

READING
IN
TORONTO
1963

ANNUAL REPORT
TORONTO PUBLIC LIBRARY BOARD

ANNE M. WRIGHT

Reading
in
Toronto

*80th Annual Report of the
Toronto Public Library Board*

1963

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Reading in Toronto 1963

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Chairman: Mrs. John W. Falkner

Members: John M. Bennett, M.A., Ph.D.
Hon. Mr. Justice Dalton C. Wells
W. Harold Male, Q.C.
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Alan R. Campbell, Q.C.
Keele S. Gregory
Donald F. McDonald, Q.C.
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Libraries and Finance Committee

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Assistant Chief Librarian & Secretary-Treasurer:
Newman F. Mallon, B.A., M.L.S.

The general management, regulation and control of the Toronto Public Libraries are vested in the Toronto Public Library Board, composed of the Mayor of the City or a member of the City Council appointed by him as his representative, three persons appointed by the City Council, three by the Toronto Board of Education, and two by the Separate School Board. The representatives from the City Council and Board of Education hold office for three years, and those from the Separate School Board for two years.



Mrs. John W. Falkner

*REPORT
BY THE
CHAIRMAN*

*Toronto Public Library Board
1963*

It is almost twenty years since I was appointed to the Toronto Public Library Board by the City Council. As I sit down to write a report covering the 80th year in the history of Toronto Public Libraries I cannot help looking back to my first days on the Board. Perhaps this is my best way of measuring our development and accomplishments—by looking back to the year 1944.

That was the year we were just beginning to emerge from the sad days of depression and war. Municipal services had been drastically curtailed. Salaries were still pitifully low. A pension scheme was only looming on the horizon. Upkeep of buildings was kept to a minimum. Even in our Main Library there was no money to remodel and put to use the old auditorium, wasted as a dusty storeroom, and the newer auditorium was bleak and seldom used. The stacks were seriously overcrowded. The 16 branches needed renovation.

These were rather solemn days. The taxpayers of Toronto supplied only \$600,000 for their library services, but, with dignified efficiency, Dr. Sanderson, in spite of incredible difficulties, managed to lay sound foundations and won for himself and the Toronto Public Library an international reputation. Outstanding service was given to the citizens of Toronto as well as all of the 200,000 inhabitants of the 12 surrounding municipalities who worked in the city or attended educational institutions there. Although there were some embryonic libraries in the outside townships, the amazing fact is that a very large population was served in the Main Library and 16 branches by a T.P.L. staff of 251, of which only 130 were librarians. These 251 employees, including

maintenance men, earned altogether \$458,705, or an average of about \$1,827. The sadly low salaries attracted no men librarians, other than the Chief Librarian, and it was not thought proper to employ married women. A librarian could work for us for ten years, but if she decided to marry and wished to return to work she was demoted to temporary status at a beginner's salary.

TWO DECADES OF CHANGE

Gradually the tide began to turn. Renewed prosperity eventually put men back to work and the population explosion was spectacular as immigrants came from Europe by the thousands to give our city a cosmopolitan flavour.

Only a few of the major changes made in the intervening years which set the stage for 1963 can be noted. Provincial grants were increased. Four new branches and a large addition to the Main Library were built. There were now 21 branches throughout the city, libraries in 6 hospitals and 17 primary schools. The libraries in the suburbs were also expanding their services rapidly and in a co-operative spirit formed a Council to discuss common problems. They saw the need for a survey of libraries in the whole area and obtained a grant for this purpose from the Metropolitan government set up in 1953 to overcome the chaos created by the expanding metropolis. Dr. Ralph Shaw, Dean of Rutgers Library School in New Jersey, was chosen to conduct the survey and his Report of 1960 set the stage for a whole new concept of service and financial control.

Stimulated by the Shaw recommendations, subject departmentalization was being implemented gradually in the Central Library. The neglected old auditorium blossomed into a Fine Art Department and Art Gallery. The newer auditorium became a small gem of a theatre leading off a Theatre and Drama Section which displaced the John Ross Robertson Collection, now displayed in a proud setting in the Toronto Room on the ground floor. The west end of the Reference reading room was partitioned off to form a Science Section. Space for a Baldwin Room for Manuscripts and Canadiana, and a Metropolitan Bibliographic Centre, was found in the addition to the Main Library, but there was no room there for the expanding Music Section for which a home had to be found at 559 Avenue Road. Another change approved by Dr. Shaw was the meshing of Reference and Circulation Divisions as departmentalization took place. An improved Technical Services Division was set up. Also a limited changeover from public

libraries in schools to school libraries financed and administered by the Board of Education was initiated as an experiment in joint responsibility and may have a direct impact on the work of the Boys and Girls Division.

All these changes were made possible by increased support from City Council, larger provincial grants, a Metropolitan Toronto Council grant and internal revenue increasing every year to a peak of almost \$130,000—amounting altogether in 1963 to a total of about \$2,772,-278.00. Although the dollar of 1944 was worth much more than in 1963, this increase from the \$600,000 budget of '44 reflects the general acceptance of the role of the library in the community.

DYNAMIC NEW CLIMATE

However the change most impressive to the 1944 Trustee is the dramatic difference in climate. There is electricity in the air. Experimentation is going on. Life is stirring and even trustees feel a certain excitement. The cosmopolitan city has infected the Library. There are new librarians and internes who can talk to New Canadians in their native tongues and are particularly useful in the expanding Languages and Literature Section located at Queen and Lisgar Branch but soon to serve the whole community from spacious quarters in the Parkdale Branch. Among the 188 librarians there are now 18 men, and married women are no longer hampered by discrimination. The total staff now numbers 451. Specialists are developing in the new subject sections and 184 clerical assistants, along with a certain amount of automation, are helping to set librarians free to pursue their professional duties. What the future holds for all of us may be decided by the Goldenberg Commission set up by the Province to review the Metropolitan government.

The human dynamo generating this vibrating wind of change in the Library is Harry C. Campbell. Dr. Sanderson did well to recommend him to the Board as his successor. In our Chief Librarian we have a brilliant driving force,—fearless, optimistic and tireless. His vigorous leadership is deeply appreciated by the Board.

THE BATTLE OF THE BUDGET

1963 will long be remembered by our Board as the Year of the Battle of the Budget. When Metropolitan Council granted us only \$250,000

of the \$450,000 requested for services given those living outside the city boundaries, we turned to the Board of Control for the missing \$200,000. They had fought for the total grant on the Metro Executive but firmly refused to accede to our request. We were told in no uncertain terms to cut our budget. This order we were forced to obey. Lest all services were crippled we decided to close two branches slated for relocation in future years, and to curtail the hours of the Central Library. This news created a storm of protest from the citizens. Aldermen, Controllers, the Mayor and even the Chairman of the Metropolitan Council, were bombarded by phone, letter and petition. It was gratifying to us to know how much the public appreciated the libraries, but the Board of Control was annoyed, to say the least. They irately ordered us NOT to close the branches and proceeded to tell us where and how we could curtail expenses. Eventually a compromise was reached. We were forced to reduce services to an absolute minimum by cutting our budget by \$125,000 while the City absorbed the balance.

Over against this disappointment can be placed the satisfaction of seeing the 1963 capital grants put to use. The current of change was still evident as contracts were signed early in the year for construction of the Parkdale Regional Library and the new Boys and Girls House. Both will be opened early in 1964.

THE BOARD AND STAFF

It is with great satisfaction that I welcome to the Board two new members—Mr. Keele S. Gregory, appointed by the Toronto Board of Education to fill the vacancy created by the resignation of Mrs. Peter Sandiford, and Mr. Donald F. McDonald, Q.C., who takes the place of Mr. Justice Maurice King as an appointee of the Separate School Board. They have already given evidence of the strength they will be in the coming years.

To all members of the Board I wish to convey my sincere thanks for their kindness and loyal support in this trying but exciting year. To the Staff I want to say that their ability and dedication has filled me with admiration over the years. Words fail me in trying to pay tribute to these devoted men and women who have made our Library such a vital force in the community.

Theresa G. Falkner
CHAIRMAN

CHIEF LIBRARIAN'S REPORT

The year 1963 was, in every sense, both an exciting and a normal time for the Toronto Public Library System. New books were bought and circulated, old favourites were secured to help readers who wanted to turn to the works they had missed over the years, rare volumes of past ages came into the collection, and the number of enquiries for information and reference material was higher than ever. It was the 80th year of the Toronto Public Libraries' history.

With limited funds available, the services of the collections developed as best they could in response to the demands being made on the system. In this respect, 1963 was a difficult year, for the citizens of the Metropolitan area increasingly are making use of the Library system. It can bring them pleasure, delight, information and recreation in many ways. Each week and each month a different facet of the Toronto Public Library System comes into prominence, providing an almost unlimited view of the resources of a great public library.

There was great concern over the curtailed annual financial grants from Metro and the City of Toronto and as a result, book purchases were reduced and positions in the branch libraries and the Central Library were left vacant for lack of funds. 12,000 fewer books were purchased in 1963 than in 1962 and services suffered accordingly.

The Central Library Division and the branch libraries all report continuing stimulating contacts with hundreds of thousands of users and borrowers. As in previous years, new projects were attempted while at the same time tried and tested methods were kept in use, and improved where required. More than fifty new activities could be cited, ranging from reading improvement classes to the sale of catalogue cards to other libraries.

NEW IDEAS IN LIBRARY SERVICE

The Toronto Public Library System emerges in Canada as a public library where new ideas are able to be tested in all their variety and where the library staff is encouraged to develop and invent new



Opening of "The Negro in Ontario in the 19th Century" Exhibition in the Fine Art Gallery. At left, Miss Edith G. Firth of the Baldwin Room and Chief Librarian H. C. Campbell greet the guests.

processes and solutions for the varied problems that arise from day to day.

These ideas are not kept as secrets from the public or from other libraries. They are shared and discussed, not only in Canada but around the world. New ideas flow into the routines of the libraries from the Maintenance Department, concerned with standards of lighting, the Technical Services Division, which must develop methods to handle many more thousands of paperback books, the School Library Section, that has to embark on a training programme for elementary school librarians. The Libraries' publications and display efforts were again singled out for comment, as were the story-telling activities of the Boys and Girls Division.

HIGH CALIBRE OF STAFF

Another reason that 1963 can be cited as an exciting year, in a time when great changes are being made all over the City of Toronto, is that the Library Board is fortunate in possessing a staff of high calibre and of great intellectual vigour, who made many personal contributions to the work of the system. Without this staff, the collections of books in the Central Library and the 21 branches would have little meaning.

There can be little doubt that the excellence of the library system will only continue as long as such a staff remains at this calibre. Those on the staff must be given assistance to improve their work. If this support slackens, then the public libraries face a bleak prospect.

NEED FOR TRAINING AND RESEARCH

At the present time the opportunities for advanced formal training for public librarians at a high level of competence in Canada are non-existent. The Toronto Public Library System cannot assume the task of providing advanced courses for Canadian librarians, but in the interests of its own staff, it may have to. Not only are such courses needed in the newer aspects of information retrieval and communication skills, book selection and community activities, but they are needed in the fields of administration, budgeting and finance. It is greatly to be regretted that only one accredited library school is available in Ontario. It would not seem possible for the needs of public and university libraries to be served without the creation of additional schools and the considerable expansion of the existing one at the University of Toronto.

By the very nature of its collections built up over 80 years, the Toronto Public Library System becomes the target for all types of requests and demands for information. These it can in fact supply only if it is organized to do so. Increasingly, it is becoming evident that automation will have to be introduced into the handling of routine library matters. This cannot be done unless there is adequate research and investigation beforehand, and for the time being, nothing is being done in Canada to provide training for this.

GOVERNMENT AID ESSENTIAL

Without such a research and development activity, Canadian public libraries as a whole are falling behind in spite of the best efforts of individual institutions. This is a problem that can be solved only by Federal assistance, and the Canadian Library Association has placed first priority on Federal aid in the field of research and investigation.

In the Province of Ontario there is urgent need for a plan that will co-ordinate the work of urban and rural public libraries and allow for the orderly development of both. Only if the Provincial Govern-

ment provides immediate leadership, will the Province be able to revitalize its dwindling and inadequate public library services.

INTERNATIONAL LIBRARY CONTACTS

The work plans prepared in the past three years by each branch or section of the Library—and which include details of staff needs, physical requirements, progress in the previous year and objectives for the coming year—have aroused considerable interest in other metropolitan areas. In 1963, I was fortunate in being invited, along with nine librarians from the United States, to attend the Symposium on “Library Function in the Changing Metropolis” held at Dedham, Massachusetts, in May, and sponsored by the Harvard-M.I.T. Joint Centre for Urban Studies. As one of the speakers at the meeting said: “To my mind, the problem of the metropolitan library lies in the branches and suburbs. These are the places where small size and limited funds force the librarian to make distinctions between worthy and unworthy books. We must find out how the cultural pluralism of the Central city main library can be brought to the rest of the Metropolis.”

I would also like to record my appreciation to the Library Board, the Canada Council and the British Council for the opportunity to attend national and international library meetings in Sofia, St. Andrews, Southsea and Stockholm in September. As the result of these meetings, the International Federation of Library Associations is considering holding a seminar on Children’s Library Work in the new Boys and Girls House in June, 1965.

THE FUTURE OF METRO LIBRARIES

The years ahead undoubtedly will bring some solution to the matter of Metropolitan library development, which has been under discussion since 1958. It is difficult to say what the solution will be, but that a solution adequate to the needs of the Metropolitan area will be found, we can have no doubt. The story of the past 80 years of growth of the Toronto Public Library System provides ample evidence of the determination of the citizens of Toronto to have a high standard of public library service. The plan that is adopted for Metro must be worthy of this heritage.

H. C. Campbell
CHIEF LIBRARIAN

CENTRAL LIBRARY DIVISION

Further progress towards complete subject division of Central Library resources was marked in 1963 by much work done to consolidate accomplishments in sections already set up and to prepare for the opening of new sections—Literature and History, in the Central Library itself; the transfer of Business Reference to City Hall Branch; and the creation of Municipal Reference, also in City Hall. Steps were taken also to bring about a closer relationship between the Central Library and those special sections already outside it, Languages and Literature, and Music.

METROPOLITAN BIBLIOGRAPHIC CENTRE & INTERLOAN

Cards for current accessions of Etobicoke, North York, Scarborough and York Township public library systems and for the holdings of the Royal Canadian Military Institute and the Ryerson Polytechnical Institute were added to the Union Catalogue of the Bibliographic Centre in 1963. The Catalogue now shows the holdings of seventeen public library outlets in the Metropolitan Toronto area in addition to those of the Toronto Public Libraries, and of ten special libraries.

Based on telephone statistics only, a substantial increase in patronage is evident. With over 16,000 book information enquiries in 1963, the increase over 1962 is double the increase of that year over 1961. Book locations outside the Union Catalogue records have been obtained by using the special Tel-Tex service offered to Telex subscribers in 1963, by means of which enquiries were forwarded to the National Library in Ottawa, and locations found for approximately 70%.

Total interloan requests numbered about the same as last year but there has been a noticeable increase in requests both from branches and from outside libraries for materials in aid of school assignments, and the demand for plays continues unabated.

GENERAL REFERENCE AND HISTORY

Federal and provincial elections in Canada; the growth of the Separatist Movement in Quebec; racial strife in the United States; tensions in world communism; the death of President Kennedy—these events lay behind many of the questions that people brought to General Reference and History in 1963. The telephones were busy throughout the year, serving the entire Metropolitan community—were so busy, in fact, and so demanding of staff time that it is feared people tele-

phoning may get better service than those who take the trouble to come to the library. A survey during the year revealed that over 61% using General Reference were students; over 38% lived outside the City of Toronto.

The policy of the new History Section was given preliminary shape at a conference attended by representative historians from the Toronto area. In building the new collection, emphasis will be on Canadian, Commonwealth, and American history, and on the field of international relations.

MANUSCRIPTS AND CANADIANA

1963 was a year of exhibitions for the Baldwin and Toronto Rooms—*Discovery of the North West Passage, 150th Anniversary of the Battle of York, The Negro in Ontario in the 19th Century*. This last pioneer effort particularly brought the Toronto Public Library many new friends and uncovered much rich material. In addition there was a display of our choicest treasures for the Ontario Historical Society. A number of interesting manuscripts have been received—among them the East End Day Nursery papers from Miss Marjorie Twitchell, the Wainwright papers from the late H. A. Alley, the Mayor James Simpson papers from his widow, and the Abbott-Hubbard papers from Mrs. J. B. Smith and Mr. Fred Hubbard. In the Toronto Room there has been less casual reading of current newspapers, but an increased use (almost 100%) of bound newspaper files by serious students.

FINE ART

Increases in circulation and reference use of the collection once again attest to a widening, and increasingly specialized, demand for information on the arts in Metropolitan Toronto; efforts for some time to come will be concerned with maintaining a balance between general and specialized needs of the public. Two notable exhibitions were those devoted to *Victorian Book Design* and *American Prints Today*. Notable acquisitions included imprints from the Chiswick, Kelmscott, Doves and Kleukens presses. The establishment of two branch picture collections and a policy of controlling public school use of pictures resulted in a decrease in the number circulated in 1963.

THEATRE AND DRAMA

During a second full year of operation, use of all services has doubled—books circulated, reference materials consulted, questions answered, and play-reading collection used. Professional and specialist requirements are growing, yet much of our restricted budget was spent on

popular, standard, and replacement titles to meet an overwhelming demand from all areas of Metropolitan Toronto for material to support classroom assignments.

The Central Library Theatre has been used regularly during the year, for three months by the Red Barn Theatre in its highly successful production of *The Fantasticks*, and for shorter periods by other groups, including the Don Mill Players, Hungarian Little Theatre, Toronto Puppetry Association, and Ontario Festival of Drama. The library sponsored two successful festivals of international art and science films.

BUSINESS AND TECHNOLOGY

Despite a 50% turnover in Hallam staff and a restricted book budget, the number of readers and use of books and files increased over last year. Eight hundred catalogued items were added to the collection and a large backlog of orders was built up, to be purchased in 1964. Gifts from governments, associations, companies, and individuals were particularly numerous. Questions reflected the concern of businessmen, students and others with Federal budget, Ontario Trade Crusade, the Great Lakes shipping dispute, European Economic Community; with new processes for casting steel, new applications for plastics; and with the techniques and effects of automation.

SCIENCE

In its first year of operation, the Science Section enjoyed reasonably satisfactory patronage. Comments indicated that the bringing together into one location of Central Library materials in the sciences was fulfilling a real need. Budget restrictions did not allow for needed purchase of circulating items and the lack of new books is perhaps reflected in the circulation figures for the year. The paperbound collection continued to prove valuable, with use heaviest in the mathematics section. Use of abstracts increased noticeably, as did use of current periodicals. Users are mostly general readers and undergraduate students—not much use as yet is made by advanced workers.

LITERATURE AND KIPLING

In the first year since 1959 that the section has not lost a substantial part of its collection to help set up a new subject section, and, on the contrary, provided a temporary home during the latter half of the year for Boys and Girls House, circulation increased by some 22,000.

Several firsts were chalked up during the year. Probably because so large a proportion of borrowers come from outside the city, many are now phoning in for information about books before travelling five, ten, or more miles. The record of calls, kept for the first time in 1963, added a figure of 8,956 to the Division telephone statistics. Another first was the popular display of over 700 books and periodicals on *Sailing and Boats*, loaned to us by the British Council.

The Kipling Room's chief function became even clearer during 1963: it is now a metropolitan reference and study centre for high school students from every corner of Greater Toronto, providing not only books but periodicals, pamphlets and clippings. In addition to the schools in the central area (Jarvis, Harbord, etc.), great use is made of Kipling by students from such schools as Vaughan Road (York), William Lyon Mackenzie (Downsview), Cedarbrae (Scarborough), Victoria Park and Bathurst Heights (North York), and Forest Hill Collegiate. Kipling, of course, continued to circulate books to all ages, from the youngest borrower (Grade 8) as he is first introduced to the library's adult services, to the older adult who continues to find the room a pleasant place to browse and borrow.

SUMMARY

A common thread in the individual section reports is the increasing use of the Central Library as a metropolitan information centre. This is borne out by a survey of Central Library use by CORE Research during the year, which indicated that of all those using the Central Library, 47% live outside the City. All sections, too, are faced with the increasing difficulty of maintaining a balance between the needs, on the one hand, of younger students and general public and, on the other, of advanced students and specialists. While statistics of use reveal again substantial increases in nearly every section, it is obvious that these would be even more substantial if we had a more nearly adequate budget to purchase the titles, and duplications of titles, needed to meet demands. As we go deeper into investigating the extent and nature of our patronage, it is clear that we are indeed a metropolitan resource and service and that we cannot function adequately without more books, more staff, and more space.

John T. Parkhill

HEAD OF CENTRAL LIBRARY DIVISION



High School students at work in the Kipling Room.

*Statistics
Central
Library
Division*

	1963	1962	1961
Books Circulated	423,220	381,055	367,574
Books Consulted	215,849	191,639	166,177
Current Files	10,289	9,200	6,832
Periodicals	81,858	74,961	58,057
Newspapers	21,660	25,073	24,140
Microfilms	3,458	3,646	2,484
Maps	1,232	1,059	405
Manuscripts	1,465	880	849
Patents	598	434	472
Pictures Circulated	92,835	105,453	119,262
Picture Files	28,593	24,399	24,424
	881,057	817,799	770,676
Readers	287,182	275,665	255,483
Telephone Enquiries	79,875	64,239	57,824
Interloan	13,640	13,600	14,651



STATISTICS

TORONTO PUBLIC LIBRARIES

<i>Technical Services</i>	1963	1962
BORROWER REGISTRATIONS		
Membership cards issued:		
Adult	55,867	55,913
Boys and Girls	<u>26,744</u>	<u>27,747</u>
	82,611	83,660
Total Registered Borrowers:		
Adult	168,387	188,489
Boys and Girls	<u>112,241</u>	<u>128,497</u>
	280,628	316,986
BOOK PROCESSING		
Books processed	106,396	120,573
Books covered with plastic jackets	62,753	71,442
Titles catalogues (Total new and added titles)	17,875	18,822
Titles recatalogued, transferred or withdrawn	8,298	*17,442
BINDING & BOOK REPAIR		
Books repaired	23,592	26,316
Books rebound	8,595	8,838
OFFSET PRINTING UNIT		
Total run, catalogue cards and other jobs	1,321,266	1,774,262
PHOTOGRAPHIC SECTION		
Photocopies (including Xerox)	21,293	13,547
Enlargements, negatives and plates	2,006	2,255

*Corrected figure.

Use of Books during the Year

CENTRAL LIBRARY	1963	1962
Reference use, including government documents, patents, maps, etc.	336,409	331,291
Circulating use	*423,220	381,055
	759,629	712,346
ADULT BRANCH LIBRARIES		
Deer Park	*335,212	270,533
George H. Locke Memorial	321,811	298,171
Downtown	203,795	199,759
Yorkville	168,816	156,606
Annette Street	*146,746	*133,830
Beaches	121,133	129,083
Runnymede	117,954	120,680
St. Clements	117,349	125,512
Bloor & Gladstone	111,699	104,223
Danforth	110,154	105,547
Wychwood	104,568	101,444
High Park	102,145	106,930
Eastern	85,622	87,667
Earlscourt	84,369	72,283
Queen & Lisgar	81,943	84,280
Parliament Street	65,986	63,484
Gerrard	62,276	61,640
Sunnybrook Hospital	45,741	45,958
Riverdale	42,669	45,844
Hospitals	26,299	21,958
Music	23,605	22,164
Travelling Branch	4,073	3,442
	2,483,965	2,361,038
BOYS AND GIRLS LIBRARIES		
Earlscourt	91,058	91,250
Danforth	81,118	92,922
Bloor & Gladstone	80,896	88,139
Gerrard	77,188	84,739
George H. Locke Memorial	75,508	76,574
Manning	73,891	98,530
Jones	72,418	8,797
High Park	60,196	63,782
Beaches	58,221	70,276
Parliament	53,828	50,392
Eastern	47,981	51,782
Riverdale	44,843	59,953
Runnymede	40,463	44,795
Wychwood	39,088	40,021
St. Clements	36,514	40,747
Boys and Girls House	34,256	79,405
Regent Park	32,156	28,277
Schools	418,805	549,806
Hospital for Sick Children	17,567	14,188
Deer Park (included in adult)	—	60,048
	1,435,995	1,694,423
East York Public Library	304,089	286,811
East York School Libraries	181,520	189,906
Swansea (Boys and Girls)	16,411	14,160
	5,181,609	5,258,684
Gramophone Records	19,786	20,900
(Music Library and Annette Street Branch)		

*Including boys and girls.

Summary Statement

of Library Holdings of books, pamphlets, etc.

BOOK STOCK AT DECEMBER, 1962

Central Library, adult services	370,029	
Central Library, boys and girls services	88,279	
Branch Libraries	<u>548,450</u>	1,006,758

ADDITIONS DURING 1963

Central Library, adult services	14,992	
Central Library, boys and girls services	6,406	
Branch Libraries	<u>67,719</u>	89,117

DEDUCTIONS DURING 1963

Central Library, adult services	10,261	
Central Library, boys and girls services	28,370	
Branch Libraries	<u>54,735</u>	93,366

BOOK STOCK AT DECEMBER, 1963

Central Library, adult services	374,760	
Central Library, boys and girls services	66,315	
Branch Libraries	<u>561,434</u>	1,002,509

PICTURES AND GRAMOPHONE RECORDS

Pictures in Loan Collections, December, 1963	433,300
Gramophone Records (Music & Foreign Language), December, 1963	5,529

Trust and Endowment Accounts

SENATOR JOHN M. LEWIS MEMORIAL ENDOWMENT FUND

Balance January 1st, 1963	\$2,735.96
Net additions to December 31st, 1963	33.25
Balance, December 31st, 1963	2,769.21

CHARLES GRAHAM SANDERSON MEMORIAL ENDOWMENT FUND

Balance January 1st, 1963	7,634.49
Net additions to December 31st, 1963	323.74
Balance, December 31st, 1963	7,958.23

CHARLES R. SANDERSON MEMORIAL ENDOWMENT FUND

Balance January 1st, 1963	3,632.53
Net additions to December 31st, 1963	522.44
Balance, December 31st, 1963	4,154.97

STATEMENT OF RECEIPTS AND PAYMENTS

FOR THE YEAR ENDING 31ST DECEMBER, 1963.

RECEIPTS

Balance, January 1st, 1963	\$	5,175.69
Fines	\$	66,653.97
Readers' Cards		8,353.13
Rents		53,591.03
Reserve Service		1,271.94
Legislative Grant		206,679.82
Sundry Revenue		3,495.41
		<u>340,045.30</u>

SERVICE TO OTHER BOARDS

East York Public Library	80,248.74
East York Board of Education	32,476.80
Swansea Public Library	2,687.21
Toronto Board of Education	8,093.49
	<u>123,506.24</u>

Grant from Metro Council	250,000.00
City Appropriation	2,068,168.00
	<u>2,318,168.00</u>
	<u>\$2,786,895.23</u>

PAYMENTS

General Salaries and Wages	\$1,695,342.43
Cumulative Sick Pay Grants	17,593.09
Hospital Care	13,760.99
Pension Plan	109,621.00
Retirement Allowances	868.75
Unemployment Insurance	7,096.75
Vacation Pay	1,315.09
Workmen's Compensation	2,933.34
Audit Fee	2,941.00
Consultants Fees	4,899.20
Conventions, Travelling & Memberships	6,060.92
Insurance	9,326.72
Transportation and Car Allowance	1,954.28
Furniture and Equipment	39,449.73
Heat, Light and Water	53,252.24
Rent and Realty Taxes	33,703.41
Telephone Service	15,216.20
Books, Maps, Periodicals	308,535.09
Picture Collections	19.40
Printing, Stationery & General Supplies	62,153.90
Binding and Book Repair	64,112.87
Garage Services	9,118.02
Maintenance and Repairs	321,671.32
Exchange on Debt Charges	1,112.07
Excess of Receipts over Payments	<u>\$2,783,057.81</u>
	<u>3,837.42</u>
	<u>\$2,786,895.23</u>

TORONTO-- 22 ND JANUARY, 1964
Subject to completion of audit by the City Auditor.

Newman F. Mallon
SECRETARY-TREASURER

CIRCULATION DIVISION

The reorganization and renovation and new building programme of the Toronto Public Libraries is inevitably having its effect on the branches—for some in their physical surroundings, for others in the realignment of staff duties. During 1963 advance planning for the City Hall Library was carried on. The Foreign Literature Collection changed its name to Languages and Literature coincident with its move to the new Parkdale Branch. Mary Finch, who had indefatigably done the pioneer work in building up this collection, retired and was replaced by Leonard Wertheimer.

In anticipation of the new regional groupings of libraries, the librarians in charge of large branches worked with the Chief Librarian on "Standards for Regional Branch Libraries in Metropolitan Toronto." Another group from neighbourhood branches participated in a staff training course dealing with personnel questions, and the library's place in the community. Such discussions open new vistas to the participants, and their value would be still greater if they could be organized on a Metro-wide basis, with librarians from the different municipalities sharing their varied experiences and problems.

As the Central Library develops its subject sections, offering increasingly specialized services, the onus falls more directly on the branches to satisfy the wide variety of needs and interests of the general reader and the student.

OUR READERS

How far does the so-called general reader differ from his counterpart of ten years ago? Of necessity he is struggling to come to grips with the flood of "information" that surrounds him. He may be the victim of automation, seeking to retrain for a new job, and finding that his basic education is now insufficient for the necessary courses; he may be caught up in the current enthusiasm of Toronto residents (young and old) to learn French; he may have become a world traveller, eager to read further about countries that global communication and economic prosperity have enabled him to visit; he may be a newcomer from Europe, happy to find books in his native language, or anxious

to learn English, or of course he may still be reading for sheer enjoyment.

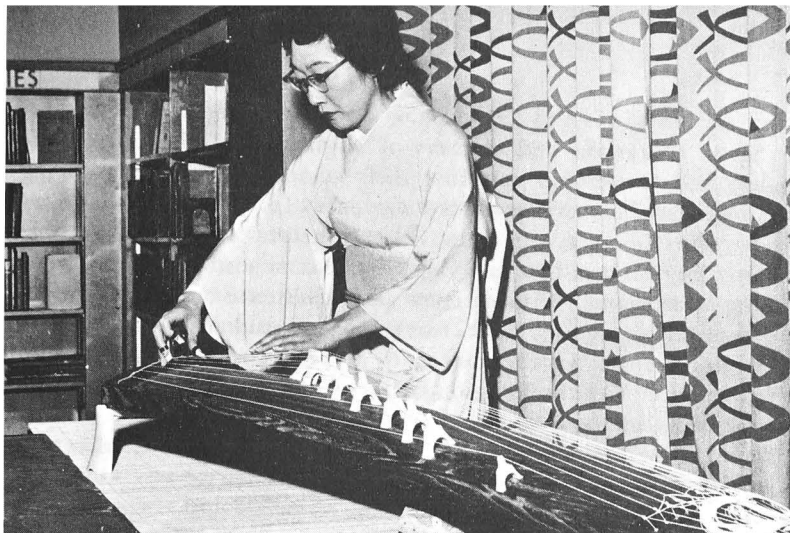
PAPERBACK BOOKS

One kind of printed material confronting today's reader is paperback books. As one librarian expressed it, referring to their use in libraries, "Paperbacks are tricky things". The still rising cost of hard-cover books makes it imperative that we explore the usefulness of paperbacks from all angles. They are a boon in filling requests for books heavily in demand, whether by students or by best-seller addicts. They are a life-saver for titles otherwise out of print. Their drawback lies largely in their unpredictable variation in format, leading to inevitable complications for library use. At Deer Park Branch, a Paperback Book Shop has been set up in the library itself, but under separate management. So far, however, the readers have clung largely to their intention to come to the library to borrow—rather than to buy—books.

BOOKS GENERATE IDEAS

It sometimes happens that readers want to share their enthusiasms or probe further into new ideas, and the librarians are able to channel these expressed, or even latent desires, into group meetings of various kinds. Films are being shown, either for their own merit or as part of a larger programme. The number of play-reading groups in branches is growing. Branch librarians of different nationalities shared in the International Poetry Festival, held in the Central Library Theatre during Canadian Library Week.

The "Great Books" group continues for its fourth year at Danforth Branch. Describing the Book Discussion group at Eastern Branch, the librarian says: "The people who attend have already read the book, and they all participate in discussion. We try to understand the book in relation to the period in which it was written, and ascertain its value for today. Discussions have been led by a psychiatrist for a book by Fromm, a philosophy professor for one of Plato's dialogues, and a graduate student from Nigeria for a book of African writings, as well as by the group members". At Beaches Branch, one evening's programme was the reading of their own poetry by a group of boys in their late teens and early twenties. Parliament Street Branch continued its Literary and its Ethnic Group Evenings. The Music Library continued to act as host to numerous musical events, while



Japanese-Canadian Evening at Parliament Street Library included the music of the "koto".

three library-sponsored programmes, comprising the Schubert song cycles, drew bumper crowds.

A PROGRAMME FOR THE ITALIAN PEOPLE

At Earlscourt Branch a programme spanning both 1962 and 1963, designed to introduce the surrounding Italian community to the library, was the most ambitious of our branch projects. The organization and execution of the programme of films, music and lectures, frequently followed by discussion, the production of relevant book lists, and the series of Dante evenings was carried out by Earlscourt staff reinforced with our versatile visiting Italian librarian, Dr. Angela Daneu Lattanzi. The project will continue in 1964 in the newly renovated branch.

THE LIBRARY IN THE COMMUNITY

Branch librarians are aware of the tremendous number of non-library users in the city. Only a detailed reading of branch reports reveals the advances made to groups and to individuals.

Librarians regularly attend meetings of their local Social Planning Council in their efforts to know more of their communities. Co-operation with the Prenatal Education Committee of Metropolitan Toronto in the production of book lists is on a permanent basis, as

is our service to citizens in hospitals and to residents of homes for the aged. Librarians and teachers of Night School classes in Basic English and Citizenship continue their co-operation in introducing the library and its services to the students. In 1963 we issued *Easy Reading for Adults* giving titles of books helpful not only to people learning English as a new language, but also to adults with a meagre reading background. With patience and persistence our staff is gradually establishing contact with the staff and students of the Adult Retraining Centre. Another new trail was blazed with the production, in co-operation with the Religion-Labour Council of Canada, of a substantial book list *Labour—people, movements, ideas*. It was reprinted under union auspices, and is being presented to Labour Conferences across Canada.

YOUNG PEOPLE AND READING

Because of the increased school enrolment we are finding that literally thousands of teen-agers are using our resources, not only for school assignments, but for enjoyment and broadening of life's experience. For young people any book they have not read is a new book, and they continue to write reviews and comments for their publication *Opinion*. They are active in discussion, and in play and poetry readings, and have participated in radio and television programmes. The printing of the *Fiction Supplement to Books for Youth* gives promise of a complete new edition of this reading guide for young people before long.

One astute observer of the Canadian educational scene, searching for an answer to the question "What education will the future require?", turns finally from programmes designed for an age of increasing mechanization to the possibility that the whole trend towards an education for occupation or work may be misguided. He says: "It may be that the best preparation to give our young people so that they may live happy and creative lives in the next half century, would be an education based on the arts—literature, music, poetry, painting, sculpture, and so on—and on the philosophical studies—how man thinks, why he is here, the good life, and the creative society." As librarians who value the dignity of the individual, we should not lose sight of this possibility.

Anne M. Wright
HEAD OF CIRCULATION DIVISION

BOYS AND GIRLS DIVISION

On April 22nd, friends and former staff members of the Boys and Girls Division were invited to a farewell party at Boys and Girls House. Guests came from all parts of Ontario for the event and up until Christmas time "regrets" were still arriving from former librarians now living as far away as Brazil, Nigeria, South Africa and New Zealand.

During the preceding months there had been many signs of the upheaval that was to come. The accumulation of many years of occupancy was sorted and shifted and disposed of so that the move could be made quickly when demolition began. The Osborne Collection was established in a part of the Baldwin Room, the children's library set up in a corner of the Central Circulating Library and all the business offices of the Division were moved to the top floor of the Deer Park Library building.

This dispersal of services has made some difficulties, chiefly in the amount of staff time spent in trying to keep in touch with one another, but everyone appreciates all the cheerful co-operation received from the staff of the Central Building during the extended time we have occupied their space.

PUPPETS AND PICTURE BOOKS

Staff meetings have been held in branches across the city, but they have been reduced in number. This is a real deprivation to everyone and in order to compensate for it, three training programmes were set up at the Jones Library in the Fall, two for the group of new librarians and one for a group of the assistant staff. Both groups participated in a puppet project of script writing and production directed by Miss Kane and Miss Osler. For the librarians, another course was given by Miss Johnston on criteria for the selection of picture books. The outcome of these courses was some exceedingly fine papers on picture books and two puppet shows: the Christmas play of *Schnitzle, Schnotzle and Schnootzle* by the assistant group and *Punch and Judy* by the librarians. During the holiday season fifteen performances of the two plays were given to a combined audience of over 1,800 children. *Punch and Judy* is still in demand and is continuing its tour of the branches in the new year.

ACQUISITIONS

The Osborne Collection acquired several important items including Perrault's *Histoires ou contes du temps passé* (1697), a John Newbery publication of 1759, Grimm's *Kinder und Hausmärchen* in the rare second edition and a copy of the first authorized edition of *Alice in Wonderland* (1866). Visitors finding their way to the new location have been fewer but during the year they came from as far away as Tokyo, Hong Kong and Ghana, many for specific information and advice.

The Lillian H. Smith collection, now about 700 books, begins to look interestingly representative of the 1911-1960 period. English, Canadian and American publishers have gone to considerable trouble to locate books and send them to us as gifts; we have also acquired association copies of such important writers for children as L. Leslie Brooke, A. A. Milne and Walter de la Mare, and several illustrators have made unique contributions by doing presentation drawings in their books.

THE LIBRARY AND THE SCHOOL

Our traditional co-operation with the elementary schools continues. It continues in part in the financial arrangement affecting those few schools where we still circulate books; but as this particular arrangement draws to a close, in the public schools, we look forward to further co-operative planning for the children of the community. The full fruition of the joint school library programme depends upon the continued co-operation between these two branches of library service so that the boys and girls of the city will be provided in one with the material which is directed toward their school interests and in the other with collections in which they can explore and satisfy their own natural tastes and inclinations.

CHILDREN'S BOOK SELECTION

The books we read, the theories we discuss, the training courses we undertake, all work toward the end of providing good library service to children and to those adults who interest themselves in the welfare of children. This means that the books which constitute our library collections are of primary importance. Not so long ago the body of publishing produced for boys and girls each year was a manageable affair, but the making of children's books today has increased by leaps and bounds.



Young actors in "Stone Soup" delight audience at Boys and Girls Open House, Parliament Street Branch.

Children's librarians have no wish to hold back any book that gives pleasure to a child or serves a useful purpose. Their problem is how to single out those books which provide lasting satisfaction from the hundreds of titles that appear each year in Great Britain, the United States and in increasing numbers in Canada.

A high proportion of books published today are of an informative, factual nature and the children love them—books about volcanoes, about the climate in the Sahara, about the structure of the human body, the earthworm. They soak up facts as a sponge soaks up water.

Educationalists have come to agree all fields of knowledge are useful to children (politics, the stock market, etc.) and materialists who not so long ago frowned at anything unrealistic have come to agree that legends and folk-lore and myths have something to say to today's children. The result is a deluge of books, good, bad and indifferent,

appearing each year. What effect is all this glut of material going to have on the development of children's discrimination or taste? Are their brains soaking up so many isolated facts that there is no room for books of a more provocative and stimulating nature; no time for books which engage them in the world of idea and thought?

A child can only read so many books through the years of his growing up. Although more and more new books are being offered to him, it is the children's librarian's responsibility to see that the library's shelves are filled with, not just facts (they have their place) but with books that will excite and stimulate his mind. For this reason it is regrettable that one of the most important areas in children's reading development has fared poorly of late. Fewer good books of fiction are being written for children today than for a long time past. Boys and girls have the body of children's literature to fall back on but they also would like to enjoy books that reflect contemporary thought or offer a picture of present-day life. Why is there such a scarcity of good creative writing today? Is it because we are so overwrought about finding out this and finding out that, that we have no time or patience to read what is not "fact"? Or is it that so much encouragement is given to children's writers these days that authors are taking the easy way out by choosing to write books largely informational in character?

Are our own well-known writers resting on their oars? Why are not more new ones coming forward? Are they being lost from sight in the general rush to leave no factual path unexplored or no informational stone unturned? If this is the case let us hope we adults will soon relax and give an ear to what the children themselves have to say. They know what they like and they are in no way backward in telling us what they hope for in their books. They like books that give them information but they take to their hearts books that tell a good story.

Jean Thomson
HEAD OF BOYS AND GIRLS DIVISION

TECHNICAL SERVICES DIVISION

There have been no large changes in the responsibilities or scope of the Division during the year. The number of sections and departments is the same and the staff has remained at 60. Besides general administration, the Division Office has been concerned in 1963 with the following additional projects:

1. A catalogue card service was offered to other libraries on a trial basis and in December a revised plan was worked out and offered to all Ontario libraries serving a population greater than 5,000. At the start of the new year, 20 library authorities were subscribing to our catalogue card service.
2. During the year we participated in a number of regional planning meetings and submitted recommendations on the extent and composition of regional library systems for Toronto and standards for buildings and equipment.
3. For the second time, an Open House for the general public was held during Canadian Library Week and proved to be a success. Tours were conducted by the Division staff and several hundred members of the public obtained a glimpse of our book processing, book repairing, display, photography and registration departments.

BOOK SELECTION

In its second year with the Technical Services Division, the Book Selection Office has increased its co-ordination, control and acceleration of all adult book ordering. Cumulative statements of 1963 commitments were submitted monthly to Central departments and to branches, and although the Central Library Division was handicapped by inadequate funds and heavy commitments, both divisions' spending came out at the year end, quite close to plan.

A new American agent for paperback books was selected in 1963. This agent offers one to two weeks' delivery on orders, at a discount of 30% on American prices, instead of eight weeks' delivery at a discount of 20%.

The Book Selection Office's Document Expediting Service has selected approximately 450 titles in pamphlet form for the Circulation Divi-

sion. The most impressive acquisition this year was 1148 copies of British Council pamphlets from their "Writers and their work" series. New book selection tools were acquired in 1963—Library Journal review cards; *New York Review of Books*; *How-to-do-it Books*—and a file of staff subject interests was set up, to be consulted when books are assigned for review.

BOOK PROCESSING

Budget difficulties and increased book prices meant that approximately 12,000 fewer books were processed in 1963 than in 1962. Since salaries rose, processing costs also rose an average of 22 cents per book processed.

The CATALOGUING SECTION, in spite of financial difficulties, managed to catalogue about 11,200 new titles, or about 300 more than in 1962. East York Public Library's greatly increased book budget for 1963 partly accounts for this, as does an increase in gift books. Then too, Cataloguing had practically cleared the Section of all older, less demanded materials by the year end.

Beginning September, 1963, all books, with the exception of those considered by the Cataloguing Section to be of an intrinsically reference type, were processed as circulating books (with accession numbers, pockets, and book cards). Sections receiving them could make them circulating or reference books at will, merely by retaining or withdrawing the book card supplied.

The ORDER SECTION now presents all outstanding adult orders of six months' standing to the Book Selection Office for cancellation or reordering against the current budget. This prevents commitments from becoming overextended. By the year end all Boys and Girls book orders of over six months' standing had also been cancelled.

The OFFSET PRINTING operator produced fewer catalogue cards, publicity materials and forms than in 1962, but he had completed all jobs to be run by the year end.

GIFTS AND EXCHANGES—approximately 3,000 more gifts (13,000 in all) were received by the Gifts and Exchanges Section than in 1962, and 1,500 more titles were accepted by our Book Selection Committees for inclusion in T.P.L. stock (7,300 in all). Typical examples of noteworthy gifts received are:

Bound volume of over 100 hand-coloured fashion plates from
Petit Courrier des Dames of the 1830's.

A five-year collection of exhibition catalogues of contemporary artists, donated by the Toronto Art Gallery.

Some 500 photographs and programmes of its stars and stage productions from the Royal Alexandra Theatre.

Hundreds of duplicates were supplied to newly developing countries through the Canadian Overseas Book Centre. The Section receives about 80 lists of duplicates from libraries in Canada, Europe, Asia, Africa and Australia. It has also established exchanges with major European and American libraries.

RECATALOGUING

Work was begun in 1963 on the Hallam Room catalogue, to prepare it for transfer to the City Hall Library in 1965. By the year end the Science catalogue had been completely revised. Recataloguing, reclassification and subject revision continued in the Fine Arts and Theatre Sections catalogues.

REGISTRATION

An identification type borrower's card was introduced in 1963, and librarians are pleased with the additional information it supplies about the borrower.

BOOK REPAIR AND RESTORATION LABORATORY

With the acquisition in late 1962 of an Hydraulic Power Cutter and Plana-Flexibu Binder, adhesive binding replaced over-sewing for over half of all book repairs.

A new bindery, with much lower binding prices, will do all our periodical binding in 1964 and our book binding will be redistributed among three binderies, for improved cost and quality of work.

The Restoration Laboratory continued to provide slip cases for the Baldwin Room and for the Osborne Collection, and the matting of drawings for these collections. The Laboratory placed particular emphasis in 1963 on the restoration and backing of the Baldwin Room map collection.

PHOTOGRAPHIC SERVICES

The Photography Section saw a 50% increase over 1962 in the items of work completed. The greater part of this increase was due to the popularity with the public of our Xerox 914 Copier, which produced a total of nearly 19,000 copies.

The No. 4 Xerox Camera purchased in 1963 has been a useful supplement, especially for making enlargements. The Section continued to photograph library activities, buildings and displays for our records.



The Victorian Book Exhibit

DISPLAY DEPARTMENT

The appeal and imaginativeness of Display Department posters, displays and reproduction artwork were very much in evidence throughout the T.P.L. system in 1963 and evoked much enthusiasm from public and librarians alike. The production of branch signs, displays and silk screen reproductions showed an overall increase in production of 50%.

Impressive display units were designed and installed in Central Circulating and in Bloor & Gladstone and Danforth branches, and special display production doubled in 1963.

In accordance with our policy to promote closer co-operation with the Boys and Girls Division, three posters were designed and silk-screened for all B & G branches; the *Books for Boys and Girls, 1963* folder was designed, and 195 stencilled signs were produced.

Our prize-winning Annual Report for 1962 was designed by the Display Department and run on the Library's Offset Press. Special displays designed by the Display Department included *Victorian Books*, called a "display of the month" by the *Wilson Library Bulletin* (November 1963 issue).

Stanley W. Parkes

ACTING HEAD OF TECHNICAL SERVICES DIVISION

LIBRARY DIRECTORY

CENTRAL LIBRARY

MAIN BUILDING . . . College and St. George Streets

LITERATURE AND KIPLING ROOM / GENERAL REFERENCE AND HISTORY /
METROPOLITAN BIBLIOGRAPHIC CENTRE AND INTERLOAN / HALLAM
ROOM OF BUSINESS AND TECHNOLOGY / SCIENCE / FINE ART / THEATRE
AND DRAMA / BALDWIN ROOM OF MANUSCRIPTS AND RARE CANADIANA /
TORONTO ROOM.

Hours Monday to Friday 9.30 a.m. to 9 p.m.

Saturdays 9.30 a.m. to 6 p.m.

General Reference, Hallam Room and Science are open Sundays,
1.30 to 5 p.m., October 15th to May 15th.

BOYS AND GIRLS HOUSE . . . 40 St. George Street

OSBORNE AND LILLIAN H. SMITH COLLECTIONS

BOYS AND GIRLS LIBRARY

Hours . . . Monday to Friday, 10 a.m. to 6 p.m. Saturdays, 10 a.m. to 5 p.m.

BRANCH LIBRARIES

DOWNTOWN—25 Richmond Street West. Open Monday to Friday, 8.30 a.m. to 6 p.m. Closed on Saturdays. No children's room.

JONES BOYS AND GIRLS—118-122 Jones Avenue, at Dundas Street East. Open every week-day except Wednesday, 2 p.m. to 6 p.m., and Saturdays, 10 a.m. to 12 noon and 1 p.m. to 5 p.m.

MANNING BOYS AND GIRLS—79 Manning Avenue. Open Monday to Friday, 10 a.m. to 12 noon and 2 p.m. to 5 p.m.; Saturdays, 10 a.m. to 12 noon and 1 p.m. to 5 p.m.

REGENT PARK BOYS AND GIRLS—20 Regent Street. Open Monday, Tuesday, Thursday and Friday, 2 p.m. to 5.30 p.m.

The following libraries are open every week-day except Wednesday. Unless otherwise noted, adult hours are: 12 noon to 8.30 p.m., and Saturdays, 10 a.m. to 6 p.m. Children's Rooms: 2 p.m. to 6 p.m., and Saturdays, 10 a.m. to 12 noon and 1 p.m. to 5 p.m.

ANNETTE STREET—145 Annette Street, facing Medland.

BEACHES—2161 Queen Street East, near Lee.

BLOOR AND GLADSTONE—1089 Bloor Street West, at Gladstone.

DANFORTH—701 Pape Avenue, near Danforth.

DEER PARK—40 St. Clair Avenue East, near Yonge. Adult library opens 10 a.m.

EARLSCOURT—1625 Dufferin Street, near St. Clair.

EASTERN—137 Main Street, near Gerrard.

GEORGE H. LOCKE MEMORIAL—3083 Yonge Street, at Lawrence East.

GERRARD—1432 Gerrard Street East, at Ashdale.

HIGH PARK—228 Roncesvalles Avenue, at Wright.

MUSIC—Howard Ferguson House, 559 Avenue Road, at St. Clair.

PARKDALE (Languages and Literature Centre)—1303 Queen Street West.

PARLIAMENT STREET—406 Parliament Street, at Gerrard. Closed Tuesday and Friday at 6 p.m.

RIVERDALE—370 Broadview Avenue, at Gerrard. Closed Tuesday and Friday at 6 p.m.

RUNNYMEDE—2178 Bloor Street West, at Glendonwynne.

ST. CLEMENTS—14 St. Clements Avenue, at Yonge.

WYCHWOOD—1431 Bathurst Street, near St. Clair.

YORKVILLE—22 Yorkville Avenue, near Yonge. Library opens 10 a.m. No children's room.

HOSPITAL LIBRARIES

HOSPITAL FOR SICK CHILDREN—University Avenue. Library open and wards visited on Monday and Wednesday afternoons.

HILLCREST CONVALESCENT HOSPITAL—47 Austin Terrace. Wards visited Tuesday afternoons.

LYNDHURST LODGE—153 Lyndhurst Avenue. Wards visited on Tuesday afternoons. QUEEN ELIZABETH HOSPITAL—130 Dunn Avenue. Library open and wards visited on Monday, Wednesday and Thursday.

RIVERDALE HOSPITAL—St. Matthews Road. Wards visited on Monday, additionally as needed.

RUNNYMEDE HOSPITAL—274 St. John's Road. Library open and wards visited on Friday.

SUNNYBROOK HOSPITAL—1075 Bayview Avenue. Open Monday to Friday 9 a.m. to 5 p.m.; Saturdays 9 a.m. to 4.30 p.m.

TORONTO PSYCHIATRIC HOSPITAL—2 Surrey Place. Wards visited on Thursday afternoons.

TRAVELLING LIBRARIES

Deposit libraries are provided in the following Homes for the Aged: Arthur and Isabel Meighen Lodge; Belmont House; Church Home for the Aged; Even-tide Men's Home; Ewart House; Ina Grafton Gage United Church Home; Julia Greenshields Home; Lambert Lodge; Strachan Houses; Tweedsmuir House.

Also in: Alcoholism Research Foundation (Brookside Hospital); Humewood House; Juvenile Court Observation Home; Metropolitan Toronto Jail; Mount Sinai Hospital; Princess Margaret Hospital (Ontario Cancer Institute); Second Mile Club (High Park and East Toronto Branches); Wesley United Church Social Club for Senior Citizens; William E. Coultts Co. Ltd.

SCHOOL LIBRARIES

Libraries are administered in the following schools:

Brant	*Grace Street	St. Brigid's
*Church Street	Island	St. Clair Avenue
Davenport Road	Morse Street	*Shirley Street
Eglinton	Perth Avenue	*Sunny View
Essex	Rose Avenue	*Whitney
*General Mercer		

*Jointly operated with the Board of Education.

BUSINESS OFFICES

10 St. George Street. Open 9 a.m. to 5.30 p.m.

TELEPHONE AND TELEX

924-9511—connecting all Departments of the Central Building, 9 a.m. to 5.30 p.m. After 5.30 p.m. direct connections are made as shown by the telephone directory.

For Branch Phone Numbers see Telephone Directory under PUBLIC LIBRARIES.

Telex Number 02-2523 connects with Science Section, Central Library.

All Libraries are closed on Sundays (except Central Library reference sections as noted on previous page) and on statutory holidays.

For summer hours see special notices displayed in all libraries during July and August.

STAFF DIRECTORY

CENTRAL LIBRARY

Head / John T. Parkhill
Literature and Kipling / Mary McMahon
General Reference and History / Dorothy Gladman
Metropolitan Bibliographic Centre & Interloan / Dorothy A. Dingle
Business and Technology / Mary Roberts
Fine Art / Alan Suddon
Manuscripts and Canadiana / Edith G. Firth
Science / Margaret Randall
Theatre and Drama / Heather McCallum

CIRCULATION DIVISION

Head / Anne M. Wright
Travelling Libraries / Félicy Ludlow
Work with Young Adults / Catherine Robertson
Music Library / Ogreta McNeill
Languages and Literature Centre / Leonard Wertheimer

BOYS AND GIRLS DIVISION

Head / Jean Thomson
Head of Boys and Girls House / Frances Trotter
School Libraries Section / Elizabeth MacRae
Osborne Collection / Judith St. John

TECHNICAL SERVICES DIVISION

Head / Albert W. Bowron
Book Selection / Ella Milloy
Cataloguing / Eldred Fulton
Recataloguing / Hazel MacTaggart
Order / Jane Harvey
Registration / Hope Wells
Book Repair, Binding / Lillian Semper
Display / Moyra Haney

DEPARTMENTS

Special Services / Jean R. MacMillan
Public Information / Harriet Parsons
Business Office / Anthony H. Winfield
Personnel / Ruth M. Wertheimer
Maintenance / Robert Piper

