retrieval requests for Widener Library's Interlibrary Loan department in FY 2005.

Physical Space

Stored media currently occupy 992,926 BSF, a net increase of approximately 41,000 BSF in FY 2005, or nearly 78% of existing capacity, excluding the film vault. In the film vault, 16,463 BSF were occupied of a total of 19,386 BSF, or 85% of capacity. Forty-five thousand BSF of temporary records were transferred to Unit B to make space available for archival storage. New transfers to HD in FY 2005 comprised 92,687 BSF, and 26,182 BSF of library space was recovered through permanent withdrawal. Records-management clients permanently withdrew 6,668 BSF of records boxes.

At a new archival accession rate of 55,000 BSF per year, HD should have storage capacity for approximately five years, without new building. Assumed in this projection is the transition of Unit B to an archival environment, through a relatively straightforward upgrade of the HVAC system. The cost of creating more archival space through the conversion of the temporary records space to a preservation environment will be approximately 75% lower than that of building new archival space. If planning assumptions hold, this should provide ample storage until 2011 or longer.

Systems

During FY 2005, the Depository made significant improvements to the security of its data. Three new servers replaced the former two servers. The backup process was improved by implementing real-time replication with secondary and tertiary full-system recovery capability. This ensures that no data will be lost or will require reentry in the event of a device failure.

JSTOR Dark Archive Project

In FY 2005, the Harvard University Library entered into an agreement with JSTOR to create a non-circulating ("dark") archive at HD of the scanned journal issues that make up the JSTOR digital database. The project began

in March of the fiscal year, and by June 30 the two staff members on the project had completed approximately 13% of the compilation of the archive. JSTOR funding will continue for two years, until March of 2007.

Harvard University Archives

Archives and Records Management Programs—Working Together

The dual mission of the Harvard University Archives is to identify, collect, and preserve the documentary heritage of the University and to set and implement policies for the management of University records. The two elements of this mission require that staff in the two separate program areas—Archives and Records Management—work together closely. Joint staff efforts in both the Archives and Records Management areas led to several new initiatives this year:

- a faculty file plan project, to provide University faculty members with guidelines for maintaining their files;
- a University publications project, to create a comprehensive collection development strategy, including electronic materials; and
- a University course catalog project, to capture, preserve, and maintain ongoing access to the online University catalog.

Acquisitions

The holdings of the University Archives date from the 17th century to the present and encompass permanent University records and publications, as well as theses and dissertations, faculty papers, course curricula, records of student organizations, and alumni/ae memorabilia. These materials represent a broad range of formats, from paper files (such as correspondence, reports, diaries, and journals), books, and periodicals to photographs, audio, and video recordings.

In addition to the records described previously, a portion of what the University Archives acquired in FY 2005 includes:

- 260 cubic feet of University records, including the records of Harvard Law School Dean Robert Clark; the Center for Jewish Studies; Hilles Library; and, from Memorial Church, a manuscript score of a hymn written by Randall Thompson for the University
- 229 cubic feet of faculty papers, including the papers of professors Lawrence Bogorad (molecular and cellular biology); Carleton Coon (anthropology); Walter Gilbert (molecular and cellular biology; recipient of the Nobel Prize, 1980); Richard Howard (botany); Nathan and Anne Pusey (personal papers of the former president and his wife); Alfred Szabo (visual and environmental studies); and John and Beatrice Whiting (anthropology)

The dual mission of the Harvard University Archives is to identify, collect, and preserve the documentary heritage of the University and to set and implement policies for the management of University records.

- 13 cubic feet of records from affiliated organizations, including materials from the Harvard Club of Washington, DC (1883–1930); the Harvard Committee to Aid German Student Refugees; the Harvard–Radcliffe Collegium Musicum; and, from the Harvard Student Agencies, a complete set of *Let's Go* travel guides.

Reference Services

As the oldest and largest private university archives collection in the United States, the Harvard University Archives serves a broad audience, including University faculty, students, administrators, alumni/ae, and visiting scholars from around the world.

As the oldest and largest private university archives collection in the United States, the Harvard University Archives serves a broad audience, including University faculty, students, administrators, alumni/ae, and visiting scholars from around the world.

In FY 2005, Public Services staff

- provided research assistance for 3,346 onsite patron visits and 2,354 offsite reference inquiries;
- organized five introductory sessions for visitors with a total attendance of 102;
- circulated internally to patrons 4,361 items from the Harvard Depository and 16,341 items from the onsite stacks;
- processed 880 copy orders, totaling 72,824 pages/images; and
- managed several in-depth research projects relating to the history of women at the Harvard Divinity School; the history of the Center for Middle Eastern Studies; the anniversary of the Fairbank Center for East Asian Research; and a major history of the Faculty of Arts and Sciences.

The Public Services staff also provided substantial reference support for a number of classes at Harvard and elsewhere, including

- History 98—Junior Tutorial (36 students);
- History of Science 200—Methods of Research in the History of Science (20 graduate students);
- DCE SSCI E-107—Advanced Analytical Reasoning in the Social Sciences (40 students);
- GSE A412—History of American Higher Education (3 students); and
- Boston College EN 809.01—The Invention of the Renaissance in the Nineteenth Century (10 English graduate students).

Enhancements to Access

The patron base continues to expand as the Archives' staff enhances access to collections through Harvard's online catalogs and through collaboration with the Library Digital Initiative.

In FY 2005 Collections Service and other staff

- redesigned the patron registration/circulation system and associated public services forms;
- enhanced and expanded staff interfaces for the collection-management database;
- initiated a review of collection-use statistics to reduce circulation to and from HD and associated delivery fees;
- continued to preliminarily process all new acquisitions, including the preparation of folder lists and records in HOLLIS;
- initiated a project to bring up to date all records for holdings from the 17th and 18th centuries;
- continued the retrospective conversion of the shelf list, to bring all holdings into HOLLIS and OASIS;
- created 1,154 new bibliographic records in HOLLIS;
- recataloged 374 titles in HOLLIS;
- initiated a project for the Society of American Archivists to create a college and university cataloging thesaurus;
- consolidated and reorganized holdings in storage; and
- transferred 1,373 boxes to offsite storage.

Serving Harvard's Offices

The Records Management Office (RMO) seeks to ensure the prudent maintenance and efficient disposition of University records, consistent with sound archival standards, budgetary considerations, and legal obligations. Staff members provide professional guidance and expertise in carrying out the University's records policies.

In FY 2005, RMO staff:

- worked with the Associate Dean of Harvard College for Human Resources and the House System to create a special records schedule and manual of practice with model filing system for the Undergraduate Houses;
- commenced a study for an Institute-wide records management program with complete schedules and file plans for the Radcliffe Institute;
- directly served 412 University offices by conducting 23 office surveys, 83 onsite consultations, and 5 exit interviews;
- responded to 553 e-mail contacts and 446 telephone inquiries;
- created 9 special records schedules and records manuals;
- provided 14 training sessions for 132 University personnel; and
- managed accounts for 321 Harvard Depository clients, including the Harvard Business School and the Longwood Medical Area, encompassing 57,146 barcode items with an estimated volume of 125,721 square feet.

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The Records Management staff also conducted the following transactions:

- processed 4,038 transactions at an average of 17 transactions per day;
- performed 437 transmittals of records to HD for a total of 5,672 boxes;
- processed 1,217 retrieval orders for 3,717 boxes and 11 emergency retrievals for 20 boxes;
- processed 1,768 refile orders for 2,880 boxes;
- made 1,217 individual requests for file retrieval;
- deleted 4,699 barcode items; and
- accessioned 112 groups of archival University records from 50 offices for a total of 256 cubic feet.

Assembling the

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Collection Development and Service to Offices—The Harvard Cyclotron

Assembling the wide array of University Archives permanent collections while simultaneously serving other University office record management needs requires ongoing and cooperative staff effort. A major collection acquired this year exemplifies this teamwork.

Built in 1948 with funds from the Office of Naval Research, the Harvard Cyclotron was used initially for physics experiments. In 1961, with the development of proton-beam therapy, the Cyclotron became the first such facility to be used for medical treatments. Over 9,000 patients received treatment at the Cyclotron by 2002.

When the Cyclotron was decommissioned, physical resources staff from the Faculty of Arts and Sciences assumed responsibility for the building and its associated records. They contacted the University Archives for guidance. The records management staff in the University Archives worked with Cyclotron personnel still associated with the University and analyzed the records to determine ongoing use and permanent value. Active patient files and research contract records were transferred to the appropriate hospitals or offices. Obsolete records were confidentially destroyed. Records of short-term value to the University, such as contracts and maintenance records, were transferred to the Harvard Depository for temporary storage and eventual destruction.

Over 100 cartons of records of enduring value to the University were identified by Records Management staff and were added to the permanent collection of the University Archives. Materials include technical drawings, directors' correspondence, annual reports, progress reports to federal agencies, minutes of staff meetings, photographs, lab notebooks, logbooks, and operational manuals. These records document the building and use of the Cyclotron as well as the development of proton therapy.

The Archives staff is organizing, cataloging, and preserving this material for use by the University and interested researchers. At least some of these records—especially photographic materials; computer media, such as diskettes and CD-ROMs; and magnetic media, such as videotape—present challenges for long-term preservation and access. Eventually, archivists will prepare a comprehensive inventory of the permanent records of the Cyclotron and make them available to researchers online in OASIS, with a collection-level description in HOLLIS.

Leadership

The Harvard University Library appointed Megan Sniffin-Marinoff to the position of Harvard University Archivist, effective in September 2004. Sniffin-Marinoff, who formerly served as librarian and deputy director of Radcliffe's Schlesinger Library, succeeded former University Archivist Harley P. Holden, who held the position from 1971 until his retirement late in 2003.

Open Collections Program

Harvard's library holdings are extraordinary resources for teaching and research. Historically, the value of Harvard library holdings accrued primarily to individuals fortunate enough to study at Harvard or to teach here. But in the digital age, resources from Harvard's libraries can be made available in ways that could not have been envisioned even a decade ago. By creating online, subject-based digital collections that are available to users anywhere in the world, Harvard's Open Collections Program (OCP) takes maximum advantage of digital technology to benefit the general public while it reflects the University's overall commitment to the goals of globalization.

With the generous support of the William and Flora Hewlett Foundation and the Lisbet Rausing Charitable Fund, OCP is developing efficient, replicable methods for the creation of subject-based digital resources of significant technical quality that can be drawn from a full range of the Harvard libraries. OCP delivers intellectual content through web pages, but the original materials remain cataloged, documented, authenticated, and preserved for long-term use in the Harvard libraries.

Technical Infrastructure

OCP makes extensive use of the University's investments in technical infrastructure through Library Digital Initiatives. In order to maximize the sustainability of materials digitized for OCP, all files are stored in Harvard's centrally managed Digital Repository Service. Through the use of the per-

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sistent identifiers managed by the Name Resolution Service, all materials created by OCP are made available not only through the program web site, but also through the appropriate library catalogs (VIA for images, HOLLIS for published materials, and OASIS for manuscripts).

In addition, OCP and its catalogers have given much attention to the complexities of describing digitized manuscript material at the item, folder, and collection levels. A University-wide working group proposed changes to some of the descriptive practices used in OCP's *Women Working*, and those changes have already taken effect.

OCP works

concertedly to link

related holdings

across Harvard's

extensive system

of libraries and

museums. Across

Harvard, curators,

bibliographers,

and public service

librarians are

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Selection of Materials and Development of Collections

The work of OCP extends beyond the creation of subject-based digital resources. OCP works concertedly to link related holdings across Harvard's extensive system of libraries and museums. Across Harvard, curators, bibliographers, and public service librarians are generous collaborators for OCP. They opened their doors and—quite literally—their collections to help shape the contours of OCP and to ensure that its first online collection, *Women Working, 1800–1930*, provides a useful window on Harvard's library holdings.

Women Working, 1800–1930

Created with the generous support of the William and Flora Hewlett Foundation, *Women Working, 1800–1930* focuses on women's roles in the United States economy and provides access to digitized historical, manuscript, and image resources selected from Harvard University's library and museum collections. The collection features approximately 500,000 digitized pages and images, including:

- 7,500 pages of manuscripts;
- 3,500 books and pamphlets; and
- 1,200 photographs.

Specifically, the sources for *Women Working* include:

- Harvard Business School: trade catalogs and industrial photographs from Baker Library;
- Harvard College Library (HCL): narrative accounts of work in the factories from Widener Library, and statistical publications from Littauer Library, which anchors HCL's Social Sciences Program;
- Harvard Graduate School of Design: books on tenement life from the Frances Loeb Library;
- Harvard Graduate School of Education: educational reports from the Gutman Library;

- Harvard Law School: legal treatises from the Harvard Law School Library;
- Harvard Medical School: works on birth control, hygiene, medicine, and nursing from the Countway Library of Medicine; and
- Radcliffe Institute for Advanced Study: books on domestic science from the Schlesinger Library, as well as diaries and manuscripts on the lives of working women from its manuscript collections.

Since its inception, the *Women Working* web site has received 168,882 visits from 79,177 visitors, with an average visit of 23 minutes' duration. Of these, 5% were from Harvard, 10.5% from 944 ".edu" domains (including Harvard), and 12.5% from outside the United States.

Additional Collection Topics

In FY 2005, OCP completed the selection process for a new online collection of historical materials on emigration and immigration drawn from Harvard's extensive library and museum holdings. The new collection, entitled *Immigration to the United States, 1789-1930*, will be freely available on the Internet late in 2006.

The immigration site will provide Internet users with a multifaceted historical view of immigration to the United States from the American Revolution to the Great Depression. The collection is being developed with the generous support of the William and Flora Hewlett Foundation, whose earlier support led to the creation of the Open Collections Program late in 2002.

At a single URL, visitors to the immigration site will discover holdings from the Andover-Harvard Theological Library (at Harvard Divinity School), the Baker Library (Harvard Business School), the Countway Library of Medicine (Harvard Medical School), the Fogg Art Museum, the Gutman Library (Harvard Graduate School of Education), the Harvard Law School Library, the Frances Loeb Library (Harvard Graduate School of Design), and the Schlesinger Library (Radcliffe Institute), as well as Harvard's world-renowned Widener Library.

An additional online resource, which will explore historical aspects of infectious disease, also came under development in FY 2006. This new resource will contain carefully selected and digitized manuscripts; rare books; and photographs that can document significant epidemics, such as malaria, cholera, and the Spanish influenza of 1918. Materials digitized will cover the 18th, 19th, and early 20th centuries and will draw heavily on the Countway Library of Medicine and Widener Library. The collection is being developed with the generous support of the Lisbet Rausing Charitable Fund.

The immigration site will provide Internet users with a multifaceted historical view of immigration to the United States from the American Revolution to the Great Depression.

Summary

Through its pilot project, *Women Working*, OCP has developed a valuable, substantive, and replicable online resource. OCP's methodology opens an effective window on Harvard's library and museum holdings—and that window is useful to a range of Internet users outside of the University. It's also proven valuable to Harvard students and faculty.

WPC provides

centralized,

professionally

managed conservation

services for special

collections throughout

the University.

Beginning in FY 2006, the University Library will be restructuring the OCP staff and affirming the importance of engaging curatorial, public service, and technical services librarians Harvard-wide in the process of selecting materials. As *Immigration to the United States, 1789–1930*, has taken shape, OCP has done this formally and informally—in individual consultations, through a content committee, and by more fully integrating OCP with HUL's ongoing programs.

Weissman Preservation Center

The Weissman Preservation Center (WPC), named in honor of Paul M. Weissman AB 1952 and Harriet L. Weissman, serves all Harvard libraries. The role of the Center is

- to promote the development and use of standards, technologies, and best practices that ensure the long-term survival of the Library's collections in all formats;
- to improve the condition of Harvard's library and archives collections through conservation assessment and high-quality treatment, so that they remain available for consultation by students, scholars, and researchers;
- to create catalog records and metadata that document and direct readers to the digital and analog reproductions that are created by Harvard, for the purpose of preserving and broadening access to library collections.

Conservation: WPC Special Collections Conservation Lab

WPC provides centralized, professionally managed conservation services for special collections throughout the University. Objects are selected by librarians and curators for treatment in support of individual student and faculty interests, classroom use, exhibitions, loans, and digitization projects. In addition, conservators conduct systematic condition surveys of collections as part of long-range conservation planning.

Demands increased significantly in FY 2005 for stabilization and treatment prior to exhibition and digitization. Projects typically generate production workflows that involve relatively little lead time and require extensive communication and coordination. This emerging trend demands that conservators be both proactive and reactive. They work closely with project

managers, curators, and other stakeholders to develop protocols that ensure safe handling of materials and treatment by a staff member with appropriate expertise. The Weissman Center specializes in the conservation of rare books and bound manuscripts; unbound manuscripts, maps, art on paper, and other flat objects; and photographs.

Treatments

The Weissman Center treated more than 1,150 items from the Harvard College Library (HCL) in FY 2005. Notable projects included:

- “On a Leander,” a holograph poem by John Keats, and the Charlotte Brontë and Patrick Branwell Brontë manuscript, miniature books (Manuscripts Department, Houghton Library);
- papers on *Othello* from the 1943 New York Touring Company production (Harvard Theatre Collection, Houghton Library);
- 25-sheet wall map of Bohemia from 1720 (Rare Books Department, Houghton Library)
- woodcuts from *Images de la Mort*, Hans Holbein, 1547 (Department of Printing and Graphic Arts, Houghton Library);
- manuscript and photostatic copies of scores by Nadia Boulanger’s American students (Loeb Music Library);
- Rübel Chinese stone rubbings (19th- and early 20th-century prints); and the *Engravings and Etchings of Sepulchral Monuments*, a large two-volume leather-bound book of plates (Fine Arts Library);
- “Carta arqueologica de las lenguas Indigenas de Mexico,” an early 20th-century ethnographic map of Mexican Indian languages (Tozzer Library); and
- 18th-century engravings of maps of New England and the Mid-Atlantic States by the cartographer Daniel Friedrich Sotzmann (Harvard Map Collection).

From other faculty libraries and the Harvard University Archives, conservators treated:

- “The River of Time,” a large, 66- by 30-inch, hand-colored print of the history of the world, produced in 1819 in Russia (Harvard Law School Library);
- trade catalogs and a currency collection housed in notebooks (Baker Library, Harvard Business School);
- an Elsa Dorfman iris print portrait of Julia Child (Schlesinger Library);
- watercolors and drawings by Jacques Burkhardt, an artist who accompanied the Thayer Expedition to Brazil, 1865–1866 (Ernst Mayr Library of the Museum of Comparative Zoology); and
- John Winthrop’s 18th-century manuscript, *Summary of a Course of Experimental Philosophical Lectures*. Winthrop was the second Hollis Professor of Mathematics and Natural Philosophy (University Archives).

Planning and Design for New Conservation Labs

WPC conservators assisted in planning and designing two conservation laboratories:

- a new facility within the extensively renovated Baker Library at the Harvard Business School, the planning for which required over 140 hours and involved development of specifications and budgets and identification of vendors; and
- the state-of-the-art conservation lab that is under construction in Cambridge at 90 Mt. Auburn Street, home of the new Weissman Preservation Center and other Harvard University Library programs.

In 2004, the

Andrew W. Mellon

Foundation

awarded Harvard

\$2.1 million to assist

in establishing a

comprehensive,

University-wide

preservation program

for Harvard's

holdings of

approximately eight

million photographs.

Mellon Photograph Preservation Grant

In 2004, the Andrew W. Mellon Foundation awarded Harvard \$2.1 million to assist in establishing a comprehensive, University-wide preservation program for Harvard's holdings of approximately eight million photographs. Funds include a matching grant of \$1.25 million to help endow the position of senior photograph conservator in the WPC, as well as \$850,000 to help support the new initiative during its first six years of operation. In the spring of 2005, the WPC successfully completed the search for a senior photograph conservator with the hire of Brenda Bernier, former senior photograph conservator at the National Archives and Records Administration.

Digital Initiatives

WPC promotes the development of digital collections of enduring value by helping project managers prepare specifications and workflows for digitization that balance goals for materials handling, quality, usability, and cost. Initiatives in FY 2005 included:

- co-developing specifications proposed for materials handling, file formats, and quality control in a Harvard University–Google pilot project, in collaboration with conservators, as well as managers and analysts in the HUL Office for Information Systems;
- drafting requests for proposals and contracts for microfilm scanning in support of the Iranian Oral History Project;
- participating in the production team to design workflows for the HUL Open Collections Program;
- for the Harvard Academic Computing Committee, assessing strategies in digital image production to optimize delivery for classroom use;
- authoring a handbook, *Techniques for Creating Sustainable Digital Collections* (ALA TechSource, 2004), designed to assist managers in making key decisions regarding the digitization of historic materials; and
- promoting industry and cultural heritage discussions and collaborations to meet the challenges associated with digital preservation.

To simplify the process of planning digitization projects, WPC prepared and released on its web site an online “Collections Digitization Inquiry” form for the convenience of curators and project managers. The form is a starting place for developing project requirements and identifying appropriate service providers.

As part of its ongoing program to configure and develop tools to support conservation and preservation activities, WPC enhanced its conservation records management tool. In addition to many already-established features, it now supports the recording of data for surveys, quick repairs, and exhibition-related preparation, which previously had to be recorded manually. Other features were added to save conservators time and to improve reporting functions—particularly calculation of treatment hours.

Preservation Cataloging and Metadata Production

Seventh NEH-Sponsored Preservation Microfilming Project

In July 2004, staff began working on the seventh in a series of multi-year projects supported by the National Endowment for the Humanities (NEH) to preserve and enhance access to thousands of rare and embrittled printed books and serials. The Preservation Cataloging and Metadata Production group assists in the selection of materials, prepares them for microfilming, and standardizes their cataloging before records for the master microfilms are made available through OCLC, a major international bibliographic databases.

Our current two-year initiative, “Scientific Discovery and Its Human Context: Preserving the Historical Record,” is the fourth consecutive project at Harvard focusing on preserving published materials that document the history of science.

Non-circulating master microfilm copies as well as “use” copies are being created for a projected total of 5,841 key volumes in four subject areas: history of medicine, scientific biography, history of astronomy, and history of forestry. Five Harvard libraries are participating in the project: the Arnold Arboretum Horticultural Library, the John G. Wolbach Library, the Godfrey Lowell Cabot Science Library, the Harry Elkins Widener Memorial Library, and the Francis A. Countway Library of Medicine.

During the project’s first year, WPC collaborated with staff from three of the project libraries to set up procedures and workflows. By year’s end, they had nearly completed the cataloging and preparation of three collections (scientific biographies at Widener, and astronomy collections at both Cabot and

Widener), and made progress on materials from Countway, Wolbach, and the Arnold Arboretum. In total, WPC sent 2,229 volumes to HCL Imaging Services for microfilming.

WPC worked closely with OCP staff and with a Harvard-wide group of archivists and special collections librarians to examine issue pertaining to cataloging, permissions, and citations for digitized archival materials.

Microfilm continues to serve its important primary function of low-cost information capture and preservation in the digital age. Long-lasting film masters may be duplicated and shared with those who lack an adequate digital infrastructure. They also serve as source materials for producing digital files. In the current project, digital copies of more than 100 volumes in the history of astronomy will be created from the original paper volumes—particularly where there are instances of important color and grayscale illustrations. The digital files will be deposited in Harvard’s Digital Repository Service, from which they will be freely available to researchers worldwide via the Internet.

Services to HUL’s Open Collections Program

Throughout the year, staff prepared books and archival materials—many from collections that had never before received item-level description—for digitization in the HUL Open Collections Program (OCP). As with the NEH microfilming projects, staff created or edited catalog records to standard bibliographic description and access.

In addition, to fulfill the mandate of providing topic-based access to digital collections via the OCP web site, WPC and OCP staff collaborated to develop a set of local, controlled keyword terms that were added to catalog records. WPC worked closely with OCP staff and with a Harvard-wide group of archivists and special collections librarians to examine issues pertaining to cataloging, permissions, and citations for digitized archival materials.

Materials processed for OCP fell into three workflows—printed (published) materials, archival and special collections materials, and photographs—from eight contributing libraries. Key production milestones in FY 2005 included:

- cataloging and preparing for digitization 997 titles (published materials) for OCP’s *Women Working* collection, and 274 titles for the forthcoming collection, *Immigration to the United States, 1789–1930*;
- cataloging and preparing for digitization 21 archival and special collections titles drawn from five Harvard libraries;
- cataloging 299 digitized titles from Cornell University, so that relevant publications could be incorporated into the “Women Working” virtual collection;
- cataloging over 1,000 photographs drawn from the Industrial Life

Photograph Collection at Baker Library, and the Social Museum Collection at the Fogg Art Museum; and

- co-developing a workflow database, with staff in OCP and HCL Imaging Services, to facilitate centralized recording of production tasks and statistics.

Preservation Initiatives

Education and Outreach

Harvard's decentralized libraries benefit from the centralized role that WPC plays in promoting best practices in collections care. Under the direction of the Preservation Program officer, WPC draws upon the extensive expertise in Harvard's libraries, museums, and centers to offer educational programs for library staff. Offerings in FY 2005 included:

- "Identifying Monochrome Printing Processes for Illustrations," and, for a broader audience, "Identifying Illustrations," by Thea Burns, Helen H. Glaser Conservator;
- "Houghton Quick Repair Program" by Alan Puglia, conservator for Houghton Library Collections;
- a presentation on integrated pest management by T. Rose Holdcraft, conservator and administrative head of conservation of archaeology and ethnology in the Peabody Museum;
- a presentation on the philosophy and daily workings of HCL Conservation Services by Nancy Schrock, chief collections conservator for the Harvard College Library;
- tutorials on handling fragile materials by Jane Hedberg, preservation program officer; and
- a brown-bag lunch presentation reporting on a tour of paper-making facilities in Japan by Pamela Spitzmueller, James W. Needham Chief Conservator for Special Collections.

Emergencies are a perpetual threat to collections and preparedness is a key responsibility of all Harvard libraries.

WPC routinely fields questions from Harvard librarians, students, and alumni, as well as diverse users of the *preserve.harvard.edu* web site. WPC staff responded to hundreds of questions in FY 2005. Queries ranged from what kind of vacuum cleaners safely clean collections to how to deal with an active mold bloom. Staff also made many visits to Harvard libraries and hosted thirteen tours of the Center for dozens of colleagues and visitors.

Emergency Preparedness and Response

Emergencies are a perpetual threat to collections and preparedness is a key responsibility of all Harvard libraries. In FY 2005, WPC staff worked with three libraries to develop customized emergency response plans and on-staff expertise in salvage techniques. In addition, the emergency response procedures on *preserve.harvard.edu* were updated to reflect current best practice.

The Library Collections Emergency Team (LCET) continued to monitor an emergency cell phone 24/7, and responded to nine emergencies during the year. The LCET met with administrators from one HCL library and one graduate faculty library to become better acquainted with their collections, facilities, and special preparedness needs.

Environmental Monitoring

Over time, poor storage conditions can be as damaging to collections as natural disasters. In FY 2005, the WPC instituted a promising program to assist librarians in monitoring the temperature and relative humidity in spaces where collections are housed. Working with three libraries, the WPC is helping to identify environments that would merit from improvement. The goal is to expand the program so that libraries that cannot afford to purchase the required monitoring instrumentation and software will be able to borrow the equipment from WPC.

Publishing Initiatives

WPC continues to make major contributions to the Periodicals Contents Index (PCI) published by Chadwyck-Healey, an extensive web-based indexing project of international journals from the arts and humanities. PCI has been running for 12 years and currently includes 4,737 journals and over 15.3 million citations. WPC manages Harvard's contributions to the project, which make up over half of the PCI total. During FY 2005, Harvard University Library fulfilled 629 requests from the publisher for updated indexing information. Also in the past year PCI has extended the date of indexed content back from 1770 to 1665, enabling users to have access to more than 300 years of academic thought and research.

In summary, this was the Weissman Preservation Center's most productive year to date, with all programs involved in more complex planning, more analysis of work flow, the development of new capabilities, and greater output.

Systems and Planning: Office for Information Systems

The Harvard University Library (HUL) is one of the five largest research libraries in the world, and it is committed to maintaining its excellence in the digital era. HUL's Office for Information Systems (OIS) develops, implements, and maintains innovative and stable systems and services that support the academic and research mission of the University by providing integrated and coherent access to research materials and resources.

To achieve its mission, OIS collaborates with a wide variety of staff and committees across Harvard, including librarians, curators, and instructional technology staff, on innovative projects and strategic initiatives that aim to integrate technology services, digital catalogs, and content into the fabric of the University.

OIS also participates in strategic partnerships with colleagues and organizations nationally and internationally to promote the development of models, standards, and infrastructure to support research, teaching, and scholarly communication in the digital information age.

Enhancements to Library and User Services

Reserves List Tool

OIS, the iCommons group (in the Office of the Provost), and ICG (the Instructional Computing Group in the Faculty of Arts and Sciences) have jointly developed and deployed a Reserves List Tool to be used by instructors, library staff, and students. The Reserves List Tool facilitates the compilation and display of course-reserves lists on course web sites reached from a student's my.harvard portal. The tool provides a seamless experience in which students can access the reserves list for a course, including direct digital links to e-resources, such as journal articles, through the standard course web site—without having to change environments and search within a dif-



Dale P. Flecker
*Associate Director of the
University Library for Systems
and Planning*

ferent site, such as HOLLIS. The Reserves List Tool also provides an enhanced experience for instructors, who can now reuse reading lists from previous terms, add and delete entries, and submit reserve requests to the library with the click of a button. Finally, the tool provides increased efficiency for library staff in processing and tracking requests.

The Reserves List Tool was piloted during the Spring 2005 term. Twelve FAS courses participated in the pilot, and valuable feedback was obtained. The production version of the tool was released for use with FAS courses on June 15, 2005, to support FAS reserves for the Fall 2005 term. It is anticipated that approximately 450 courses and 10,000 individual reserve citations will be processed with the tool this fall.

E-Research @ Harvard Libraries

<http://e-research.lib.harvard.edu>

On June 30, 2005, OIS launched a set of new tools on the Harvard Libraries web site (<http://lib.harvard.edu>), also known as the library portal, for access to e-resources and e-journals. The tools are based on the MetaLib software from Ex Libris, and the new system is named E-Research @ Harvard Libraries. The E-Research tools replaced the portal's former "E-Resources" menu, and it introduced two important pieces of functionality, federated searching and personalization:

- Federated searching is the ability to search simultaneously across the content of multiple external and internal resources.
- Personalization features can be used to create persistent lists of citations and resources for personal use.

Using E-Research, researchers are able to

- locate e-resources by name, keyword, or subject;
- browse and locate e-journal titles in a single listing by keyword;
- search across the content of multiple resources with a single search (federated or "cross-searching");
- save and manage personalized article citations and other search results, sets of e-resources, and lists of favorite e-journals; and
- click on "Find It @ Harvard" buttons for all search results in order to locate online or print items at Harvard.

One of the goals of this system is to promote the use of licensed scholarly electronic resources available to members of the Harvard community. Librarians are able to create "quick sets" of cross-searchable scholarly resources in general subject areas. Users can currently choose from 18 pre-defined sets of resources on topics such as education, history, general science, art/architecture, medicine, and several more. In addition, researchers are able to create their own sets of resources for cross-searching.

The implementation of E-Research represents the work of many librarians across campus, as well as OIS staff. A University-wide working group of librarians and OIS staff led the overall project, and staff on additional sub-teams dealt in depth with issues of content, metadata, interface, usability, and rollout/publicity.

OASIS Reimplementation

<http://oasis.harvard.edu>

In January 2005, OIS launched Version 2.0 of the University's OASIS (Online Archival Search Information System), the online union catalog of finding aids for archival collections at Harvard. Searching more than 2,400 finding aids from 18 Harvard archives and libraries with a single query, OASIS facilitates discovery of a wide range of primary research materials, including letters, literary manuscripts, business records, musical scores, diaries, photographs, drawings, printed material, and realia.

Version 2.0 is the first major redesign of the OASIS system since its debut in July 1998. Highlights of the new release include:

- a completely new user interface consistent with the look and feel of other OIS applications (such as VIA and the Page Delivery Service);
- an underlying XML database that supports indexed and wild-card searching;
- documents represented in the EAD (Encoded Archival Description) standard format;
- the ability to browse alphabetically and by repository;
- the ability to download or print finding aids;
- the ability to refine searches by searching within a results set, or to combine searches to broaden the results;
- a "Search History" that lets users see what search strategies they have tried throughout a session and re-display the results; and
- the ability of curators to redact portions of a finding aid to protect confidential information. OASIS finding aids are also exposed to the wider community for searching by external search engines such as Google and by organizations such as the Research Libraries Group (RLG).

Reimplementation of Page Delivery Service (PDS) and Full-Text Search Service (FTS)

<http://hul.harvard.edu/ois/systems/pds>

<http://hul.harvard.edu/ois/systems/#fts>

Both the Page Delivery Service (PDS) and Full-Text Search Service (FTS) were reimplemented in FY 2005. The PDS provides a navigational environment for digital surrogates of monographs, serials, manuscripts, musical scores, and other page-oriented materials. The FTS provides services for indexing and searching textual content in the PDS as well as content deliv-

The implementation of E-Research represents the work of many librarians across campus, as well as OIS staff. A University-wide working group of librarians and OIS staff led the overall project, and staff on additional sub-teams dealt in depth with issues of content, metadata, interface, usability, and rollout/publicity.

ered through other systems. As part of the PDS reimplementation, the internal structure of page-turned digital objects was changed to use METS (Metadata Encoding and Transmission Standard), which is an XML schema widely adopted as a standard within the digital library community. Over 8,000 page-turned pre-existing objects in the DRS were automatically converted to METS form. The reimplemented PDS also features a newly designed user interface that provides simplified page navigation, a graphic representation of the logical structure of the entire page-turned object, and a maximized screen area for the page images.

*Harvard's HOLLIS
catalog is a database
containing over 9.6
million records for
the University's
books, journals,
electronic resources,
manuscripts,
government
documents, maps,
microforms, music
scores, sound
recordings,
visual materials, and
data files.*

The reimplemented FTS is based on Lucene, an open-source text-search engine that provides a significantly improved system response time compared to the previous version of the FTS—an important consideration as the FTS now indexes over 615,000 pages of text. Lucene is also Unicode-aware, which will enable support for non-English text in the future.

Aleph Enhancements

Harvard's HOLLIS catalog is a database containing over 9.6 million records for the University's books, journals, electronic resources, manuscripts, government documents, maps, microforms, music scores, sound recordings, visual materials, and data files. The catalog is updated continuously as libraries acquire, catalog, and process new materials using the Aleph integrated library system from Ex Libris.

FY 2005 saw the completion of the third full year of running the Aleph system. The management of system upgrades is becoming more routine, allowing Harvard to keep pace with an ever-evolving system that, in turn, provides more search features for library patrons and improves efficiencies for library staff. In August 2004, the Aleph system was upgraded to Version 16.2.

Other major projects during the year included the migration of records for the Dumbarton Oaks Library into HOLLIS, revisions to library holdings for several Harvard College libraries that were reconfigured during FY 2005 (Hilles, Kummel, and Morse Music and Media), pilot projects for self-checkout and offline circulation (used during system outages), and the implementation of automated authority control. OIS continues to invest significant effort in automating the process of loading vendor-supplied records into the system to ensure that new materials are fully accessible to patrons as quickly as possible.

Library Digital Initiative: Major Directions

Integration with Educational Technology at Harvard

A continuing vision of the Library Digital Initiative (LDI) is to seamlessly integrate access to digital library resources with central academic computing initiatives. In conjunction with the iCommons group in the Office of the Provost and the Instructional Computing Group in FAS, OIS is making continual progress in defining and implementing integrated solutions. Work is primarily focused on the my.harvard portal, which is used by students and faculty as the primary access point to online teaching and learning at Harvard.

The Reserves List Tool (see page 33) is the first example of this integration, and it now allows students in FAS to view reserves lists within their student course web sites. As the University merges the course platforms developed by iCommons and ICG during FY 2006, the Reserves List Tool is positioned to become available not only to FAS but to additional graduate school faculty and students as well.

There are currently two additional joint initiatives under discussion.

Interaction with iSites

- IT specialists across the University have contributed to the development of the iSites service, which allows users with basic computer skills to design and manage their own web-based communities, ranging from academic portals and school intranets to club sites. There is interest in improving the integration of HOLLIS, E-Research @ Harvard Libraries, and Find It @ Harvard with iSites to ensure their effective operation in the iSites windowed environment. There is also interest in developing a discovery tool for the iCommons course toolkit that would seamlessly integrate with the Reserves List Tool to support locating and copying bibliographic data from HOLLIS and E-Research into citation requests.
- Increasingly, faculty and students desire to collect experimental data that has a geographic basis, to integrate it with existing geospatial data maintained by the libraries, and, subsequently, to visualize it. The discovery tools provided by the Harvard Geospatial Library could be exploited to provide web-based mapping and geospatial data-set exploration and access for course platforms. Raster data (such as scanned maps or satellite imagery), standard geospatial data layers, and student data could be combined and mapped to determine appropriate library resources for downloading to desktop GIS systems for further analysis.

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Digital Preservation

<http://www.digitalpreservation.gov/about>

Archive Ingest and Handling Test

OIS participated in the Archive Ingest and Handling Test (AIHT) organized by the Library of Congress through its National Digital Information Infrastructure and Preservation Program (NDIIPP). The intent of AIHT was to assess the feasibility of large-scale transfers of digital resources between institutions that utilize quite different technical infrastructures.

The Digital

Repository Service

is the core of

Harvard's library

digital infrastructure.

The test corpus was a collection of over 57,000 files (13 terabytes) in more than 100 data formats, provided with no accompanying technical metadata. The technical metadata required for deposit into Harvard's Digital Repository Service (DRS) was automatically extracted from the files themselves.

The test proved that the four project participants could successfully import and export data amongst themselves, despite the heterogeneity of their repository systems, variously using RDBMS, XML, grid storage, and MPEG-21 technologies.

This project did uncover a few deficiencies in the DRS in dealing with arbitrary, web-harvested content, rather than with the highly curated materials that are typically deposited. These issues will be addressed in future DRS system enhancements. A further stage of the AIHT project involved the systematic migration of objects in the collections. OIS investigated the automated transformation of GIF, JPEG, and TIFF images (over 15,000 files) to the JPEG 2000 format. Systems and workflows devised for this transformative process will be incorporated into the DRS in the future. Collection managers will have the option to request retrospective conversion of existing visual resources.

DRS

<http://hul.harvard.edu/ois/systems/drs>

The Digital Repository Service (DRS) is the core of Harvard's library digital infrastructure. During FY 2005, OIS began two internal review processes related to the DRS.

A review of existing DRS policies will result in recommendations for changes to that policy, especially with regard to preservation. The policy review will bring current DRS operational policies into line with evolving

best practices in the digital repository and preservation communities regarding formats, metadata, service-level agreements, preservation planning and intervention, and other aspects of prudent digital stewardship.

A second review will provide a comprehensive evaluation of the DRS architecture and functionality that will result in a set of recommendations for the future evolution of the DRS. When the DRS was initially deployed five years ago, there were no viable alternatives to local system development. Today, that is no longer the case: a number of increasingly sophisticated commercial and open-source repository systems are now available.

Investigating the future path for the DRS requires that we develop a comprehensive set of functional requirements for library digital repository services at Harvard, now and in the future; assess the current DRS and other repository systems against those requirements; and weigh the relative benefits and costs, in terms of staff and machine resources, of three major options for moving forward. These options include the continued incremental enhancement of the existing DRS; implementation of a new, locally developed replacement; or replacement with a vended system, either commercial or open-source.

JHOVE

<http://hul.harvard.edu/jhove>

JHOVE, the JSTOR–Harvard Object Validation Environment (pronounced “jove”), is a locally designed and developed software tool for format-specific identification, validation, and characterization of digital objects. The ability to identify, validate, and characterize digital objects properly is a fundamental requirement for effective long-term preservation. By fully automating what had previously been primarily a manual process, JHOVE significantly enhances the timeliness and sophistication with which research institutions can deal with the increasing amounts of digital data requiring preservation handling. JHOVE provides support for the most prevalent digital formats that are routinely used for representing audio (AIFF, WAVE), images (GIF, JPEG, JPEG 2000, TIFF), text (ASCII, UTF-8), and document (PDF, XML) content, but it is designed as an extensible framework to facilitate the integration of additional formats over time.

OIS is integrating JHOVE into the Digital Repository Service (DRS) workflows for deposit, archival storage, and preservation planning. Beyond Harvard, JHOVE has gained widespread international acceptance and use by most major library and archival institutions with significant digital library and preservation programs.

PDF/A

<http://www.aiim.org/pdfa>

<http://www.npes.org/standards/toolspdfa.html>

In December 2004, the University announced that it had entered into a pilot agreement with Google to investigate the possibility of digitizing much or all of the bound-volume collection of Harvard's libraries.

Adobe's Portable Document Format (PDF) has become the de facto standard for web-based delivery of electronic documents. To address concerns regarding the long-term preservability of PDF documents, the International Organization for Standardization (ISO) empanelled a working group to develop an archival profile of PDF, known as PDF/A. This working group, which was led by OIS Digital Library Program Manager Stephen Abrams, has completed the final draft of the PDF/A standard, which was unanimously approved following a review by international technical experts and will be published by ISO as International Standard 19005-1 later in 2005.

The PDF/A standard defines specific features of PDF that are required, recommended, restricted, or prohibited in an attempt to make the resulting files more amenable to long-term preservation. The publication of PDF/A as an ISO standard and the subsequent development of PDF/A-aware tools by the vendor community will ensure that content providers will have the means to create electronic documents that are amenable to long-term preservation.

PREMIS

<http://www.oclc.org/research/projects/pmwg>

In FY 2005, the OCLC/RLG (Online Computer Library Center/Research Libraries Group) Preservation Metadata Implementation Strategies (PREMIS) working group completed its work on implementing recommendations for core metadata supporting the long-term preservation of digital resources. The working group included Robin Wendler, OIS metadata analyst, with additional contributions by Stephen Abrams, OIS digital library program manager. Several specific products were developed by the working group: these include a logical data model of the conceptual entities found in digital preservation activities, a data dictionary defining the significant administrative and technical properties of those entities, and XML schemas for encoding those properties. The PREMIS recommendations will inform the design, implementation, and operation of digital repositories by OIS and the wider digital library and preservation communities.

Google Project

In December 2004, the University announced that it had entered into a pilot agreement with Google to investigate the possibility of digitizing much or all of the bound-volume collection of Harvard's libraries. The digitized data would be used by Google to provide searching across the full content of

books (thus providing a new way for readers to search for materials in the Harvard collection). In addition, a copy of the data would be returned to Harvard for future use.

The pilot project involves digitizing a sample of library books to allow both the University and Google to explore such issues as workflow, possible damage to books caused by the digitization project, the quality of the data created through Google's unique digitization process, the integration of Google's systems and services with those of the Harvard libraries, and costs. In addition, Harvard wanted time to gather reactions from the many communities (Harvard students and faculty, alumni/ae, other libraries and universities, publishers, and authors) that were expected to be interested in the project.

Since the announcement of the pilot, library staff have been involved in many aspects of the project:

- designing workflows for scanning books;
- planning and implementing barcoding projects;
- creating lists of books eligible for digitization;
- sending bibliographic metadata to Google for books being digitized;
- tracking detailed information about what books are, and are not, digitized;
- analyzing quality control of sample data received from Google;
- designing future interactions between HOLLIS and the Google systems; and
- logistical planning for a potential full digitization project.

Library Digital Initiative: Collections and Resources

Digital Acquisitions Program

The Digital Acquisitions Program (DigAcq) supports the shared purchase and licensing of commercially available digital resources for Harvard's libraries. Program services include:

- the organization of prospective and ongoing product evaluation;
- license negotiation;
- access implementation and administration; and
- vendor relationship management.

Consulting assistance is also offered to libraries that negotiate license agreements limited to their local collections. DigAcq staff are involved as well in assisting libraries with collection decisions that involve print resources, such as canceling unneeded duplicate print-journal subscriptions in order to control acquisitions costs.

The Harvard libraries continued to acquire digital resources at a steady pace during FY 2005. Approximately 709 new resources—including 645 e-journals and 64 databases—were licensed and made available to the Harvard community through the Harvard Libraries web site. Significant e-resources purchased during FY 2005 include *The Making of Modern Law*, *GLBT Life* (EBSCOHost), the *MLA Directory of Periodicals*, *Safari Tech Books Online*, the *Oxford Reference Online Premium Collection*, *ebrary Academic Complete*, *Early American Imprints—Series 2 (1801–1819)*, *RAMBI: The Index of Articles on Jewish Studies*, *Index to Printed Music: Collections and Series*, the *Catholic Periodical and Literature Index*, the *American Periodicals Series Online—1740–1900*, and *North American Theatre Online*.

Combined expenditures for electronic resources shared among the Harvard faculties and purchased through the Digital Acquisitions Program amounted to \$1,842,352 in FY 2005. This is a slight decline from the total reported expenditures for FY 2004, part of which can be attributed to a significant decrease in costs resulting from the implementation of a new business model with Elsevier, which is one of the University's largest vendors. The libraries are also purchasing more e-resources directly due to billing considerations, and one-time shared purchases are now routinely handled directly by the libraries rather than by OIS.

The Digital Acquisitions Program activities in FY 2005 included the following:

- In order to scale and effectively manage our electronic journal licenses and to take better advantage of the distributed staffing and serials expertise throughout the libraries, an Electronic Journals Task Force was formed in FY 2005 to examine e-journal workflows and recommend ongoing procedures.
- Harvard's licensing guidelines were reviewed and brought up to date. Work was also begun on a standard Harvard license that can be used when appropriate in place of a vendor-supplied license.
- The Digital Acquisitions and Collections Committee (DACC) and OIS have been examining issues of archival responsibility and planning for testing materials purchased and delivered to us in tape format.
- The new stewardship program developed by the Committee on Electronic Resources and Services (COERS) was implemented in FY 2005, and the Stewardship Toolbox, a web page of resources for stewarding libraries, was created.

Internal Challenge Grant Program

http://hul.harvard.edu/ldi/html/funded_projects.html

Since 1998, the LDI internal challenge grant program has funded 39 projects through which more than 200 Harvard staff members have gained experience in working with digital projects. In FY 2005, seven projects were completed. Four projects employed LDI's Management Assistance and Planning programs (LDI MAP), a cost-recovery service that has provided customized, hands-on assistance to managers of LDI grant-funded projects.

Projects Completed in FY 2005

- Creation of Descriptive Metadata for Images Used in Teaching a Sequence of Required Architectural History Courses
Frances Loeb Library (Harvard Graduate School of Design)
- Digital Scores from the Collections of the Eda Kuhn Loeb Music Library
Eda Kuhn Loeb Music Library (Harvard College Library/FAS)
<http://hcl.harvard.edu/libraries/loebmusic/collections/digital.html>
- Incunabula and Solomon M. Hyams Collections Access Project
Countway Library of Medicine (Harvard Medical School *et al*)
<http://oasis.harvard.edu>
- Legal Portrait Collection
Harvard Law School Library
<http://www.law.harvard.edu/library/collections/special/online-collections/portraits>
- Maya Archaeological Photographs from the Carnegie Institute of Washington Collection: Phase II
Peabody Museum of Archaeology and Ethnology (Faculty of Arts and Sciences), with sponsorship from Tozzer Library (Harvard College Library/FAS)
<http://via.harvard.edu>
To view the collection materials, search for "Carnegie Institute of Washington" anywhere in the record and restrict the search to images held by the Peabody Museum of Archaeology and Ethnology.

Since 1998, the LDI internal challenge grant program has funded 39 projects through which more than 200 Harvard staff members have gained experience in working with digital projects.

- A Project to Digitize, Process, and Save Widener’s Latin American Pamphlets

Widener Library (Harvard College Library/FAS)

<http://holliscatalog.harvard.edu>

To view the collection materials, perform an expanded search for “Latin American Pamphlet Digital Project” in Title and limit the format to digital.

View a sample pamphlet:

<http://nrs.harvard.edu/urn-3:FHCL:66737>

This year, OIS

collaborated with

the Presidential

Instructional

Technology Fellows

program (PITF).

The program was

established in 2004

by the Office of the

Provost to recruit

and train students

who work closely

with faculty members

on developing digital

course materials for

teaching.

- Retrospective Conversion of the Slide Library Card Catalog

Fine Arts Library (Harvard College Library/FAS)

The creation of digital images for some of these records is also being funded through LDI.

Communication and Outreach

OIS keeps the Harvard library community informed about access to resources, infrastructure development, digital library projects, and related activities through articles and announcements in *Harvard University Library Notes*, presentations throughout the University, and the following web sites:

- The Library Digital Initiative (LDI) web site focuses on information about the initiative.

<http://hul.harvard.edu/ldi>

- The Office for Information Systems (OIS) web site contains information about available Harvard University Library systems and services.

<http://hul.harvard.edu/ois>

This year, OIS collaborated with the Presidential Instructional Technology Fellows program (PITF). The program was established in 2004 by the Office of the Provost to recruit and train students who work closely with faculty members on developing digital course materials for teaching. Training for the students includes instruction from librarians on the types of digital library resources that are available and how to access them for use in course web sites. In FY 2005, several OIS staff members, together with HCL staff for FAS, instructed 70 new PITF fellows in four training sessions. OIS developed a new publication, *Key to Online Resources*, to orient the PITF students in the training sessions.

System Statistics

The following tables represent our best understanding of system use. As a result, the statistics below may be updated from previous years to reflect changes in logging criteria.

CATALOG AND DELIVERY SYSTEMS

System/Service	Metric	FY 2004	FY 2005	Growth
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HOLLIS CATALOG

union catalog of Harvard's library holdings

records	9,374,287	9,662,619	3%
keyword searches		2,626,334	
browse searches		4,552,025	

Note: Keyword and browse searches were not recorded in FY 2004.

HARVARD LIBRARIES WEB SITE

web interface to electronic resources and journals

resources listed	6,058	6,824	13%
user sessions on commercial resources	4,269,955	5,193,132	22%

E-RESERVES

online access to reserved course materials

courses supported	176	215	22%
items on e-reserve	2,211	1,901	-14%

VIA (VISUAL INFORMATION ACCESS)

union catalog for visual materials

records	246,261	301,638	22%
searches	38,901	63,449	63%
contributing units	19	20	5%
records with digital images	70,826	145,237	105%

OLIVIA

cataloging system for visual materials

records	728,011	783,094	9%
contributing units	19	22	16%

OASIS (ONLINE ARCHIVAL SEARCH INFORMATION SYSTEM)

union catalog of finding aids for archives and manuscripts

records (finding aids)	2,255	2,632	17%
contributing units	18	20	11%
requests processed		84,237	
searches		41,838	

Note: FY 2005 figures cover the period of January 26 through June 30, 2005, which follows the reimplemention of OASIS.

HARVARD GEOSPATIAL LIBRARY (HGL)

access to geospatial materials held in Harvard's libraries

data sets	15	31	107%
data layers	4,231	4,454	5%
requests processed	250,971	168,797	-33%

Note: The decrease in requests processed reflects a change in data logging and not in actual use.

STORAGE SERVICES

System/Service	Metric	FY 2004	FY 2005	Growth
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DIGITAL REPOSITORY SERVICE (DRS)

storage and preservation services for digital objects

objects stored	1,246,302	2,816,316	126%
disk storage (in gigabytes)	5,458	10,382	90%
contributing units	26	28	8%

NAME RESOLUTION SERVICE (NRS)

persistent naming for digital objects

names registered	589,157	1,349,592	129%
requests processed	7,657,694	12,569,776	35%

ACCESS MANAGEMENT SERVICE (AMS)

controls access to restricted resources

requests processed	4,546,816	5,830,329	28%
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Harvard College Library

2004-2005



Harvard College Library

Report of Nancy M. Cline,
Roy E. Larsen Librarian of Harvard College

Introduction

This year was marked by many achievements and many changes, but the single most notable event was the rededication of the Harry Elkins Widener Memorial Library on October 1, 2004. The daylong event included a ribbon-cutting ceremony, festivities in the Yard, several academic seminars with FAS faculty, numerous tours, and a formal dinner in the magnificently restored Loker Reading Room. The event celebrated the completion of the comprehensive five-year-long renovation, but perhaps more importantly, it signaled a new beginning for Harvard's flagship library. After decades of subjecting the research collections within its stacks to extremes of heat and humidity, we now have the best possible environmental conditions to ensure the longevity of the books, journals, and other materials housed therein.

The project spanned the administrations of two University presidents and two FAS deans. The Widener project began as a stacks renovation—to improve the safety, heat, ventilation, and air quality systems. Our emphasis was on preservation of the collections, to ensure them a safe environment and to prolong their lifespan. But, shortly into the project, we understood we had to address the entire building. And it soon became clear we would not only move every book, but also every program, every service, and every staff member. Knowing that we had to replace old mechanical systems and bring in new gave us the opportunity to restore architectural features that had been hidden, and to redesign the layout of services and spaces for users . . . and in the process, we also added new staff work spaces and two new reading rooms in the once-empty light courts.

From the project's inception in 1999, our biggest challenge was to keep Widener open and responsive to the needs of researchers. Collections, even



Nancy M. Cline
Roy E. Larsen Librarian of
Harvard College

Over and around our users, we moved tons of steel, concrete, and glass; ran miles of cable and electric and sheet-metal ductwork; and shared the building with over a hundred construction workers. We never closed during the renovations.

as they were moving from one site to another, remained accessible for scholars; services for users continued, even when delivered from closets or desks assembled in hallways. At the outset, nearly 500,000 books were placed at the Harvard Depository to clear sufficient space to begin the construction; and in subsequent years, each of Widener's remaining books—roughly 2.5 million—was moved at least twice. The first move shifted a section of books out of the way of construction. During their relocation these books were cleaned and their most noticeable preservation needs were addressed; the second move brought the items to their ultimate shelving location, placing newly cleaned books into a section of the stacks that was completely renovated with new wiring, cabling, lighting, HVAC, elevators, copiers, and computer terminals. As the final segments of Widener's ten-storey stacks were completed, new carrels were installed, complete with network connectivity, small lockers, and new lighting.

Over and around our users, we moved tons of steel, concrete, and glass; ran miles of cable and electric and sheet-metal ductwork; and shared the building with over a hundred construction workers. We never closed during the renovations.

Throughout this endeavor, staff proved resilient, creative, and focused on users. Everyone was affected. From those involved at the higher levels of project design and planning, working with the architects and the contractors to stay on time and on budget, or to resolve questions of balancing historical characteristics of Widener against contemporary needs, to those who moved books, furniture, or relocated hundreds of computers, phones, printers . . . throughout it all, staff and users were able to continue with their work. And to recognize the exceptional effort of this project, there was one other landmark day: on August 5, 2004, the staff, along with some FAS project staff, the construction management group, and the architects, gathered for a day of festivities to reflect on their collective achievements. This internal celebration gave time to look back on this logistically complex project that took place in one of the busiest parts of Harvard and Cambridge. It was a time to reflect on the teamwork and leadership that produced creative solutions and enabled us to complete the project on time and within budget.

The remarkable, five-year long Widener renovation is behind us . . . and from that experience we learned a great deal about the collections and about the services around them. We now have a deeper appreciation of the library as a place, as an important element in the social fabric of the university. In remaking Widener, we were able to make evident some of its previously hidden assets—the staff and services. New signage, a more logical alignment of services throughout the building, repositioned service desks that are easily

found, and the integration of wireless networks . . . these have made Widener a more welcoming place for both students and faculty. It is pleasing to note that over a five-year period of time, circulation continues to be a prominent activity. In FY 2001, the total circulation from Widener was 289,815. In FY 2005, it rose to 382,897, with undergraduate borrowing accounting for nearly 97,000 items and graduate students more than 116,000. While students may once have dreaded Widener's dark and labyrinthine recesses, today they fill the reading rooms, challenge our reference staff with their varied research topics, and still find abundant resources in the collections!

The Library as Place

In part through renovations, but also due to improved services, our libraries have become important learning spaces where discovery, research, study, and collaboration take place. In addition to the exceptional renovation of Widener, the College Library has been steadily renovating facilities to improve spaces for users, to make services more visible, and to create welcoming reading rooms that provide comfortable and diverse study environments, wireless connectivity, and better lighting, along with self-service copying and scanning equipment to facilitate research with the collections. In Lamont, a series of renovations created the Ginsberg and Donatelli reading rooms as well as the addition of Morse Music and Media, a heavily consulted collection that, in part, came from the former Hilles Library. The realignment of space in the Hilles building has resulted in a redesigned single-level Quad Library featuring a large reading room, group study spaces, computer connectivity, and new furniture and lighting. On Quincy Street, the Rübél East Asiatic Research Collection was relocated from the Sackler Museum building to the Fine Arts Library in the Fogg Museum, and related improvements to reading and consultation spaces made possible a new model of reference and research assistance. In Loeb Music Library, renovations in the Isham Memorial Library and rare books room improved conditions for the collections, and, importantly for our users, upgrades to the electrical connections now accommodate their work with computers. The Edison and Newman Room, Houghton Library's main exhibition space, was completely transformed with new lighting, wiring, and cabling and a complement of specially designed protective exhibition cases. To the casual observer, the room's ambience is unchanged, but it is now a much safer and accommodating venue for the many exhibitions and cultural events scheduled there. A complex set of collection consolidations and moves along with the installation of compact shelving enabled us to move the Kummel Library of the Geological Sciences into Cabot Science Library, placing several key

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areas of science into one library. The Harvard–Yenching and Tozzer libraries also have made improvements to their reading rooms in the past several years. And, there is one new addition to HCL: the H. C. Fung Library, which brings together specialized resources from the Davis Center, Reischauer Institute, and Fairbank Center in an exciting new space in the Knafel Building. In every one of these libraries, users will find that the reading rooms are more welcoming, service desks are more visible, and technology permeates into every corner.

Yet, in the midst of persistent renewal of reading rooms and service areas and the realignment of collections, it is important to note that the lack of space for several major libraries does present problems for scholars.

Yet, in the midst of persistent renewal of reading rooms and service areas and the realignment of collections, it is important to note that the lack of space for several major libraries does present problems for scholars. Stress is particularly evident in libraries where the related academic programs have expanded significantly, e.g., Harvard–Yenching and Tozzer libraries. The Fine Arts Library (FAL) has also been hampered by limited space for some of its specialized collections: media and oversized formats have not fit well in spaces built many decades ago for a simpler collection. As plans proceed for the renovation of the Fogg Museum, in which the FAL now resides, we will be planning for new or renovated library space and will explore the possibilities of improving services for users with a special focus on the changing nature of image collections—photographs, slides, films, etc.

In all our libraries, careful attention is given to the shifting balance between printed journal collections and their digital counterparts, as well as to the balance between onsite collections and items housed at the Harvard Depository. Years of experience with offsite collections has shown that some segments of our holdings can be more readily annexed than others. Tozzer and Fine Arts libraries face issues with users needing to work with many of the older titles alongside contemporary publications. Each HCL library has distinctive characteristics that determine how space can be used to meet the broadest possible range of users' expectations.

Services and Outreach

Last year's report reviewed progress in strengthening the relationships with faculty and teaching programs, providing more research-related services, devising better access to rare and primary resources, and providing more online services/resources. These continue to be priorities that shape the Library's programs.

Hours are an issue for many of our students, especially graduate students, and we continue to receive requests to expand hours in Widener and other libraries where there are significant portions of the collections that must be

used within the buildings. There is only one library in which we have been able to plan for longer hours: in the coming academic year Lamont Library will embark on a two-year pilot program, increasing its hours to 24/5 each week. This change was informed by an Undergraduate Council survey that contributed useful data on student study behaviors and was complemented by the College's commitment to expand shuttle service. In the meantime, Cabot Science Library continues its successful 24-hour service during reading and exam periods.

Librarians provide instructional lectures for a wide range of courses, ranging from sessions on the use of numeric databases and geospatial data to slides and digital images. Libraries such as Houghton and Loeb Music are responding to a growing demand from faculty to integrate primary research materials such as manuscripts and scores into FAS courses. We have begun a redesign of the HCL web site to create a more robust research tool for library users, facilitating links to a wide range of online research guides. A demanding curriculum, an increase in cross-disciplinary research, and the ease of searching online resources means that many users are now working across the boundaries of our libraries—or they may be working remotely from offices, labs, and homes. This adds a challenging dimension for those who provide reference and research services.

In many of the nation's research libraries, there is a growing effort to bring "hidden collections" to light, to ensure that special collections of primary research materials are cataloged or otherwise processed so that users can readily identify them in online access systems. In HCL, we have many libraries in which such specialized collections reside. As more and more scholars work online and expect to identify materials in libraries and museums around the world, it is very important that we provide timely and systematic access to our holdings through online catalogs, online finding aids, and other network-accessible resources. In Houghton, gift funds and Library Digital Initiative grants have supported projects to convert more than 1,750 finding aids into online records in OASIS. In Loeb Music, Fine Arts, and other libraries, staff have identified numerous special collections including items such as scores, audio recordings, slides, photographs, and manuscripts for priority processing whenever gifts or grants can be obtained. In the Harvard Film Archive, we have a particularly pressing problem, as there is currently no online catalog access for users wanting to locate films in this significant collection. The discoveries of "hidden collections" are ongoing: while clearing out items from the New England Deposit Library (NEDL), staff uncovered a cache of Azerbaijani papers, a scrapbook on Lizzie Borden, and student notebooks and manuscripts of school records dating from the 17th century. Across HCL there are diverse efforts under way to improve the various systems of access, to eliminate backlogs in pro-

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cessing units, and to develop plans for processing previously uncataloged materials. Against this set of objectives we also continue to explore longer-term strategic directions for handling the myriad of “technical services,” a critical set of programs through which we provide access to materials held in our libraries.

Other ways of extending access or encouraging the use of some of the more specialized collections occur through exhibitions, through publications, and through selective digitization.

Users are finding our collections through HOLLIS, VIA, OASIS, and other Harvard-provided databases, as well as through leads from Google and other ports of entry from the web. It is fascinating to see new ideas form, to see new topics of study emerge from the extensive access now possible to online resources. However, for many users in the Harvard academic community, it is still important for the library to provide reference services and various forms of instruction to ensure that users are making effective use of online tools. From the Social Sciences Program, where research inquiries often involve data and geospatial representation, staff note that reference transactions tend to take longer and are more complex than a few years ago and users’ questions are far-ranging. They have asked for assistance in finding: a historic stone map for a Boston park; Roman Empire gladiator sites; data on obesity in Boston; ethno-linguistic distribution in Africa; historic GIS involving Benjamin Franklin’s readings of ocean and air temperatures; effects of NAFTA on the female labor force in Mexico; and changes in forest density in Peru. Given the complexity of data resources, the librarians often work closely with seniors writing theses and offer to provide instructional sessions for the sophomore tutorials in the social sciences.

Other ways of extending access or encouraging the use of some of the more specialized collections occur through exhibitions, through publications, and through selective digitization. The Judaica Division publishes numerous titles that highlight research based on the collections; the *Harvard Library Bulletin* covers the breadth of libraries at Harvard; and, the *Harvard Review* has received numerous awards for its poetry and short fiction. On occasion we produce or contribute to publications that focus on special collections, such as ballet and opera holdings from the Harvard Theatre Collection or historic photographs from Harvard–Yenching Library. The year’s exhibitions included miniature books, theatrical photographs, medieval manuscripts, literary manuscripts, jazz composers, and one featured the entries awarded the Visiting Committee Prize for Undergraduate Book Collecting. The College Library contributed to many University-wide digital projects, such as the Open Collections Program and the Library Digital Initiative. Among the resources that were digitized: music scores and unique audio recordings, historical maps, Russian theatre designs and costumes, historical photographs, Latin American pamphlets, Chinese rubbings, and medieval manuscripts.

To ensure that our staff and users will be able to satisfactorily use digital resources, the Library maintains a commitment to replace and upgrade computer equipment on a regular basis. Given the rapid changes occurring in the production of digital products, and the international scope of resources offered through the Library, we are continuously challenged to provide high-speed, quality resolution, and reliability on every desktop device. Behind the scenes, IT staff ensure a smooth and constant process of replacing or upgrading services, switches, storage devices, and security. Technology underlies all of the Library's programs and services, whether delivered across a reference desk, in a classroom, or through thousands of network transactions.

Research Collections

The Library continues to develop collections, in all formats, that support research and teaching. Since a large portion of the publishing output of the world is still produced in print formats, librarians and curators continue with the acquisition of books, journals, and other print materials, but increasingly, they are also acquiring or licensing large numbers of digital resources. And Harvard continues to attract exceptional gifts such as the Donald and Mary Hyde Collection of Dr. Samuel Johnson, long considered to be one of the world's most important privately held collections of 18th-century English literature, now housed in Houghton Library. All forms of acquisitions, whether manuscripts, photographs, maps, films, scores, or sound recordings, require long-term preservation, a challenge that is especially complex for digital objects. In addition to acquiring digital content, HCL has also contributed to the design and development of digital collections to meet current academic needs. The College Library is a major contributor to online catalogs such as VIA, OASIS, and the Harvard Geospatial Library, which are specialized access systems that lead users to vast repositories of images, archives, maps, and spatial data.

While the types of collecting may change, the key issue remains: somewhere, someone needs to build the collections for the future of scholarship. For the libraries at Harvard, building strong research collections has been a major commitment over centuries; it is ever more important today. For Harvard's academic programs, this commitment to collecting has meant that faculty—and their students—have exceptional latitude in defining courses, curricula, and research programs.

In my previous report, I commented upon each individual library within HCL; this year, I will highlight some of the collection choices that instead

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show how the subject boundaries continue to blur, requiring bibliographers and selectors to collaborate on purchases. Many items, such as large archives, backfiles of newspapers, or governmental proceedings, are used for policy studies and for research on the origins of contemporary economic or social policy in many regions of the globe. We continue to add collections of photographs and slides that allow researchers to better understand the cultural context of village life as well as cities in those periods of time. Historical maps and charts complement the online resources used to comprehend shifting geopolitical boundaries. In the sciences, it is a challenge to acquire expensive backfiles of electronic journals, yet these are critical if we are to support fields where faculty, students, and lab teams expect to work online.

The collections at Harvard facilitate a broad and unpredictable range of research and learning. Typically, students and faculty are not forced to set aside certain research topics until they have the time and money to travel elsewhere to complete their inquiries. However, like other universities, Harvard does face choices in what can be acquired. In the College Library in recent years, we have canceled duplicate titles in order to continue acquiring distinctive items that enrich the research strengths of our collections, and, as always, there is the added challenge to build collections for future scholarship. In time, the nature of our collecting may change significantly as more and more high-quality digital content becomes accessible on the web, but the premise remains: someone, somewhere has to collect the items, describe or catalog them, and commit to retaining them in useful condition in order to render them useful to scholars.

Among some recent acquisitions that will support new areas of focus in Harvard's teaching and research programs:

- Archive Editions collections of British documents relating to the Middle East, including: *Iraq: Defence Intelligence 1920–1973*; *Islam: Political Impact, 1908–1972: British Documentary Sources*; *OPEC: Origins & Strategy, 1947–1973*; *Records of the Emirates, 1966–1971*; *Records of Kuwait, 1966–1971*; *Records of Oman, 1966–1971*; *Records of Saudi Arabia, 1966–1971*; and *Saudi Arabia: Secret Intelligence Records 1926–1939*.
- Special arrangements were made for microfilming the annual reports of the Bombay Chamber of Commerce and to acquire copies of all of the newspapers listed in the *Bibliography of Malay and Arabic Periodicals Published in the Straits Settlements and Peninsular Malay States, 1876–1941*.

- *Science in a Colonial Context, Scientific Expeditions in the Netherlands East Indies, 1888–1948; The Archive of the Indies Committee for Scientific Research and Related Bodies.* The Committee resembled similar colonial bodies that systematically gathered scientific research as part of military or other expeditions, in this case to the East Indian colonies held by the Netherlands. The collection will be of great value as a source of primary material for scholars working in colonial studies, the history of Indonesia, or the history of science.
- A sampling of historical collections in microformats or digital formats includes: African American Film and Television Script Collection (156 scripts); African American Spoken Word Collection (sound recordings); *Early American Newspapers Digital, 1690–1876*; The Freedman’s Savings and Trust Company: Letters Received by the Commissioners, 1870–1914 (microform); *North American Indian Biographical Database* (electronic resource); and United States Department of State Records of the United States Legation in China, 1843–1945 (microform); *México Electoral: Estadísticas Federales y Locales, 1970–2000*, a searchable database of Mexican election statistics; a journal collection that includes complete sets of scarce cultural and political journals such as *Crisis en las Ciencias*, *Cuadernos de Cultura*, and *Pie de Página*; and the extensive Prange Collection, which includes practically all of the materials, covering a wide range of subjects, published in Japan from 1945 to 1948 during the Allied Occupation after the Second World War.
- To support the teaching of African languages, we are aggressively seeking relevant language texts as well as African-language videos and sets of textbooks and audiotapes of 13 African languages from the Foreign Service Institute.
- Acquisitions in Arabic included ephemera related to the first Iraqi election, such as the huge election roster listing all candidates that was displayed at each polling station; school textbooks from Saudi Arabia, Jordan, and Egypt; ephemera related to the Palestinian elections; almost 200 Arabic-language videos; over 500 posters and flyers for Arab movies from the 1950s to the present; and an almost complete set (61 v.) of the Arabic children’s periodical *Samir* (1979–1990, Beirut).
- We continue to acquire grey literature, such as election ephemera covering the 2004 Ukrainian presidential election and the subsequent Orange Revolution, and the dozens of Russian local newspapers published in Israel, items which are not being systematically collected by anyone else but are an invaluable research resource.

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- Among this year's gifts were the Andrei Sakharov Archives, a group of 17 collections related to human rights, including the papers of Sakharov and his wife, Elena Bonner; the records of the Grolier Poetry Bookshop, one of the nation's oldest and most influential centers for the promotion of poetry; and a collection of 19th-century photographs of architecture in the Middle East, most notably several fine albumen prints of Palestine by Peter Bergheim, early Bonfils prints of Lebanon, and large-format albumen prints of Egypt by photographer Antonio Beato.
- It is through specialized primary resources and the difficult-to-obtain items highlighted in the list above that a student can understand the conflicting viewpoints between a majority position and that of an independent observer.*
- A set of large-scale topographic maps of the European provinces of the Ottoman Empire, produced at the end of the 19th century for the General Staff of the Imperial Ottoman Army, has been added to the Fine Arts Library collections. Invaluable for archaeologists, landscape historians, and other scholars, this set of maps is believed to be the only one currently held by a library outside of Turkey. We expect to digitize them so they can be used as an online resource.
 - The Harvard Theatre Collection acquired large collections of documents of African-American film and posters of East German theatre, which will add significantly to two areas of the collection that we have been consciously strengthening in response to curricular needs—and will serve as a complement to the Harvard Film Archive resources.
 - Significant e-journal backfiles in key areas of the sciences were acquired, including: biochemistry, genetics, and molecular biology; cell press journals; earth and planetary science; high-energy/nuclear physics; and neuroscience. Collaborative purchasing involving Countway Medical Library and the FAS departmental libraries is essential to meeting curricular changes and to supporting the research agendas of faculty and graduate students.
- For Harvard to continue its exceptional research and teaching programs—where topics span all areas of the globe, from time immemorial to the science of the moment—requires that its libraries collect well beyond established research publications, regardless of format. It is through specialized primary resources and the difficult-to-obtain items highlighted in the list above that a student can understand the conflicting viewpoints between a majority position and that of an independent observer, can delve into a level of detail, or can explore the complex historical events that have led to contemporary social, political, and economic conditions in different regions of the globe.

Along with the collecting, we must commit more resources to preserving

these items, especially those that are rare or specialized, and the items that are not held by many other research libraries. Responsibility for the legacy collections is a large—and growing—concern. Better systems of access, especially HOLLIS, bring more users into contact with the collections—whether books, journals, documents, microforms, photographs, slides, films, etc. Each format has its vulnerabilities, and for each there are treatments to extend the useful life of the object, but these are time-consuming and costly.

Harvard faces a growing backlog in attending to preservation of collections. Fortunately, Widener's stacks no longer pose risk to the collections housed there, but in various other sites, we continue to expose priceless collections to extremes of heat and humidity or the risk of other damage. Perhaps the most difficult challenge is to develop a long-term strategy to address the pent-up accumulation of preservation work, whether it requires stabilizing the deterioration of minerals, metals, inks on rare manuscripts, scores, and illustrations, or cleaning and re-housing unique and fragile items. Equally important, although more ordinary, we must keep up with the routine wear and tear on heavily used books from the active collections in all our libraries. Repairs of pages, bindings, and spines serve to keep many items in continuous circulation.

And lest we be lulled into imagining that this problem might go away if everything can be converted into digital formats, we have no definitive measures of the longevity of bits and no longitudinal data on how well they will work over time with the changes of software, hardware, and storage conditions. For research libraries, preservation of digital content will be just as important as preservation of paper, photos, films, cloth and leather, vellum, and other materials. The future strategies and costs for digital preservation remain an area of active investigation.

Global Involvement

The College Library remains active in the global academic community through its extensive collecting, preservation initiatives, and collaboration on a variety of international endeavors with colleagues in areas such as Asia, Europe, and Latin America. Among the world's cultural and educational institutions, the collections of museums and libraries offer special opportunities for collaboration on digital programs that will benefit scholars worldwide. As part of an NEH-supported program at Simmons College, HCL is contributing to the rebuilding of the library profession within Iraq. The Library had the unique opportunity, as a result of the closing of Hilles

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Library, to make a gift of a humanities and social sciences collection to Sun Yat-sen University in Guangzhou, China, creating a strong foundation for that institution's rapidly expanding instruction in English and other Western languages.

Perhaps our most persistent area of international collaboration relates to the development of collections, but there also is continuous activity in handling research inquiries that require work with other institutions or the pursuit of preservation and digitization projects. It is the relationships that have developed over time, with colleagues and institutions around the world, that enable us to acquire the unusual and exceptional items, to secure one of a few hundred printed copies of books produced in the Middle East, interior China, Eastern Europe, and Latin America. In this past year, bibliographers and other library specialists traveled to Africa, Ukraine, China, South Asia, Germany, and Israel to acquire materials for Harvard, to work on collaborative digitization projects, to work with vendors on improving standards for bibliographic data, and to assess equipment used in large-scale digitization.



*The Harry Elkins Widener
Memorial Library*

This has been another year filled with changes—some anticipated, and others surprising. We continue to watch the progress at Harvard with changes in the undergraduate curriculum, the renewed emphasis on internationalism, and the increase in cross-disciplinary research and studies. At the same time, outside Harvard, we watch changing conditions in the publishing and information industries, monitor legal and policy interpretations relating to intellectual property rights, and maintain constant vigil over political and economic conditions that affect our ability to collect from all regions of the world. To remain agile and resilient as an organization, to be poised to participate in change within Harvard, and to influence change in the larger realm of research libraries, requires a capable and expert staff. The achievements of this past year are a credit to the diverse skills, abilities, and energies of the Library's staff. My thanks to all. . . .

The Graduate and Professional School Libraries

2004-2005



HARVARD DIVINITY SCHOOL

Andover–Harvard Theological Library

Report of Laura C. Wood, Librarian



Laura C. Wood
Librarian of the
*Andover–Harvard Theological
Library at the Harvard
Divinity School*

The Andover–Harvard Theological Library, having settled into renovated space and hired a permanent librarian, has now turned its attention towards the future. A major theme for the year was embracing and experimenting with new technology. Through several projects we investigated how to integrate technological changes—and the resulting responsibilities—into our daily work and across our departmental divisions. Some highlights are described herein.

The library web site was completely overhauled and a new design was launched in April. Eight members of the library staff worked closely with the Divinity School’s IT and Media Services professionals to evaluate the library site, to identify opportunities and requirements for improvement, and to create an entirely new site structure and design. More than 1,500 pages were revised or created, new features were added, and a new organization was created to improve navigation and prepare us for future development and expansion.

The library continues its efforts to maximize the resources available electronically and remotely to patrons. As a member of the Boston Theological Institute, the library participated in consortial licensing arrangements for three important print indexes newly available online: *Catholic Periodical and Literature Index*, *Old Testament Abstracts*, and *New Testament Abstracts*. Having created the new position of serials and electronic resources librarian, now held by Michael Bradford, the library is better positioned to service these areas of our collection. In this position, Bradford will address the library’s backlog of serials cataloging, and he will provide leadership in ensuring access to online resources for the HDS community.

Additional library staff members have continued to increase their work on electronic resources. A cross-section of library staff embraced a new stewardship model for evaluating and maintaining electronic resources. Gloria Korsman continued to serve on the Harvard Libraries' Committee on Electronic Resources and Services (COERS), and Laura Wood continued to serve on the Digital Acquisitions and Collections Committee (DACC), assuming the role of chair in FY 2005. As a subject area, religion and theology has been slower to adapt to online environments, with fewer products and resources available. However, the staff recognizes the growth in this area: we are preparing to integrate those opportunities and responsibilities into our workflow and adjust other tasks as needed. There is considerable opportunity for professional development in this area for library staff.

The library continues its efforts to maximize the resources available electronically and remotely to patrons.

The library finished installation and implementation of turnstile gates at the entrance. All borrowing and access policies were reviewed. Non-Harvard visitors to the library are still welcome, but are now required to sign in at the front desk, and borrowing privileges for some categories involve new fees. The library remains committed to providing access to our quality collection of materials both for the University community and for researchers around the world.

The Harvard University Library's Weissman Preservation Center loaned four data loggers and a software package to the library so that we may analyze the temperature and relative humidity in our rare books and manuscript shelving. Data will be collected for a year, and will allow us to evaluate the long-term impact of environment improvements on our collections.

Due to the rising costs of serials, the library has begun reviewing subscriptions and canceling some titles. Particular attention has been paid to duplicate titles available elsewhere on campus and to reference titles that have been superseded by other resources—either online or in print. This evaluation process will continue into the next year.

The library was awarded a small digitization grant from the American Theological Library Association (ATLA) Cooperative Digital Resources Initiative (CDRI). The library is using the funds to digitize more than 800 postcards of Unitarian and Universalist churches from New England and New York. The images and accompanying metadata will be available in the CDRI database for teaching and research on church history, church architecture, and UU history. The library intends to make the same images available in local Harvard databases for additional local discovery and use.

The library continues to work with the IT and Media Services department on our LDI grant project, “New Testament and Archaeological Slides from the Harvard Divinity School.” The digitizing and cataloging of 9,000 slides is well under way and slated to finish in 2006.

Through all of these projects, the library remains dedicated to its core service goal of supporting the mission of the Harvard Divinity School: to educate women and men for service as leaders in religious life and thought. The library remains a vital contributor to the life of the school. The levels of activity at the circulation and reference desks and in the manuscripts and archives department serve as evidence of that value. The three-person reference team delivered more than 50 presentations and instructional programs for better than 450 attendees. Circulation levels remain steady. And our new entrance gates provide a tool for understanding our traffic patterns. It is exciting and rewarding to see these continued signs of service and use of the collections while we are also educating ourselves about new opportunities and pursuing new technological initiatives.



*The Andover-Harvard
Theological Library*

HARVARD BUSINESS SCHOOL

Baker Library

Report of Mary Lee Kennedy, Executive Director

In 2005, Baker Library, under the leadership of a new executive director, established a mission focused on leveraging its expertise in information research, knowledge and information management, information product design and management, and information architecture. The mission of Baker Library is to support the work of the Harvard Business School by enabling the creation and exchange of ideas, expertise, and information. The mission reflects a shift in accountability covering all internally created information as well as managing all externally purchased or licensed content. It requires Baker Library to organize information in traditional (MARC, for example) as well as innovative ways (such as setting and managing metadata standards for all information resources at the Harvard Business School). It also requires that Baker Library bring information to life by understanding how information is used to carry out research, to develop courses, to teach classes, and to learn—at the School and as a lifelong learner. It requires making information accessible in physical and virtual formats, and in a variety of contexts that are meaningful to the end user. Ultimately it requires that Baker Library take a leadership role in enabling the use and exchange of ideas, expertise, and information in the 21st century, and, equally important, establish a setting that can benefit generations to come.

With the expectation that the change process will take multiple years, the first-year focus was on establishing the core framework. As a result, Baker Library organized around cross-functional teams that owned a common audience. Dual-career tracks were initiated to support growth for managers as well as subject-matter experts. Team leaders were appointed with a plan to build deep expertise, and managers were tasked with focusing on coaching, staff development, and planning and customer relationship management. Services and products were reviewed in the context of an extensive environmental scan and peer review. Opportunities were vetted with key internal partners. Objectives were set for FY 2006 that focused on integrat-



Mary Lee Kennedy
*Executive Director, Baker
Library of the Harvard Business
School*

ing knowledge and information services with the School's programs, improving information predictability, making it easier to access and exchange information and knowledge, bringing history to life in the context of current events, and developing and hiring the key competencies and skills needed to deliver on the mission.

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Several projects were initiated and completed in FY 2005. Perhaps the most visible change was the planned move back to the newly renovated Baker Library in the summer. The official opening was set for September 19. The newly renovated and newly named Stamps Reading Room would reopen. The de Gaspé Beaubien family donation enabled the new historical collections reading room, and an outreach program for historical materials. As a part of the de Gaspé Beaubien endowment, we completed the first prototype of a web-based capsule comparing history to today. The newly renovated building plan included the establishment of the Exchange—a physical and virtual program focused on bringing real-time business information into the daily life of students. Baker partnered in delivering an elective course using the real-time data feeds and with student clubs in using them.

New work to deliver information in digital formats included working on a new Thomson Gale product called “Making of the Modern Economy.” Other new work included a pilot of a diagnostic tool to assess organizational management of knowledge practices—an interesting study given the nature of the School as a center for intellectual creation. In our new role as information architect for the School, we contributed to a conceptual framework and funding proposal for the Corporate Information System, a significant HBS effort to leverage what we know about our customers. In our role as information product designers and managers we completed over 30 web projects.

Baker Library continued to see significant reach in terms of its target audiences. Specifically:

- There were 603 subscribers to e-Baker, our web-based alumni/ae information service. This represents a 16% growth over last year.
- There were over 30 research inquiries handled for HBS doctoral students.
- We continued to support executive education with a dedicated FTE.
- We contributed to the development of 50 cases, and worked with more than 130 faculty members on their research.
- We continued to support the MBA program through programs such as Career Services, as well as database tutorials, workshops, reference, circulation (see stats below), and student club events.
- We provided support on dean's initiatives, including participation on the e-Learning Committee.

- In terms of reaching leading practitioners, we increased the reach of *Working Knowledge* by 25% with 93,000 subscribers per week.
- 172 visiting scholars used the Historical Collections.
- Overall there were 1,177 workshop attendees, 15,235 reference requests, 29,583 items circulated, 41,326 visitors, and 460,534 web hits.

It was a busy year as we focused our products and services on our target audiences and defined the core value we bring to the Harvard Business School experience. This enabled us to increase our alignment with the work of the School, and to identify critical partnerships. At the same time, we finalized our plans to move back into a newly renovated building. With a new mission and a new building, we launched a strategy we believe will serve the School well in the 21st century.



Baker Library

HARVARD MEDICAL SCHOOL

HARVARD SCHOOL OF PUBLIC HEALTH

HARVARD SCHOOL OF DENTAL MEDICINE



Rebecca Graham
Interim Co-Director of the
Francis A. Countway Library of
Medicine at Harvard Medical
School

Countway Library of Medicine

Report of Rebecca Graham, Interim Co-Director

The Francis A. Countway Library of Medicine is one of the most complex organizational entities within the Harvard University Library. Created by agreement in 1961, the Countway Library merged the management, services, and collections of the 120-year-old Harvard Medical Library and the 160-year-old Boston Medical Library. The two libraries were to be physically united in 1965 when the newly constructed Francis A. Countway Library opened in the Longwood Medical Area.

The terms of the 1961 agreement (known as “the treaty”) called for the library to support faculty, staff, students, and teaching hospitals formally affiliated with Harvard Medical School (HMS), Harvard School of Public Health, and Harvard School of Dental Medicine and to serve as

- the biomedical library for the Harvard University Library system;
- the library for the Massachusetts Medical Society; and
- a tertiary library for the faculty and students at the Tufts, Boston University, and University of Massachusetts schools of medicine, dentistry, public health, and veterinary science.

This annual report illustrates the early stages of a complex organizational transformation within the Countway Library of Medicine. This transformation was necessitated by the loss of 25% of the library staff under a voluntary separation program offered by the Harvard Medical School and precipitated by the search for new leadership upon the retirement of Judy Messerle after 15 years as the Countway librarian. For the Countway Library, FY 2005 was focused on change—both known and anticipated.

Staff Configuration

By agreement with the HMS administration, a number of staff positions vacated through the voluntary separation program remained open pending the selection of a new library director. As a result, the library has operated for an extended period of time with a greatly reduced staff.

The concept for a single or consolidated point of service in the Countway, initiated in 2004, was expanded as the result of feedback from a day of brainstorming with those staff who would be continuing on at Countway. Increased knowledge of the library, its services, and its programs was crucial not only for patrons but also for staff who clearly conveyed the difficulties of understanding this complex organization.

To ensure an adequate level of patron service, a group of library assistants, who had historically functioned in narrow service specialties, were formed into an interdisciplinary team, all of whom could perform a wide range of routine work across the library units.

With the Countway reference staff reduced by half and with recruitment for open reference positions on hold, creative thinking was necessary to ensure comprehensive reference service for Countway patrons in FY 2005. Library management shifted non-consultative work at the reference desk away from reference professionals and reassigned it to the library assistants who rotated through the service desk. Our two primary objectives were enhancing and expanding staff knowledge and providing better service to customers.

Our two primary objectives were enhancing and expanding staff knowledge and providing better service to customers.

Key Reassignments

To leverage existing staff expertise and institutional knowledge, several key individuals were reassigned to newly critical roles in the library.

Joshua Parker, who previously had served as the finance and administrative assistant in the library's administrative offices, became the manager of circulation and reserves. In this capacity, he has responsibility for the broadest range of patron services, including photocopiers, access and corporate passes, special borrowers, and staffing of the library during all open hours. Parker has already overseen, among various efforts, a conversion from a Countway-specific debit-card system for public printers and copiers to the University's Crimson Cash service. This move to Crimson Cash has helped to offset the loss of at least one FTE within the circulation department.

Kathryn Hammond Baker, manager of special collections in the Center for the History of Medicine, accepted overall responsibility for the Countway’s access services. In her new capacity, along with overseeing circulation and interlibrary loan, she is charged with overseeing the service-model redesign, which was begun in the fall of 2004 with an aim to establish a consolidated service point by the beginning of the 2006 academic year.

In an effort to strengthen relationships with the affiliated hospital libraries, and mindful of guidance in the library review, Countway led a co-investment in the licensing and provision of access to a set of online clinical textbooks and practice guidelines for all users at the affiliated hospitals.

Information Technology

Library leadership worked with colleagues in the HMS information technology (IT) department to formulate a plan for shifting support responsibilities for the Countway’s core server infrastructure, desktop hardware, and software support to the HMS IT staff.

Journal Licenses

As journal licenses came up for renewal, the library continued to leverage opportunities to shift journals from print to online formats. Countway contributed to Harvard University Library investments in back-file purchases, expanding or enhancing coverage of existing resources such as *Methods in Enzymology* and the journal *Nature*. In an effort to strengthen relationships with the affiliated hospital libraries, and mindful of guidance in the library review, Countway led a co-investment in the licensing and provision of access to a set of online clinical textbooks and practice guidelines for all users at the affiliated hospitals.

Historical Materials

Fundraising efforts and a commitment for matching funds from the HMS dean brought about the establishment of the Archives for Women in Medicine within the Center for the History of Medicine (CHM). The archives will collect, document, preserve, and promote women’s contributions to medicine as physicians, researchers, and administrators. An archivist was hired late in the year to begin work on existing papers for two notable physicians:

- Lydia M. Gibson Dawes, a pioneer in child psychiatry and the first child analyst and child psychiatrist at Children’s Hospital; and
- Lynne Reid, a pediatric pulmonary specialist, who served as head of the pathology department at Children’s Hospital from 1975 to 1989.

Countway will be the first institution in Massachusetts to host the National Library of Medicine’s traveling exhibit, “Changing the Face of Medicine,”

which illustrates the story of women's struggles to enter the medical profession.

CHM staff completed work on two LDI-funded projects focused on the cataloging and provision of access to incunables in the Center and resources from the Solomon M. Hyams collection of Hebraic medical literature. In the fall of 2005, Tom Horrocks, CHM director, will move to Houghton Library. This will represent an additional leadership change for the library.

Building Emergency

In early February, just after the final departures of participants in the voluntary separation program, a serious plumbing malfunction affected the two lower levels of the Countway building. While there was no damage to or loss of collections, the two floors affected were closed for nearly two months because of environmental impacts and damage to furnishings.

As all but the most recent print journals were contained on these floors, the library staff developed a "triage" solution to provide patrons with access to these materials. Library staff worked together in teams of four for two-hour shifts, eight hours a day, to staff a journal-pulling service for the duration of the cleanup and repairs.

While this unexpected event came at a time of historically low staffing levels, the library realized serendipitous benefits. The emergency engaged staff in working collaboratively on service delivery, expanded their knowledge of library operations and programs, and resulted in a readily available point of engagement with patrons—all of which have informed the development of our consolidated service point and indicated future areas of focus for the new service model at Countway.

New Leadership and Focus on Biomedical Informatics

As noted in last year's annual report, an extensive review of the library in the spring of 2004 resulted in a range of findings and recommendations. Most notable were those focused on recruiting faculty leadership for the library and for the library to become the locus for bioinformatics activities in the entire Longwood Medical Area.

The search for a new director resulted in the appointment, effective late in 2005, of two new leaders for Countway. Isaac Kohane, an HMS associate

The emergency engaged staff in working collaboratively on service delivery, expanded their knowledge of library operations and programs, and resulted in a readily available point of engagement with patrons.

professor in pediatrics and chair of the informatics program at Children's Hospital, was appointed director. Alexa McCray, who formerly served as director of the Lister Hill National Center for Biomedical Communications at the National Library of Medicine, was appointed deputy director.

Kohane and McCray will co-direct a newly established Center for Biomedical Informatics (CBMI). Likely areas of focus for the CBMI will include data mining, curation of large datasets, and more. In anticipation of the CBMI, a collection project was formulated to assess, weed, and provide conservation treatment for materials of the non-circulating monograph collection that would be sent to the Harvard Depository to free up space on the fourth floor for this new enterprise.



*The Francis A. Countway
Library of Medicine*

HARVARD GRADUATE SCHOOL OF EDUCATION

Gutman Library

Report of John W. Collins III, Librarian

Mission

The mission of the Monroe C. Gutman Library is to support the teaching and research of the Harvard Graduate School of Education by providing access to information in the field of education, teaching the use of information resources, and supporting the collections, equipment, and staff in a manner ensuring that the library will remain a leader among education libraries.

We continue to work on developing a better understanding of the needs of our community and on building more effective partnerships to enhance our services and resources. We continue to strive to provide all staff with appropriate technologies, a supportive work environment, timely training, and other support that enables them to perform their responsibilities at the highest level. Opportunities for professional and personal growth play a key role in this support.

Administration Highlights

In January 2005, Gutman Library hosted a symposium on the future of education research libraries. Library representatives from the top 50 schools of education in the United States and members of library and professional associations, as well as the US Department of Education, convened to discuss the development of a national “education information commons.” Gutman librarians Deborah Garson, head of research and instruction services, and Gladys Dratch, head of collection development, presented a paper on “The Current State of Electronic Journal Collections in the Field of Education.” The symposium discussions were facilitated by James P. Honan, senior lecturer at the Harvard Graduate School of Education, and John W. Collins III, librarian of the Gutman Library.



John W. Collins III
*Librarian of the Monroe C.
Gutman Library of the Harvard
Graduate School of Education*

Collection Development Highlights

We are involved in collaboration with other HUL libraries in the reduction of duplicate print journals that are available electronically, and other types of materials that we can access online without retaining print copies.

We continue to believe that the library's significant print collections will remain a permanent record for a large body of education scholarship. We now think more carefully, however, about duplication of materials, and we are involved in collaboration with other HUL libraries in the reduction of duplicate print journals that are available electronically, and other types of materials that we can access online without retaining print copies. During the summer and fall of 2004 we embarked upon an in-depth review of our journal/serial titles in order to manage the increasing costs by publishers for library subscriptions. We mainly focused on titles for which there were print duplicates in other Harvard libraries and electronic versions available Harvard-wide, resulting in a successful outcome for our budgetary process and collection management.

Gutman Library contributed materials from our collections to the Open Collections Program online resource *Women Working, 1800–1930*.

The Celebration of HGSE Faculty and Staff Authors was a gala school-wide event held on March 22, 2005. Covering a two-year publishing cycle, the celebration attracted faculty, staff, alumni/ae, and students. The evening celebration was sponsored by the Dean's Office and held on the main floor of the library, featuring a well-attended reception and exhibit of publications.

In spring of 2005 the publication *English Through Pictures*, originally published in 1973 by I. A. Richards and Christine M. Gibson, was republished as an updated edition by Pippin Publishing of Canada. Harvard University Professor I. A. Richards created a method of language instruction during the 1940s and 1950s utilizing stick figures and a form of basic English, and established the organization Language Research, Inc. (LRI), to disseminate this program. The LRI papers are held in Gutman's Special Collections. The copyright is held by Harvard, and Gutman staff worked with the publisher and with Harvard's Office for Technology and Trademark Licensing in facilitating publication of the updated edition of *English Through Pictures* worldwide.

The first Annual Jeanne S. Chall Lecture and Award Presentation took place on April 7, 2005, at Gutman Library. Robert Calfee, professor of education, University of California, Riverside, spoke on "Assessing Literacy: Exploring the Reader's Mind and Heart." The lecture and the HGSE doctoral student research award were established to honor the legacy of Jeanne S. Chall, whose immense contributions to the field of reading research and instruction have had a lasting impact on generations of teachers and students in school and university settings. This event was supported by the Jeanne S. Chall Endowment, through the Thomas B. Fordham Foundation challenge

grant, and by Dr. Chall's many admirers, colleagues, and former students. Jeanne Chall's large collection, donated to the library some years ago, covers a span of over 200 years of American education history. Attendees had an opportunity to view the exhibit in Special Collections, which provided examples of the range of materials that she collected and the scholars whom she admired and mentored.

In August 2004, the library bid farewell and best wishes to Marylène Altieri, Gutman's Special Collections librarian for more than 10 years. She resigned to assume the position of curator of books and printed materials at Radcliffe's Schlesinger Library.

Research Services Highlights

The year 2004–2005 was a busy, productive, and challenging one for the Research and Instruction Services Department. Our team-based department continued to develop its goals—providing access to high-quality information, ensuring library spaces and technologies to facilitate campus intellectual and community life, and being a vital leader among education libraries. Key elements to the department's central role at HGSE are our commitment to collaboration, across library, academic, and administrative departments, as well as student organizations; our focus on user needs; and our continued goal to develop staff and provide them with the resources, education, and tools needed to achieve a continuing high level of service.

Highlights of these collaborative efforts include working with Office of Student Affairs staff for the Fall 2004 orientation, the International Students Orientation, the Spring "Welcome Back" event, and the Spring 2005 Student Research Conference; and planning and implementing information sessions and hands-on workshops for students with varying HGSE units, such as the Fellowship Office, the Office of Career Services, and the Learning Technologies Center.

The Research and Instruction Services Department supports HGSE through its role and services, which include, but are not limited to:

- participation in the implementation and enhancement of the library's intranet pages;
- a redesign of the library's web page for the HGSE web site;
- the staffing, administration, and supervision of writing services;
- providing distance services to our doctoral students and our faculty on leave; and
- offering offsite database access to 100 alumni/ae (a initial pilot project that was highly successful for our alumni/ae patron service).

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Additionally, Research Services librarians provide training to Cambridge College students both onsite and at a Cambridge College satellite campus, APA workshops for the HGSE community, and basic and advanced EndNote training, and proactively contribute to the HGSE PITFs' knowledge and use of Harvard e-content.

The HGSE Writing and Research Center was redesigned in 2004–2005 to support HGSE students through the academic process from research to writing. Under the current administrative structure, writing services are a unit of the Research and Instruction Services Department of Gutman Library. Writing services are closely connected with other offerings of the Research and Instruction Services Department: EndNote trainings, dissertation and research consultations, APA workshops, and electronic resource-specific sessions.

The Distance Services Program has become a vital connection for many doctoral students as they work to complete their dissertations from locations across the county and around the world, as well as for our faculty on sabbatical.

Access Services Highlights

Gutman Library started a new service to allow alumni/ae of the Harvard Graduate School of Education access to a select number of databases and electronic journals available from EBSCOhost. The ability to continue to access e-resources is one of the most frequent requests we hear from our alums and this service has been very well received. The program is run by the library and was developed with the cooperation and support of the HGSE Alumni/ae Office.

The Distance Services Program, now in its second year of operation, continues to provide materials and reference services to our students and faculty who are working away from the Cambridge campus. This service has become a vital connection for many doctoral students as they work to complete their dissertations from locations across the county and around the world, as well as for our faculty on sabbatical.

The position of reserves coordinator was reviewed and upgraded. The new title is reserves and access services librarian. This position now has additional responsibilities as liaison for Cambridge College patrons, web page development, and reference responsibilities.

Library-Wide

The entire staff of Gutman Library participated in the College of DuPage's "Library Challenges and Opportunities" teleconference series. This three-part event discussed many issues facing libraries today, including marketing

techniques, new technologies, and new library services. The teleconference was an opportunity for the entire library staff to hear about current hot topics in the field, and to learn about how other libraries are coping with the changes technology has brought. The teleconference served as a team-building exercise for the staff and was an opportunity to generate discussion regarding our own policies, practices, and future direction. The event was initiated and facilitated by Marcella Flaherty, head of access services.

Gutman Library converted to Crimson Cash for networked printing and photocopying needs. All the computers on the first floor of the library, a select number on the second floor, and all photocopy machines now use Crimson Cash. An additional networked printing system, available only to students at HGSE, was installed on the remaining second-floor computers. The transition, orchestrated by Joseph Gabriel, systems librarian, and Joanne Melanson, manager of administrative services, went smoothly and the new system is well received. HGSE students welcome having two options for their printing and photocopying needs. Students from across campus appreciate the ability to use Crimson Cash.

Lastly, I am deeply saddened to report that Alicja Altenberger, head cataloger at Gutman Library, passed away in May of 2005 after a lengthy illness. Alicja was dedicated to the Harvard Graduate School of Education and to the Harvard libraries. She served Harvard for more than 25 years. Her intelligence, wit, and engaging personality touched us all. Among her Harvard library colleagues she will be remembered as an extremely talented librarian, a mentor and role model, and a dear friend.



*The Monroe C. Gutman
Library*

HARVARD LAW SCHOOL

Harvard Law School Library

*Report of Harry S. Martin III, Henry N. Ess III Librarian
and Professor of Law*



Harry S. Martin III
*Henry N. Ess III Librarian and
Professor of Law at Harvard
Law School*

The mission of the Harvard Law School Library is to provide information resources and research services that will assist Harvard Law School in becoming the premier center in the world for legal scholarship and training in the 21st century. An important subsidiary mission is to deal responsibly with the extensive collections acquired to date, whatever their current level of use. We also serve as the legal reference collection for the University.

The Law School now manages the second largest library at Harvard, with almost 94 permanent staff on an annual budget of \$10.4 million. Its extensive special collections are widely known. Besides current professional research, the library supports a wide range of historical and international scholarship. The collections stand at 1.7 million books and bound manuscripts, 470,000 volume equivalents in roll microform or microfiche, significant manuscript holdings, and a unique art collection. Since World War II, the School has acquired more than 20,000 new books each year. In recent years, annual weeding of the book stock, including conversions to microform, has approached 5,000 volumes.

The library is a busy organization confronted with many exciting and diverse challenges. Current activities include implementation of a new online system, conversion of thousands of brittle books to microform, development of multi-library cooperative networks, improvement of the research skills of our law students, meeting the information technology needs of our faculty, and digitization of library materials so that the unique resources of Harvard Law School Library might someday be available through the Law Library's home page. Daily concerns include training and keeping high-quality personnel, dealing with old buildings, adjusting to international currency fluctuations, and finding innovative ways to store more and more materials.

COMPARATIVE STATISTICS FOR LAW LIBRARIES

as reported by the Association of Research Libraries for 2003-2004 (latest available)

TOTAL EXPENDITURES

1. Harvard	\$ 10,428,517
2. Georgetown	6,625,212
3. G. Washington	5,814,154
4. Michigan	5,740,538
5. Berkeley	5,363,952
6. Yale	5,355,695
7. Columbia	4,758,358
8. NYU	4,693,403
9. Iowa	4,554,804
10. Pennsylvania	3,682,193

TOTAL STAFF (FTES)

1. Harvard	112
2. Georgetown	89
3. NYU	64
4. Yale	64
5. Berkeley	54
6. Columbia	54
7. Michigan	54
8. G. Washington	47
9. Iowa	42
10. Pennsylvania	42

VOLUMES

1. Harvard	1,704,219
2. Columbia	846,431
3. Yale	837,996
4. Texas	768,312
5. NYU	768,195
6. Iowa	745,466
7. Minnesota	677,966
8. Berkeley	675,731
9. Michigan	671,758
10. Chicago	636,053

TOTAL EXPENDITURES FOR LIBRARY MATERIALS

1. G. Washington	\$3,454,843
2. Harvard	3,440,977
3. Georgetown	2,871,261
4. Michigan	2,413,389
5. Berkeley	2,331,716
6. Iowa	2,237,327
7. Yale	2,218,349
8. Columbia	2,116,480
9. Miami	2,047,376
10. NYU	2,040,703

VOLUMES ADDED (GROSS)

1. Houston+	38,167
2. Harvard	30,379
3. Iowa	23,759
4. Miami	19,111
5. Kansas	18,224
6. Pennsylvania	16,019
7. Berkeley	15,846
8. Georgetown	15,651
9. Yale	15,492
10. Chicago	14,049

+ Houston is rebuilding its collection in the aftermath of a devastating flood.

CURRENT SUBSCRIPTIONS

1. Harvard	15,802
2. LSU	13,791
3. Iowa	12,626
4. Case Western	11,917
5. Virginia	11,378
6. Yale	10,873
7. Minnesota	10,486
8. Michigan	10,086
9. Georgetown	9,920
10. Indiana	9,051

The Law School now manages the second largest library at Harvard, with almost 94 permanent staff on an annual budget of \$10.4 million. Its extensive special collections are widely known.

The last two decades have been challenging and exciting ones for law libraries and for research libraries in general. The impact of information technology has been significant, first in terms of operating procedures, and later in terms of collections.

In general, there is a strong correlation between staff size and collection size, particularly among research libraries. Large collections require larger staffs, not simply to process new materials but also to maintain existing collections. Larger collections usually imply a larger volume of circulation; more shelving; more volumes to rearrange as parts of the stacks grow faster than others; more binding, repair, and preservation work. Our cataloging department, for example, spends 30% of their time editing existing records as books go on and off reserve, change locations, receive supplementation, are lost and replaced (or not), are replaced by new editions, are reclassified into different locations or call-number systems, and the like. Larger collections also lead to more reference work as researchers look for materials in more places or track obscure references.

The last two decades have been challenging and exciting ones for law libraries and for research libraries in general. The impact of information technology has been significant, first in terms of operating procedures, and later in terms of collections.

In the 1970s, Harvard and a few other research libraries pioneered cooperative cataloging, using computer networks to share the work products of their cataloging departments: the bibliographic records of items in their collections. In the past, each monograph added required, on average, an hour's time from a cataloger to describe, index, and classify. For Harvard to copy and edit a catalog record from Columbia now takes ten minutes, and the work can often be done by paraprofessional staff. Bibliographic records are now available not only from sister libraries but also from publishers and vendors. Over half the monographic items we receive annually have associated records available somewhere online.

In the 1980s, many other library processes were automated, from ordering new titles to charging out new receipts. These integrated library systems were largely developed by commercial vendors or by research libraries that spun off commercial ventures. Harvard made the sensible decision to acquire and develop an integrated system that all Harvard libraries could use and that would make available to patrons the holdings of all Harvard libraries. In 2002, our first-generation system (NOTIS) was replaced by a more modern, web-friendly client/server system (Aleph). Faculty and students simply saw an improvement in HOLLIS. But the initial adaptation of automation and the recent upgrades involved significant contributions of time and effort by Harvard librarians, including many from the Law School. The flexibility and adaptability of library staff have been tested often over the past 20 years as systems have been introduced and upgraded.

In the mid-1990s, recognizing the advantages of having all bibliographic records available online, the Corporation invested \$22 million in a retrospective cataloging project that converted existing card and microfiche catalogs to digital form. In the late 1990s, the University Library, with our enthusiastic support, began actively acquiring or licensing other bibliographic indexes and reference publications in electronic form.

In the 1990s, the impact of information technology also began to be felt directly on the collections, as the texts of legal documents became available to faculty and students online. In the early 1980s, the library had one Lexis terminal that could be used only at certain hours and by appointment. In the early 1990s, Harvard became the first law school to offer its faculty and students unlimited access to Lexis on their personal machines. Today nearly 10% of our collection is available online in full text. Some resources are available to all on the web; some are licensed by the University Library (and billed to us under a complicated reimbursement scheme) for the Harvard community; some are acquired by the New England Law Library Consortium, of which we are a founding member; some are acquired directly by us and made available over the library's internal network; some are acquired and available only on designated library terminals or on non-networked CD-ROMs. Having led the way in the use of online, full-text resources, law libraries are now watching as other disciplines develop and use online, multimedia resources.

In recent years, recognizing the advantages of electronic texts and the preference of students, at least, for finding materials on the web, the Harvard Law School Library began a series of experiments to convert print sources to electronic form. Would students be more interested in legal history if the sources were available on the web? Could legal scholars mine electronic texts in new ways? Could unique, fragile resources be widely shared if available on the web? Our Bracton and Nuremberg Trials projects would appear to say "yes."

Two decades ago, we became increasingly concerned about the physical state of our collections. The Law School Library created the first professional preservation position at Harvard. We have implemented many programs to preserve the intellectual content of our collections. Commercial micropublishers have filmed thousands of our volumes, and they continue to send us royalties from the sale of the resulting products. Grants allowed us to film other volumes ourselves. Our regular budget covers the on-demand filming of a small number of fragile books annually. A few thousand volumes are sent through mass de-acidification every year. But the scale of the problem is still quite large. The renovation of Langdell Hall in

The Law School Library created the first professional preservation position at Harvard. We have implemented many programs to preserve the intellectual content of our collections.

1996–1997 did help the situation considerably, as the general level of environmental control improved greatly. Aggressive use of the Harvard Depository (HD) also placed many more volumes in good environmental conditions.

As of July 1, 2005, the Harvard Law School Library had 668,393 volumes, or 38% of its overall book stock, stored offsite at HD. We have nearly a half-million volume equivalents in non-print format as well. Of the onsite collection, 100,000 volumes are in local storage, and another 250,000 rare books are in compact stacks. The open-stack collection amounts to only one-third of our total holdings, excluding entirely electronic resources.

Our onsite collections are at a steady state: for every new volume added, one must be removed. Of those removed, one out of three is withdrawn, sometimes replaced with microform, sometimes sent to an overseas library, sometimes discarded. The other two are sent to HD.

DISTRIBUTION OF HOLDINGS

Open Stacks	703,590	32%
Local Storage	100,000	5%
Rare Book Storage	250,000	11%
Non-Print	469,081	21%
Remote Storage	668,393	31%
TOTAL	2,191,064	100%

The volumes in remote storage tend to be older, but not rare, materials, often in foreign languages. They include both serials and monographs. They are selected largely by date, although current imprints from selected foreign sub-jurisdictions, such as the canton Bern and superseded editions of any date, are sent off-site as well.

Our onsite collections are at a steady state: for every new volume added, one must be removed. Of those removed, one out of three is withdrawn, sometimes replaced with microform, sometimes sent to an overseas library, sometimes discarded. The other two are sent to HD.

We now process for remote storage about 30,000 volumes a year, freeing space in the open stacks for new books and making small inroads in the number of books still stored on campus in the damp basements of dormitories, inaccessible by elevator or book truck.

Processing materials for offsite storage is time-consuming and expensive, though it is work we would eventually do in any event. However, HD will not accept books that are not in the online catalog, not processed with item records, not barcoded, not clean and free from mold, or not well-bound or otherwise encased. So we are forced to do bibliographic and preservation work before items can be shipped to HD.

The cost of storage at HD is just above \$0.30 per volume per year. Storage costs have been rising about 2% annually for a decade. Patrons may place orders directly through the online catalog. The items come the following

day, since we do not pay the premium for expedited two-hour deliveries. The cost of retrieval and return is about \$5.00 per item, the same as it was ten years ago. We project about 6,300 retrievals this year, 1.6% of the total volumes stored offsite.

In the last 20 years, the library has increased its annual acquisitions rate by 39%, from 18,000 volumes per year to 25,000. The rate of withdrawal has also increased as the result of an active program of replacement by microfilm. Harvard has not only the largest book collection of any law school library, but also the second largest microform collection. And the current staff level is smaller than it was 15 years ago. Since 1989, we have increased the number of subscriptions received by 25%, with no increase in staff to receive and check them in. Last year we acquired more than 2,000 Arabic volumes, but were only able to catalog 400 titles. Automation of technical services enabled us to be more efficient. But we seem to have reached a plateau in efficiency. Indeed, the switch to the new Aleph system has been rocky: Only now are we becoming as productive as we were in the old system.

In the last five years, the library has begun a number of digital initiatives, which have been very well received. A pilot project that involved Professor Charles Donahue and consultation from the Legal Information Institute allowed us to do a proof-of-concept project on the digitization of a single work, Bracton's *De legibus et consuetudinibus Angliae* (On the Laws and Customs of England). The Nuremberg Trials Project has been very well received, but developing the web site and the underlying database has required significant investments of staff time. With funds from the University Library, we have all but completed the digitization of our portrait collection. On the other hand, our efforts to get our collection of 18th- and 19th-century trials on the web site have stalled, largely due to lack of staff. Additional technical resources are also needed to make progress in developing a better current awareness service.

Unknown to many, the Law Library houses what may be the largest collection of legal portraiture available anywhere in the world. This collection currently includes more than 4,000 images of lawyers, jurists, and legal thinkers dating from the Middle Ages to the late 20th century. Although much of the collection has been available for decades—having been acquired in large part by Librarian Eldon R. James and Dean Roscoe Pound in the first quarter of the 20th century—it has been largely inaccessible to patrons due to the value and fragility of the materials involved. However, thanks to a grant from the Library Digital Initiative, the entire collection is now available online. As a result, the collection's value, not only as a record of legal

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tradition, but also as a source of general historical, cultural, and artistic insight has finally been made available to all. To browse the collection online, visit <http://www.law.harvard.edu/library/collections/special/online-collections/portraits>.

This past year, the library experimented with 24-hour access to the main library facility, Langdell Hall, during the Spring Term. Use after 2 am was steady but small, and the decision was made to close the library at 2 am during the 2005–2006 academic year. Summer hours were extended, however, to provide more study time for students preparing for the bar. Use was high and these extended hours will continue.

The development of HOLLIS, the conversion of the catalogs, the use of the Harvard Depository, the renovation of Langdell, and the reimplementation of HOLLIS have all been major projects that produced great benefits but required tremendous effort. Nevertheless, the library has also tried to improve services. We have a very active document-delivery operation for core faculty, as well as an extensive presence on the web, and are increasingly involved in legal research instruction.

Twenty years ago, first-year law (FYL) students received research instruction from members of the Board of Student Advisors (BSA). The library had no regular instructional program. Now, reference librarians participate in the Legal Research and Writing Program and devote a substantial portion of their time during the fall and spring semesters to preparing lesson plans and conducting lectures and workshops for FYL research training. LLM students receive an extensive orientation to the library and to American and international legal research techniques and sources. Virtually every LLM student who writes a research paper receives an individual consultation with a librarian. A substantial number of JD students also receive research consultation on their third-year papers. Voluntary classes are held throughout the year on a number of specialized research topics.

More could be done, of course. Library staff would like to work more closely with students working on journals to develop more formal instruction in sub-citing, which now takes place even before FYL legal research instruction gets under way. Closer coordination with clinical instructors could give students in the clinical program workshops on specialized legal research in relevant subject areas. Reference librarians could serve as liaisons to particular clinical offerings, advising on research sources and strategies at the outset of major clinical projects. Making faculty aware of new resources and research techniques should also receive attention.

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The Law Library should continue to expand its instructional services, use the web to share more of its unique collections and support better public access to legal information, and continue to play a leadership role among law libraries worldwide. It also seems important to maintain the strength and usability of our collections—whatever their format. The extent to which we can do so will depend on resources.



Harvard Law School Library

JOHN F. KENNEDY SCHOOL OF GOVERNMENT

John F. Kennedy School of Government Library



Ellen Isenstein
*Director of the John F. Kennedy
School of Government Library*

Report of Ellen Isenstein, Director

Background

The John F. Kennedy School of Government (KSG) Library was established in 1978 when the School moved to its present location on JFK Street. The print collection, which consists of approximately 59,000 volumes and 1,600 serial subscriptions, reflects the multidisciplinary nature of the School's teaching and research activities.

The goals of the KSG library are

- to provide a working collection of up-to-date materials in the areas of public policy, government and politics, management, international affairs, and related areas;
- to offer expert guidance to students, faculty, and other researchers in locating, evaluating, and making efficient use of information resources relevant to the interests of the Kennedy School; and
- to serve as a gateway to the wealth of information resources available at Harvard and beyond.

Public Services

Reorganization of Circulation/Reserves

In the spring, we reorganized the Circulation/Reserves operation to unite our public services functions under one manager and to utilize more effectively the skills and capabilities of the staff. To accomplish this, we moved existing staff into three new positions: head of access and research services, circulation/reserves supervisor, and circulation/interlibrary loan supervisor.

The evening/weekend supervisor position remained in place. While each of the affected staff members had new skills to learn and additional responsibilities to juggle, by the end of the academic year, we had made steady progress towards streamlining our reserves procedures and better coordinating circulation and reference activities.

Research Assistance

Reference librarians continued to offer expert assistance to students, faculty, and other researchers in navigating Harvard's complex library resources and using them effectively. In addition to telephone and in-person help, librarians have been answering an increasing number of reference questions through e-mail. The reference staff provided numerous one-on-one research consultations, as well as group training sessions ranging from basic library introductions to specialized workshops prepared at the request of various KSG research centers.

The library gained an important presence on the Kennedy School's course pages when reference staff created a "Research Toolkit" link that is now prominently displayed on each page. The toolkit provides a brief tutorial on library research, with links to the HOLLIS catalog and widely used Harvard e-resources for locating articles in journals and newspapers. A link to our "Ask a Librarian" page is easy to find on each screen. Response to the toolkit has been gratifying; according to web statistics collected by the Kennedy School, there has been a consistently high level of hits each month during the school year.

Networked Printing

Until recently, only KSG students have been able to print from the library's public computers. Under a system set up by the Kennedy School's Information Technology Services group, the number of pages each student prints is counted automatically, and fees are charged to term bills. Happily, this year, the IT group created an additional option, using the Crimson Cash payment system, that allows us to offer networked printing to all library users.

Circulation Statistics

The number of items borrowed from the general stacks remained steady from the year before. However, reserve circulation was down by 16%. One significant factor may help to explain this decline: faculty members increasingly refer students to electronic materials for their required reading. The practice of putting direct links to online journal articles on course pages seems to be growing, with a corresponding decline in the use of printed course packets.

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Technical Services

In FY 2005, the KSG Library's Technical Services department completed the transition to the Aleph system and largely eliminated a significant actions backlog. This was a major achievement that freed up time to work on new challenges for serials acquisitions.

One challenge was the increase in electronic-only publication of ongoing research by the KSG faculty.

One such challenge was the increase in electronic-only publication of ongoing research by the KSG faculty. The KSG Library has traditionally collected and fully cataloged all working/discussion papers produced by KSG faculty. In 2004, the trend to publish only electronically became well established. The web has given the KSG's research centers space to store and feature their work creatively. But until these centers produce RSS feeds, it remains the job of the KSG Library to scour their ever-changing web sites for the papers we once received automatically. We continue to create 100 to 150 original cataloging records each year for these papers, providing URLs for their location on the web.

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Collections

The most noteworthy development in this area was our establishment of Reel Politik, a DVD collection of feature films and documentaries relating to politics and public affairs. While small at the outset, we expect to add to it steadily over the years. Located in a prominent area on shelves adjacent to the circulation desk, the collection has been in high demand. For example, the circulation rate per DVD was an impressive 7.96 during the first six weeks for which we were collecting data. There were many days, in fact, when the shelves were stripped practically bare. To facilitate access to this enormously popular collection, we have put a list of our DVDs on the library web site with links to the HOLLIS record for each title. The loan period is limited to three days and users can request items that are currently checked out.

In 2004, the trend to publish only electronically became well established.

Staff News

Library staff members were well represented on committees sponsored by the Kennedy School of Government, the Harvard library system, and national and regional library organizations. Among the highlights:

- Leslie Donnell, senior cataloger/reference librarian, served for another year as coordinator of the University Library's Committee on Instruction in Library Use.

- Dev Kernan, acquisitions assistant, continued as a member of the KSG Joint Council.
- Beata Panagopoulos, head of technical services, served on the executive board of the American Society for Information Science and Technology (ASIST) as chapter assembly director. She also remained in her role as coordinator of the Ombuds Program at the Kennedy School.
- Suzanne Wones, senior reference librarian, continued as a member of the board of the ACRL New England Chapter as their legislative representative, and she attended the ALA's national legislative days in Washington at their behest.



*The John F. Kennedy School
of Government Library*

HARVARD GRADUATE SCHOOL OF DESIGN

Loeb Library

Report of Hugh Wilburn, Librarian



Hugh Wilburn
*Librarian of the Frances Loeb
 Library of the Harvard
 Graduate School of Design*

The Frances Loeb Library supports the educational and research programs of the Harvard Graduate School of Design (GSD), which offers professional, post-professional, and doctoral degrees in the fields of architecture, landscape architecture, and urban planning and design. The GSD community includes approximately 500 students; 50 tenured, adjunct, associate, and assistant professors; 50 visiting faculty and design critics; and 100 staff members. The library is also used by students and faculty across the University, design professionals, and visiting scholars from around the world.

Members of the various departments within the Frances Loeb Library work collaboratively with other individuals and departments within the library, and with colleagues across the University. These relationships are essential as staff members strive to perform their daily work, to implement new policies and procedures, and to plan future objectives. Those activities are detailed in the sections that follow. In addition to cooperative working relationships with librarian colleagues across the University, staff members work with colleagues in other departments at the Graduate School of Design to support the work of the School and to strengthen the relationship of the library to other departments. Staff members serve on the GSD's Emergency Management Team, on its Action and Reward and Recognition committees, on the Advanced Study Programs Advisory Group, and on the University Problem Solving Team.

Collections

The rising costs of new publications continue to present challenges to libraries documenting all subject areas, including those taught at the GSD. However, the dedicated work of the Frances Loeb Library's collections

librarian, Sarah Dickinson, and its technical services librarians resulted in a trimming of unnecessary and duplicative periodical subscriptions. A coordinated journal-evaluation project was conducted during the year, utilizing feedback from GSD faculty members about selected titles proposed for cancellation. The project included consultations and negotiations with collections librarians across campus to place subscriptions with more appropriate collections and to review University-wide electronic-access contracts. The collections librarian also consulted with faculty members about acquisitions in the developing disciplines of phytoremediation and smart materials.

A significant donation of monographs from Professor Peter Rowe, as he ended his tenure as dean, benefited the library. Additional copies of important titles were added to the collection, and proceeds from the sale of duplicate titles to students were used to purchase additional copies of heavily circulated monographs for the collection.

Of the many activities related to University-wide digital acquisitions, a temporary trial offering of the Digital Sanborn Map Collection was of most interest to the GSD community. Feedback from faculty members, students, and staff was solicited and responses to content and interface compiled for consideration. The library partnered with the Harvard College Library and its Harvard Map Collection to purchase this electronic resource that will provide useful data for analysis of changes in urban growth and density in 20th-century American cities. Other collaborative acquisitions through the Harvard University Library's Digital Acquisitions and Collections Committee (DACC) included several e-book collections, ongoing e-journal negotiations, and the inauguration of two projects supported by the committee: the new Electronic Resource Management (ERM) system and the E-Journals Task Force.

The collections librarian, as a member of the Committee on Electronic Reference Services (COERS), helped launch a new library stewardship program in which individual libraries assumed responsibility for ongoing evaluation of specified licensed electronic resources to ensure the persistent usefulness of these products to the Harvard community. COERS served in an advisory capacity to issues relating to the launching of MetaLib and to the evaluation of several e-book purchases. Among the resources evaluated, the *Foundation Directory*, recently approved for purchase, may prove to be of interest to the GSD community.

*The rising costs
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Public Services

Reference activities continue to build on previous successes with instruction oriented to the needs of GSD students. A special orientation was given at the beginning of the academic year to the students in the School's Advanced Studies Programs (Master of Design and Doctor of Design). Other targeted presentations were provided for students registered in a seminar on building technology and for the teaching fellows in a Harvard College course taught by a professor from the School's urban planning department. Although the number of group presentations was smaller than in the previous year, the number of students attending those presentations increased by 50%. Inquiries at the reference desk increased slightly following a decline in the previous year. Activity levels at the reference desk consistently rose following periodic invitations for individual research consultations issued on the GSD's student listserv.

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Circulation of books and periodicals continued a pattern of increase, bucking the trend of reduced use of library resources that is often reported elsewhere. Barbara Mitchell, head of public services, reports that students quickly adopted the ability added last year to renew their books online through the HOLLIS catalog, and 98% of our 43,850 renewals were accomplished online. Another popular feature continues to grow in use: the ability to recall a circulating book or place a hold on a book when it is returned. Holds and recalls increased 20% following a 50% increase in the previous year.

Technical Services

As part of the Harvard University Library system, the staff of the technical services department implemented Version 16.02 of the integrated library system, Aleph. Staff attended a number of public demonstrations of the new client, and training in the new version of the client was done at the department level. Catalogers completed the reclassification of older architectural biographies with local call numbers to the Library of Congress classification, bringing together biographies with varied publication dates.

The department continues to maintain the ordering, receiving, and cataloging operations with no backlogs. The numbers of gifts received has increased and processing has been incorporated into this workflow. A half-time position was eliminated through attrition, and the cataloging and serial-binding duties of the position were successfully absorbed by existing staff members.

Staff members continue to serve important roles in the cooperative work and numerous committees that carry forward many activities of the Harvard University Library. Staff members worked with colleagues in other libraries to provide advice on workflow for statistical gathering (for the Schlesinger Library), use of the spine label program designed and utilized at the GSD (for the Divinity School and Kennedy School libraries), and the processing of serial issues (for the Fine Arts Library). Janet Rutan, head of technical services, is a member of the Aleph Acquisitions, Serials, and Finance committees; the Task Force for Electronic Journals; and the Standing Subcommittee on Bibliographic Standards and Policy.

Visual Resources

Alix Reiskind became the new visual resources librarian at the beginning of the academic year. A directive from the Dean of the Graduate School of Design froze all open vacancies, and so her former position of assistant visual resources librarian was unfilled. By the end of the year, the position was eliminated and the duties were absorbed by the department.

One of two current grants from Harvard's Library Digital Initiative (LDI) was successfully completed this year. The grant for the access project "Creation of Descriptive Metadata for Images Used in Teaching a Sequence of Required Architectural History Courses" identified images used in the Architecture Department's required sequence of history courses, cataloged some of these images, and devised a master list to be used in a related grant. The second of the two LDI grants, "Image Digitization and Cataloging Project to Support Core Course Offerings at the Harvard GSD," continued throughout the year. A project cataloger uses the information gathered in the first grant to catalog images from slides in the Frances Loeb Library collection and prepare batches of slides for scanning in our imaging lab. The project will be completed in 2006.

The visual resources librarian, as a member of the VIA Steering Committee, participated in increased outreach to the University community to raise awareness of VIA, Harvard's Visual Information Access online catalog. In addition to group presentations, committee members developed the VIAINFO listserv for interested users. OLIVIA is the cataloging database used by most Harvard libraries to organize data about their image collections. The visual resources librarian serves on the OLIVIA Steering Committee and the OLIVIA Training Committee, which offered a series of beginning and advanced training sessions for users of the system. The GSD uses OLIVIA to catalog all 35mm slides and digital images in our collections and to link those catalog records to digital images stored in Harvard's

Digital Repository Service (DRS). Over 40 percent of new image acquisitions this year were digital images. It is expected that the percentage of digital images acquired by the library will increase significantly in the near future.

Special Collections

Intensive use of special collections materials by an international community of researchers, as well as by patrons of the rare book and Le Corbusier Research collections, continued this year.

Intensive use of special collections materials by an international community of researchers, as well as by patrons of the rare book and Le Corbusier Research collections, continued this year. Over 950 requests for rare book room titles were received, and almost 500 readers made use of the Le Corbusier Research Collection. A variety of special collections researchers consulted many of our archival collections, with the following collections receiving special attention: the Sert and CIAM collections, the Edward Larrabee Barnes Collection, the Martin Wagner Collection, the Reginald Isaacs Collection, the George R. Collins Collection on Linear City Planning, the Ferrari Hardoy Archive, the Hugh Stubbins Archive, and the Eleanor Raymond Collection. Growing research interest in the field of landscape architecture is reflected in heavy use of the William Phillips Collection, the Charles Eliot Collection, the Dan Kiley Archive, and the Olmsted Collection. Mary Daniels, special collections librarian, provided presentations of departmental materials to a number of audiences, including Career Discovery studios, GSD staff, GSD seminars, classes from the Landscape Institute of the Arnold Arboretum, and the Charles Warren Fellows.

With support from the dean of the GSD, the archivist position, previously funded by grants, was made into a permanent position following vacancies in two half-time positions within the library. Inés Zalduendo, archivist, completed the inventory of the Alison and Peter Smithson Archive, as well as refining and adding records to existing files. The librarian for special collections and the archivist provided references and informational service to numerous prospective researchers by phone, mail, and e-mail.

The year's acquisitions included significant additions of original materials (drawings, photographs, manuscripts, and printed items) to the Edward Larrabee Barnes Collection, the Eduard Sekler Collection of Student Reports, the Ulrich Franzen Collection, the Wilhelm von Moltke Collection, the Josep Luis Sert Collection, the George R. Collins Linear City Collection, the Arthur and Sidney Shurcliff Collection, and the Amazonia 2000 Collection. New acquisitions included the Joseph Wasserman Archive, which includes representative work from the professional files of GSD alumnus Joseph Wasserman, and a photographic archive of images shot by

Franziska Hosken for her 1974 book *The Kathmandu Valley Towns* (1974). Frederic A. Sharf presented the department with a handsome competition rendering by Theodore Alameda Vierra (GSD 1927–1929). An acquisition with specific relation to both Harvard and GSD history is a group of 11 drawings and renderings by Herbert Langford Warren, first chairman of the Architecture Department for a projected structure to house the Harvard University Press.

Gifts of printed works to the rare book collection included an Eleanor Raymond issue of *The Architects of Winchester* (gift of Maureen Meister); three copies (in Spanish, English, and Catalan) of the catalog of the J. L. Sert retrospective exhibition mounted by the Fundacio Miró; a collection of books related to international fairs and expositions (gift of Cristianne C. Collins); and a group of journals on Nepalese art and architecture received from A. Peter Berleigh, a retired member of the US diplomatic corps.

Exhibitions mounted in the department during the past year included “West Looks East,” a sampling of books ranging from the University’s only copy of Fischer von Erlach’s *Entwurf...* (Leipzig, 1725) to late 20th-century planning reports, all dealing with architecture and urban centers of the Muslim world as seen through Western eyes. Among the titles displayed was the limited edition of T. E. (Lawrence of Arabia) Lawrence’s Oxford thesis, *Crusader Castles*, which includes material drawn from his first visit to Syria. An exhibition marking the 40th anniversary of the appointment of Wilhelm von Moltke to the GSD faculty opened with a reception hosted by Mrs. Veronica von Moltke. Materials displayed in the department were supplemented by drawings mounted in the lobby of Gund Hall’s first floor.

Loans to exhibitions included images (in reproduction) to the retrospective exhibition on the professional career of Josep Lluís Sert mounted at the Fundacio Miró in Barcelona, the loan to a consortium of museums (including the Metropolitan, the Getty, the National Gallery, and London’s Tate) of Roger Fenton photographs from the H. H. Richardson Collection, and the loan of reproductions to an exhibition at the Harvard University Graduate School of Education, “Growing Up Is Hard to Do,” curated by Emerita Curator of Manuscripts Eva Moseley.

Conservation

The conservation department oversees preservation activities throughout the library, focusing on both preventative measures and individual conservation treatments of books and flat-paper objects from the rare and circulating col-

lections. Irina Gorstein, the conservator, performed 597 minor and 247 major treatments during the year. The department is well furnished to accomplish most of the required treatments needed by the collection. Continual improvements are realized, and this year a new stainless steel sink for aqueous treatments and a new water filtration system were installed.

Five photographs by Roger Fenton from the special collections department were loaned for exhibition after preparation by the conservator (examination, hinging, matting, framing) for the traveling exhibition "All the Mighty World: The Photographs of Roger Fenton, 1852–1860." The continuing H. H. Richardson Library restoration project is nearing completion, and the final challenging oversize volume sets were sent to a contracted conservator.

The department offers two conservation internships: a two-month summer (July and August) internship for bookbinding students from the North Bennet Street School who have completed their first year of training, and an advanced internship for second-year bookbinding students from the school (January to May). The goal of both internships is to provide an educational opportunity for students in the field of book and paper conservation. Interns may have opportunities in a variety of areas, including conservation documentation, examination, treatment, housing, and preventative conservation. Two successful interns participated in the program this year.

Library Information Systems and Instructional Technology

The Frances Loeb Library is fortunate to have a department that combines support for library information systems with support for evolving methods of instructional technology and outreach to faculty members. During the past year this small department expanded from one full-time librarian and one part-time student worker to two full-time staff members and eleven part-time student workers. A significant achievement was the design and installation of an image-processing facility and the establishment of digitization policies and procedures in support of projects throughout the library. Initial activity focused on the LDI grant to digitize 12,000 35mm slides in support of teaching the architecture department's required history sequence. This project will be finished in 2006. Kevin B. Lau, the head of the department, initiated the digitization of over 2,500 35mm slides from two individual faculty members' collections, working closely with the visual resources librarian who managed the cataloging of these images into OLIVIA and VIA. These two projects are supported by "content creation" grants from the Office of the Provost, and will also be concluded in 2006.

The department assists faculty, teaching fellows, and staff members in the use of evolving Harvard learning management systems called Courseware and iSites, which are under the administrative direction of the iCommons group. The department head serves as the main point of contact between the GSD and the Presidential Instructional Technology Fellows (PITF) program, which is designed to stimulate and support the development and use of digital applications and materials that enrich the Harvard curriculum. It does so through hiring Harvard students to work with faculty members in creating digital content for course web sites. The department head communicates between the library and the School's Computer Resources Group, the Harvard University Library's Office for Information Systems (OIS), and Harvard's University Information System (UIS) group. In this role, he is responsible for ongoing upgrades, implementations, and troubleshooting for the library's pay-for-print system, staff and public information technology needs, library connectivity, and all library-related software applications for staff members. The department head chairs the library's web group, overseeing the complex organization and evolving content of the library's main information portal. As one example of the value of this role, the department head developed the monthly new acquisitions listing that is web-published on the library home page, addressing a gap in the current Aleph functionality underlying the HOLLIS catalog.



The Frances Loeb Library

Development

The library received an unexpected gift from the estate of Helen P. K. Shillaber in the amount of \$335,000. Helen Shillaber was the sister of Miss Caroline Shillaber, the librarian of the Frances Loeb Library from 1963 to 1975. In accordance with Helen Shillaber's instructions, one half of the gift was directed to the endowed Caroline Shillaber Book Fund, which she created upon her sister's death in 1978, and the other half was received as a gift to the current-use Friends of the Frances Loeb Library fund.

RADCLIFFE INSTITUTE FOR ADVANCED STUDY

Schlesinger Library on the History of Women in America



Kathryn Allamong Jacob
Acting Deputy Director and
Johanna-Maria Frankel
Curator of Manuscripts in
the Arthur and Elizabeth
Schlesinger Library on the
History of Women in America
at the Radcliffe Institute for
Advanced Study

*Report of Kathryn Allamong Jacob, Acting Deputy Director and
Johanna-Maria Frankel Curator of Manuscripts*

Founded in 1943 with a donation of women's rights materials from Radcliffe alumna Maud Wood Park (Radcliffe 1898), the Arthur and Elizabeth Schlesinger Library on the History of Women in America is now a national resource for materials essential for understanding women's lives and contributions. The Schlesinger Library comprises one of the largest and most significant English-language collections of published and unpublished sources that together document the range of issues, organizations, and activities in which American women have been central. Especially well-represented among the 2,500 manuscript collections, 60,000 images, and over 75,000 books are suffrage and women's rights, social reform, family history, health and sexuality, work and professions, culinary history, and gender issues. The library also houses the official records of Radcliffe College from its inception in 1879 as the "Harvard Annex" to its merger in 1999 with Harvard University. Included among the holdings of the Schlesinger Library are the papers of Susan B. Anthony, Judy Chicago, Julia Child, Amelia Earhart, Betty Friedan, Charlotte Perkins Gilman, Emma Goldman, Pauli Murray, and Harriet Beecher Stowe. The library is open to all.

Fiscal year 2005 was a year like none other in the Schlesinger Library's 62-year history. In July, as the year began, the library's staff was dispersed among four different floors of two different buildings, separated by Brattle Street, while the library underwent a top-to-bottom renovation. The library's manuscript, book, serial, audiovisual, and photograph collections were even further afield, housed in four different buildings, the farthest being the Harvard Depository (HD), separated from the others by some 30 miles. The library building itself was fast becoming an empty shell, with old sheetrock and ductwork flying out the windows, and new wiring and fan coil units going in the doors.

By early February, the renovation was complete. Staff moved back into new work spaces, which they had a hand in designing. Collections returned to new compact shelving. An exhibit, “Treasures of the Schlesinger Library,” filled the new exhibit area. Two open houses showed off the building to more than 300 colleagues and friends, and we welcomed researchers into the elegant, light-filled reading room with custom-made tables and wireless connectivity. The library’s truly grand reopening in mid-March, featuring remarks by Arthur Schlesinger, Jr., and the naming of the reading room for Carol K. Pforzheimer ’31, officially celebrated the completion of the renovation.

From July through December, a temporary research room provided access to all of our books and manuscript collections, and full reference services were available. Processing of our most important Second Wave collections with a grant from the NEH was completed. The March conference, “Feminism on the Record,” celebrating the library’s reopening, was a successful and fitting capstone for a year of continuous change and renewal.

The year marked a new beginning for the Public Services department. After several years of dreaming, planning, and building, the goal to centralize reader services, both physically and administratively, was realized. Along with the improvements to the physical space, a staff reorganization created greater continuity by consolidating all reference activities into a single department. The Radcliffe College archivist managed the integration of archives systems with those of the Public Services department and moved to a space adjacent to Reference Services, while most of the archives collection was relocated to the Harvard Depository.

Departmental efforts were focused primarily on the development of a new service model for the renovated library. The transition to a closed-stack system, the reordering of the vaults, and the increased use of offsite storage required a reexamination of workflow and staffing patterns, as well as the development of new retrieval and tracking systems. In an effort to improve services and to ensure the security and care of the library’s collections, all reference policies and procedures underwent careful review and were updated or rewritten as needed. To implement these changes, particular attention was paid to staff and student training so that the transition to the new model would be as smooth and successful as possible.

The manuscript curator was successful in adding several new and distinguished collections, such as the papers of anthropologist and author Mary Catherine Bateson ’61 and the records of Camp Moy-Mo-Da-Yo, founded in 1907, and of the Women’s Economic Round Table (WERT), formed in

The library’s truly grand reopening in mid-March, featuring remarks by Arthur Schlesinger, Jr., and the naming of the reading room for Carol K. Pforzheimer ’31, officially celebrated the completion of the renovation.

1978, to educate women about the economic power they hold. Manuscript purchases include the papers of lawyer, activist, and founding member of the National Organization for Women Florynce Kennedy; several diaries (M. L. Sullivan, 1888; Phebe Beach 1857–1862; Mary Ellen Castle, 1904–1914; Mary Chaffee, 1887); and the World War I photograph album (1918) of M. F. Watkins, with images of women’s relief work in France.

After a two-year vacancy, the position of curator of books and printed materials was filled at the beginning of the year, and the new curator immediately began to deal with the accumulated backlog of titles. Significant additions to the print materials include a 33-volume run of the French 19th-century fashion periodical *La Mode Illustrée*, as well as new culinary titles and additions from the Hilles Library that were appropriate to the ongoing focus of the Schlesinger Library.



**The Arthur and Elizabeth
Schlesinger Library on the
History of Women in
America**

In Collection Services, transitions were successfully made to new technologies. Manuscript staff continued to process with accuracy and speed, completing 21 collections (241.4 linear feet, 1813 audiotapes) and creating container lists for 12 collections (274.75 linear feet). Extensive work was also done in preparation for the continuation of the retrospective conversion of finding aids to begin July 1, 2005.

With the end of the first phase of the Harvard University Library’s Open Collections Program, *Women Working, 1800–1930*, 319 books from Schlesinger were digitized, and two manuscript collections were digitized in their entirety, as well as portions of 10 manuscript collections. In the manuscript collections, this came to 6,076 pages, which were made available to the public through web search engines. The entire Jane Gay Dodge collection, with numerous photos and sketches of American Indians, will also be digitized.

Statistics

2004-2005



TABLE A: SUMMARY OF GROWTH AND EXPENDITURES OF THE HARVARD UNIVERSITY LIBRARY, 2004–2005

	G R O W T H			E X P E N D I T U R E S					
	Increase		Present Extent in Volumes and Pamphlets (a)	Salaries and Wages	Cost of Retirement and Health Programs	Books and Other Library Materials	Binding	Other Costs (b)	Total Expenditures (c)
	Gross	Net							
I. UNIVERSITY LIBRARY	1,086	1,086	117,475	\$6,445,772	\$2,083,999	\$11,785	\$4,200	\$7,536,835	\$16,082,591
II. LIBRARIES OF THE FACULTY OF ARTS AND SCIENCES (INCLUDING THE GRADUATE SCHOOL)									
Harvard College Library (Central Collections)	352,673	89,632	9,538,436	29,495,342	9,654,790	14,262,852	609,302	18,647,879	72,670,165
House Libraries (d)	0	0	130,687	106,960	1,667	10,783	165	6,888	126,463
Departmental and Special Libraries	4,479	3,846	390,017	1,008,166	290,689	2,369,979	37,526	97,789	3,804,151
III. SPECIAL, OFFICE, AND OTHER RESEARCH LIBRARIES	23,078	22,185	1,180,179	3,344,206	1,044,945	1,759,396	82,395	1,001,512	7,232,455
IV. LIBRARIES OF THE OTHER GRADUATE AND PROFESSIONAL FACULTIES	48,028	15,605	4,198,739	17,208,619	5,685,067	9,155,027	326,944	8,650,516	41,026,174
SUBTOTAL				\$57,609,065	\$18,761,158	\$27,569,823	\$1,060,533	\$35,941,420	\$140,941,998
Less Duplication (e)								-\$6,884,517	-\$6,884,517
V. TOTAL (f)	429,344	132,354	15,555,533	\$57,609,065	\$18,761,158	\$27,569,823	\$1,060,533	\$29,056,903	\$134,057,481
DEPOSIT LIBRARIES (g)									
Harvard Depository	364,666	364,666	5,087,664						
New England Deposit Library	(53,356)	(53,356)	0						

(a) The present extent in volumes and pamphlets for individual libraries includes volumes transferred to the Depository. Totals reflect corrections to the FY 2004 count. Revised count for FY 2004 is 15,423,179.
 (b) Includes building charges of \$12,400,895 for some units and \$9,328,045 of library-generated income reimbursing the Library for some expenditures. Also includes Open Collections Program.
 (c) Totals may not match original data due to rounding. Expenditures include funds from all sources.
 (d) House libraries do not provide collection or fiscal reports regularly. Estimates are included.
 (e) Deductions: HOLLIS and Harvard Depository fees assessed to individual libraries but also recorded as expenses of the University Library.
 (f) The books and pamphlets recorded here constitute only a portion of the Library's collections. Microform holdings—reels, microcards, microfiches, and microprint sheets—exceed 5.5 million. Manuscripts make up most of the University Archives, and there are large collections of

manuscripts in other units, notably the Law School Library (1.5 million) and the Houghton Library, where some 4 to 5 million items fill approximately 15,000 running feet of shelving. The Harvard Theatre Collection (a unit of Houghton) contains more than 5 million items (playbills, photographs, etc.), and other ephemera in Houghton fill about 4,000 running feet of shelving. Visual collections of the Fine Arts Library include over 1.6 million items. Sound recordings in the Eda Kuhn Loeb Music Library number 65,000. Over 500,000 maps are housed in the map collections of the Harvard College Library in Pusey. Many other items could be cited throughout the University Library system.
 (g) These figures enumerate library holdings accounted for in items I–IV above along with other items, such as archive and records boxes on deposit in the Harvard Depository or the New England Deposit Library. The New England Deposit Library was vacated of all Harvard collections, which were returned to their respective libraries.

TABLE B: GROWTH AND EXPENDITURES OF THE HARVARD UNIVERSITY LIBRARY, 2004–2005

The present extent in growth and expenditures during the year 2004–2005 is recorded in the following compilation. The statistics are based on reports prepared by various units of the library system. (a)

	G R O W T H			E X P E N D I T U R E S					
	Increase		Present Extent in Volumes and Pamphlets (b)	Salaries and Wages	Cost of Retirement and Health Programs	Books and Other Library Materials	Binding	Other Library Costs (c)	Total Expenditures
	Gross	Net							
I. UNIVERSITY LIBRARY									
Administration	0	0	0	\$894,282	\$268,334	\$0	\$0	\$599,294	\$1,731,910
Cooperative Cataloging (CONSER)	0	0	0	50,808	17,152	0	0	4,300	72,260
Harvard Depository (d)	0	0	0	822,221	302,717	0	0	3,143,375	4,268,313
Harvard University Archives	853	853	116,868	1,044,854	352,427	4,047	4,200	510,101	1,915,629
Library Digital Initiative	0	0	0	918,085	286,670	0	0	494,265	1,699,020
Office for Information Systems (OIS)	0	0	0	1,617,298	509,018	0	0	1,842,226	3,968,542
Open Collections Program	0	0	0	378,775	115,668	0	0	504,670	999,113
Weissman Preservation Center	233	233	607	719,447	232,015	7,737	0	468,605	1,427,804
II. LIBRARIES OF THE FACULTY OF ARTS AND SCIENCES									
HARVARD COLLEGE LIBRARY (CENTRAL COLLECTIONS)									
Cabot, Godfrey Lowell, Science Library (e) 70,110	68,581	272,493	\$902,754	\$282,093	\$285,159	\$8,007	\$180,328	\$1,658,341	
Fine Arts Library	6,900	6,707	2,675,040	904,192	718,516	74,233	870,690	5,242,671	
Harvard–Yenching Library	31,151	31,151	1,124,063	1,557,332	541,187	1,035,323	85,817	166,839	3,386,498

	G R O W T H			E X P E N D I T U R E S					
	Increase		Present Extent in Volumes and Pamphlets (b)	Salaries and Wages	Cost of Retirement and Health Programs	Books and Other Library Materials	Binding	Other Library Costs (c)	Total Expen- ditures
	Gross	Net							
Hilles Library (f)	1,939	-162,932	25,146	1,182,737	291,134	46,186	524	176,914	1,697,495
Houghton Library (g)	6,132	6,131	481,399	2,487,668	806,243	1,850,542	0	1,087,992	6,232,445
Kummel, Bernhard, Library of Geological Sciences (e)	355	-66,960	0	168,372	60,462	125,940	6,820	22,671	384,265
Lamont Library	3,909	-10,228	181,020	1,146,135	334,071	166,354	9,918	1,274,728	2,931,206
Littauer Library (h)	12,980	9,304	437,011	663,633	213,456	96,848	0	25,222	999,159
Loeb, Eda Kuhn, Music Library	11,027	11,027	255,733	872,386	287,027	455,618	49,494	274,058	1,938,583
Social Sciences Program (h)	8,993	296	50,809	1,085,542	327,959	426,000	10,000	111,699	1,961,200
Tozzer Library	4,953	4,941	248,219	806,123	277,346	232,769	25,321	334,511	1,676,070
Widener, Harry Elkins, Memorial Library	194,224	191,614	6,132,485	15,947,621	5,329,619	8,823,597	339,167	14,122,228	44,562,232
HOUSE LIBRARIES (i)									
Adams	0	0	15,692	\$15,216	\$891	\$849	\$0	\$381	\$17,337
Cabot	0	0	2,500	0	0	815	0	0	815
Currier	0	0	1,100	0	0	655	0	0	655
Dudley	0	0	6,450	7,100	0	0	0	0	7,100
Dunster	0	0	1,000	5,043	0	0	0	400	5,443
Eliot	0	0	15,145	0	0	0	0	0	0
Kirkland	0	0	9,506	18,600	0	2,185	0	70	20,855
Leverett	0	0	13,628	7,283	0	200	0	0	7,483
Lowell	0	0	17,000	12,235	0	0	0	0	12,235
Mather	0	0	8,169	20,785	776	3,561	0	0	25,122
Pforzheimer	0	0	14,867	350	0	404	0	0	754
Quincy	0	0	8,630	14,309	0	2,011	165	6,037	22,522
Winthrop	0	0	17,000	6,039	0	103	0	0	6,142
DEPARTMENTAL AND SPECIAL LIBRARIES									
African American Studies, Franklin and Wendy Raines, Library	0	0	3,550	\$0	\$0	\$0	\$0	\$0	\$0
Biochemical Sciences Tutorial Library	9	9	1,181	0	0	2,269	262	0	2,531
Biological Laboratories Library	0	0	26,454	133,594	45,907	301,435	6,525	5,481	492,942
Celtic, Fred N. Robinson, Seminar Library	0	0	1,940	0	0	0	0	0	0
Chemistry and Chemical Biology Library	800	795	65,595	124,685	41,231	641,270	3,605	30,919	841,710
Classics: Herbert Weir Smyth Classical Library	0	0	9,470	0	0	0	0	0	0
Documentation Center on Contemporary Japan	466	454	8,202	64,927	22,022	45,103	3,141	11,499	146,692
Engineering and Applied Sciences, Gordon McKay, Library (j)	2,072	2,021	121,878	296,279	98,138	809,904	9,535	34,082	1,247,938
English: Child Memorial Library	0	0	12,461	29,191	2	0	0	1,618	30,811
History Departmental Library	24	24	9,685	30,175	8,703	5,848	0	1,722	46,448
History of Science Library	0	0	24,923	9,189	0	0	0	0	9,189
Linguistics Library	0	0	2,910	0	0	0	0	0	0
Mathematics, George David Birkoff, Library	319	316	16,564	31,595	0	146,922	1,505	0	180,022
Medieval Studies Library	0	0	2,500	0	0	0	0	0	0
Near Eastern Languages and Civilizations Library	0	0	1,986	500	0	0	0	0	500
Paleography Library (k)	0	0	3,387	0	0	0	0	0	0
Philosophy, Robbins Library of	95	67	9,392	57,965	14,174	12,431	4,896	4,218	93,684
Physics Research Library	236	-298	16,774	102,184	27,917	258,404	4,156	8,250	400,912
Psychology Research Library	232	232	18,042	109,480	32,431	94,647	0	0	236,558
Sanskrit Library	0	0	3,500	0	0	0	0	0	0
Social Relations/Sociology Library	226	226	26,713	18,401	164	47,631	3,902	0	70,098
Statistics Library	0	0	2,910	0	0	4,116	0	0	4,116
III. SPECIAL, OFFICE, AND OTHER RESEARCH LIBRARIES									
Astrophysics: John G. Wollbach Library (l)	1,366	1,304	77,090	\$308,752	\$91,042	\$318,161	\$7,077	\$37,764	\$762,795
Biblioteca Berenson	3,799	3,799	143,893	483,092	160,772	312,954	44,714	247,170	1,248,702
Botany Libraries (m)	3,359	3,357	288,871	472,499	146,995	122,887	14,329	66,650	823,360
Career Reference Library	199	-20	5,104	30,995	10,346	26,972	0	0	68,313
Comparative Zoology, Ernst Mayr Library of	3,407	3,407	295,398	512,483	173,778	311,139	5,510	171,841	1,174,751
Development Office Library	12	9	5,310	53,395	12,900	16,363	0	0	82,659
Dumbarton Oaks Research Library (n)	7,775	7,252	195,216	740,279	202,781	336,312	0	189,775	1,469,147

	G R O W T H			E X P E N D I T U R E S					
	Increase		Present Extent in Volumes and Pamphlets (b)	Salaries and Wages	Cost of Retirement and Health Programs	Books and Other Library Materials	Binding	Other Library Costs (c)	Total Expen- ditures
	Gross	Net							
East Asian Research: John K. Fairbank Research Center Library	1,000	1,000	28,800	94,576	31,551	48,449	1,378	1,298	177,252
European Studies, Center for, Library Extension, Grossman Library for University	241	241	13,485	32,431	9,790	36,795	0	1,792	80,808
Forestry: Harvard Forest Library	208	124	5,249	175,484	64,854	7,106	0	158,772	406,216
Hellenic Studies Library, Center for International Affairs, Weatherhead Center for, Library	0	0	20,000	14,014	5,662	4,521	0	1,081	25,277
Islamic Seminar, Hamilton A. R. Gibb, Library	1,337	1,337	56,027	162,015	57,365	117,247	8,303	31,862	376,792
Journalism: Nieman Foundation Middle Eastern Studies, Center for, Library (o)	0	0	0	34,164	8,814	19,135	0	1,071	63,184
Oral Literature, Milman Parry Collection of (p)	30	30	7,547	0	0	0	0	0	0
Property Planning: Information Research Center Library	67	67	3,297	0	0	4,980	0	1,382	6,363
Russian Studies, Davis Center for Ukrainian Research Institute Reference Library (q)	0	0	0	0	0	0	0	0	0
	0	0	1,200	12,000	0	0	75	65	12,140
	0	0	1,205	126,425	39,143	38,717	0	88,989	293,274
	205	205	19,383	31,927	9,719	28,438	1,009	683	71,775
	73	73	3,409	59,675	19,434	9,220	0	1,317	89,646

IV. LIBRARIES OF THE OTHER GRADUATE AND PROFESSIONAL FACULTIES

Harvard Business School: Baker Library	4,766	2,693	637,542	\$3,613,804	\$1,190,895	\$1,687,208	\$32,119	\$1,122,147	\$7,646,173
Harvard Graduate School of Design: Francis Loeb Library	3,772	3,348	287,912	1,148,582	369,159	322,748	29,380	290,792	2,160,661
Harvard Divinity School: Andover-Harvard Theological Library	5,149	5,091	480,185	1,057,934	328,387	445,947	65,650	300,682	2,198,600
Harvard Graduate School of Education: Monroe C. Gutman Library	2,489	2,366	203,986	1,169,274	384,722	252,446	8,399	246,663	2,061,504
Harvard Law School Library	24,689	19,426	1,723,645	5,370,563	1,799,737	3,188,670	154,042	1,635,161	12,148,173
John F. Kennedy School of Government: Library	2,566	499	59,313	669,242	212,792	249,605	5,519	985,985	2,123,143
Belfer Center for Science and International Affairs (r)	0	0	4,374	0	0	49,648	0	5,970	55,618
Radcliffe Institute for Advanced Study: Henry A. Murray Research Center (s)	0	0	277	433,185	149,736	0	0	261,757	844,678
Schlesinger Library on the History of Women in America (t)	83	83	81,201	1,203,939	371,726	254,344	0	468,082	2,298,091
Schools of Medicine, Public Health, and Dental Medicine: Center for Population Studies Library (u)	0	-16,309	0	0	0	0	0	0	0
Countway, Francis A., Library of Medicine	4,296	-1,808	705,676	2,525,492	871,174	2,645,619	25,899	3,304,712	9,372,896
New England Primate Research Center Library	218	216	14,628	16,604	6,739	58,793	5,936	28,565	116,637

(a) Some units purchase many items not included in their counts of volumes and pamphlets. Departmental expenditures are not comprehensively reported for individual units. Expenditures, moreover, are for the year covered by this report, though additions to the collections include only volumes and pamphlets that have been cataloged during the year.

(b) The present extent in volumes and pamphlets for the individual libraries now includes volumes held at the Harvard Depository.

(c) Includes building and maintenance charges (\$12,400,895) for some of the libraries. Reimbursed expenditures are also included in part. The sum of \$9,328,045 was received from fees, fines, royalties, sale of library publications and duplicates, and charges for computer searches, interlibrary loans, lost books, and photocopies.

(d) Expenditures for HD reflect operations and include the interest and amortization for the Harvard Depository of \$2,010,053.

(e) Kummel Geological Sciences Library holdings were transferred to Cabot Science Library.

(f) The Hilles Library closed in June of 2005 and reopened that fall as the Quad Library, a single-floor study space, providing access to online technologies and a working collection of valued and frequently used materials of interest to undergraduates. HCL made an unprecedented donation to Sun Yat-sen University in Guangzhou, China of approximately 140,000 titles in the humanities and social sciences in Western languages, which were duplicates of other HCL holdings that became available when Hilles Library was converted into the Quad Library.

(g) Includes collections and services in Pusey Library.

(h) The Social Sciences Program of the Harvard College Library is reported separately.

(i) Totals reflect estimates in some cases.

(j) Includes the Blue Hill Meteorological Observatory Library.

(k) Paleography Library is also a collection of Classics.

(l) Figures include the Harvard College Observatory, the Harvard-Smithsonian Center for Astrophysics, and the Smithsonian Astrophysical Observatory Library. The combined name is now the John G. Wollbach Library.

(m) Includes Arnold Arboretum Main Library, Gray Herbarium Library, Farlow Reference Library of Cryptogamic Botany, Economic Botany Library of Oakes Ames, Oakes Ames Orchid Library, and Arnold Arboretum Horticultural Library.

(n) Dumbarton Oaks Research Library incorporates three collections including: Byzantine Studies, Studies in Landscape Architecture, and the Pre-Columbian Collection.

(o) Center for Middle Eastern Studies Library closed in FY 2003. Materials were transferred.

(p) This figure represents "countable" volumes on the open shelves. The collection also includes manuscripts, aluminum disks, wire and tape recordings, wax cylinders, videotapes, Balkan musical instruments, and shadow puppets.

(q) Includes the Ukrainian Seminar Library.

(r) Salary and wages of the Belfer Center have been included in the total for the John F. Kennedy School of Government Library.

(s) The holdings of the Henry A. Murray Research Center, which are primarily social science data archives, have been transferred to the Harvard-MIT Data Center.

(t) Collection counts for Radcliffe's Schlesinger Library include the Radcliffe Archives.

(u) The Center for Population Studies Library has closed.

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University
Library*

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Terrie Fried Bloom '75, MBA '81
Mark F. Bregman '78
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as of January 1, 2006

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on the History of Women in America
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as of January 1, 2006