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UBCHEA ARCHIVES  
COLLEGE FILES  
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Yenching  
Academic  
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*Peking*  
Report of the Committee on the University Library.

To the President,  
Peking University.

Dear Mr. President:

Undoubtedly one of the greatest advances of Peking University during the past year has been made in the University Library. A few years ago our Library was little used. Now it is about the most constantly used part of the University and is also used most effectively. It is always full of students and very often overflowing with them. The normal seating capacity is only 60. On the averages 300 students a day make use of the Library. This greater use of the Library is due (1) to the requirement of reference reading in many of the courses, (2) but especially to the efficient system of Classification and Cataloging that has been adopted.

This last is due to the good work of Mr. Hsu Te Tsung our Librarian, who joined the staff last August, and to his immediate predecessor, Mr. T'ien, who served temporarily as Librarian for several months preceding the arrival of Mr. Hsu, and who started the work of cataloging the Library. Both of these gentlemen are graduates of the Library School of Boone University. The change brought in the Library has been very great. We classified and now have 5600 foreign books in the Library and all of these have been classified and three-fourths have been both classified and cataloged. The work of cataloging would be more nearly complete if it had not been that Mr. Hsu laid up by a serious illness for nearly two months just after Chinese New Years. Of the books in the Library more than 260 have been added since June 1922.

In addition to the cataloging work Mr. Hsu has introduced a good working set of Library rules and especially an effective system of keeping track of the books drawn out from the Library and of calling in overdue books. In this work he has been ably assisted by Mr. Ch'en the Assistant Librarian and Mr. Lu the Student Assistant.

There are in the Library 427 sets consisting of 4804 volumes of Chinese books. Of these 371 sets or 2506 volumes have been added since June 1922. These Chinese books are not bound in a way to meet the wear of the hard age they will encounter in a university library. It is essential both for their preservation and convenience of use that they should be bound in foreign style. This is a matter that should be attended to at once. A beginning has been made this past year; but owing to a lack of funds only one third of these books have been properly bound.

The Library has 6866 unbound periodicals and pamphlets, mostly gifts. Most of these should be bound both that they may be more accessible to readers and that they may be better preserved. At present most of these magazines have to be kept in the storeroom. Here again a lack of funds and not the natural pig-headedness of the Library Committee, as many appear to assume, has prevented the accomplishment of this very necessary step. The Department of Chemistry has agreed to be responsible for the binding of many of the Chemical journals now in the Library.

The Library subscribes to 5 Chinese Daily Newspapers, the I Shih Pao, the Ch'en Pao, the Peiching Jih Pao, the China Times and the Shun Pao; also to two English Dailies, the Peking Leader and

the Peking and Tientsin Times; to one bi-lingual daily, The Far Eastern Times, to one Japanese Daily, the Keishin Nichi-Nichi Shimbun, and to one French daily Le Journal de Peking, also by "Old Custom" the Library is charged for certain dailies that are placed in the reading room of the School of Theology. This old custom has only recently come to light and as it is unnecessary, wasteful and unfair it will be discontinued in June. Formerly the Chinese papers belonging to the Library were placed in the Y. M. C. A. room. The transfer of these papers to the Library constitutes one of the big events of the year. The newspapers are greatly appreciated by the students. Our list of both Chinese and English dailies should be extended. The reading room of our Library is entirely too small; the only remedy we can find in our present quarters, is to find another room which could be used exclusively as a newspaper reading room, but which should be under the control of the Library.

The Library subscribes to the following Chinese periodicals:

- The Student's Magazine.
- Wissen und Wissenschaft.
- The Ladies Journal.
- The Short Story Magazine.
- The Eastern Miscellany.
- The Chinese Educational Review.
- New Education.
- The Journal of Sinological Studies.
- Road Construction Monthly.
- Children's Work.
- Chinese Christian Advocate.
- The Life.
- The International Journal.
- Science.
- Journal of Sociology.
- Mien Tao.
- The Pacific.
- English Weekly.
- English Student.

The Library also subscribes to the following English periodicals.

- The Manchester Guardian Weekly.
- The School Review.
- The Journal of Geology.
- The China Journal of Science and Arts.
- International Reviews of Missions.
- Journal of Religion.
- The Theological Review.

In addition the following periodicals are given to the Library by members of the Faculty or by interested friends of the University.

- The Christian Advocate (New York)
- The Japan Chronicle.
- The Literary Digest.
- New Republic.
- The Outlook.
- The Pacific Dairy Review.
- The Highway.
- The Far Eastern Review.

Eastern Engineering.  
 The Chinese Recorder.  
 China Christian Advocate.  
 British Chamber of Commerce Journal.  
 The Scientific Monthly.  
 The National Geographic Magazine.  
 Asia.  
 China Review.  
 The Survey.  
 The Independent.  
 Chemical and Metallurgical Engineering.  
 Industrial and Engineering Chemistry.  
 Hids and Leather.  
 Leather Manufacture.  
 Beter Fruit.  
 American Poultry Journal.  
 Methodist Review.  
 The Missionary Herald.  
 Inter-America.  
 The Anotomical Record.  
 The Theosophical Path.  
 Sluyter's Monthly.  
 Welfare Work.  
 Our Dumb Animals.  
 Rata Yosa Messenger.

Among the New Books which have been added to the Library are:

Educational Needs of Life	Miller.
The Next Book	Hall-Quest.
High School Geography	Whitbeck
Reconstruction of Religion	Ellwood.
Dry Farming	Widstoe.
The Potato	Gilbert.
China's Place Under the Sun	High.
Inheriting the Earth	Von Engeln.
Man the Animal	Small wood.
Barth Evolution and its Facial Expression	Hobbs.
Russia in the Far East	Pasvolksy.
Mathematics for Agricultural Students.	
Marketing Whole Milk.	Erdman.
Grimology	Parnelee.
Management of Dairy Plants	Mortenson.
Play in Education	Lee.
The Curriculum	Bobbitt.
Secondary Education	Inglis.
Statistical Methods	Ruggs.
Redaings in the History of Education	Cubberly.
Educational Sociology	Smith.
Intorduction to Sociology	Park & Burgess.
Leather Manufacture	Proctor.
Leather Industries	"
Organic Chemasstry	Perkin and Kipping
Laboratory Manual of Organic Chemistry	
Qualitative Chemistry	Mahin.
Introduction to the Scientific Study of Education,	Judd
Our Economic Organization	Marshall & Lyon.
Introduction to Public Finance	Flehn.

Industrial Government	Commons
Essays on Taxation	Seligman
The Income Tax	"
China Year Book 1923	Woodhead
China Mission Year Book 1923	
Productive Bee Keeping	Pellet
Modern Milk Goats	Richards.
How to Teach Agriculture	Storm and Davis
Farm Accounting	Scovill
Story of the Soil	Hopkins
Bacteria in Relation to Country Life	Lipman
Genetics in Relation to Agriculture	Babcock and Clausen
Plant Physiology	Duggar
Plant Breeding	Devries
Science of Musical Sounds	Miller
A Universal Anthology in 33 Volumes	

The above list is very far from being complete.  
Among those who during the past year have donated books,  
periodicals and pamphlets to the Library, are the following:

Carnegie Endowment for International Peace.  
The United States Government.  
The Board of Foreign Missions of the Methodist Episcopal  
Church  
Admiral Ts'at Tsing Kan.  
General Wang Chi Tsiang.  
Mrs. C. L. Ogilve..  
Rev. W. H. Gleysteen.  
Mr. S. D. Gamble .  
Rev. G. R. Davis.  
Mr. G. F. Wright.  
Dr. H. E. King.  
Rev. G. D. Wilder.  
Mr. J. B. Tayler.  
Mr. J. S. Burgess.  
Dr. J. L. Stuart.  
Dr. H. K. Fung.  
Dr. L. E. Wolfertz.  
Mr. Ch'en Che Fu  
Mr. Hsu Ti Shan.  
Rev. R. K. Evans.

Once more I desire to call attention to some of the great  
needs of the Library:

1. More Books.
2. More Periodicals.
3. More Newspapers.
4. The Binding of Chinese Books.
5. The Binding of Magazines.

All of these require a larger budget.

6. More Space.

7. That all members of the University should look on the

University should look on the Library as a University Institution.  
At present there is a tendency on the part of some to regard to think  
of the Library as belonging exclusively to the Men's College.

## Financial Statement.

Original Budget	\$2000.	Cut on Budget	\$500.
Additional Grant	200.	Deficit on Preceeding Year	229.09
<u>Total</u>	<u>\$2200.</u>	Ogilvie Memorial Collection	100.
		New Books	730.
		Chinese Magazines	32.40
		Chinese Newspapers	91.80
		Foreign Newspapers	48.75
		Foreign Magazines	44.00
		Japanese Newspapers	13.00
		Binding Chinese Books	125.10
		Membership in the Union	
		Council of Missionary	
		Education	15.00
		Membership in the Religious	
		Educational Association	8.00
		Library Supplies	75.86
		Salary, Student Assistant (80 mo)	80.00
		"    Janitro	72.00
		Traveling, Mr. T'ien	35.00
			<u>\$2200.00</u>

The salaries of the Librarian and Assistant Librarian are provided for outside of the Library Budget.

For the Libray Committee.

Library

CHINESE COLLECTION

March 12, 1931.

Dear Dr. Putnam:-

As a visiting librarian to Harvard from Yenching University, I have had the privilege of visiting some of the leading libraries in the United States. I feel sorry that I had not the chance to see you last summer on my visit to Washington, D.C., but I had the great pleasure of seeing your library and its collection.

During my visit to the different libraries, one of the features which I particularly noticed was the Depository Catalog from the Congressional Library in some of them. That made me think what a great convenience it would be to Yenching University, and China as well, if we could have one set in our library. Yenching University Library is one of the few libraries in China which has been buying printed cards from you. If we had such a Depository Catalog, it would be of great help in cataloguing and bibliographical work.

I believe you have heard something about Yenching University, Peiping (Peking), and the part it has played in modern China. I take the risk of duplicating some of the information by quoting the following by O. D. Wannamaker:-

"Yenching University is an embodiment of the spirit in which the Orient and the Occident now meet for evolution of the new culture. It preserves for the student the best spiritual values of Chinese civilization and at the same time brings to him the spirit of occidental culture.

"With a faculty predominantly Chinese, as it should be, but also including a carefully chosen group of men and women of American and European background, Yenching's aim is to play a leading role in the development of that type of Chinese who looks with equal clarity upon the old of the East and the new of the West, selecting from each the elements of supreme value and aiding thus to bring to pass a similar metamorphosis in the culture of China as a whole..."

It is an institution where East and West meet with an increasing degree of mutual recognition and esteem. It is the institution in which new leaders for the fields of religion, social service, and education for the rising generation in China are being produced. More than a thousand young men and women were graduated from Yenching during the last decade, who are now holding important

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Dr. Putnam,

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positions in the different fields in China. It seems to me that Yenching has justified the help and support from her friends in the United States and Europe.

The Yenching University Library has a much shorter history than the University. It did not actually start to buy books until 1925. Now it has a collection in the Chinese and Japanese languages of about one hundred and seventy-five thousand volumes and a collection in Western languages of about fifty thousand volumes. The entire Chinese collection is catalogued with printed cards and stored in a separate fireproof library building. Except for the National Library in Peiping, very few libraries in China can compare with its Chinese collection. Of the Western collections, the Sinological collection (books on the Far East, including Japan) is our special interest. With the financial support from the Harvard-Yenching Institute, we are aiming to build up the finest collection in China for sinological research work.

In addition, I wish to tell you that the Yenching Library is always ready to render service of any kind to any library in the United States and Europe. It has been serving as an agent for buying Chinese books for the Harvard Chinese Library since 1928, charging only for the cost to it of the special service rendered. We have proved ourselves satisfactory, I believe. The University of Chicago is planning to build up a Chinese collection, and it has already got in touch with us to serve as its agent in China. The Library of the University of California and the Library of the University of Leiden, Holland, are also considering asking us to do the same kind of work for them. We are doing this for no other purpose than to develop good-will and friendship. In the near future, when the staff is further increased in Yenching, cataloguing will also be done for those libraries that make use of our services.

As mentioned above, we are printing catalog cards for our Chinese and Japanese books. It was the first, and is now the only library in China, to print its cards. We are supplying the cards to the Harvard Chinese Library, not only cards for separate and independent works, but also the analytical cards for individual works in collections of reprints. Enclosed you will find a few samples of our printed cards with the Ditto process. Cards will be printed by lithography or movable type after I go back to Yenching this summer.

May I make a request to you about an exchange of our cards for yours? Before I make my request to you, I wish to point out the advantages of making such an exchange. The exchange would furnish fuller and more correct information about authorship, date of

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Dr. Putnam,

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publication, edition, etc. to each of the two libraries. Very few people will deny the fact that the handling of Chinese and Japanese books in the libraries in this country and Europe is a problem, unless a library can afford to pay for a well-trained sinologue or a trained Chinese librarian to take care of the books. If you had our cards with all the necessary information, and in addition our classification number at the bottom of each card, they would certainly be of great help to the Chinese Division in your library. Similarly, we are facing in China the same difficulties with Western books and would have the same advantages if we could have your cards in our library.

In addition to the advantages mentioned in the previous paragraph, the Library of Congress cards in our library and our cards in your library would serve as a bibliography of new publications issued in both hemispheres from time to time. We are attempting to acquire all Chinese books of scholastic value published each year, either by purchase or gift. Your cards in our library would not only be used by us, but they would also be used by our neighbor, Tsing Hua University Library (the American Boxer Indemnity College) and other libraries in Peiping and Tientsin, and in North China in a wider sense. Furthermore, our cards in your library would not only be useful, as mentioned above, but they would also serve as a depository catalog of the Harvard Chinese Library. The Harvard-Yenching Institute libraries, one in Harvard and the other in Yenching, are supposed to have similar collections. In Harvard, the Chinese collection is more than 52,000 volumes now. New books are constantly coming to this library and we are endeavoring to procure those which it does not own that are already in Yenching.

First of all, please allow me to tell you what we can do for you. We should send you two cards for each title of all works that have been catalogued and then continue to send you the cards at the end of each month or every two months. In the case of collections of reprints, analytical cards will also be sent. It is a fact that the title of a work is always better known than its author in China. That is why I suggest two cards for each title, one to be used for the author's name and the other for the title. We should transcribe for you the title at the top of the card for the title card, and the cards would be filed each time according to any system you wished.

If you were willing to enter into such an exchange arrangement, my request for your cards would be for one of the three following alternatives:

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Dr. Putnam,

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I. A complete set of the Depository Catalog from the Congressional Library for the Yenching University Library. I realize that my request may be out of proportion to what the Yenching Library could give you in return, but the set would be of great value and use to Yenching and to other libraries in China.

II. Furnish the Yenching University Library all the cards for books published in all languages since 1921.

III. One card for each title printed since 1921 on the following subjects:

1. Literature in English, French, and German languages.
2. Social science books in English, French, and German languages.
3. Natural science books in English and German languages.
4. Religious books in English and Latin languages.
5. Books on the Far East in general, and books on China and Japan in all languages other than Chinese and Japanese.

Departments of various subjects indicated in numbers 1-4 are established in Yenching University. Number 5 is a special collection which occupies our particular attention and interest.

May I ask you, on behalf of Yenching University and other libraries in North China, to give your favorable consideration to this request. I shall be glad to come to Washington to talk things over in person with you, if you wish me to do so.

Very truly yours

Dr. Herbert Putnam  
Librarian  
Congressional Library,  
Washington, D.C.

Tien Hungtu  
Visiting Librarian at Harvard University.  
Librarian of Yenching University, Peiping.

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Nov. 5, 1931.

Children's Library

Under the ancient regime in China there was no such thing as reading for pleasure on the part of children. Reading was solely for the purpose of memorizing the thorny classics and preparing for the career of the scholar. Tales of interest to Chinese children abound, but they are locked up in books written for adults. At last children's books are being written, ancient tales are being put into print, and stories from other lands translated into Chinese.

A young woman graduate of the Department of Sociology of Yenching University conceived the idea of establishing the first library for children in connection with the primary and middle school attached to Yenching. With the co-operation of the Departments of Sociology and Education, Miss Liu Yueh-chen succeeded in a year in assembling a collection of 500 books. From the moment the library was opened, says the "Peking Leader," the children thronged its doors, tumbling over one another in order to have first access to the shelves. Within a few weeks every book in the library had been taken out many times over. Some of the more conservative parents are afraid that their children spend too much time reading these interesting stories. Judging from the faces in the pictures taken at the library, there may be something in the view of these parents. However, the library is indirectly serving the parents too, for often the children are asked to read to those who have not had the advantage of learning to read.

Miss Liu has since extended this work to the country by establishing a library in the village of Chingho, where Yenching is carrying on a rural experiment station.

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The Third Exhibition in Yenching University Library  
April 28 & 29, 1934

*The Berry Library*

History Since the beginning of this library in 1919, there have been altogether three Exhibitions. The first one took place during the Formal Opening of 1929 occupying only a single office room in which just a few rare books were displayed. The Second Exhibition in 1931 in the General Reading Room consisted of some 270 rare books. The Third Exhibition was held this year on the Home Coming Day and the day following (April 28 & 29) and was thought to be unprecedentedly successful and attractive. There was an increase of Chinese and Western rare books amounting to 1,100, ~~but~~ also a new section of 14 tables entirely given to Yenching University publications.

Purpose The object of the Third Exhibition was to show what we have done in the procuring, keeping, and using of books, and what we might do in collecting writings by members of our campus. By this means we hope to disclose something of the Yenching spirit and draw public attention to our University.

General Conditions of the Exhibition Throughout these two days, the Exhibition continued from 9 a.m. to 5 p.m. It was attended by a large number of people, including present and former teachers, students, and visitors.

The University publications drew special attention from every one coming in, as there were works with which one might be familiar yet which turned out to be quite new and surprising. Some of the faculty members were so enthusiastic in helping to make the Exhibition complete that they supplied all of their works not in the Library collection. The following will show the number of books and pamphlets in this section

Office of Chancellor & President	13
College for Women	2
Office of the Director of Studies	12
Chinese Secretarial Bureau	2
Library	9
Harvard Yenching Institute	27
Sinological Index Series	24
School of Religion	32
<u>College of Arts and Letters</u>	
Department of Chinese	85
Department of History	64
Department of Philosophy	28
Department of Sociology	58
Department of Education	4
Department of Journalism	17
<u>College of Natural Sciences</u>	
Department of Agriculture	3
Department of Chemistry	23
Department of Biology	75
Department of Geology & Geography	2
Department of Psychology	10
Department of Home Economics	1
Department of Physics	1

<u>College of Public Affairs</u>	1
Department of Political Science	31
Department of Economics	38
Students (alumni inclusive)	55
Yenta Christian Fellowship	3
Military Training	5
Million Dollar Campaign	6
Anti-Japanese Association	39
Miscellaneous	10

The Western rare book section consisted chiefly of art books, and beautiful coloured prints, and some old books on early Jesuits in China. The total number was 44 titles.

The Chinese rare book section exhibited was as follows:

Categories	No. of titles
Sung & Yuan Dynasty ed.	9
Ming Dynasty ed.	145
Fine book printed in Ching Dynasty	26
Famous Author's ms draft	15
Famous Author's corrected text	20
Famous Author's autograph copy	85
Pictures, & Stone Rubbings, etc.	78

Of special interest to members and friends of Yenching University was the beautiful calligraphy scrolls of Mi Wan-chung, the early owner of a part of our campus about 300 years ago and his own painting of his garden, Shao Yuan, on a long silk roll. This painting affords an interesting comparison with our present campus.

The Exhibition Number and No. 66 of the Yenching University Library Bulletin contain a full list of titles exhibited and a brief account of the Exhibition in Chinese.

August 30, 1941

Dr. J. L. Stuart,  
President,  
Yenching University,  
Peking, China.

Dear Dr. Stuart:

I have the honour to submit herewith the following report on the activities of the Library during the past fiscal year, 1940-1941. It is a mere summary of work done and is compiled chiefly for your need at the Faculty Professional Conference. A more detailed file of data is on file in the Librarian's Office, and is accessible for consultation.

#### Accessions

Table I records the number of titles and volumes of Chinese, Japanese, and Western books added to the library during the year; through purchase, gifts, and exchanges.

Collection	Title	Volumes
Chinese	3337	15,642
Japanese	453	4,018
Western	3528	4,373

The total number of accessioned volumes for the year was 24,033, as compared with 17,089 the previous year. The grand totals of our collections brought up to date are: Chinese and Japanese in 314,542 volumes, at an estimated cost of LC\$451,633.84; and Western books in 68,686 volumes at an estimated cost of LC\$529,585.03.

a. Purchase. Our policy carried out during the year may be briefly outlined as follows:

1. Chinese books. To acquire gazetteers; Belles-lettres of the Ch'ing dynasty; Governmental regulations of the Ch'ing dynasty etc.
2. Japanese books. To purchase books on Chinese and Japanese Studies in Japanese languages in the various fields, such as Chinese history, Philosophy, Economics, archeology etc.
3. Western books. Books on Chinese Studies in a much wider field than the previous years, as books on Central Asia and the neighbouring countries around China are included in our selection of books. (Departmental books were bought as before in accordance with departmental recommendations.)

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There is not much to be said about the purchase of Chinese and Japanese books, of which the dealers are within easy reach. As to the ordering of western books, great difficulties were experienced during the year; either because of the poor communication between the Orient and the Occident; or because of the import permit restrictions both in Japan and here. Generally speaking it took about four months to get books direct from U.S.A. and nearly twice the time, if ordered through Japan. From England it required even very much longer.

It is gratifying to mention here that, upon our request, our New York Office of our University kindly gave us assistance in buying these books which the Maruzen Co., Tokyo could not supply.

b. Gifts: Many gifts were added from various donors as in previous years. Special mention should be made of the following.

1. From the Office of the Naval Attache of the American Embassy in Peking:

A generous gift of 240 titles in 316 volumes on the Far East was given to this library. This valuable material will increase and improve our oriental collection considerably.

2. From the British Government through its Embassy in Peking:

A complete set of the British Parliamentary papers, or the Blue Books, popularly called, relating to China from 1886 to 1938 was received. At present we are trying to secure the lacking Blue Books dealing with China which were published during the period from 1834 to 1885 inclusively. Most of them are now out of print. Appropriation of the H.Y.I., available for Sinological Studies, can be used for this purpose. These documents will prove invaluable to all scholars engaged in Sino-British relations. So far as we know, there is no other library in China has as yet possessed such a file as this. Besides the Blue Books 78 titles in 117 volumes were also received.

In addition to the above gift, they again assigned a fund of \$100, the same amount as they gave the previous year, to the library for the purchase of books published in England.

c. Exchange: The number of books and serials received by exchange totalled up to 738 titles amounted to approximately 1084,833.98, as compared with 783 titles amounted LC\$10,513.98 the previous year. The decrease

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was chiefly due to the war situation becoming worse. A total of 260 volumes of publications at a cost of LC\$1,005.86 was sent out, and a gain of nearly \$3,827.53 was recorded.

### Deposits

During the year two important deposits came to us. they are:

1. From the American Embassy, Peking:

Nineteen volumes of the North China Herald, 1896-1906 and 1911, were sent to Yenching University as a loan, and may be reclaimed at any time if they desire. Except the last one, which is a duplicate, all the other volumes just fill up the gap of our own file. They are exceedingly rare and practically unprocurable.

2. From Mr. Ching Tao-pai ( ) of Tientsin:

Through arrangement of Dr. Wong Ya ( ) of the P. U. M. C., Mr. Ching has deposited four big cases of printed books on the Chinese salt problem, together with his original manuscripts pertaining to the same subject for a period of ten years.

### Catalogue

Table III shows number of books and serials catalogued and recatalogued and the number of cards made during the year.

Statistics of Cataloguing	Catalogued		Recatalogued		Cards made
	Titles	Volumes	Titles	Vols.	
Chinese & Japanese	4906	19,869			18,082
Western	2931	4,643	2,755	3,697	29,743

### Publications

During the year two books were published chiefly for the purpose of exchange with institutions in China and abroad. They are:

• Hsiu Hai Low Tsa Chu ( ) by Huang Ju  
Ch'eng ( ) 1799-1837.

Peng Lu Wen Ch'ao ( ) by Chou Kuang Yeh  
( ) 1730-1798.

In addition to the above, four special numbers of the Yenching University Library Bulletin, Nos. 11-14, were issued as the check lists of books catalogued during the period of August, 1939 to June, 1941, as a partial continuation of the Bulletin itself, which was discontinued since September, 1939.



Circulation

Table III are the circulation statistics in comparison with those of the preceding year:

Books Circulated	1939-1940	1940-1941	Increase over the preceding year
Books for home use	61,432 vols.	65,803 vol.	4,371
Student Reserve Books	245,963	275,182	29,219
General Reference Books	20,539	22,329	1,790
Rare Books and Theses	16,935	20,654	3,719

It is obvious that the Delivery Desk Section has had to bear an increased load over that of the preceding year. Its service, however, went through fairly successfully.

But certain kinds of unpleasant cases may be mentioned, because they constitute a problem to be solved. A number of teachers failed to return library books long overdue, some of them completely ignored as many as four notices sent them by the library, calling for the book for another reader on the waiting list.

One of the faculty members who left for South-west China in 1937, without permission from the library took away with him half a dozen library books. After two years of efforts by writing back and forth, we got back only half of the books, and one of them was full of underlines and his own marginal notes. This is an evidence as much of commendable diligence as of unwarranted disregard of University property. And this colleague in the South-West is not the only offender among the faculty.

Sometimes we feel that we may be justified in taking some disciplinary measures against colleagues delinquent in the regard for business etiquette and common welfare. We might have to suspend in part or entirely the library privilege of the offenders. We might have to take severer action. For the time being we rely on moral appeal. For betterment of the library service and for the safety of University property, readers co-operation, especially the faculty readers, with the library is very essential.

### Reserve-Books

I could like to draw attention to the problem of books on reserve shelves. Due to the limited number of copies of text books, the students of large classes encounter often difficulties in consulting the works for their respective courses. In quite a number of instances only one or two copies of a text book are available for over-sized classes. Instructors should order a sufficient number of copies in time to be ready before classes start.

### Inter-Library Loan

In years past the borrowing of books from libraries in the city was continued in spite of communication difficulties between Yenching and the city, and the restrictions imposed upon the loan of books. The borrowing of books was continued by special arrangements through personal efforts. During the past year 62 titles have been borrowed from various libraries in the city. Due to extraordinary technical difficulties and red tape, it took much more time to get the books out to Yenching than it used to take five years ago.

By the courtesy of the Librarian of the Library of the Chinese Social and Political Science Association, permission had been given to our students to borrow books for home use. Because of our limited numbers of books on the social sciences in our library quite a number of our students have been benefitted by this arrangement. Until the present time forty two students have been introduced to that library. I make the students promise to keep strictly the regulations. Mr. Chen, the librarian, told me that all the students concerned have promptly returned their books and have taken good care of them. I feel very proud that the students have lived up to my recommendation.

### Building

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Respectfully Submitted,

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Mr. H. E. Shadick as Chairman and cope with any one  
whom he thinks of help.

August 30, 1941

Dr. J. L. Stuart,  
President,  
Yenching University,  
Peking, China.

Dear Dr. Stuart:

I have the honour to submit herewith the following report on the activities of the Library during the past fiscal year, 1940-1941. It is a mere summary of work done and is compiled chiefly for your need at the Faculty Preessional Conference. A more detailed file of data is on file in the Librarian's Office, and is accessible for consultation.

#### Accessions

Table I records the number of titles and volumes of Chinese, Japanese, and Western books added to the library during the year; through purchase, gifts, and exchanges.

Collection	Title	Volumes
Chinese	3337	15,642
Japanese	453	4,018
Western	3528	4,373

The total number of accessioned volumes for the year was 24,033, as compared with 17,089 the previous year. The grand totals of our collections brought up to date are: Chinese and Japanese in 314,542 volumes, at an estimated cost of LC\$451,633.84; and Western books in 68,686 volumes at an estimated cost of LC\$529,585.03.

a. Purchase. Our policy carried out during the year may be briefly outlined as follows:

1. Chinese books. To acquire gazetteers; Belles-lettres of the Ch'ing dynasty; Governmental regulations of the Ch'ing dynasty etc.
2. Japanese books. To purchase books on Chinese and Japanese Studies in Japanese languages in the various fields, such as Chinese history, Philosophy, Economics, archeology etc.
3. Western books. Books on Chinese Studies in a much wider field than the previous years, as books on Central Asia and the neighbouring countries around China are included in our selection of books. (Departmental books were bought as before in accordance with departmental recommendations.)

There is not much to be said about the purchase of Chinese and Japanese books, of which the dealers are within easy reach. As to the ordering of western books, great difficulties were experienced during the year; either because of the poor communication between the Orient and the Occident; or because of the import permit restrictions both in Japan and here. Generally speaking it took about four months to get books direct from U.S.A. and nearly twice the time, if ordered through Japan. From England it required even very much longer.

It is gratifying to mention here that, upon our request, our New York Office of our University kindly gave us assistance in buying these books which the Maruzen Co., Tokyo could not supply.

b. Gifts: Many gifts were added from various donors as in previous years. Special mention should be made of the following.

1. From the Office of the Naval Attache of the American Embassy in Peking:

A generous gift of 240 titles in 316 volumes on the Far East was given to this library. This valuable material will increase and improve our oriental collection considerably.

2. From the British Government through its Embassy in Peking:

A complete set of the British Parliamentary papers, or the Blue Books, popularly called, relating to China from 1886 to 1938 was received. At present we are trying to secure the lacking Blue Books dealing with China which were published during the period from 1834 to 1885 inclusively. Most of them are now out of print. Appropriation of the H.Y.I., available for Sincological Studies, can be used for this purpose. These documents will prove invaluable to all scholars engaged in Sino-British relations. So far as we know, there is no other library in China has as yet possessed such a file as this. Besides the Blue Books 78 titles in 117 volumes were also received.

In addition to the above gift, they again assigned a fund of \$100, the same amount as they gave the previous year, to the library for the purchase of books published in England.

c. Exchange: The number of books and serials received by exchange totalled up to 738 titles amounted to approximately 1084,833.98, as compared with 783 titles amounted 10510,513.28 the previous year. The decrease

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was chiefly due to the war situation becoming worse. A total of 260 volumes of publications at a cost of LC\$1,005.26 was sent out, and a gain of nearly \$3,827.53 was recorded.

### Deposits

During the year two important deposits came to us. they are:

1. From the American Embassy, Peking:

NINETEEN VOLUMES of the North China Herald, 1896-1906 and 1911, WERE SENT to Yenching University as a loan, and MAY BE RECLAIMED at any time if they desire. EXCEPT THE LAST ONE, WHICH IS A DUPLICATE, all the OTHER VOLUMES JUST FILL UP the GAP of our own file. They ARE EXCEEDINGLY RARE and PRACTICALLY UNPROCURABLE.

2. From Mr. CHING TAO-PAI ( ) of Tientsin:

Through arrangement of Dr. Wong YU ( ) of the P. U. M. C. MR. CHING has deposited four big cases of printed books on the CHINESE SALT problem, together with his ORIGINAL MANUSCRIPT PERTAINING to the same subject FOR A PERIOD of TEN YEARS.

### Catalogue

Table III shows number of books and serials catalogued and recatalogued and the number of cards MADE during the year.

Statistics of Cataloguing	Catalogued		RECATALOGUED		Cards made
	Titles	VOLUMES	TITLES	VOLS.	
Chinese & Japanese	4806	19,269			18,082
Western	2931	4,843	2,755	3,697	29,743

### Publications

During the year two books were published chiefly for the purpose of exchange with institutions in China and abroad. They are:

• Hsiu Hai Low Tsa Chu ( ) by Huang Ju  
Ch'eng ( ) 1799-1837.

Feng Lu WEN CH'ao ( ) by Chou Kuang Yeh  
( ) 1730-1798.

In addition to the above, four special numbers of the Yenching University Library Bulletin, Nos. 11-14, were issued as the CHEUNG LISTS OF BOOKS CATALOGUED DURING the period of August, 1939 to June, 1941, and as a special contribution to the Bulletin itself, which was discontinued since September, 1939.

Circulation

Table III are the circulation statistics in comparison with those of the preceding year:

Books Circulated	1939-1940	1940-1941	Increase over the preceding year
Books for home use	61,432 vols.	65,803 vol.	4,371
Student Reserve Books	245,963	275,182	29,219
General Reference Books	20,539	22,329	1,790
Rare Books and Theses	16,935	20,654	3,719

It is obvious that the Delivery Desk Section has had to bear an increased load over that of the preceding year. Its service, however, went through fairly successfully.

But certain kinds of unpleasant cases may be mentioned, because they constitute a problem to be solved. A number of teachers failed to return library books long overdue, some of them completely ignored as many as four notices sent them by the library, calling for the book for another reader on the waiting list.

One of the faculty members who left for South-west China in 1937, without permission from the library took away with him half a dozen library books. After two years of efforts by writing back and forth, we got back only half of the books, and one of them was full of underlineations and his own marginal notes. This is an evidence as much of commendable diligence as of unwarranted disregard of University property. And this colleague in the South-West is not the only offender among the faculty.

Sometimes we feel that we may be justified in taking some disciplinary measures against colleagues delinquent in the regard for business etiquette and common welfare. We might have to suspend in part or entirely the library privilege of the offenders. We might have to take severer action. For the time being we rely on moral appeal. For betterment of the library service and for the safety of University property, readers co-operation, especially the faculty readers, with the library is very essential.

### Reserve-Books

I would like to draw attention to the problem of books on reserve shelves. Due to the limited number of copies of text books, the students of large classes encounter often difficulties in consulting the works for their respective courses. In quite a number of instances only one or two copies of a text book are available for over-sized classes. Instructors should order a sufficient number of copies in time to be ready before classes start.

### Inter-Library Loan

In years past the borrowing of books from libraries in the city was continued in spite of communication difficulties between Yenching and the city, and the restrictions imposed upon the loan of books. The borrowing of books was continued by special arrangements through personal efforts. During the past year 62 titles have been borrowed from various libraries in the city. Due to extraordinary technical difficulties and red tape, it took much more time to get the books out to Yenching than it used to take five years ago.

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... of ...

BOOKS ADDED TO THE UNIVERSITY LIBRARY  
DURING THE SPRING SEMESTER, 1940-41

LIBRARY BULLETIN SPECIAL NUMBER 14



YENCHING UNIVERSITY LIBRARY  
1941

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## NOTE

The following is an alphabetical author list of books in Western languages added to the Main and Departmental Libraries of the University during the Spring semester, 1940-41. Each entry gives the author's name, title of the book, and publication date. The call numbers are not given. Readers who wish to use these books are requested to consult the card catalog in the Main Library for additional information.

Western Cataloguing Department  
Yenching University Library  
June, 1941.

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Abramson, H. A. Electrokinetic phenomena and their application to biology and medicine. 1934.  
Acheson, James An index to Dr. Williams' "Syllabic dictionary of the Chinese language." 1879.  
Adam, Jules Japanese story-tellers. [1912]  
Adamic, Louis Dynamite. 1931.  
Adamic, Louis From many lands. [c1940]  
Adams, A. V. P. The spirit of American sculpture. 1929.  
Adams, S. H. Revelry. 1926.  
Adler, M. J. How to read a book. [c1940]  
Adler, M. J. Problems for Thomists. 1940.  
Agar, Herbert & others The city of man. 1941.  
The Agricultural index; . . . [Annual cumulation]. 1939-40.  
The Agricultural index; . . . [Three-year cumulated volumes], 1934-36, & 1937-39.  
Ainsworth-Davis, J. R. Thomas H. Huxley. 1907.  
Alchin, C. A. Applied harmony. [1931-1935] 2 v.  
Alfange, Dean The Supreme court and the national will. 1937.  
Allen, E. W. The position of foreign states before national courts, chiefly in continental Europe. 1933.  
Allinson, F. G. & Allinson, C. E. Greek lands and letters. 1931.  
Alvarez del Vayo, Julio Freedom's battle. 1940.  
Amat, Pietro, di San Filippo Gli illustri viaggiatori italiani. 1885.  
American country life association. Youth section. The rural community. 1940.  
American dietetic association. Administration section. Quantity food service recipes. [c1940]  
American library association. Catalog section. Catalogers' and classifiers' yearbook, no. 8, 1939.  
American radio relay league. The radio amateur's handbook, 18th ed., 1941. 1941.  
American society for testing materials, Philadelphia. Committee E-2 on spectrographic analysis. Report of Committee E-2 on spectrographic analysis. 1938-1940 1938-40.  
Ameringer, Oscar If you don't weaken. [c1940]  
Amos, M. S. British justice. [1940]  
The Analytical Greek lexicon: consisting of an alphabetical arrangement of every occurring inflexion of every word contained in the Greek New Testament scriptures. [n. d.]  
Anderson, E. L. We Americans. 1937.  
Andrews, J. N. Tomorrow in the making. [c1939]  
Angell, Norman America's dilemma; alone or allied? [c1940]  
The Annual register. Vols. 178-179, 1936-37, & vol. 181, 1939.  
Annual review of physiology, vol. 3, 1941.  
[Arblay, M. F.] The diary of Fanny Burney. [1940]  
[Argens, J. B. de B.] Lettres chinoises. 1755. 6 v.  
Armstrong, Alexander Shantung (China): a general outline of the geography and history of the province 1891.  
Armstrong, M. N. Fanny Kemble. 1938.  
Arnold, T. W. The bottlenecks of business. [c1940]

- Arnold-Forster, William The blockade, 1914-1919, before the armistice — and after. 1939.
- The Asahi, Osaka and Tokyo. Present-day Nippon [1940] [1940]
- Ashby, Thomas Rome. [1929]
- Atherton, G. F. H. The avalanche. 1919.
- Atherton, G. F. H. The gorgeous isle. 1909.
- Atherton, G. F. H. Rezanov. [c1906]
- Aubazac, Louis Dictionnaire cantonnais-français. 1912. 2 v.
- Australian council for educational research. Annual report, 8th-9th, 1937-39.
- Averill, L. A. Elements of educational psychology. [1924]
- [Avril, Philippe] Voyage en divers états d'Europe et d'Asie, entrepris pour découvrir un nouveau chemin à la Chine. 1693.
- Baber, E. C. Travels and researches in western China. 1882.
- Baedeker, Karl, firm, pub., Leipzig. Russia with Teheran, Port Arthur, and Peking. 1914.
- Bailey, A. E. Christ in recent art. [c1935]
- Baillie, John Our knowledge of God. 1939.
- Bainville, Jacques The French republic, 1870-1935. [1936]
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- Baitsell, G. A. Human biology. 1939.
- Baker, B. M., comp. Dramatic bibliography. 1933.
- Baker, G. P. Constantine the Great and the Christian revolution. 1931.
- Baker, R. S. D. G. Hempfield. 1915.
- Bakke, E. W. The unemployed man. [1933]
- Bakken, H. H. Cooperation to the Finnish. 1st ed. 1939.
- Balderston, L. R. Housekeeping workbook — how to do it — house care and cleaning. [c1935]
- Baldwin, S. B. The Englishman. [1940]
- Balzac, Honoré de. Short stories. [n. d.]
- Barbusse, Henri We others, stories of fate, love and pity. [c1918]
- Barclay, W. C. Challenge and power, meditations and prayers in personal and social religion for individual and group use. [c1936]
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- Barnard, Inman Cities and men. 1940.
- Barnes, H. E. The history of western civilization. [c1935] 2 v.
- Barnes, H. E. & others, ed. Contemporary social theory. [c1940]
- Barth, Karl The church and the political problem of our day. 1939.
- Bartolomeo, Paolino da san A voyage to the East Indies. 1800.
- Basu, Karunamay The modern theories of jurisprudence. 1929. v. 2.
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- Bayliss, W. B. An evaluation of a plan for character education. 1936.
- Beard, C. A. Readings in American government and politics. New & rev. ed. 1916.
- Beaty, J. O. & Bowyer, J. W. Famous editions of English poets. 1931.
- Beaverbrook, W. M. A. Success. 1922.
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- Beglinger, N. J. S. Methods in adult elementary education, revised with experimentation and validation of procedures. [c1928]
- Bell, Clive An account of French painting. 1932.
- Belloc, Hilaire The historic Thames. [n.d.]
- Belloc, Hilaire Paris. [1919]
- Belloc, Hilaire The path to Rome. 1902.
- Benét, S. V. Nightmare at noon. [c1940]
- Bennett, Arnold The card. 1911.
- Bennett, Arnold Friendship and happiness, and other essays. 1921.
- Bennett, Arnold The ghost. 1907.
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- Bennett, Arnold Whom God hath joined. 1907.
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- Blatch, H. S. & Lutz, Alma Challenging years. 1940.
- Bloch, J. -R. "— & Co." 1930.
- Blochet, Edgar Deux residents mongols en Chine et en Asie centrale, de Tchinkkiz Khaghan à Khoubilai. [n. d.]
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 有願以書籍交換者請逕函北京燕京大學圖書館

COPY

1933  
MEMORANDUM

Subject: The Needs of the Yenching University Library  
For: Dr. Chester E. Jenney

The present library of Yenching University is housed in the beautiful Berry Memorial Library Building. It has now a collection of approximately 17,000 volumes in the European languages and about 100,000 volumes in Chinese.

From the standpoint of physical equipment one of the most urgent needs of the library is a complete steel stack. At present these books are put up on temporary wooden shelves. Although the building is fireproof, yet these temporary wooden stacks do constitute a danger, furthermore by the use of steel stack the capacity for the storage of books can be greatly increased. If at all possible, I think a sum of \$10,000 would provide for the most excellent steel stack facilities of the library and it would be welcomed as one of the most excellent gifts.

In the matter of books, I do not think it is necessary for us to go after funds for Chinese books. We have already an excellent library in Chinese and the funds from the Harvard-Yenching Institute can materially help further development on this line.

On the other hand, there is a most urgent need of more foreign books on the various subjects of the University study. It has been estimated that if we can have an annual budget of, say \$10,000 silver, we ought to be able to meet the modest demands of all of the departments of instruction in the way of new acquisitions for the library.

The best way it seems to me would be to secure an endowment, say of \$100,000 gold, which would probably yield an annual income of \$10,000 silver for the purposes of foreign books in the library.

If a lump sum endowment donation is not possible, smaller gifts ought to be welcome also. Smaller gifts, either for endowment or for current purchases are all welcome. It may be a wise approach to advise the prospective donors to give a sum, say for English Literature or French Literature or Chemistry or Mathematics, American History, English History, etc. The University Library is quite ready to prepare special book plates which will commemorate these donations.

/s/ William Hung

1175

YENCHING UNIVERSITY LIBRARY

The Yenching University Library has a much shorter history than the University. It did not actually start to buy books until 1925. Now it has a collection in the Chinese and Japanese languages of about 175,000 volumes and a collection in Western languages of about 50,000 volumes. The entire Chinese collection is catalogued with printed cards and stored in a separate fireproof library building. Except for the National Library in Peking, very few libraries in China can compare with its Chinese collection. Of the Western collections, the Sinological collection (books on the Far East including Japan) is our special interest. With the financial support from the Harvard-Yenching Institute, we are aiming to build up the finest collection in China for Sinological research work.

In addition the Yenching Library is always ready to render service of any kind to any library in the United States and Europe. It has been serving as an agent for buying Chinese books for the Harvard Chinese Library since 1928. The University of Chicago is planning to build up a Chinese collection and has already gotten in touch with Yenching to serve as its agent in China.

A PROJECT FOR THE PRINTING OF CATALOG CARDS  
FOR THE CHINESE AND JAPANESE BOOKS OF THE  
HARVARD-YENCHING INSTITUTE LIBRARIES AT  
HARVARD AND YENCHING

THE NEED

One of the special features of our Chinese Library at Harvard, in spite of the size of the collection, which is next to the Congressional Library Collection, is its complete and up-to-date catalogs. Three kinds of catalogs are made for the collection, viz: the Dictionary Catalog of authors and titles, the Classified Catalog, and the Shelflist Catalog. The Dictionary Catalog contains not only author and title cards for each title, but also cards for compiler, translator, editor, or commentator, if a work is so written, and also the analytical cards for works in Collections of Reprints. The Classified Catalog sometimes may need as many cards as there are particular topics in the work. For the Shelflist Catalog, it is always one card for each title. From this we can estimate roughly an average of seven cards for each title needed for our own use. Besides, two cards are provided for the Depository Catalog of the Harvard Chinese Library at Yenching to prevent the danger of duplication in buying books for Harvard. Another card for the Union Catalog of the collections of Harvard and Yenching respectively is needed for each title. Cards for subject cards in the Dictionary Catalog are not counted in the above estimate. It is clear enough, then, that ten cards for each title is the average number needed by a library for a complete catalog of its collection. Had not the Ditto process been intro-

duced by Mr. Chiu into our library, at least nine times as much time would have been put into the making of the present catalogs. The Ditto process is time-saving and economical. My only objection to it is that the kind of ink used is neither as clear as it should be nor permanent enough. The latter reason is my chief objection to the continued use of it, if some substitute can be introduced. Enclosed you will find a set of 10 cards carefully reproduced from a "master card", from which you may see that the prints are slightly lighter in the order of their production, and two other somewhat faded cards printed two or three years ago.

Lithography or printing with movable types could be introduced to take the place of the Ditto process. To start with, the printing may cost two or three times as much as lithography, but it is preferable, as it is uniform and clear, and in the long-run both will cost about the same. For the lithographic printing, at least two copyists have to be provided for the transcription work. Such a copyist costs more than an ordinary clerk. Besides the two copyists, one technician for the printing and one man for rubbing the stones is required. By using printing with movable types, the two copyists could be spared. Comparison with the budget for the printing given below leads me decidedly to prefer printing.

#### WHERE TO DO IT

It is apparent that it would be better to print the cards in the Yenching Library rather than at Harvard. First of all, labor is cheaper in China; second, any type lacking from the fonts can be supplied on the spot; third, bibliographical facilities from

other libraries are many times more abundant; fourth, better service can be rendered to other libraries in China, etc.

HOW TO DO IT

In addition to the present staff of the Chinese Cataloging Department in the Yenching Library, we should have the following:

- One set each of No. 5 and No. 6 Chinese fonts,
- One press machine,
- One technically trained man
- One assistant for printing,
- One competent, well-trained Chinese for checking and revising the data about authorship, edition, date of publication, and other necessary information about the books for which the card is made.

As pointed out at the beginning, ten cards for each library will be needed, which means that twenty cards for both Institute libraries in Harvard and in Yenching should be provided. Since it would be easy to print more cards, we could print extra cards for the use of other libraries. The exact number of cards to be printed for each title had better be left undecided until an investigation is made of libraries both in the West - Europe and America - and the East - China and Japan. Naturally, the cards would be supplied at a service rate with a little overhead charge. It would be hoped that after some time the work of printing the cards could be self-supporting.

THE ADVANTAGES

to the Harvard-Yenching Institute Libraries -

1. Time-saving and economical.
2. Permanent and uniform catalogs, without need to worry about making new cards to replace the faded ones in the future.

to other libraries -

3. More economical to them than making the cards themselves.
4. A help in the solution of the problems of authorship, editions, date of publication, etc.

APPROXIMATE BUDGET FOR FIRST YEAR

1 set each of Nos. 5 and 6 fonts.....	\$2,000.
1 press machine.....	250.
Other accessories in the press room.....	150.
Catalog cards .....	300.
Catalog cases for storing printed cards....	200.
1 proof reader.....	250.
1 technician .....	200.
1 assistant .....	100.
Contingent fund .....	400.
	<u>\$3,850.</u>

For the following year, \$1400 would be enough to carry on the work, - perhaps less than that, as the money from the sale of cards would be added to the next year's budget. The sum of \$1400 for printing catalog cards would not only supply cards for the Institute Libraries, but also for other libraries, which is just about the amount being spent each year in the Harvard Chinese Library in the making of its own catalogs.