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SEOUL NATIONAL UNIVERSITY LIBRARIES

A report by

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CONTENTS

	<u>Page</u>
Preface	
Report No. 1 - Central Library	1
Organization	3
Recommendations	9
Ordering of books and publications	10
Cataloging and classification	13
Books and Journals	15
Miscellaneous recommendations	16
Report No. 2 - Engineering College Library	17
Report No. 3 - Agriculture Library	21
Report No. 4 - Medical Library	23
Report No. 5 - Proposals for expansion of Central Library	26
Summary	34

## PREFACE

The following report summarizes conclusions and recommendations arrived at during a three-month assignment as Library Adviser to Seoul National University libraries, June 11 - September 7, 1956. The activities included a three-week training program with selected staff of the central library, a three-week training program for all library employees of Seoul National University, and one week each at the Medical, Engineering and Agriculture libraries. Shipments of books and equipment began arriving at the Agriculture library in the last week of August. Only a few current journals had been received in the Medical and Engineering libraries at that time.

This report, paralleling my activities here, is more concerned with organizational and technical matters than with books and journals. I arrived at the conclusion, after reviewing the situation, that the first need is for organizational structure and technical ability to handle publications. For that reason, most of my time was spent in teaching the rudiments of cataloging and classification of western books and elements of library management. This was explained in a preliminary report submitted in July.

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REPORT NO. 1

Central Library

The following report will be concerned with Seoul National University libraries in general, with brief supplementary reports on the Agricultural, Engineering, and Medical libraries specifically supported by the University of Minnesota project. As explained in a preliminary report submitted in July, the library advising assignment was broadened to include the whole University library system for these reasons:

1. A university library system should be considered as a whole. No modern university can afford to support self-sufficient library units in each of its colleges. This is particularly true in Korea, whose trained librarians can be counted on the fingers of one hand and whose total expenditure for books cannot begin to encompass the world's significant literature in any field.
2. A decision had to be made as to how three months could be spent most usefully. Dividing the time among three libraries would require full-time interpreters in each library; would require working with new employees in the Medical library and in the Engineering library, and would leave out of consideration the great need for centralization.
3. In the entire Seoul National University library system, there is not a single trained librarian, not even a librarian trained under the Japanese. The only librarian familiar with library methodology, through self-study, and able to interpret the language and ideas of the profession is Mr. Paek Rin, librarian of the Central Library.

For these, and other reasons, it was decided to carry on advisory activities at the Central Library and to conduct a sort of short course for all University library employees. This plan was outlined in the preliminary July report and has been followed without change.

The condition of the Central Library is not one to be discussed



in moderate language. Its situation is desperate. Unless help is available soon and steps taken to centralize its activities on a systematic basis, it will slip hopelessly far behind. It is not now an effective tool in supporting an undergraduate, much less a graduate, program.

1. Material additions to the cataloged book collection have not been made since 1939. A substantial UNKRA purchase, handled through CARE in the United States, included about 3,000 volumes in the liberal arts fields. Practically all of these books have been distributed uncataloged and unrecorded in any way to offices and unofficial collections, greatly reducing their usefulness. These few volumes by no means bridged the gap from 1939 to 1956. There have been no University book funds worth mentioning since 1939 and no usable set of procedures for the procuring of books and journals. Few new books are being purchased currently, and there appear to be no plans for providing an adequate book fund in the immediate future.
2. Undergraduate and graduate teaching is practically unsupported by recent publications in most fields. Students are restricted to lecture notes and a few textbooks.
3. The physical facilities are not adequate to provide reader service or to house new books. These deficiencies are described in a separate report on recommendations for additions to the Central Library.

As of 1939, the Central Library was an unusually well-rounded eclectic university collection, capable of supporting advanced research in the academic fields it represented. These collections have been kept practically intact since that time, though considerably manhandled during the Korean War of 1950-53, and are neat, orderly, and, within the limits of an inadequate and antiquated classification system, logically arranged. The trend since the Korean War has been in the direction of decentralization. Usable collections in most fields have been pulled out, first into so-called "sectional" libraries maintained in each academic field, then further into

office collections. These are not at all, or only inadequately recorded in the Central Library. Under the section of the report containing recommendations for improving the book ordering and book fund procedures, there is further discussion of the unfortunate effects of this loss of central technical control. The Central Library has lost seventeen years, a period during which most western libraries doubled in size under the tremendous impact of literature representing the rapid advances in all fields. The Central Library and most of its branches have little or none of this literature. Worse, there is no perceptible way within the University budget and planning to overcome this handicap. The Seoul National University library system needs a strong central technical staff, capable of planning operations, of setting up ordering and publication processing methods. It needs funds to buy those books and journals most essential to bridging the gap between 1939 and 1956. It needs funds to purchase current books and journals. It needs to double the size of its present quarters. The following report suggests some ways of bringing about these ends.

#### ORGANIZATION

The Seoul National University Library system consists of a Central Library, twelve major departmental collections, and about thirty-eight seminar or sectional collections. The bulk of the collections are housed in the Central Library, an H-shaped, two-story structure of which the library proper forms the center connecting bar. Faculty offices and seminar rooms, housing the sectional collections, occupy most of the end wings. Connected to the library is a four-story stack structure of conventional but good design. Each level of this stack has a floor area of roughly



4,500 sq. ft. and a book capacity when filled, as it is at present, of about 100,000 books. The first level houses Oriental and Western journals and the second and third levels Oriental and Western books, all classified according to the Keijo (Seoul) Imperial University classification system, an Oriental adaptation of the Dewey Decimal system. The fourth and top level houses the royal records, diaries, and genealogies of the Lee Dynasty, one of the most important national treasures and regarded as priceless primary source material by members of the staff

Each of these stack levels is, for all practical purposes, filled to capacity, and overflows from each category of publications are housed in storerooms throughout the building and elsewhere. It is estimated that at any one time (taking into consideration the fluctuating size of seminar collections) the Central Library houses about 500,000 volumes. There is no possibility of adding more publications in the present quarters.

The Central Library contains one large reading room with a capacity of 300 readers. All seats are usually occupied during the hours of opening, 9:00 a.m. to 7:00 p.m., the latter limited by light conditions because artificial lighting is completely inadequate. There are usually many students waiting for seats, often for periods of an hour or more, and such students are assigned priority numbers for available seating. All reader services are conducted in this reading room.

Administrative offices and workrooms are located in the first floor of the library and the west wing.

Associated with and administratively reporting to the Central Library and its Director are departmental libraries in the following colleges:

Medicine, Agriculture, Engineering, Law, Liberal Arts and Sciences, Pharmacy, Dentistry, Fine Arts, Education, Commerce, Music and Veterinary Science. The libraries in Agriculture, Engineering, Dentistry, Education, and Commerce are at considerable distances from the central campus. Law and medical collections are autonomous, as they are on most campuses. The Colleges of Fine Arts, Music and Veterinary Medicine are physically at some distance from the Central Library. The only separate college departmental library that appears questionable is that in the liberal arts and sciences field, which is housed in a building adjacent to the Central Library. However, incorporation of this collection into the Central Library would be out of the question at present because of space limitations.

In addition to these permanent departmental collections, there are about thirty-eight seminar or sectional libraries. Typically, books are loaned to a faculty member or department head in a subject field, housed in his office or an adjoining room provided with study tables, and restricted in use to students working in the field, chiefly juniors, seniors, and graduate students. These collections are inventoried, returned, or renewed periodically. Total holdings in these collections, at present, are estimated at 50,000 volumes. The total potential seating capacity available in these various seminar libraries is considerable, possibly several hundred. The seminar collections are basic to present teaching methods at the University and also serve to supplement the inadequate seating and stack capacities of the Central Library.

As a result of this distribution of books, the Central Library is primarily a facility for students of the first and second years doing



doing assigned reading and papers, and for graduate students and research workers using the lesser-needed materials housed in the Central Library, such as older books and archival materials. It is, however, estimated that 5,000 - 6,000 students of the total enrollment of over 13,000 need the Central Library as a facility, the remainder doing most of their work in the seminar libraries and departmental libraries. It is a tribute to the earnestness of the Korean university student that hundreds of them line up for the few seats in the Central Library and wait patiently for their turn.

Administratively, the Seoul National University library system is headed by a Director, who is, at the same time, a member of the Law faculty. Assisting him in questions of University library policy is a Central Library Committee, of which he is chairman. This Committee consists of fifteen members: a representative from each of the twelve colleges and the Graduate School, the Academic Dean of the University, and the Chief of the University's Administration Bureau. The Committee is appointed by the President of the University. The Committee concerns itself with questions of all-University library policy, but does not enter into questions of internal management.

The Central Library staff consists of a Lending Department with a head and one assistant; an Order Department with a head and five assistants; a Cataloging and Classification Department with a head and three assistants; and the Director's office. Under the Director, there is a full-time Associate Librarian. None of these staff members has any professional library school education. It should be stated, however, that through personal initiative and study, many of the members of the staff are cognizant of current library developments, of technical procedures and problems, and have progressive,

contemporary attitudes towards the functions and work of a university library. They would be a credit to any library staff.

The library budget is based on a fiscal year running from July through the following June, but this may be changed to a calendar year basis to conform to the new national practice. It is allotted out of a total University appropriation from the Ministry of Education. The amount, therefore, will vary according to the total University appropriation and according to the priority accorded all University commitments.

The 1955-56 Library budget totals H<sup>y</sup> 8,073,100, which, by University fiscal policy, is suballotted to the following functions:

1. Salaries	H <sup>y</sup> 3,015,100
2. Traveling expenses	43,200
3. Freight	22,100
4. Postage and telephone	85,500
5. Water and electricity	268,000
6. Printing expenses	1,198,100
7. Repairing expenses	351,700
8. Stationery and supplies (including newspapers)	1,544,600
9. Books, periodicals, furniture and equipment	<u>1,544,800</u>
Total	H <sup>y</sup> 8,073,100

The relatively large figure for printing is explained as being for library forms and miscellaneous internal printing needs, but the figure is relatively too large and needs further explanation. The item for stationery and supplies seems relatively large, even though it includes the Korean newspapers coming on subscription. The item for books, periodicals,



and furniture must be broken down and books and journals given a separate item and budget. It is understandable that, in its present phase of rebuilding, the Central Library has needed funds for furniture and replacing equipment, but this item should not be at the expense of books and periodicals. Further recommendations will be made below.

About two-thirds of the book collection is Oriental, largely Japanese, but also with large numbers of Chinese publications. In a recent bulletin, the Central Library estimated its holdings as follows, exclusive of the departmental libraries:

Oriental books	292,704
Western books	149,379
Royal records of Lee Dynasty	12,243
Rare documents	<u>30,000</u>
Total, Central Library	484,326

Since 1945, publications relations have been substantially broken with China and Japan. Prior to that time, during the Japanese occupation, the emphasis in acquisitions was primarily on Japanese publications, but the older collection is strong in German, Chinese, and less so in English, particularly American. With the discontinuance of Japanese as a required language in the schools in 1945, that language has dwindled in importance. The current first year University students are largely ignorant of Japanese. This will presumably be true of future classes and increasingly true of the population as a whole. Matriculating students this year generally have reading knowledge of English. Though the Korean language uses Chinese characters widely, the meanings of the characters differ from the meanings in Chinese,

and knowledge of Chinese apparently is not widespread. With English a required subject in middle and high schools and German and French optative in various levels of schools, English-language publications in various fields of research will be increasingly important. It might be added, parenthetically, that considerable amounts of publications are being received from Formosa in the Chinese language.

There doesn't seem much doubt, therefore, that, assuming that present cultural and educational trends continue, the primary emphasis of publications acquisition should be on Korean and English publications. Because of cultural similarities and environmental parallels, the secondary emphasis will probably be on Japanese and Chinese publications. It is certainly recommended that an effort be made to continue to collect research publications from Japan and China, and that present antipathies not stand in the way of continuing a fine collection of Orientalia.

#### RECOMMENDATIONS

Any planning for the library system of Seoul National University must face up to one disconcerting fact: practically everything that we consider essential in western university library organization is lacking. The staff is untrained and inexperienced and woefully inadequate in numbers. There are no firm procedures for acquiring publications from outside the country and no funds for such purchase. The physical facilities are too small by far. It's the sort of situation that might lead to despair, except for one thing: the situation could hardly be worse and practically anything will be an improvement. Getting the system back on its feet will be a long haul and will need to be accomplished chiefly by the staff itself. It is important, therefore, that the staff be strengthened as soon as possible, so the re-



rehabilitation work can begin from within. This obviously means training for the staff. It is recommended that this proceed in two directions:

1. Mr. Paik Rin, the librarian, and the only person on the staff qualified by language ability, by background, by interest and devotion to the library, should be given 6 - 9 months training in the United States. This training should not necessarily be confined to a conventional library school curriculum. It should include such basic courses as cataloging and classification, as a first desideratum. It should include a course in library administration. It should, however, most of all include close and well-planned work in a university library with an opportunity to observe the routines, the policies, and the solutions to problems. This is strongly urged. The whole university library system will gain stature, not only on the campus, but throughout Korea, by having a technically qualified professional librarian. Under the Korean library organization system, libraries are headed by a Director, who is also a member of the teaching faculty, but who obviously does not have the time to learn a new profession or to supervise technical routines. These details fall to the librarian, who is the supervisor of technical activities in the library.
2. When and if a library school is set up in Korea, all long-term staff of Seoul National University libraries should be given an opportunity to participate. This could be accomplished by a summer short course, given during vacation time, or by setting up a special short course on the University campus. An attempt should be made to build up a nucleus of trained staff, professionally-minded and professionally-ambitious. This can only come about by giving the positions professional status and adequate salaries.

#### Ordering of Books and Publications

This operation has not been centralized in any way. If a faculty member, or a college, wants a publication, it prepares an order. This order is taken to the business office for approval and charged against the college's supply budget. A check for payment is prepared. The ordering division then goes directly to the supplier, bookstore, etc., and gets the book. These books are put in sectional libraries, faculty offices, or whatever location is decided on. The books do not go to the Central Library at any state. In most



instances, no marks of ownership are added to the book, nor, apparently, are any records made for property or inventory purposes. Book funds are not identified as such in college budgets and books are ordered against the general supply budget. In a few of the colleges, notably Agriculture and to some extent Engineering and Law, new books are brought into the library and entered in the library's records.

The Central Library itself has had virtually no book funds since 1939, particularly since 1945. The only new books that get into the Central Library, therefore, are gifts, many of which do not appear to be worth cataloging. These gifts are accessioned, stamped with a library ownership device, and shelved by accession number. No further records are made. Processing of books (cataloging, classification, etc.,) has not been attempted to any extent heretofore because of inexperience and lack of training.

Under this type of decentralized procedure, the libraries of Seoul National University are rapidly deteriorating. It is only inevitable that books bought and handled under these loose accounting procedures will be restricted in usefulness and tend to disappear. This is virtually the only way by which new books get into the University. The thousands of books purchased by UNKRA from 1953 to 1955 were handled in this way and are almost hopelessly dispersed. The Central Library has become a warehouse for little-used publications and a last-resort reading room for undergraduates.

The causes of these difficulties are fundamental. The Central Library has no trained staff for handling books, no procedures or funds for purchasing books, no storage space for shelving books, insufficient reader space for providing public service, no trained staff for giving reference or reader assistance.



The following recommendations suggest ways of solving these budget difficulties:

1. Establish a new budget account in the University budget to be called "library books, periodicals, and binding." Assign an identifying symbol or number to this budget and designate a responsible agent in the Central Library whose signature would be required to validate expenditures against the fund. Organize the fund by assessing each college supply fund (the fund against which colleges and departments are now charging book and publication purchases) a percentage (such as 25%). Add to this a substantial additional allotment from the University budget. The total book allotment might initially be set up at \$25,000, to be increased by 10% annually until the budget provides the publications necessary to support the academic program.
2. The Central Library Committee, under the Director, should then set aside proportionate amounts of the total book fund for each college. These amounts should be determined by weighing the enrollment, graduate and undergraduate, size of faculty, with some consideration given to the amount of literature in each field and the need for literature. Any such yardstick will be approximate only and should be adjusted on the basis of experience. The apportionment should leave the Central Library about 50% for binding, journals, general books, and for reserve against inequities in the suballotments.
3. The University should restrict the use of other funds than those set aside in this budget for the purchase of publications. The aim should be to have one responsible officer, the Director of University Libraries, through whom all requests for publications should channel and to whom the administration could turn for advice and decisions.
4. A set of standard forms to be used in the various stages of ordering publications should be worked out: a book request slip to be used by faculty and staff requesting the purchase of publications; a book order slip to be filed by author as a record of books on order, books received, etc.; a University order form to be sent to dealers with copies for business records and library records. The University should require that all publications be ordered uniformly for purposes of business and administrative control.
5. A procurement agency, in the Ministry of Education, should be developed along the lines of the present Foreign Book Retail Store, but with streamlined procedures. This agency



should be provided with means of foreign credit and exchange, should function without profit and act as an agent for Korean educational and government institutions in procuring foreign books. The agency should function in such a way that any savings and discounts would be passed along to the ordering agency. The present agency, apparently, does not have the confidence of educational institutions. Investigation should be made of the \$10,000 credit established in the agency by UNKRA. Because of "soft" currency conditions, this foreign procurement problem will probably require government support and subsidy for an indefinite period.

6. An operations manual, outlining procedures and duties for staff, should be developed for the order department of the Central Library.
7. Revise the central library budget to include the following fixed categories and prohibit use of funds from a specific category for any other purpose:
  - A. Salaries
    - Full-time
    - Part-time
  - B. Library Books, Periodicals and Binding (all-University)
  - C. Supplies and Equipment (including all other items in the present budget, such as printing, furniture, repairing, utilities, postage, travel, etc.)

#### Cataloging and Classification

During the course of the summer, the following sessions have been devoted to introducing the staff to the rudiments of processing of publications for library use: a three-week course for selected staff of the Central Library, to provide key people able to interpret and assist in training the entire staff; a three-week course for all library employees of the Seoul National University library system. Each of these was conducted for approximately four hours daily and was supplemented by sessions with Mr. Pack. In addition, one week was spent at each of three branch libraries



affected by the Minnesota contract, Engineering, Agriculture and Medicine.

There are many reasons for selecting the Dewey decimal system as the most satisfactory for Korean purposes. Its widespread use, the infinite variations that have been played on it throughout the Orient in one corrupt form or another, its relative simplicity, seem to determine it as the system of choice in Korea. It is recommended that it be adopted with as few changes as possible. Tampering with a classification system is the job for many experienced classifiers and not to be attempted by amateurs. The only change worked out with the staff was in the 950 history group. It is suggested that 951 be assigned to Korea, 952 to China, 953 to Japan. It is further suggested that the number for Korea be subdivided like China, with .01, .02, etc. for periods, and .1, .2, etc., for geographical divisions. Plans should be made to translate the basic schedules into Korean. Careful consideration should be given to the possibility of classifying Oriental and Western books together. New classification should begin with books dated 1945 or later and these books segregated from the older collection. The latter is classified by the Keijo Imperial University Classification System, a Japanese adaptation of the Dewey, but enormously simplified. Its classes are far too general for University library use.

Cataloging practices should be standardized, using Library of Congress and American Library Association rules with reasonable simplifications. This would be an excellent project for the Korean Library Association, with an eventual view to standardizing cataloging throughout Korea and production of a printed or processed catalog card for national distribution. There is a great deal of disagreement in the United States as to the need for some of

the detail appearing on Library of Congress cards. It is certainly recommended that Korean libraries not waste time looking for dates of authors or attempt, with the limited reference sources at hand, to locate full names. Preliminary paging, size of book, publisher's series information, added entries for little known editors, translators, illustrators, joint authors, etc., could be eliminated.

#### Books and Journals

There is an enormous gap in the collections from 1939-1956. Only the relatively few books purchased by UNKRA in the general fields and the sizeable collections purchased by the University of Minnesota in Agriculture, Engineering and Medicine have been added. The following subject fields need assistance: Korean, English, Chinese, French, and German languages and literature; linguistics; **history, sociology, philosophy, political science,** psychology, mathematics, physics, chemistry, biology, geology, geography, archeology, anthropology, veterinary medicine, commerce, dentistry, pharmacy, education, music and fine arts. Steps should be taken to enumerate the most important journals in each of these fields and back files ordered for those titles considered essential. Seoul National University should undertake current subscriptions. Lists of essential books published in each of these fields during the same period should be assembled and copies purchased. As a general policy, I recommend that aid funds be used to fill the gaps between 1939 - 1956 as part of the rehabilitation work. The University should attempt to meet current needs out of its own budget. At a rough estimate, about \$50,000 would be needed to provide back files of essential journals and those books important enough to be added. All back files of journals should be



bound in the United States unless there is reasonable assurance that satisfactory binding will be done in Korea. The following steps should be taken:

1. Assemble from each college or department a list of the current journals it considers essential.
2. Forward these lists to the University of Minnesota Library for review with faculty and University departments, deleting and adding as advisable.
3. Determine current subscription rates and get quotes on back files considered necessary and available.
4. Confer with OEC and Minnesota officials to secure aid funds for purchase of bound back files.
5. Assist in setting up procedures by which Seoul National University can enter current subscriptions.

#### Miscellaneous Recommendations

Even though the ICA contract limits Minnesota to aiding the three branches of Engineering, Medicine and Agriculture, its assistance to those branch libraries will throw a new weight of responsibility on the entire library system, particularly the Central Library. In order that the Central Library staff can assist in organizing the collections purchased for the three branches, certain equipment should be furnished it. Without these aids, the Central Library cannot do an effective job in assisting to set up the branch libraries on a professional basis.

1. Attempt to purchase as complete a set as possible of the Catalog of Books Represented by Library of Congress Printed Cards and supplements. These facsimiles of all Library of Congress printed cards will enable the Central Library cataloging staff to process new books much more effectively.
2. Purchase 10,000 blank catalog cards on good linen stock.
3. Purchase a microfilm reader that can be used by staff throughout the University.
4. Permit the Central Library to order printed cards against deposit funds at the Library of Congress.

REPORT NO. 2

Engineering College Library

The Engineering Library consists of a large reading room seating about 100 on the first floor of the main building and stacks and workroom space on the second floor of the same building. A private stair connects the two rooms. The reading room is well equipped with fluorescent lighting, tables and chairs. The stackroom needs additional shelving, for which there is room. One small point: a gate should be cut in the counter in the workroom, so the librarian can get to the reading room stairs and outside door without vaulting the charging desk.

The collection consists of about 9,500 bound books and journals, of which about 1,500 can be considered reasonably up-to-date. These are chiefly Western books and contain a part of the 3,100 books purchased for the Engineering College by UNKRA between 1953 and 1955. The books were numbered serially as they arrived and placed on the shelves in that order without regard to subject or author, to bringing together volumes in a set, or even copies of the same book. As a result, locating any book meant going through all the books. There was no catalog. Mr. Goo Jung Sik, the Librarian, is comparatively new in the job and has had no training, except what he learned by attending our short course for three weeks.

As is true in all libraries of the system except Agriculture, some attempt at organization seemed the most urgent need. Mr. Paek and I attempted to produce some sort of an author catalog, using the ancient typewriter and thin cards on hand, and to classify the 1,500 or so recent books according to the decimal classification. In one week or so, we could only produce main entry (usually author) cards for these books, with an



occasional added entry where obviously needed. The classifying undoubtedly is not all it should be, and we didn't have time to check Mr. Koo's numbering of the books, into which errors have undoubtedly crept. The collection, however, now has some logical order, titles are brought together, subjects are related to each other, and there is a rudimentary author list. Best of all, Mr. Koo can now continue, in this rather elementary fashion, to get some control over his books. It is also to be hoped that a relationship has been started between Mr. Paik, as representative of the Central Library, and the branch librarians, and that the latter will continue to go to Mr. Paik with their problems.

As Mr. Koo receives additional books, it is recommended that he proceed as follows:

1. Check incoming books against the author catalog. If the new books are duplicates of books already in the collection, give them the same classification number and the next copy number. If the book is a later edition of one already in the library, give it the same classification number, but type a new author card for the new edition.
2. If the incoming book is new to the library, type an author (or other main entry) card for it. Then attempt to relate the book by subject to other books already in the library on the same subject and give it the same classification number. If this does not seem advisable, consult with Mr. Paik.

Organization is the first order of the day in all of these libraries and no attempt was made to evaluate the collection in terms of books and journals needed. It is recommended that future book and journal requests be based on specific recommendations of the Seoul National University Engineering College faculty and of University of Minnesota advisers.

It is recommended that the University of Minnesota purchase from project funds a typewriter with special type characters designed for cataloging use and with a card holder platen; about 10,000 plain catalog cards. The

author cards should then be edited and corrected and retyped by a good typist provided by the College of Engineering. Three copies of each card should be typed; a main entry card, a title card for distinctive titles, and a shelf list card to be filed by call number. Mr. Pack's general advice should be sought on the details of this operation. The shelf list file should be provided with enough guide cards to serve as a subject key to the collection. Subject cataloging will be beyond the capabilities of most Korean librarians for some time, because of language and technical difficulties. But with the books on open shelves by subject, with a main entry and title catalog, and with a classified shelf list liberally sprinkled with guide cards, the Engineering library will have adequate control over its collection for the time being.

An alternative and supplementary proposal to the above is to order Library of Congress printed cards for the collection. Printed cards are available for most of the Western books. The College of Engineering could type a list of all books of recent date from the author catalog, giving full author name (surname and given name, where available), full title, edition number, date, and publisher. From these and from orders for new books now in process, clerks at Minnesota paid from project funds could locate Library of Congress card order numbers and prepare order slips. The Engineering librarian could then utilize the subject entries printed on the cards, as well as other added entries, and develop a conventional dictionary catalog.

It is recommended that the University of Minnesota establish a card order account at the Library of Congress for the Engineering library (if this has not already been done) in the amount of \$1,000.00.



It is further recommended that the project funds be used to provide the same equipment for the Engineering library as has been ordered for the Agriculture Library; a card catalog case, book trucks, etc.

REPORT NO. 3

Agriculture Library

The Agriculture Library has a building of its own on the Suwon campus, with a seating capacity of about 60 and a book storage capacity of about 50,000. The building is to be enlarged in the near future. The Agriculture Library will then be adequately housed.

The Library is fortunate in having continuity in its leadership. Dr. Sim Chong Sup, the faculty director, and Mr. Kim, the Librarian, have both had extensive experience with the library, Mr. Kim particularly having been associated with it for ten years. The conscientious and effective management of Dr. Sim and Mr. Kim is shown in the good condition of the library. The collection is provided with a rather crude author catalog of Western books, but, in post-war Korea, it is an accomplishment that is almost unique. The Agriculture Library is by far in the best condition of Seoul National University libraries.

Because Library of Congress printed cards are enroute for practically all books now in the collection or on the way, and because an account has been set up for future ordering of cards, cataloging should be a relatively minor problem in the next few years. It is recommended that Mr. Kim confer with Mr. Paik concerning the cataloging of Oriental books, so that there can be uniformity throughout the University's libraries. Mr. Paik and I spent a week at Suwon, working with Dr. Sim and Mr. Kim and giving what suggestions we could.

It is recommended that the Library survey its collections after new books and journal files have been received with the aid of Minnesota



advisers and local faculty in the various fields. Additional book and journal requests should then be forwarded through the proper channels. The Agriculture Library will soon be receiving necessary equipment, a cataloging typewriter, 10,000 plain catalog cards, card catalog cases, and will probably be a model library in Korea. No further action seems necessary at this time.

REPORT NO. 4

Medical Library

In many respects, the Medical library is in the least favorable condition of the three college libraries with which Minnesota is concerned. The reading room provides seating space for only 50 students out of a total enrollment of over 600. The bookstacks consist of improvised wooden shelving replacing steel shelving, most of which was destroyed during the Korean War.

The Library consists chiefly of Oriental medical journals, with some German and other Western language titles. In general, these journals cease with 1939 issues. Current Western journals are now beginning to arrive on Minnesota orders and a few have been coming for some time from UNKRA subscriptions. There are practically no modern books, and books purchased by Minnesota have not yet arrived. I saw no evidence of books purchased by UNKRA between 1953 and 1955. There is a catalog which is unconventional in format and arrangement, but does list journal holdings in detail.

The Librarian, Mr. Kang Pyong Sik, has no background in either medicine or library science. His knowledge of English is very limited. A new faculty library director has just been appointed, Dr. Lee Kee Young, who has excellent command of English. The Library should soon benefit from his understanding and interest in library problems.

In considering expansion of quarters, planning should be in terms of immediate needs and long-term needs. I only had an opportunity to observe student use of the library during the last half of June and the first part of September, when the Medical School was in session. The present seating space was at no time used to capacity. (Contrast this with the Central Library,



whose 300 seats were filled at all times). This failure to use the Library is undoubtedly owing to a lack of library materials and the type of assignments made. With improvement in book and journal collections should come increased use of the library. At any rate, plans should be made to increase the seating capacity in the near future to a total of 100, at least. This could probably be done by cutting into adjacent offices.

The present book stack is not being used to full capacity. The stack aisles are too wide and could be reduced to about 32" without impairing access to books. Because of the ceiling height of the stack room and because it would probably not be economical to fabricate special steel shelving of that size for what might be rather temporary quarters, it is recommended that wood shelving be used. Present ranges should be moved closer together at the far end of the stack room from the entrance and two new ranges installed near the door. The collection should be so arranged that older, little-used publications are stored on upper shelves and toward the end away from the entrance. Ranges near the entrance and lower shelves should be used for new and current publications.

The Medical Library should be furnished with the same equipment as has been purchased for the Agriculture Library; a cataloger's typewriter, 10,000 plain catalog cards, four book trucks, and basic library science texts. Because of lack of trained library help, it is recommended that Library of Congress printed cards be ordered at Minnesota for all books purchased under the contract. The following steps are suggested:

1. Appoint miscellaneous student clerks on project funds to search card order numbers for books purchased by Minnesota and type order slips.

2. Order a full set of cards (3sa, i.e., all subject and added entries, with an extra card for shelf list and one card for the Central Library catalog).
3. Have the cards sent to Minnesota. Type entry forms, call numbers and book numbers on the cards, alphabetize the cards, file the shelf list by call numbers, and forward the cards to the Medical Library. The call numbers could very well be edited to shorten excessively close classifications.
4. The Medical Librarian, Mr. Kang, should prepare card order slips for titles now in the Library to be retained permanently in accordance with instructions given to him and Dr. Lee. These slips should be forwarded to the Library of Congress.

It is recommended that the College of Medicine attempt to find a person qualified to be Medical Librarian. Such a person should preferably have a college education with some background in medical or natural sciences, and should be given training at whatever library training programs are set up in Korea. Consideration might be given to the possibility of sending a well-qualified librarian to the United States for training and experience in a large university medical library.



REPORT NO. 5

Proposals for Expansion of Central Laboratory  
Seoul National University

This report is concerned with one of the three major problems facing the Seoul National University library system - physical facilities of the Central Library. The problems of staff and professional training, and of books and journals needed, will be considered in separate reports.

By the mid-1930's, the Central Library had already outgrown its physical facilities. Book storage units were filled to capacity, and seating space was completely inadequate. The Japanese, at that time, prepared plans for additions to the building which would have doubled the book storage capacity and tripled seating space. These plans, of course, were never developed. With the University on a full-scale basis again, the situation is even more urgent than it was twenty years ago.

The library system is actually in an advanced stage of disintegration, of falling apart, because the Central Library lacks the physical facilities needed to provide for readers and for new publications. Because of the need on the part of faculty and students for recent books and journals, and because the Central Library is unable to provide reader space, storage space, or processing service for publications, the tendency is to send new books and journals unprocessed to instructors for use by them and their students in their offices. The most useful books in the Library have already been dispersed and passed out of control, including most of the substantial UNKRA gift of 1953-1955. This is not owing to negligence on the part of the staff, but because the Central Library is unable to provide the three essentials of library service; processing of

publications, book storage space, and reader space. Of the more than 5,000 students enrolled in colleges served by the Central Library, less than 300 can be accommodated. It is a distressing sight, to see hundreds of students waiting patiently to be seated. Most students, of course, simply give up.

The foregoing points clearly and emphatically to a need for expansion of the building. The following proposal suggests two possibilities, with estimates of cost, new capacity provided, and general desirability. Plan A is the most elaborate and costly, but most effective administratively in terms of long-range planning. Plan B, divided into three stages, B-1, B-2, and B-3, has the advantage that it can provide emergency relief most economically through adding of progressive units.

The Japanese plan proposed a new two-story reading room unit across the front of the present building, facing the University quadrangle, and two additions to the stack unit at the back. The plan has a basic flaw in that it separates the new reading room unit from the proposed book stack additions by an open court, the administrative offices, and the old book stack, a total distance of almost 200 feet. Plans A and B, following, circumvent this difficulty by filling in open courts with new stack units.

As shown on the attached sketch, Plan A follows the Japanese proposal of constructing a two-story reading room structure across the front of the present structure. This creates an open court, which separates the new unit from the old book stack and the administrative offices. Such an open court invites trouble from heat accumulation during the summer and disposition of rain and snow. The solution proposed by Plan A is to fill in this court with book stacks. This solution is not completely satisfactory but it has



these advantages:

1. It brings the new book stacks within the easiest possible reach of the new reading rooms, by spreading book storage out along the reading areas. If the four reading rooms were given specific functions, such as periodical room, reserve reading room, general reference room (subject division, as social science reading room, humanities reading room, etc., is not recommended for the Central Library at this stage of development), etc., very large collections supporting each of those functions could be shelved close to the reading areas. The book stacks could be open or closed. Service counters would be near all points of the new book stacks.
2. The book collection could be broken off cleanly at 1944. Books dated 1944 and older, cataloged and classified by the Japanese methods, could remain in the old stack unit. Books dated 1945 and later would go into the new stack unit. This advantage would also hold under Plan B.
3. Under either plan, the new stack units would be near cataloging and classification workrooms and other administrative offices, as well as the old stack unit.
4. Plan A proposes four reading rooms, two on each floor, a lobby on each floor, a separate front structure for entrance and stairs to the second floor with toilets in the basement under the front stairs. The first floor lobby should be somewhat larger to accommodate the card catalog and display space. Plan B can be restricted to a reading room unit with two floors and two reading rooms, or be extended eastward with an additional two reading rooms. In either case, it is recommended that space be provided for lobbies on both floors. Service counters should be built into the lobbies, but could extend through glass partitions into the reading rooms. This makes it possible for one staff member to talk out loud to students in the lobby, at the same time supervise the reading room through the glass partitions or give desk service at the counter extension in the reading room.
5. Under both plans, the stack unit would be a four-story structure, each floor of which would hold 90,000 to 100,000 books.

In terms of rough estimates as to space and cost, the following is a breakdown of the two plans. Under Plan A:

1. A reading room unit with total floor space of about 18,000 sq. ft., divided approximately as follows



First floor lobby	1,600 sq. ft.
East reading room, first floor, about	3,600 sq. ft.
West reading room, first floor	3,600 sq. ft.
Second floor lobby	1,200 sq. ft.
East reading room, second floor, about	3,800 sq. ft.
West reading room, second floor, about	3,800 sq. ft.

To this should be added a separate stairwell-entrance in front with a total square footage over two floors 1,600 sq. ft.

Total 19,200 sq. ft.

Total cubic feet, about 600,000 cu. ft.

Total seating capacity, about 1,200 to 1,400

2. A stack unit, four stories high, 43' x 143' (dimensions of inner court), total square feet of four floors, about 25,000 sq. ft. Total cubic feet, about 200,000. Total book capacity, about 400,000 volumes, with about 28 ranges of 11 section, double-face steel shelving on each floor. A book lift should be built near the service counter. Stack heights should be such that level one of the stack is even with the first floor of the reading unit and level three of the stack is even with the second floor of the reading unit.

I have no way of gauging costs except at a rough estimate of \$10 per per sq. ft., or about \$450,000 for building. Furnishing the building would probably require about \$80,000. Both of these figures, of course are very approximate and for comparative purposes only.

Plan B could proceed by sections, shown as B-1, B-2, B-3 on the sketch:

1. B-1 is a book stack, four stories high, about 50' x 85', total square feet of four floors, about 17,000. Total cubic feet, about 136,000. Total book capacity, about 300,000 volumes. Other specifications apply as with plan A.
2. B-2 is a two-story reading room unit with lobby space, about 69' x 40', total square feet of two floors, about 5,400, total cubic feet, about 90,000, total readers, about 200 to 300.



3. B-3 is a two-story reading room unit, about 90' x 40', total square feet of two floors, about 7,200, total cubic feet, about 216,000, total readers, about 350 to 400.

Using \$10 per square foot as a rough guide, the cost of B-1 would be about \$170,000; B-2, about \$54,000; B-3, about \$72,000.

Ultimately, it would be possible to continue to add units to the B Plan, by filling in the east court and continuing the reading rooms toward the east in the same manner as B-2 and B-3. With a total of eight reading rooms, it would be possible for the Central Library to attempt a subject breakdown by broad academic areas such as social sciences, pure sciences, humanities, law, general periodicals, etc. This would make it possible to bring into the Central Library all liberal arts collections now scattered in the so-called sectional libraries, private offices, and the general liberal arts collection. As a long-term plan, this would be a very worthwhile goal.

A general estimate of equipment costs must be very rough, because of lack of information as to current prices of steel shelving, whether fabricated in Korea, Japan, or the United States, and of tables and chairs. Figuring \$40 per section of double-face, standard height steel shelving, patterned after conventional shelving manufactured in the United States by such firms as Library Bureau, Ames, Virginia Metal Products, etc., Plan A would require about 1,200 such sections for a total cost of about \$50,000. Plan B would require about 25% less, approximately 900 sections for a total cost of about \$36,000. Plan A would require roughly 240 tables, each about 6' long by about 32" wide, and about 1,400 chairs. Plan B-2 would require about 50 tables and about 300 chairs; Plan B-3, about 65 tables, about 350 - 400 chairs. It should be possible to fabricate a serviceable table of that size locally for \$50 - \$70 each, chairs for \$10 - \$12 each. Furniture for Plan A, including



special service counters, would probably cost \$30,000; for Plan B-2, about \$7,000; for B-3, about \$9,000.

To summarize these approximations, Plan A, with shelving and furniture, would require about \$530,000. Plan B-1 would require about \$206,000; B-2, about \$61,000; B-3, about \$81,000; total B Plan, about \$348,000.

These plans have the following desirable features, which are basic to functional, library planning:

- a. Short lines of traffic and communication. Distances from service points to storage points (i.e., circulation desk to stacks, etc.), from service points to reading areas, from reading areas to book stacks (if and when open shelves are established), from entrances to service points to seats, from administrative offices to catalogs to stacks to service points, are all as short as possible.
- b. Minimum of supervisory and service staff needed. Each of the floors in the reading units shown can be supervised and serviced by one individual. Reading units can be completely locked off, if necessary, one at a time, or floor by floor, leaving part of the building open for use on weekends, holidays, vacation periods, etc. Exit points from reading rooms all lead past service points, and exits are easily supervised. With glass walls between the lobbies and reading rooms, it is possible for the staff member at the desk to see what is going on in both reading rooms on that floor. With service desks extending through the glass wall into the reading room, it is possible to talk out loud to students in the lobby without disturbing readers. At the same time, service can be given from the reading rooms, if necessary.
- c. Flexibility, both as to present functions, and as to future use and expansion. Both plans are the ultimate in simplicity, present few barriers, in the way of permanent partitions, rooms dedicated to specialized uses, etc., to future change and expansion. It is recommended that service desks be set on the floor, not built into the floor; that the glass partitions between lobby and reading room not be load-bearing, but of such construction that they could be removed, if necessary. These are desirable characteristics in a flexible plan that anticipates that changes in function and thinking are inevitable, and that does not tie down a building to purposes which may be eliminated or changed in a few years. In short, these plans can be made part of a long-range program of rehabilitation and growth of the Central Library.



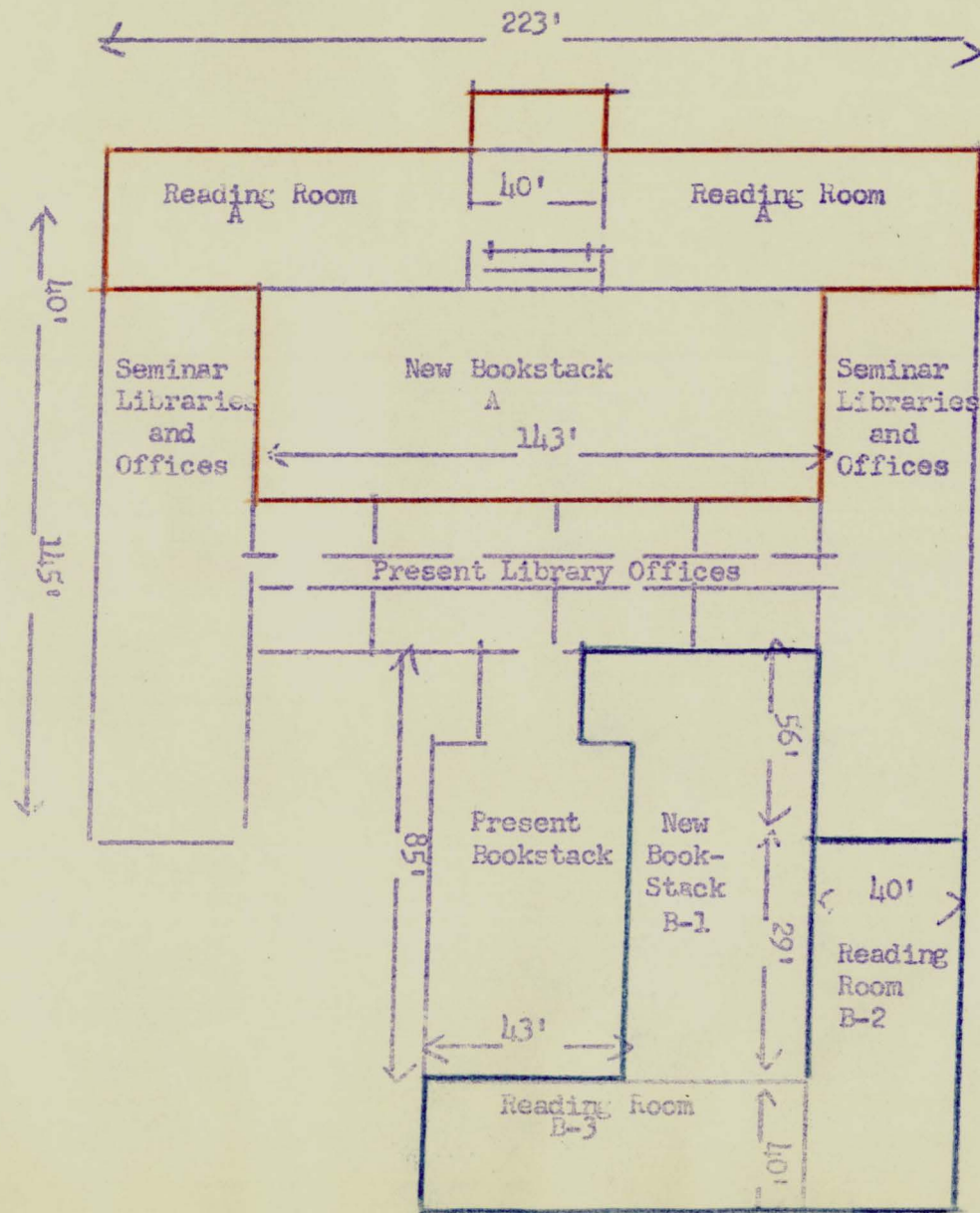
TABULAR SUMMARY OF BUILDING PROPOSALS

	<u>Plan A</u>	<u>Plan B-1</u>	<u>Plan B-2</u>	<u>Plan B-3</u>
Estimated cost of new structures	\$450,000	\$170,000	\$54,000	\$72,000
Square feet	44,200	17,000	5,400	7,200
Cubic feet	800,000	136,000	90,000	216,000
Seating space	1,200	--	250	350
Book storage	400,000	300,000	--	--
Equipment cost	80,000	36,000	7,000	9,000
Total cost	\$530,000	\$206,000	\$61,000	\$81,000

Total cost of B-1, B-2 and B-3      \$350,000



Plan A - Red  
Plan B - Blue





## SUMMARY

The first requirement for a university library system is a central organization equipped to handle library problems. No amount of books, journals, funds, etc., will create a university library unless it is founded on a sound, basic, university-wide organization. The Seoul National University library system would be strengthened by adopting the following procedures:

1. Centralize all publications acquiring and publications processing (cataloging and classifying) in the Central Library.
2. Create an all-university publications (book, journal, and binding) fund, allotted to the Central Library, and require that all expenditures against it be authorized by the Library director. To conserve University funds, the business office should not permit the purchase of publications from any other funds. This regulation should be held to firmly for a few years, until University funds are more ample and the Central Library idea is firmly established.
3. Put all University library employees, including the college libraries, under the director of the Central Library, even to the extent of carrying them on the Central Library payroll. Changes, hiring, firing, etc., should be centralized with the director.
4. Build up a staff at the Central Library qualified to handle University library procedures by:
  - a. Authorizing Mr. Paik to work for six months at a university library in the United States, taking a few library courses at the same time, particularly in cataloging, classification, and library administration.
  - b. Encouraging the OEC Education Division to run a short-course for Central Library and Seoul National University library employees, preferably during summer vacation and on the campus.
  - c. Selecting outstanding, long-term employees for training at the regular library school course that will probably be set up at Chosun Christian University.
5. Enlarge the present quarters of the Central Library.
6. Develop an agency and procedures for the acquisition of foreign publications.