

SCHOOL OF LIBRARY SCIENCE, W.R.U.

Michigan State University Library

NAME OF STUDENT Ye Hong Loo Assignment period Feb. - May 1959

Please comment on the following:

PERSONAL CHARACTERISTICS

Adaptability good

Good memory good

Common sense good

Perseverance average

Courtesy very good

Responsiveness very good

Dependability average or below

Self-possession good

Emotional stability good

Mannerisms warm, friendly

Enthusiasm good

ATTITUDES

Constructive attitude toward work good

Interest in people good

Interest in work as a whole good

Professional spirit good

Willingness to accept criticism and suggestions average

Willingness to ask questions good; to refer questions very good

ABILITIES

Ability to understand and interest borrower poor Knowledge of reference tools
(perhaps because of language barrier)

General intelligence very good

Resourcefulness _____

Initiative good at times

Thoroughness average to poor

Knowledge of books _____

Do you consider this student fitted for this kind of work?

Fitted, but not sufficiently trained

Would you be willing to employ this student? (please comment).

Signed _____

Librarian

Ms. A. 9. 1. 10
May 14, 1929

Michigan State University Library

REPORT OF FIELD WORK

On February 11, I was introduced to Mr. Richard Chapin, the associate librarian of the University library by Miss Cunningham. Then I was given a general tour of the library by Mr. Merrill Jones, the assistant librarian.

Mr. Jones took me to the main floor where are the public catalog, the Reference Department, the Social Science and Literature Departments, the Circulation Department, the Cataloging Department, the Acquisitions Department, and the Central Serials Record.

Then I followed Mr. Jones to the ground floor where are on the east the Documents Department, including the Biography and Fiction stacks, the Highway Traffic Library, the newspaper's area and the Microfilm room. The assigned reading room is on the north.

On the second floor are the Education Department on the east and the Business and Public Service Department on the north. The Labor and Industrial Relations Department is on the south and on the west is the Fine Arts.

On the third floor, the Biological and applied Sciences Departments are on the east, and the Physical Science and Engineering Departments are on the north.

On the fourth floor, there are the office, the auditorium, the staff lounge.

I started to do my field work in this library on February 12 on the ground floor. I was given a thorough orientation to the Documents Department by Miss Eleanor Boyles, the head of the Department. I followed her around the stacks to get familiar with them.

Then I was shown by her how to work in this department.

The first five weeks, I worked every morning in this department, doing these following jobs:

- lending books, stamping date due
- receiving returned books, pulling out their slip
- receiving fines, writing receipts
- filing books on shelves
- helping students to operate the microfilm, microprint, microcard machine.
- guiding the student to the stacks wanted
- checking depository box for material on the daily depository shipping lists
- recording circulation
- cutting call slips
- preparing books for bindery
- preparing lists of foreign newspapers on microfilm
- checking the newspapers and putting them on newspaper sticks

Besides these jobs, I have learned how to find the reference questions for the students from the Government Publications, and to prepare displays of new books.

In the afternoon, during the first five weeks, I also worked in the Cataloging Department.

I was introduced to Miss Frieda Hinrichs, the head of the Cataloging Department, by Mr. Jones. Then I was shown by her how to work in this department.

This department is divided in many sections such as Catalo-

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ging section, Printing section, Typing section, Filing section, Checking section etc. Besides these sections, there is the photograph overdue slip section, which is not belonged to the Cataloging Department.

What I have done in this department:

My first job was to learn how to file the cards. I filed the cards in the public catalog.

I did some preliminary checkings on new books for the catalog, doing these following jobs:

- receiving books from the Acquisitions Department
- pulling out the process slips
- comparing the cards with the books (since the card being a L.C. card, or a proof slip, it has already the call number)
- checking the author's name in the public catalog
- checking the title or any entry of the same author in the public catalog
- checking the subject of the book in the subject authority catalog
- if the subject is new, making a new subject card
- checking the series card, making the new series card if they are new
- checking the call number in the L.C. Classification
- writing the right call number on a pink slip and on the back of the process slip
- writing the call number inside of the cover of the books
- filing the pink slip temporarily in the shelf-list card catalog.

The books were ready to be checked by Miss Hinrichs, after being

checked, they were affixed the date due slip and were given to the departments, which ordered the books. Their cards were photographed and were printed into many copies and were filed in the public catalog.

I did other jobs as follows:

Adding notes on cards:

- pulling out the cards from the public catalog
- typing the notes on the cards (such as changes of title, or notes concerning latest edition, or translation).

The last week in this department, I cataloged by myself a truck of thirty books.

On April 6, I started to work in the General Reference Department in the morning, and in the Acquisitions Department in the afternoon.

I was given a thorough orientation to the Reference Department by Mrs. Dorothy Mostosky, the first assistant of the reference librarian.

There is a big general reference collection in this room but there are some more books very specific, which are located in different departments on their own field. There are the interlibrary loans.

Mrs. Alubowicz, the reference librarian, showed me how to look for the reference questions, how to help students to find the reference books they wanted. I have been working at the desk and doing other jobs such as filing, recording the attendance of reference questions. There are two kinds of reference questions such as quick reference and long search which requires time. Mrs. Alubowicz also showed me how to keep record the references on card catalog, and to keep clippings file.

I spent three weeks in the department (just in the morning).

The first afternoon I worked in the Acquisitions Department. Mr. Eugene de Henko, the head of the department gave me a thorough orientation to the department. He explained the procedure of acquisition and the bibliographical work.

The department is divided into many sections such as order section, gifts and exchanges section, purchase section, searching section, filing section.

I did the following jobs:

- checking the publisher's catalogs and blurbs from the daily mail
- classifying them and distributing them to different departments
- typing the cards of the gift books for the bibliographical work
- filing the order cards and checking them if they are duplicate
- doing bibliographical work:
 - pulling out the proof slips from the proof slip catalog
 - checking in the National Union Catalog
 - checking in the Publishers' Weekly
 - checking in the C.B.I
 - checking in the Publishers' Catalog.

Mr. Salisbury, chief of order section, showed me how to divide the general budget to different departments, and the procedure of book purchases.

On May 4, I started to work in the Fine Arts Department. I was introduced to Mr. Frank Macdougall, the head of this department, who gave me a thorough orientation to the department. Then he showed me how to collect pamphlets, pictures cutting from the newspapers. He explained the system he applied in his department. The routine, the public service in this department are the same as in the others except the Cataloging and Acquisitions Departments.

I have been working in this library in different departments such as Cataloging and Acquisitions Departments, Documents Department, General Reference Department, Fine Arts Department, doing routine, bibliographical, public service and other.

My field work supervised in this library was very interesting and very beneficial for me. Now I have much experience in my field, and I feel able to direct a library in my country.

Besides my work in the library, I also had the opportunity to visit some special libraries on campus such as Agricultural Engineering Library, Chemistry Library, Physics and Mathematics Libraries, Veterinary Medicine Library, Music Library, and others libraries off campus such as Lansing Public Library, University of Michigan Library in Ann Arbor.

I summarize that my field work was very beneficial and valuable.