

**ANNUAL REPORTS: "LOOKING BACKWARD" A  
YEAR OF RECONSTRUCTION. 1921-22;  
"SELLING" THE LIBRARY TO ITS OWNERS. 22-  
23; "FOLLOWING THROUGH" - AND THEN  
WHAT? 23-24; THE YEAR'S GROWTH AND  
WHERE IT LEADS. 24-25; SERVING A READING  
CITY AND WHAT IT COSTS. 26-27**

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# HACKLEY PUBLIC LIBRARY

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# "Looking Backward"

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## A Year of Reconstruction



ANNUAL REPORT  
OF THE  
HACKLEY PUBLIC LIBRARY  
MUSKEGON, MICHIGAN  
1921 - 1922

UNIVERSITY OF MICHIGAN  
GENERAL LIBRARY

U-M

## HACKLEY PUBLIC LIBRARY

Third Street and Webster Avenue

### Telephones

- 4166 For miscellaneous inquiries.  
7372 Children's Room.  
4266 Librarian's Office.  
7272 Main Delivery Desk, for renewals and reserves.  
7271 Reference, Business and Technical Department.

### Library Hours

Adult Department: Main Floor  
Open week days 8:30 a. m. to 9:00 p. m.  
for reading, reference and lending.  
Open Sundays and Holidays from 2:00 to 6:00 p. m.  
for reading only

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Children's Room: Second Floor  
Open on school days 9:00 a. m. to 8:00 p. m.  
Open Saturdays and school vacations  
9:00 a. m. to 6:00 p. m.  
Closed Sundays and Holidays

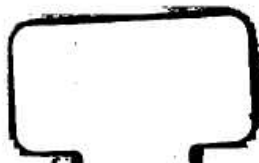
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The Library is closed July 4 and December 25

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### Delivery Stations

- Lakeside Station—Runzel & Son, West End Drug Store  
Wednesdays and Saturdays, 2:30 to 5:30 p. m.  
Muskegon Heights Station—City Drug Store, L. D.  
Hickey, Proprietor. Saturdays, 9:00 to 11:30 a. m.



# **“Looking Backward”**

## **A Year of Reconstruction**

Being the  
Annual Report  
of the  
Hackley Public Library  
1921 - 1922

MUSKEGON, MICHIGAN  
— 1922



THE NEW READING AND REFERENCE ROOM  
REMODELED FROM THE OLD CLOSED BOOK-ROOM

**Exchange**

Northwestern Univ. Lib.



**HACKLEY PUBLIC LIBRARY  
ANNUAL REPORT OF THE LIBRARIAN**

**Year Ending June 30, 1922**

September 1, 1922

TO THE BOARD OF EDUCATION,  
MUSKEGON, MICHIGAN.

Gentlemen:

I present herewith my annual report for the year ending June 30, 1922. Miss May V. Sibley was in charge of the library as Acting Librarian during July and August, 1921. I assumed charge on September 1, 1921.

**Five Major Aims**

The work of the library, during the past year, has been done with five major aims in view. These have been:

1. Opening the book-shelves to the public.
2. Simplifying the library's rules and methods.
3. Organizing a special department for work with children and with schools.
4. Organizing a special business and technical department.
5. Building up the book stock.

**Opening the Book-Shelves to the Public**

The first and by far the most difficult problem has been that of abolishing the old-fashioned "closed-shelf" system under which the library has operated since its founding in 1888, and installing a modern "open-shelf" system whereby readers are allowed free and ready access to the shelves, so that they may look over the books and make their own selection.

At first thought it appeared that the ends of the old Delivery Counter might be removed, as suggested in the Rush-Ranck Survey, and the public allowed access to the 35,000 volumes in the Book Room immediately behind the Counter, without giving rise to any serious problem. Further study, however, showed a number of reasons why this would be impracticable and un-

satisfactory from the standpoint of both the library administration and the public itself.

It soon became apparent that, if we were to make any change at all, we should be thorough about it, and do away with this old Book Room altogether, remodeling it into an open Reading Room. This was suggested in the Rush-Ranck Survey, and is the solution we have followed. It in turn gave rise to many other problems. One of the more perplexing of these was what to do with the 35,000 volumes that must be removed from this Book Room in order to tear out the cases and carry through the alterations. The so-called "new stack wing" was at that time full nearly to capacity. But it was into this stack wing the 35,000 books were moved, the necessary room being made by (a) shelving all newspaper files in the basement, on shelves built for the purpose, (b) returning to the Superintendent of Documents in Washington several thousand volumes of government documents, of which the great part were duplicates of material retained on our shelves, (c) discarding a large number of obsolete and worn-out books.

While all this moving was going on, the ceiling and the roof over the old Book Room were cut open for skylights, and an electric lighting system was installed between the two skylights. As fast as books were moved from the shelves out into the stack wing, the book cases were torn out and rebuilt as alcove and wall cases for the new Reading Room.

By May 1st, the moving and the alterations had reached a point where service to the public was temporarily impossible, and the main floor was closed for three weeks. During this time the old Delivery Counter and the last of the book cases were torn out, the main floor, except for the two side reading rooms, was stripped bare of all furniture, linoleum was laid and waxed, the new book cases were set in place and varnished, some 15,000 volumes of the best and most readable books, both of fiction and of the various classes other than fiction, were selected and arranged on these "open shelves", a new Charging Desk was installed, and the library reopened on May 22d. The new system has therefore been in operation less than six weeks up to the close of the fiscal year. While, at the quiet season of the year, this is not long enough for a thorough test, it has shown that the new system meets with the general approval of the public, and that during the busy season it will give welcome relief to the many eager borrowers who previously met the discouraging difficulties of the old system.

With its open spaces, high ceiling and skylights, the newly opened room is doubtless as attractive a library interior as can be found in the state. It combines the functions of a ref-

erence and reading room, with tables and chairs for fifty readers. The Reference Department occupies the west or Third Street side of the room. On the east side of the room are the circulating books, with cases arranged to form six alcoves. New books are displayed in a special case; and at various points around the walls of the Delivery Room are smaller racks for the display of special groups of books.

All of the alterations and remodeling throughout the building were done under the direction of Mr. Lindquist, Superintendent of Grounds and Buildings, under the supervision of the architect, Mr. H. H. Turner. The rebuilding of the bookcases and all the cabinet work was done in the shops at the Hackley Manual Training School, at a considerable saving in expense.

The new Charging Desk was designed to meet the particular needs of the Hackley Library. It was "made in Muskegon" by the Shaw-Walker Company. In point of construction, workmanship, and appearance it is probably one of the best made charging desks in any library in the country. The old desk was very inefficient in that it concentrated at one point the functions of issuing books, discharging returned books, registering borrowers, and answering all inquiries. There resulted a congestion that provoked and dissatisfied the public, and taxed to the utmost the physical and nervous strength of the staff in the performance of merely mechanical duties. The new desk is rectangular in shape, and separates the various functions so that congestion is avoided. At busy hours, half a dozen assistants can operate the desk without confusion, while at quiet times the various functions are within easy reach of a single assistant. The mechanical work of issuing and discharging books therefore makes considerably less demand upon the staff, and permits relatively greater usefulness in the more important work of giving personal help and attention to readers.

#### **Simplification of Rules and Methods**

A second major aim during the past year has been the simplification of rules and methods, so that readers may use the library with the maximum ease, and the minimum consciousness of the machinery of library routine, or the impediments of rules.

#### **Extension of Lending Privileges**

The number of books which a reader may borrow at one time was increased in October, from two to four, of which only two may be fiction or new books. In May, with the installation of a new charging system, this rule was again modified, so that readers may now borrow as many books as they want to carry, provided, however, only two are fiction or new books.