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LIBRARY PLAN

FOR

JAMAICA

by

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CONTENTS

Introduction

Section 1—General considerations

Section 2—Purpose and value of Public Libraries

Section 3—Essentials of Library Service

Section 4—Existing Library and Book Service in Jamaica

Section 5—Suggested Library Plan for Jamaica

Appendix on Buildings.

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INTRODUCTION

JAMAICA

Jamaica,—“The Land of Rivers”—is the largest of the British West Indian Islands. It lies in the Caribbean sea between 17° and 18° North Latitude and 76°-78° West Longitude. Its extreme length is 144 miles and its greatest width is 49 miles, the area, 4,404 square miles.

The Island is mountainous, the main ridge, the Blue Mountain Range rising to a height of 7,360 feet in the east and running east to west. There are lesser ridges and spurs running north and south and only 646 of its 4,404 square miles are flat lands. This very varied topography accounts for variations in climate, from a tropical temperature of 80°-86° at sea level the thermometer falls to 45°-50° in the highest mountains. The varied climate permits also diversification in agriculture.

The principal town and chief port is Kingston (pop. 202,208 including suburbs). The only other towns with a population exceeding 10,000 are Spanish Town (12,007) and Montego Bay (11,547).

Communications in Jamaica are good. The Government railway has a 210 mile track serving many parts of the Island and there is an extensive system of tarred and metalled main roads with a total length of 2,455 miles and a further 4,438 miles of by-roads maintained by parish authorities.

Population

Jamaica has been under continuous British rule since 1655. From the early days of colonization Africans were imported as slaves on the sugar plantations. The slave trade was stopped in 1806 and slavery in Jamaica was abolished in 1834.

The population of Jamaica according to the recent census is 1,237,063, made up of:—

Black	965,944
Coloured	227,050
East Indian	21,396
White	13,377
Chinese	6,894
Other races	2,402

Illegitimacy and Illiteracy

The proportion of illegitimacy in Jamaica as shown in a recent report is between 71-72% of the population, according to the Encyclopaedia Britannica (14th Ed.) the highest in the world. There are many obvious causes: poverty, poor housing, low standards of education and lack of recreational facilities, the lack of definite public opinion condemning illegitimacy and the heritage of slavery days when in many districts slaves were not allowed to marry. The instability of family life which results from these conditions is at the root of many social problems in Jamaica.

According to the latest census those 7 years of age and over who can read and write number 729,516, those who can read only 28,675, illiterates 260,764. In the census the qualification for literacy used was ability to read and write a simple letter but no specific tests were given. Those concerned with the current Literacy Campaign are in general agreement with the opinion of Mr. Philip Sherlock who in his report on “Rural Reconstruction in Jamaica” stated that the rate of illiteracy is “at least 50% through the Island”.

Wealth

According to Mr. F. Benham’s “The National Income of Jamaica, 1942”, that income was equivalent to £26 a year per head of the population. Apart from a few thousand individuals who pay income tax the rest of the population received on the average the equivalent of 35/- a week for a family of four and this includes the cash value of produce consumed by growers and the rental value of houses occupied by their owners.

Benham states “In comparing Jamaica with Great Britain, where the National Income per head in 1940 was over £110 several points should be borne in mind. In Great Britain taxation, mainly for war purposes, took over 30 per cent of the National Income, as against 10 per cent in Jamaica. The proportion of children is much higher in Jamaica. Some foodstuffs, such as ground provisions, bananas and fruit are very cheap in Jamaica, whilst owing to the warm climate less need be spent on fuel and clothing, and houses need not be built of brick or stone. Finally, the average Jamaican values his leisure and enjoys considerably more leisure than the average Britisher. Nevertheless it is beyond doubt that the standard of living of the poorer classes is low”.

NATURAL RESOURCES

Agriculture

Agriculture is and has always been the principal source of wealth in Jamaica and such industries as exist are mainly dependent on agriculture.

Until the middle of the nineteenth century sugar was the principal industry and for 100 years it brought great wealth to the planters of Jamaica. With the development of Free Trade in Great Britain and the abolition of protective sugar duties this industry declined and bananas took the place of sugar as the dominating factor in Jamaican agriculture. In 1937, bananas accounted for 55.3% of the exports of the Island, sugar 18%, rum 5.5%, with coffee, pimento, coconuts, ginger, citrus, cocoa, as minor exports. Jamaica was the most important banana producing country in the world, producing 20% of the total banana export.

The spread of Panama Disease is a serious threat to the banana industry and the occurrence recently of *Cercospora* leaf spot disease is an added problem. While the banana industry in Jamaica can be maintained for some years to come the long term continuation of the industry is dependent on the discovery of a type of banana which will be immune to disease and research in this field is being carried on.

Livestock is raised both on the large estates and on small holdings. The Island is nearly self-supporting in fresh meat but there are large importations of milk and other dairy produce.

Because Jamaican agriculture has been fashioned for the export trade the larger estates have been based mainly on a one-crop agriculture. As is the case in many tropical countries no efficient system of agriculture has been evolved and adopted.

There is in Jamaica a preponderance of very small holdings and very large properties. Considerable areas of the larger properties are however rented to tenants. To meet a serious unemployment situation and labour unrest and to satisfy the demand for land for small holdings the Government in recent years has embarked upon land settlement schemes.

The recent Wakefield Report on Agriculture makes suggestions for the reconstruction of the industry in Jamaica which, aiming at the welfare of the people rather than wealth, will make possible a real, stable farm economy. Provision for scientific research and investigation, improved methods of cultivation and better marketing facilities, changes in the system of land tenure, extension of the existing agricultural education facilities, control of soil erosion, the adoption of mixed farming are some of the measures he advocates. He stresses the value of plans which will make of Jamaica’s basic industry a reasonably secure and independent way of life for that large proportion of the population which will always depend on the soil.

Education

The system of education in Jamaica has grown up on similar lines to that of England. English missionary bodies played a very large part in the beginnings of education and today, out of 668 school buildings, 552 are still owned by the Churches.

The cost of education is now, however, to a very large extent borne by Public Funds. In recent years the allocation for Education has increased from £217,785 in 1934-35 to £573,883 in 1944-45 (exclusive of War Bonus, £120,000). This allocation is, however, quite insufficient to meet the needs of a modern system of education for the large and increasing child population of Jamaica.

In his report Mr. S. A. Hammond, Educational Adviser to the Comptroller for Development and Welfare in the West Indies, points out that there are not less than 250,000 children of school age and that only 168,000 are enrolled in recognized schools of any kind. Attendance is poor and only 7.46 per cent. of those in regular attendance reach Standard Six. Classes are large and, although the curriculum has been recently revised, it cannot be said that the schools are yet as closely in touch with the lives and occupations of the people as they should be.

There are 23 recognized Secondary Schools, of which only two are Government schools and 40 private Secondary Schools. All charge fees but there are some free places for the brightest pupils from the elementary schools. The instruction is based on the syllabus of the local examinations of the Cambridge University Syndicate. It is being increasingly felt that these examinations, set by external examiners, tend to cramp the schools and to support a system which puts a premium on memorizing and fact-cramming and does not lead to the development of imagination, initiative and the critical faculty which is the real purpose of education.

Public opinion in Jamaica is increasingly aware of the deficiencies of the educational provision and, following Mr. Hammond's report of 1941 and substantial grants under the Colonial Development and Welfare Act, measures are already being taken in such directions as the rebuilding of schools, the provision of free school books, cheap and free meals, etc.

A Committee under the Chairmanship of Dr. I. L. Kandel has recently made some far-reaching recommendations in respect of Secondary education. Possibly the most important of these recommendations is the proposal to effect the unified control of the whole system.

Government

Since the legislature of Jamaica surrendered its Constitution in 1866 the Colony has been governed by a Legislative Council with the Governor as President. Until 1944 the Council consisted of five ex-officio members, nominated members not exceeding ten in number, and fourteen elected members, one from each parish. Out of a population of over a million there were, in 1935, 68,637 voters on the electoral lists.

On November 20th, 1944, a new Constitution was inaugurated. Members of the House of Representatives, 32, are elected on a basis of adult suffrage and five of them are to serve on the Executive Council which consists also of five other members, two nominated, three ex-officio. There is also an Upper Chamber, the Legislative Council consisting of fifteen nominated members. This is not responsible government but it is a step on the way towards it.

Local government in Jamaica is administered by the Kingston and St. Andrew Corporation and 13 Parochial Boards. Plans for the reform and reorganization of local government have recently been submitted to the Government by Mr. L. C. Hill.

Since 1938 there has been in Jamaica a real awakening among the people. This National consciousness has found expression in painting, in writing and in a quickening of interest in public affairs. If some solution can be applied to the fundamental problems, economic and educational, of Jamaica, the aspiration and hopes of the younger generation can be a vital shaping force in the building of a self-governing, self-respecting people.

LIBRARY PLAN FOR JAMAICA

SECTION 1

GENERAL CONSIDERATIONS

1. In the last few years there have been many plans made for the revivification and reconstruction of Jamaican life. For a country advancing towards self-government those which concern the agencies of public enlightenment are basic. Self-government can only function successfully if the masses of the people are intelligent and informed. Universal school education is the first step but it is only a preparation for education and means must be provided also for continued education of young people and adults.

2. There is in all the democracies of the English speaking world today a great concern about the education of the masses of the people. Even where universal elementary education has been in force for three-quarters of a century it has failed to produce an educated people. Boys and girls are taught to read and write, but even those with higher education leave school or college at an age before the principles of government, the problems of citizenship and the play of economic forces have any meaning for them. Except in the Scandinavian countries education which is linked with living, which helps people to live and understand the issues and experiences of the time and their own lives has so far been only sporadic and has never penetrated the national life. The outburst of critical and constructive thinking which has accompanied the savage impact of the war has led educators and others to an increasing awareness of the great need to provide for the enlightenment and continuing education of adults. It is a problem as important today as the establishment of universal elementary education; it is a continuation of the same problem. In some countries they have to be solved simultaneously.

3. Alvin Johnson one of America's foremost exponents of adult education says of the library that it is "the people's university", that without the book there can be no adult education worthy of the name. The essential role of the public library in our democratic system is therefore cardinal. The average American cannot, or will not, buy the books that are necessary to keep his mind on an even keel through the troubled waters of our dynamic political and social life. Even if he were in a position to buy the necessary books, he would not know how to select the better ones from the huge stream issuing from the publishing houses".

4. McColvin in his current Report on the Public Library System of Great Britain (1942) stated that not only are libraries necessary in a general sense but "they are necessary elements in the reconstruction of most other things". Democratic planning whether in the field of education, social security, economics, administration presupposes that the people have access to information on the basis of which they can themselves plan or discuss and decide upon the plans laid before them.

5. The importance of libraries has been recognized by Colonial Development and Welfare in the West Indies. The need for better library service in the Caribbean and proposals to effect it were discussed by Mr. E. A. Savage in a report in 1934. The survey and report were financed by the Carnegie Corporation of New York. Following Mr. Savage's recommendations the Carnegie Corporation in 1940 made a grant of \$80,000 and Dr. Helen G. Stewart was appointed as Director to set up a Central Library in Trinidad and Tobago which was to be the headquarters for regional library cooperation in the Eastern Caribbean. The work started by the Carnegie Corporation is to be continued by the British Council. The needs of Jamaica, because of its distance and the size of its population (1,237,063 as compared with about 1,300,000 for all the Eastern Caribbean islands) are to be considered separately.

SECTION 2

PURPOSE AND VALUE OF PUBLIC LIBRARY

6. The public library exists to make available to all citizens whatever the printed word can offer which will be of use to them in their work, their public activities and their private interests. The value of books lies "in enabling men to do, think, feel and understand better than they could if they depended solely on their individual experience and that of those with whom they were in immediate contact. Books can abolish time and distance. A substantial part of the experience, achievement and wisdom of the past and present can be and is made available in books for all who have the ability and desire to use them". Through the library we are heirs to the ages and citizens of a wide world.

Practical and Technical books for the Worker

7. Within this general purpose a library has to define for itself a positive programme suited to the needs and conditions of its community and the times. In Jamaica it would have a primary obligation to supply information of a practical nature on the various occupations in which people are engaged keeping them abreast of current practices and new ideas. In agriculture there would be a need for books and pamphlets from British and American sources on all branches of farming which might interest the Jamaican cultivator. The publication of the Jamaica Agricultural Society are of course first aid being written specially for this Island, but there are books from abroad on livestock enterprises, soil erosion and similar subjects which would be helpful and suggestive to the small man. Books on the various trades and industrial pursuits would help others in their work.

8. Experience in other places shows the very great use that is made of this section of the library when it is equipped for its task. A hundred years ago a Canadian farm worker, in the course of a letter to the local press, said "An ignorant boor may turn up the ground but it is only a wise man who can cultivate it", and the Wakefield Report on agriculture bears testimony to that. What is true of farming is true of much co-called manual work. It is often a means of expression as well as a job to be done. There was the poor fisherman in Prince Edward Island, Canada, who demanded everything in print on the building of a certain type of boat because he wanted to build a fishing smack, yes, but one that would have as he said "line and style and beauty". Sir Richard Livingstone points out in "The Future of Education" that "the study of Greek, if it is simply to get an extra credit in the School Certificate is technical education if it is anything". Conversely, the performance of a technical job can sometimes be a liberal education. In a country where many must engage in manual work it is sound educational policy and in the interests of good citizenship to make occupational information freely available.

9. Not only individuals but groups studying and working together would derive great advantages from the library's information service. There are groups studying and setting up co-operative enterprises. Very often after co-operative principles have been studied and the fundamentals grasped the next step is found to be difficult partly because of the lack of pertinent information in the various fields of co-operative activity. What is true of the co-operative groups of Jamaica Welfare Limited is true of other social welfare group activities; the leaders, certainly and often the groups themselves would benefit greatly by having information made available to them.

10. Attention to the needs of such groups is one of the library's greatest opportunities. They are the agencies through which communities can be built up on solid foundations; intelligent, informed study fructifying in wise community action.

11. A few years ago, speaking of the need for libraries in Nova Scotia, a poor Province, its Premier said "We are and are likely to remain a poor Province, but just for that reason we have to be intelligent". Denmark and Palestine are outstanding examples of countries with meagre resources which have, in very different ways, built up a nation with high standards of civilization and culture. In neither country is there a wealthy class nor is the standard of living high but through the intelligent use of what resources exist both countries have a high standard of general welfare and culture. The very knowledge of what they have achieved is an inspiration to any people faced with similar problems.

Informing the Citizen

12. Our civilization has twice in a quarter century been in deadly peril and a second time the tide is turning towards victory. The determination of the democracies to wrest good out of evil; to build a stable international order with greater opportunities for the common man at home is expressed by all of them. There is some ground to hope for a great advance in both these fields if we have learnt the lessons for which twenty years ago we were not ready. The flood of plans for the post war world have aroused marked interest amongst younger people. In Jamaica the various plans for development and reform in local government, education, agriculture, social welfare are being read and discussed and simplified popular versions of the first two have been widely distributed. The prevailing ardent spirit of enquiry and interest would benefit greatly by being brought into contact with what the keenest and most informed minds of our day are thinking and writing on social, economic and political subjects. One of the principles of the public library is hospitality to a variety of ideas and points of view. The release of such ideas into the modern community makes for balance and a broader understanding. It is true that only a small minority will read such books but the ideas they absorb will eventually reach and effect many who never read the books.

13. Now and in the next few years libraries would be the obvious channels through which existing and coming reports and discussions on Jamaican and West Indian problems could reach the people. At present most people know of them only by hearsay and have no first hand knowledge of what they contain. This growing body of literature on West Indian problems and plans for their solution is basic food for thought in Jamaica and should be widely distributed.

Individual Enjoyment

14. Man is more than a breadwinner and a citizen, he is also an individual with personal tastes and inclinations. So far as these can be developed and satisfied by books and the printed word the library has the opportunity of enriching and enhancing individual lives, extending and deepening human experience in a thousand quiet ways. Given a well equipped library it would be rash to prophesy who is going to read what: surprising interests are likely to show themselves in the most unexpected places.

15. A good public library can be the most active stimulant in the creative use of leisure time, but its work is done so quietly that it can easily be overlooked. Given the right staff and the right books men's mental curiosity can be fed and stimulated to find out more about themselves, about the men and women of other lands and times. They can find delight, refreshment and inspiration in the literature, art and philosophy of today or of the past. One of the more tangible values of such reading is that it makes people live more fully, it enables them to see more and deeper meaning in their own lives and experiences. For genuine literature whether fiction, poetry or drama takes the stuff of real life common to all men and gives it a new interpretation, significance and beauty.

16. A robust democracy depends and must aim at the largest possible number of fully developed individuals and must provide means for such development for all its citizens. At present in Jamaica those who are ready to take full advantage of this aspect of library service are a small minority but with the expected improvements in education the development of constitutional government their numbers will increase.

Children and the Library

17. Service to children is an essential in any public library today. The supply of children's books is growing in attractiveness and range; picture books for the smallest, fairy tales and legends, books on hobbies and handicrafts stories of adventure and romance. Such books as stimulate imagination and broaden understanding sow seeds which will germinate later. "Imagination today in the child is vision tomorrow in the adult". Great literature forms the minds of children unconsciously and something of its greatness passes into them. Those who have the advantage of books in their early years turn to them naturally for information and recreation later.

18. The fact that there are libraries in some of the schools does not lessen the need for public libraries for children. Even where these libraries are good they are necessarily small and cannot do more than introduce the child to books and whet his appetite for further reading.

SECTION 3

THE ESSENTIALS OF LIBRARY SERVICE

19. There are three essentials of library service: books, staff, building.

Books

20. The book supply must be 'hand picked' carefully selected to meet the living needs of the people concerned: to meet their known interests and to provoke them to new ones. It implies a detailed knowledge and study of the occupations, social organisations and problems of the people on the one hand and on the other hand a knowledge of where to find the most suitable books to meet their needs. The experienced trained librarian today can call to his aid a multitude of 'tools' to help him in the wise selection of books: lists by authorities in many fields, reviews in current magazines, publications representing the experience of librarians as to the suitability of books for various types of readers. A further invaluable guide and check to book selection is the actual response of the users to the books provided and the requests made by them for books which have not been supplied. The book stock should be kept up to date and weeded periodically, the dead material discarded and that not currently interesting put into storage.

21. There are special difficulties to be faced in considering a book supply for Jamaica. The rate of illiteracy is high and there are many who have learnt to read at school but never had much chance to use that skill. For the latter group and for the new literates resulting from the current Literacy Campaign, great use could be made of booklets written specially for them in popular easy style and on matters of interest to them. The Literacy Campaign has its newspaper for new readers and there seems a possibility that a number of simple readers in booklet form will be forthcoming within the next year in Jamaica. There is no doubt also that some of them will read books which their children take home.

22. It is perhaps unnecessary to speak of the need to include in any library for Jamaica suitable books with a negro background. Not all such books published in the United States would be suitable here but there are many which are highly desirable. For children there are some attractive illustrated books which would help to make them aware of the beauty, grace and poetry in their own lives.

23. In addition, great use could be made here of the type of popular 'readable' book more common in the United States and Canada than elsewhere. Librarians and publishers there have for some years been on the alert to discover books written in simple vigorous English and setting out in popular fashion subjects of general interest. "The People's Library" was an experiment in the production of a series of such books. This type of 'readable' book is very useful in appealing to the literate but inexperienced reader.

24. It is obvious that the selection of books for a library is a highly skilled task and the only person qualified to perform it is the librarian and his staff. In highly specialized fields he will consult authorities and he will welcome suggestions from all quarters but the final decision as to what is to be bought should be his and it is one of his most important and time consuming duties. In selecting books it is not only the merits of the books themselves that have to be considered but the needs of readers and the existing book stock. McColvin in his "Libraries and the Public" (p.83) says "Book selection is 99.9 per cent. the librarian's job". This English opinion is confirmed in the United States and Canada where book selection by the librarian is taken for granted in all modern libraries.

Staff

25. The role which the library will play depends on the quality of the staff. If the book stock is to be well selected and fitted to the needs of the people, properly catalogued and distributed, there must be librarians with education, wide book knowledge and library training. If the library is to play its part in the education of the masses of the people it must have on its staff men and women who are aware of their needs and possibilities and who can cooperate with all other organisations concerned with the welfare of the people.

26. In the United States and Canada the usual qualifications for librarianship are a University Degree followed by a year's training in an accepted library school. In England there are some University graduates, but the academic standard for librarians is generally lower and training there has usually meant actual working experience in a library and correspondence courses in library science, although McColvin in his recent Report on Public Libraries in Great Britain stresses the desirability of higher educational standards.

Buildings

27. The building must have display and reading rooms, accommodation for borrowers, work room and storage space. If it is carefully planned, it can greatly increase the efficiency and attractiveness of the library's service. It should be centrally situated and 'designed with a simple refinement, fulfilling the desire for something beautiful yet friendly in its expression of welcome to all, not aloof nor cold, nor trite and commonplace in its architecture'.

The size and type of building depends of course, on the size of the community to be served and the extent and character of the library's programme as well as the funds available.

Large Units of Service

28. It is obvious that small libraries cannot have the essentials of good service or begin to meet the challenge which conditions today raise. They can afford neither highly trained staff nor a wide range of books. In 1917 a survey made of libraries in Great Britain revealed an almost uniform state of stagnation in the smaller libraries. The British report of 1917 stated that "Whereas a town of 500,000 inhabitants will require ten times as much gas or electricity as a town of 50,000, and a hundred times as much as a town of 5,000, this rule does not hold good in library service. A community of 5,000 may include readers with as great a variety of tastes as a community of 500,000 and will therefore require to have access to as wide a range of books. For a public composed of general readers with a variety of wants, no small library can provide an adequate service".

29. The British library survey of 1917 was followed by a great expansion and improvement. The county was taken as the unit of service and since 1922 county library systems were set up linking and strengthening existing small libraries. The recent McColvin Report on British Libraries however, reiterates the point that "book provision cannot be satisfactory unless the unit of supply is a large one". He adds "That sentence is the keynote of this report".

30. Following the McColvin Report the Council of the Library Association of Great Britain emphasized as one of the four conditions of paramount importance to the development of sound library service that "The area of each library authority must be large enough to comprise a sufficient number of people to justify and make possible the provision, within and by the area, of a full normal range of book supply and related services and to afford full useful occupation for expert specialized library personnel".

31. Small communities or communities with limited financial resources cannot therefore afford adequate library service. The solution is to take units large enough in population and resources to make effective service possible. Where, as in Great Britain there were in existence many small town and village libraries the problem was one of linking and strengthening them through some central organisation. Where the complication of existing small libraries is practically non-existent the unit of service should from the start be made large enough to provide that range of reading and expert service without which no library can fulfil its functions.

SECTION 4

EXISTING LIBRARY AND BOOK SERVICE IN JAMAICA

INSTITUTE OF JAMAICA

32. The Institute of Jamaica for the encouragement of Literature, Science and Art has been in existence since 1879, when the libraries of the House of Assembly and the Legislative Council as well as the Museum of the Royal Society of Arts and Agriculture were transferred to it. Its present home was built in 1911 after the earthquake. It is an attractive building in the heart of Kingston. In 1940 a separate adjoining building was erected for the museum and the upper story of this building has an auditorium seating three hundred and an art gallery for exhibitions.

33. The Institute is governed by a Board of twelve members, eight nominated by the Governor, four of whom are from the elected members of the Legislative Council and the remaining four elected by members of the Institute. The duties of the Board as originally set forth show that the founders of the Institute had a very broad conception of its possibilities as a cultural centre for the whole Island, they were to "establish and maintain an institution comprising a library, reading room, museum and collection of works and illustrations of science and art, to provide for the reading of papers, the delivery of lectures, and courses of instructions and the holding of examinations on subjects connected with literature, science and art, to provide and award premiums for the encouragement of literary, scientific and artistic work in Jamaica and to provide for the holding of exhibitions of the arts, crafts and industries of Jamaica".

34. The expenditures of the Institute for 1942-43 were £7,837 12s. 2d. £6,000 of this was a Government grant and £987 6s. 1d. represents members' subscriptions.*

*The balance comes from several miscellaneous sources.
For expenditure on general library service see para. 96.

35. There are eight types of membership: honorary, complimentary, corresponding, life, subscribing, affiliated, juvenile free and temporary users who deposit One Pound. The subscription is five shillings a year and membership is open to any one in the Island. Affiliated members are those belonging to other Societies affiliated with the Institute who according to Law become *de facto* members of the Institute, or, alternatively, the Society may borrow a box of one hundred books. In 1942-43 there were 535 members of affiliated societies representing all the parishes. In all there were in that year 3,752 subscribers.

Free Library Service

36. The Board of Governors has accepted the principle of free library service. It is very clear that subscriptions amounting to only one-sixth of the Government grant are a barrier to free public use of what is practically a library supported by public funds. Limited book stock and insufficient accommodation at present make any change very difficult.

WEST INDIA REFERENCE LIBRARY

37. This invaluable collection of 9,716 books besides newspapers, manuscripts, prints and maps, on the West Indies, Central America and West Africa represents the devoted lifework of Mr. Frank Cundall, Secretary of the Institute for forty years until his death in 1937. A start has been made in cataloguing it but the work is slow because of lack of funds and staff.

Archives

38. The Institute is charged also with the care of the Archives, a collection of priceless historical documents in the old Armoury in Spanish Town. It comprises the Records of the Grand Court and the Court of Chancery from the time of the earliest colonisation of Jamaica. These are in 1,700 large bound volumes. There are also over 45,000 separate documents covering the proceedings and papers of the High Court of Vice Admiralty during the American War of Independence and the Napoleonic Wars.

39. This material has only recently been gathered together and an Archivist appointed to start the big task of putting it in order, calendaring and repairing it.

General Book Collection

40. The general book collection of 20,000 volumes reflects the demand of subscribers for recreational reading. About 60% of the collection is fiction, although the history, biography, travel and fine arts sections are, considering the size of the collection, good. The reference section is very unsatisfactory and there are practically no technical books in agriculture or the trades. The demand for current books in economics and social and political theory far exceeds the supply and, apart from fiction, there is a lack of the more popular type of book which would appeal to readers with a limited foundation of education. The meagre book fund is largely responsible for these deficiencies. It has met so far as it could the obvious expectation of subscribers, but there have been no funds for the building up of a collection which would serve as an information and adult education centre meeting the needs of the masses of the people, only a small fraction of whom are subscribers.

Modernizing the Library

41. Under the guidance of Mr. Cundall the Institute built up a West Indian collection which will be invaluable to future research workers and historians of the Caribbean. With the appointment of Mr. Philip Sherlock as Secretary of the Institute in 1938, the task of modernizing the general library was faced. The annual reports of the Secretary from 1940 to 1944 show in detail how the Institute is meeting the cultural needs of the Island, give a sound diagnosis of its weak spots and outline a programme for future development. Parts of the programme are already in operation.

42. In 1940 a qualified librarian from Columbia University, Miss F. M. Thompson, was appointed to reorganise the classification and cataloguing of the book stock and the circulating and charging systems. The Dewey decimal system of classification was adopted and modern cataloguing techniques used. The reading room on the ground floor was redecorated and rearranged and a modern charging system and desk were installed. As far as could be done in the short space of less than two years the staff was given some training in modern library methods.

Junior Centres

43. 1940 also saw the extension of the library service to young people. Before this time the only books available for them were kept in a large book case in the general library of the Institute. In May, 1940 the Institute with the help of funds from Jamaica Welfare Limited and the Callaghan Bequest was able to open a Junior Centre on East Street directly opposite the main building. The building is attractive and the books have been chosen specially to meet the needs of young people between the ages of ten and eighteen. The library is free but owing to the limited book stock the enrollment of members has had to be limited. There are at present 3,600 books and a membership of 2,500. A grant from the British Council of £2,300 for building extension and equipment and £1,500 from Colonial Development and Welfare for new books will shortly enable the Junior Centre to enlarge its membership to 3,500.

44. Following the tradition of the Institute the Junior Centre is not only a library but a cultural centre for young people. Talks, concerts, choral groups, dramatic activities, art classes have met with quick response. Sometimes the response has been even embarrassing as when well over a hundred young people presented themselves recently as candidates for the art class.

45. Whenever the Junior Centre has been able to enlarge its membership the crowd of applicants is always about twice the number that can be accommodated. This venture of the Institute in a free lending library must have convinced the most sceptical of its need and value. It is evident that the young people of Kingston are avid to take advantage of the cultural opportunities offered them. The friendly and wise supervision of the staff and the attractiveness of the building and its furnishings have brought out in the young people a corresponding eagerness and a respect and care for the books and property.

46. Encouraged by the response to the Junior Centre on East Street, the Board opened one also at Half-Way Tree in December, 1941. The book stock here has been limited in number and still more in suitability for the needs of young readers. As in the East Street Centre the membership has had to be restricted but when the recent gift of books from Development and Welfare is received it will be increased.

Deposited Libraries

47. The Institute of Jamaica has always kept in mind its obligations to those living outside Kingston and the Corporate area. With funds from the Carnegie Foundation and Jamaica Welfare Limited, boxes of books have been circulated to elementary schools, secondary schools and training centres. Letters of appreciation prove that these boxes are of value but frequently there is no indication of the extent to which they are used and they are often kept too long. Except for the boxes to elementary schools which, in the hands of an interested teacher could be of real value, the whole system of boxes of miscellaneous books is a haphazard one. The books may all be of a desirable quality in themselves and that is generally true of those in question but a box of thirty books cannot often supply "the right book for the right person at the right time". The "Cambridge Modern History" or "The Supervisor in Secondary Schools" or "Teach Yourself French" to take a few random examples are all excellent books but they may go to many communities before they find a single reader. This weakness of the Deposited Libraries has already been noted in the Institute Annual Reports.

48. In addition to these libraries to schools and teachers forty-three boxes were sent to community centres and literary clubs in 1942-43 and there were about 1,500 individuals receiving books by mail. This service to readers outside Kingston is severely crippled by the lack of books: frequently the book wanted is unavailable and the demand for current topical material far outruns the supply.

49. In the last few years there has been an increasing interest shown in the establishment of parish circulating libraries. At the first sign of interest the Institute has been ready with encouragement and advice and has given any help in its power.

PARISH LIBRARIES

Manchester Free Library

50. The Manchester Free Library was established in 1938 and in five years as a result of the enthusiasm and hard work of a group of people in Mandeville it had a book collection of about 10,000 volumes, almost entirely gifts and a membership of 820 adults and 375 children. In addition it sent boxes of books to 32 rural centres. It was maintained on a purely voluntary basis, although in 1938 it received a grant of £50 from the Parochial Board of Manchester and in 1943 a grant of £50 from the Government of Jamaica.

51. The excellent voluntary work done in Manchester led the British Council in 1943, to make a grant of £500 to the library. The Parochial Board then increased its grant for 1944 to £225 a year to be used for the employment of a paid librarian. This indication of interest by the Board led to further assistance from the British Council and the Institute. The Institute lent two members of its staff, one for a period of three months to supervise reorganisation of the book stock and one for a term of three years, their salaries being paid by the British Council.

52. In January, 1944 the process of reorganising the library on accepted public library lines was begun. The building was redecorated and rearranged with a separate room for children. The classifying and cataloguing of the books was undertaken and new books bought by the British Council added. The library was reopened at the beginning of April and in September there were 532 adult and 415 juvenile members with a circulation of 2,261.

53. In establishing the first free public parish library Manchester is to be congratulated. Although the book stock, being largely gifts, is not fitted closely to the needs of the community the fact that it is partly supported by parish funds, that a trained librarian is in charge and that it is free to all residents in the parish gives it some of the essentials of modern library service.

Portland Free Library

54. In Port Antonio a small local committee was formed at the end of 1942 to promote the establishment of a free public library for the parish of Portland. Public meetings were held and interest aroused. Several hundred books were donated and about 250 lent by the Institute. After some delay the Committee arranged to purchase from the Public Works Department part of a building which offered suitable premises for a library. The British Council gave a modest sum to cover equipment. Early in 1944 the books, which had been circulated since August, 1943 in a church hall were moved to the new building. The library was run by voluntary effort with advice from the Institute which had worked in close co-operation with the committee from the start.

55. Over 300 members registered at the beginning and the number of children wishing to join far outnumbered the number of books available for them. The British Council promised to give them books but except for a small donation decided to defer any action until the projected all-island plan had been made and decided upon.

56. The results of Port Antonio's efforts were unhappily washed out in the storm of August, 1944. The building has been destroyed and most of the books washed away. Their work has not, however, been entirely in vain: it proved that there is a large public there hungry for books and ready to take advantage of any opportunity offered.

St. James' Public Library

57. Enterprise and much voluntary hard work lies behind the opening of this parish library at Montego Bay in June this year. There are 920 books (216 of which are children's) and 176 readers. Most of the books were donated although £8 7/- has been spent on selected children's books. The subscription is one shilling a year or one penny a month and last month 500 books were lent. The books are being classified by the Dewey decimal system and the card record is used for circulation. The library is opened Thursday afternoon and Saturday morning, and plans to open alternate Sundays for the convenience of school children attending the Music and Youth meetings.

58. The St. James' Library has a more generous sprinkling of up-to-date books than is usually found in a collection of gift books and the new books specially purchased are an attraction as is also the business-like way in which the library is being carried on. It has had a gratifying response.

St. Elizabeth Public Library

59. This parish library was opened at Black River in February, 1944, through the efforts of a group of interested local people. It has over 400 books which were donated, a collection of Penguin books and a variety of magazines. The quarters are attractive and well kept and the library is open two days a week. Last month 150 books were circulated amongst 153 members, half of whom are from the country. The library is supported by donations and membership fees (one shilling for life).

60. While this is a modest start and many of the books are unsuitable the Library Committee is keenly interested in a real library service and is to be congratulated on the attractive and orderly appearance of the library and reading room.

St. Ann

61. A group in St. Ann's Bay has been discussing the prospects for a free library for the parish and has corresponded with the Institute in the matter.

Falmouth Library

62. This library is deserving of mention as the effort of one individual to provide some reading for the people in that area. It consists of some 300 books of fiction lent at the rate of fourpence per month. It has forty readers who borrowed 62 books during the last month.

63. All these efforts towards the establishing of parish libraries indicate that the need is recognised and that there are people with enough public spirit to do what they can to meet that need. Libraries consisting largely of gifts and run by volunteers can only give a very limited type of service but most of those who are interested have been aware of this and are eager to see a more effective service set up. They have helped to prepare the ground and their work deserves praise.

Government Departments and other Organisations supplying Books—School Libraries

64. According to the provisions of the Board of Education, elementary schools which spend money on books for a library may claim for further book purchase a grant equal to twice the amount spent up to a total of £6 every two years. While this is a modest grant full advantage is not taken of it. One of the difficulties teachers face is the selection of suitable books. A list of such books for boys and girls of elementary school age and some arrangement by which these books could be easily procured in Jamaica would encourage the schools to set up libraries. At present the elementary school libraries are generally poor or non-existent.

65. From general report and from investigation of some secondary school libraries there is a great variation in the supply of books. Many secondary schools have little beyond a collection of fiction and a few reference books. Recently the British Council gave a small nuclear reference collection to all recognized secondary schools, training colleges and practical training centres. Several headmistresses and headmasters have asked for a list of suitable books for the stimulation of general reading and it appears that with a little encouragement and guidance much could be done to add variety and vitality to the present rather moribund and flimsy collections.

Teachers' Professional Library

66. A much needed service, a professional library for secondary school teachers, is in process of formation and several hundred books for this purpose are on order by Jamaica Schools Commission. The library has been financed by a grant of £500 from Colonial Development and Welfare. If proper use is to be made of this library mimeographed lists of the books provided should be sent to teachers and the books mailed to them on request for a specified period.

67. Professional libraries of this type are fittingly attached to the Departments concerned. As in the library of the Department of Agriculture a librarian should be appointed, preferably with some training, who would see that the library keeps pace with the growing developments in Education as well as working out a proper system of management and distribution.

Department of Agriculture Library, Hope

68. This library planned as a reference library for the officials of the Department of Agriculture occupies three small stack rooms. It consists of about 4,500 bound volumes, books and periodical files, and a collection of pamphlets. In addition there are a number of "Divisional Libraries" in the hands of Technical Officers of the Department numbering in all about 2,000 volumes.

69. The book collection consists mainly of older books on botany and tropical agriculture and there are some valuable items included, but the range of modern agricultural books is very limited. The books are classified on the Brussels system of classification, a good system for a library of this type, but there has never been time to catalogue them. They are kept in locked bookcases.

70. The pamphlet collection is well arranged in pamphlet boxes also according to the Brussels system, though lack of time has prevented more complete indexing.

71. The library subscribes to a number of periodicals and journals. The current issues are circulated among the staff and back numbers bound. Through an exchange system the Department has from its beginning in 1880 received journals and publications from all parts of the world, East Africa, Malaya, Ceylon, etc., and it has an almost complete file of the Journals of the Royal Agricultural Society.

72. The very useful "Agricultural Index" of the H. W. Wilson Company is there and in addition the library keeps an index to articles in periodicals. It is also working on an index to all material in Jamaican reports and agricultural publications.

73. A good beginning has been made in organising the material in this library. What is needed is more suitable accommodation with one large room where the books could be kept on open shelves readily available for use with reading room conveniences, tables and chairs. If this were done the books now scattered in the Divisional Libraries might be kept there and much more use would probably be made of them. The Librarian would benefit from a visit to some of the libraries of the United States Agricultural Colleges to study modern library techniques and equipment.

Jamaica Agricultural Society

74. The Jamaica Agricultural Society has a collection of some 300 books and a variety of pamphlets, reports and bulletins of Experimental Stations, Agricultural Departments in other countries, etc., and periodicals. At present there is no suitable accommodation for them, no proper arrangement or indexing so that it is difficult to make any use of the valuable material contained in the pamphlets. There is some circulation amongst Field staff and Direct Members but it is apparently haphazard and no proper check is kept.

75. The Secretary of the Jamaica Agricultural Society is aware of these unsatisfactory conditions. What is required is a suitable room set apart for the library, a member of the staff preferably with some library training who could enlarge the collection, classify and index it and arrange for effective circulation. It is suggested that there should be as much co-operation as is practicable between this library and that of the Department of Agriculture to avoid unnecessary duplication of material and work.

76. The 4-H Clubs are also feeling the need for a book service to their members providing material on livestock, handicrafts, simple home economics, games, etc. Such a service might be arranged by a Jamaica Agricultural Society librarian and the Island library when that is established.

Jamaica Welfare Limited

77. Jamaica Welfare Limited has at its head office in Kingston a small collection of about eighty books for the use of its staff. It has also a collection of pamphlets on co-operation, study group techniques, etc. for sale.

78. The Porus and Guy's Hill community centres have small library collections, Porus receives its books from the Manchester Free Library and the collection at Guy's Hill is almost entirely fiction.

79. The British Council has given a grant of £210 for books for Jamaica Welfare centres and some of these are beginning to arrive.

80. A consideration of the book facilities of Jamaica reveals a demand for books and a consciousness of the need far in advance of the supply. The Institute with its limited resources has only been able to scratch the surface in Kingston and make a gesture to the rest of the Island. The various education and welfare departments of Government would benefit by and many would welcome assistance in the selection of material and suggestions as to its care and distribution.

81. There is abundant evidence that Jamaica is ripe for an up-to-date library system with a much extended book service and personnel trained and experienced in the selection, organisation and distribution of books.

SECTION 5

SUGGESTED LIBRARY PLAN FOR JAMAICA

82. For Jamaica with a population of 1,237,063 there are two alternative plans for libraries, which might be adopted. One is to put in a centralized library service with branches throughout the Island. The other is to establish semi-independent libraries in each of the parishes.

83. Except for Port Royal the parishes have population varying from 47,523 to 123,599

POPULATION OF PARISHES

Kingston and St. Andrew	202,208 (includes rural and suburban St. Andrew)
St. Thomas	60,520
Portland	60,654
St. Mary	90,685
St. Ann	96,108
Trelawny	47,523
St. James	64,195
Hanover	51,776
Westmoreland	90,395
St. Elizabeth	100,127
Manchester	92,774
Clarendon	123,599
St. Catherine	120,981
Port Royal	1,055

It is the opinion of authorities in the United States and Canada that 40,000 is the minimum population desirable for a library unit and English opinion puts the minimum much higher. So far as population goes these parishes would make reasonable units. But according to North American standards if the minimum population of 40,000 is taken it must have a minimum annual income of £6,000 and a minimum workable book stock of 25,000 volumes*. Otherwise the library cannot have the essentials of trained staff and sufficient book stock to give a reasonably good standard of service. The advantages of the larger unit of service have already been set forth in this report, (paragraphs 28-31). At the present time and for some time to come the resources of the parishes will be quite unequal to meet the expenditures needed.

84. According to the Benham Report the per capita income in Jamaica is £26 a year compared with £110 a year in England. Even allowing for conditions in Jamaica which make the normal costs of food, clothing and housing lower, income and revenues are low and the cost of public services has to be accommodated to them.

85. For these reasons it is suggested that the most economical and serviceable library unit for Jamaica would be the Island as a whole. The per capita annual expenditure on public libraries in Great Britain today averages just over 1/4d. and McColvin in his Report on British Libraries states it to be "far from sufficient". If his suggestions are put into effect and grants from national funds made, the average would then be 2/- per capita. On the basis of comparable per capita income Jamaica might reasonably spend 4d.-5d. per capita for the support of libraries which would amount to about £25,000 annually. A similar per capita figure has been suggested by expert opinion for the Eastern Caribbean islands and a service on this basis of expenditure is to be actually started there in 1945 with British Council support. At the figure mentioned it would be possible to maintain an Island library system with a centre in Kingston and one strong branch in each parish.

86. The question of maintenance has been taken up first because though it is secondary in time it is primary in importance and determines the type of service which can be set up, and to some extent the initial costs of book stock and buildings.

INITIAL BOOK STOCK AND BUILDINGS

Book Stock

87. The existing library book stocks in Jamaica are very meagre. To provide books at the rate of one book for every eight persons, a modest aim, Jamaica would need an initial outlay of £75,000 for the purchase of 150,000 books. This would allow for about 30,000 in Kingston and 10,000 in each parish. This £75,000 would have to come from sources outside Jamaica.

The large assignment for Kingston would be necessary first because Kingston would be the centre for the Island system and its book stock subject to requests from all the parish libraries and secondly because the population in Kingston and the Corporate area is more congested than in the parishes and a larger proportion will use the library.

Buildings

(See Appendix for further plans and details on buildings).

88. There are no library buildings in Jamaica outside Kingston. In some places accommodation for books could be secured but on the whole the quarters would be inconvenient, unsuitable and would hamper the progress of the library. It would be a great advantage if simple buildings, specially planned for library use could be erected. There is an excellent book on library buildings: Wheeler & Githens "The American Public Library Building" in the Institute library. It should be consulted by anyone interested in buildings.

In the Parishes

89. A simple building could be built at a cost, excluding the site, of about £3,500 complete with equipment. This would provide the essentials: a large reading room with the books on open shelves on all sides, a section set apart for children, reading tables, chairs and workroom and staff room space.

If £2,000 towards the cost of parish buildings could be secured from outside sources it is suggested that the remaining £1,500 might be given by interested citizens of the parish.

Kingston

90. As the Secretary of the Institute has stated in his reports the present building accommodation is inadequate. The reading room is crowded with stocks and there is room only for an additional 1,000 books. If 30,000 books are to be added more space will be required. There is no proper shipping or storage room and the workroom space is cramped. A new building is needed which would serve the needs of Kingston and be also the headquarters of an Island system. The present building, if it can be fireproofed, might continue to house the West India Collection and perhaps also the Archives now in Spanish Town.

91. A new building could be erected at a cost of about £25,000. It should be situated in the business section of Kingston. It is the unanimous opinion of library authorities today that the best site for a public library is in the heart of the business section of the city where it is easily accessible to the greatest number of people. The library should be carefully planned and equipped so that its various functions can be carried out with the greatest economy of time and effort and it should be an attractive and friendly place (see Appendix).

*The minimum population and minimum book stock set forth by McColvin are very high and relate to conditions in Great Britain which have no parallel in Jamaica.

Costs of Establishment

92. If grants are secured from outside sources for initial book stock, organisation and buildings it is suggested that these grants be spread over a period of seven years. The Jamaica Government should be asked to contribute its share, so that at the end of the seven-year period it would be ready to undertake the £25,000 annual cost of maintenance. If a grant of £10,000 were made in the first year and the amount increased by £2,000 in each of the seven succeeding years the sum granted in the last year would then be within £1,000 of the necessary £25,000. Granted the funds from outside and the suggested contributions from Jamaica the fundamentals of an all-island system could be established with headquarters at Kingston and branches in each parish.

93. It has been pointed out that 30,000 additional volumes would be required for initial book stock in Kingston as compared with 10,000 volumes in the parish branches. The concentration of population in a city of this size means inevitably that much greater use would be made of the library's facilities than is possible in the parishes. It is therefore suggested that the Council of Kingston and St. Andrew's Corporate Area be asked to make an annual contribution of £1,000 at least to the Island Library fund.

94. The initial cost of the extra 20,000 volumes alone would represent an expenditure of £10,000 on books. There will be in Kingston a Reference Department in the library much more complete than could be attempted in the parishes. A larger staff will be needed and the number of books added would have to be proportionately greater than in the parishes. A grant of £1,000 annually from the City Council would help to meet the costs of these extra services.

SEVEN-YEAR PLAN

INSTITUTE GENERAL LIBRARY

95. It is suggested that the Board of Governors of the Institute transfer the Institute General Library to the Island Library Board (see para. 119) to be the nucleus of a Kingston branch of the proposed Island free public library.

96. At present the Institute General Library has a book stock of 20,000 volumes, an annual budget of £2,940 (£700 of which is spent on books) and a staff of eleven. The West India Reference Library with its staff of three would remain with the Institute.

97. If the suggested 30,000 volumes for Kingston are forthcoming these plus the 20,000 volumes in the existing General Library, while not lavish for a city with the population of Kingston, would probably be adequate at the present time to meet the increased demand when the library is free and open to the public.

98. The staff of the Institute General Library, with one exception, is untrained. Some of the younger members are at present being instructed in cataloguing and general library routines by the one trained librarian on the staff and talks on the broader aspects of library work are being given by the present writer. Two of the staff are abroad at present for training and one or two others are planning to go. In this way the existing Institute library staff will be at least partially trained. Some of them could be used in the Kingston branch and some for clerical work on the Headquarters staff.

99. It has to be admitted that the amount spent at present on salaries is large compared with the number of books bought, catalogued and circulated. Training of younger staff members and the bracing effect of an expansion of the library's scope of activities should quicken the pace of work done in the library.

100. As has already been stated the present building accommodation would have to be extended or a new building erected to house the increased book stock and readers. It would save unnecessary duplication of 'tools', catalogues and records and be an economy and advantage if the headquarters for the Island and the Kingston branch could be under the same roof.

101. The governing body of the Kingston branch and the Parish branches would be the Island Library Board, with an Advisory Board for Kingston. For details see paragraphs 119-125 of this Report.

101a. It is usual to have a children's library in the same building as the general adult library and such a central arrangement has advantages, including that of economy. As there have already been established two Junior Centres in Kingston, however, it is suggested that these continue to be used and expanded as the children's section of the Kingston branch. When an adult free library is established the age limit in these Junior Centres might be changed from 18 to 16 years. At 16 young people could use the general library.

102.

First Three Years

1. Short training course for present Institute staff,
 2. Extension of service in Kingston if building accommodation available,
 3. Opening of two parish branches,
- Alternatively, if Kingston is not ready the opening of five parish branches in this period.

Second Three Years

1. Opening of five more parish branches,
2. Establishment of a six-month training course for librarians unless it is decided to send people for training to Trinidad.

Sixth and Seventh Years

1. Opening of five more branches and consolidation of system.

The opening of each branch could be made an occasion for real publicity and by the time all the branches were set up and in operation the purpose of the library and its possibilities should be well known among the people.

103. The first branches would be in the nature of both demonstrations and experiments. They would demonstrate what library service on modern lines can give and they would be to some extent experiments as to the suitability of various types of books in Jamaican rural communities.

104. BUDGET DURING INITIAL SEVEN-YEAR PERIOD.

REVENUE

Outside Sources		Jamaica Government
1st Year	£15,000	£10,000
2nd Year	15,000	12,000
3rd "		14,000
4th "	10,000	16,000
5th "		18,000
6th "		20,000
7th Year	5,000	22,000

BASIC ANNUAL EXPENDITURES

105. During these seven years a large proportion of the revenue will be spent on initial book stock. As the branches are opened an increasing amount will be spent on salaries to staff them. The details of expenditure therefore will vary during these years.

106. SAMPLE EXPENDITURE FOR FIRST AND SIXTH YEAR

	First Year	Sixth Year
Books	£16,000	£17,000
Salaries		
Headquarters £3,700 and Kingston £2,500	6,200	12,500 (includes 12 parish branches)
Supplies and equipment	1,500	1,200
Transportation and travel	760	800
Printed catalogue cards	300	200
Miscellaneous and contingent	300	300
	£25,000	£32,000

Staff

107. A trained and expert staff will be needed to select and order the books and to establish the system. For the first few years a Director experienced in setting up regional library systems will be required and at least one other experienced person. These will have to be brought in for the first few years. A short course in library training should be established before the Seven-Year Plan is embarked upon so that a small staff of local people may be available for Headquarters work from the start. As quickly as possible Jamaicans of suitable education and aptitude, and they should not be difficult to find, should be prepared for the work. It would be most advisable to have at least three or four librarians in Jamaica who have had the chance to see something of the best library systems in other countries, Britain or the United States and Canada and have taken a year's training there. The Rockefeller Foundation would probably train one or two in the United States and the British Council has already awarded a scholarship to one member of the Institute staff who is now in England taking a library course. For those who cannot go abroad a local training centre should be set up or affiliation made with that already being established in Trinidad. Matriculation should be the minimum qualification for prospective librarians. All permanent library employees should be pensionable.

108.

HEADQUARTERS STAFF FOR SEVEN-YEAR PLAN

Director	£700-£800
Deputy Director	450-550
Cataloguer	350-400
Three Senior Assistants (£225-20-325)	750
Three Junior Assistants (£120-10-210)	450
Three Clerks	400
Part Time Clerical Help	200
Packer	100
Caretaker	100
	£3,700

109.

STAFF FOR PARISH BRANCHES
(included in Expenditures, para. 106)

1 Librarian in Charge	£250-£300
1 Assistant Librarian	120-210
1 Clerk	100
1 Maid	40

Parish librarians who have University degrees or training abroad, as they gain experience, should be graded as Civil Service Grade I Clerks at a salary of £350-£450.

How the System would work

110. At the Headquarters of the library in Kingston would be done all the work of book-selection, ordering, classifying, cataloguing and preparation of the books for circulation. It is both more effective and economical to centralize these processes. It means that the whole Island can share the advantage of expert and specialized staff for the selection and cataloguing of the books. There is a great amount of clerical work entailed in the ordering, receiving, accessioning, cataloguing, pocketing, carding and marking of books and this time-consuming detail is done more economically at one centre.

At the headquarters of the library there would be a catalogue of all the books in the branch libraries.

111. The buying of books today presents special and very serious difficulties. The loss of millions of books during the raids on London plus the war cuts in the amount of paper allowed for book publishing have greatly reduced British book stocks while at the same time the demand for books has increased. Over 75% of the Everyman series, for example, are today unobtainable and the same is true of many other standard series. It is not unusual for 70% of the book order sent to England to be reported 'out of print' or 'out of stock'. The American book trade has suffered much less though the demand there for books has greatly increased and there has been a decrease in the paper allowance. Until the British book trade has had time to recover there would have to be more dependence on American books or American editions of British books. At any time there are certain types of books such as the popular 'readable' book mentioned earlier, books on certain aspects of agriculture and other subjects produced in the United States which would be particularly desirable in Jamaica.

Parish Branches

112. At the central point in each parish there would be a branch with a book stock of about 10,000 volumes, one third of which would be books for children. A collection of about 6,000 books, well displayed, would give a reasonable range and variety of reading for adults and there would be a card catalogue of the branch collection. The branches should be open every day, and the hours of opening such as would suit the convenience of country people from all parts of the parish.

113. There would be two trained librarians in each branch and they would be responsible for giving advice and guidance to readers. Requests for material that could not be supplied at the branch would be forwarded to the headquarters in Kingston where a catalogue of all the resources of the library would be kept. In this way people everywhere would be able to make use not merely of the few thousand volumes in their parish but all the books in the Island system. For while certain books would be put in all parish libraries, the collections would not be identical but in many fields, supplementary to one another.

114. A collection of 6,000 volumes for adults, while it would offer a variety of reading, would not be able to supply a wide range of books on any particular subject. Suppose, for example, an electrician has a particular problem he wishes to solve. He goes into his branch library and looks over all the books on electricity without finding what he wants. He leaves a request for further material. This request is mailed to the headquarters where there is a catalogue of all the books in the Island. Books are called in from other parish libraries and sent to him until he finds what he wants. The same procedure would be followed to enable any reader to pursue any subject in which he is interested. One of the purposes of this centralized type of library is to keep the whole book collection fluid so that vital reading interests can be satisfied.

115. Besides the parish centres there should be from the start some deposits of books in centres too remote from the branch to make use of it. The number of these would have to be somewhat limited in the first years because of the limited book supply. These deposits would be changed from time to time and would be in the care of voluntary custodians.

116. In Jamaica as everywhere else there will be those who question the large branch and favour the alternative of a number of smaller centres closer to the people. In some of the earlier county experiments in England the latter plan was adopted and uniformly repeated. The larger branch with its trained librarians and fairly generous book collection has something substantial to offer. The size of the collection alone is important: to look over it is an education in itself suggesting possibilities and avenues of interest. How often has one heard the sentiment expressed "I didn't know there was such a book but now that I see it I realize I needed it all my life". Then, too, there would be trained librarians there to help and advise and to keep readers in touch with the whole system. If the right staff are chosen these librarians should be real advisers and they have a unique opportunity of taking part in an informal way in the education of the people. Their experience with readers and the book collection will also be an invaluable check and guide in future book selection.

Co-operation with other adult education activities

117. There are many organizations—Jamaica Welfare Limited, Four-H Clubs, Land Settlement, to name a few, which feel the need of books in connection with their activities. Where they have funds of their own they might turn these funds over to the library, the library selecting and buying and preparing the books for them and arranging for their distribution. Where they have no funds deposits of books might be made in community centres, settlements, etc., the officers of the respective organizations being responsible for their safe-keeping and return.

Special Reference library for the Professions

118. The provision of books and periodicals for the professions of medicine, law, architecture, etc., lies outside the province of a public library. Except in the case of law there are no professional libraries in Jamaica and no access to the highly specialized periodicals and expensive reference material which no individual can afford to buy but which are necessary if men are to keep up-to-date in their professional work. Professional groups would no doubt be ready to raise an annual book fund if the organization and care of the material were undertaken say by the Institute of Jamaica. If the proposed West Indian University should be established in Jamaica these special collections might be part of the University library.

Government of the Library

119. At present the Board of Governors of the Institute manages library activities in Jamaica. Under the suggested plan, however, it would seem advisable to have a smaller Board whose interest could be concentrated on library development. It is therefore suggested that for the government of the library there should be an Island Library Board nominated by the Government. A small Board of say seven members is usually found most effective. The members should be interested representative citizens and should include one representative of the Parochial Boards Association, one member of the Legislative Council and a member of the Board of Governors of the Institute.

120. Appointments to the Board should be for a term of three years, expiring in rotation so that there are overlapping terms, with provision for re-nomination. In the first three years of its existence the overlapping terms might be established by members retiring in alphabetical order. Except in unusual circumstances members should not serve more than two terms.

121. The services of the Board would be voluntary but travelling and other expenses incurred by them in the discharge of their duties would be covered.

The responsibilities of the Board would be:—

1. To promote and encourage the extension of library services;
2. To secure and administer any grants or gifts made available for libraries;
3. To appoint a Director of Libraries and under him such other assistants and employees as may be required.

122. The Director of Libraries as the Executive Officer of the Board would be responsible for:—

1. The carrying out of the policies of the Board and organizing of libraries;
2. Directing the work of other officials of the Board;
3. Acting as Secretary to the Board.

Parochial Board participation

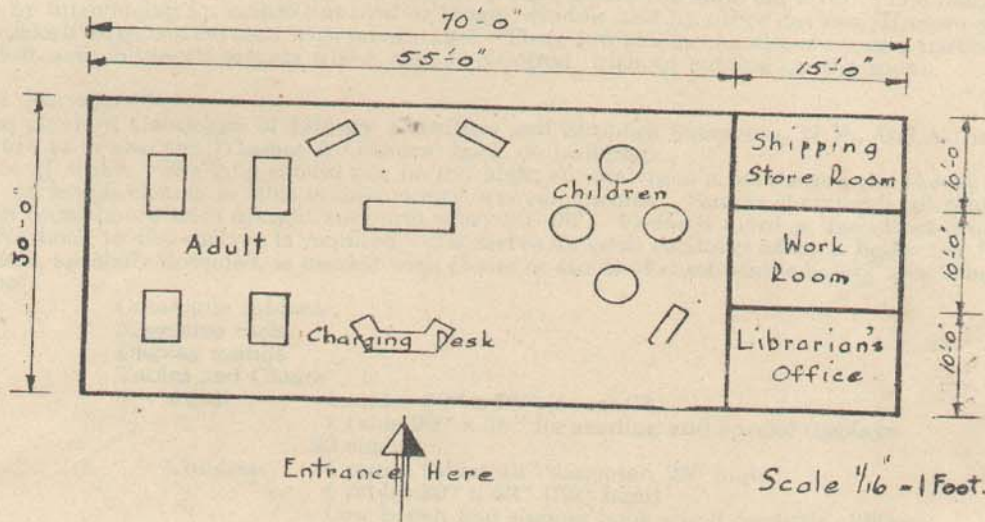
123. Because of Jamaica's limited financial resources there is no alternative to an Island library service if that service is to be well-founded, up-to-date and effective. Local interest and sympathy is however very important and an advisory Parish Library Board appointed by each Parochial Board is desirable from the start. The Island system can only put in the foundation and basic elements of a library. Some parishes might wish to undertake certain expansions of the service and provision should be made by which they might contract with the Island Library Board for such additional services.

124. Little has been said in this report about adult education activities outside that of book provision. The library as the centre of other cultural activities is a goal to be kept in mind but if the plan outlined is to be realized it will need a concentration of funds and effort for some years on book provision. Once set up the library is, however, one of the centres from which many adult education activities might stem. Lectures, films, discussion groups, forums, concerts, art exhibitions are some of the activities which could be associated with parish libraries. This would be a valuable field for parochial activity and interest and the advisory Parish Library Board could build by contract with the Island Board and on the foundation laid by it a rich programme of community education.

Kingston and St. Andrew Corporate Area

125. In the Corporate Area an Advisory Library Board should also be appointed by the Council of the Area. Because of its experience in the field of libraries the Council might well be inclined to nominate the Board of Governors of the Institute as its Advisory Board.

SUGGESTED LAYOUT OF PARISH CENTRE
LIBRARY BUILDINGS



PROPOSED TYPE OF CONSTRUCTION

Footings of concrete or stonework. Building of wood framing with concrete neg panels between uprights. Roof wood framed throughout, covered with Shingles or Asphalt Composition Roofing.

Tentative estimated cost (cubed)

1/6d. per c. ft. Total Amount = £3,000.

APPENDIX OF LIBRARY BUILDINGS

For full and detailed treatment of library buildings see Wheeler & Githens' "The American Public Library Building". There is a copy of this at the Institute. It is an invaluable aid and guide. Copies can be obtained by writing to Dr. J. L. Wheeler, Librarian, Enoch Pratt Free Library, Baltimore, Maryland, U.S.A., at a cost of \$4.00 plus postage.

Parish Centre Library Buildings

While it would be desirable to have some variety in the architecture of these buildings there are certain essentials for all of them:—

1. One large room with shelving for books on all walls. This room should not be partitioned, partly because of the sense of harmony and unity which a large well-proportioned room gives, partly because it can then be easily supervised from the desk.
2. Work room with shelving.
3. Shipping room.
4. Librarian's office with shelving.
5. Wash room and lavatory—in most rural centres will be apart from the building.
6. Room for future expansion behind the building.

For convenience the shipping room should open into the workroom and the workroom into the general reading room. There should be no steps between rooms so that book trucks can run easily throughout the building. Most of the librarian's time will be spent at the desk or in the workroom but a small office which gives some privacy is advisable.

Wall space for shelving is conserved if windows are placed above the shelving level. The danger of monotony can be avoided by introducing an occasional oval or longer window and by other devices. If more shelving is needed for books low stacks 3' high can be used with advantage. These low stacks can also serve as a partition, for example between the adult and children's section where that is required, without cutting up the room.

Equipment and Furniture

Note: The Gaylord Catalogue of Library Furniture and Supplies (Syracuse, N.Y., U.S.A.) is very helpful in planning furniture as is also the Wheeler & Githens' book on buildings.

Shelving—on all walls. Shelving should not be too high; six shelves is a maximum, the lowest shelf five inches from the floor, ten inches clearance (this is important) between shelves. Simple shelving is all that is required, an eight to ten inch cedar board with upright supports every 30'-36'. Cedar is more or less insect-proof and is attractive as well. No back to the shelves is required. To arrive at book capacity allow 8 books per foot of shelving.

Changing desk, specially designed, is needed with chairs or stools of comfortable height (see Wheeler & Githens' book for designs).

Catalogue cabinet

Magazine racks

Display stands

Tables and Chairs

Adult

4 tables 60" x 36" (to seat 4)

1 table 90" x 36" for reading and special displays

22 chairs.

Children

4 round tables 42" diameter, 25" high

or 4 tables 30" x 52" (25" high)

Low bench and sloping book stand for little children

20 chairs.

Two book trucks.

Island Headquarters and Kingston Branch

It has already been stated that it is most desirable to include the Kingston Branch and the Island headquarters in the same building. Without a site in view it is impracticable to suggest a plan. Any plan should embody the following essentials.

KINGSTON BRANCH

1. If minimum of 15,000 sq. ft. of floor space for reading and display room, this should accommodate about 20,000 volumes shelved around the room. If the site allows, it is advisable to have one large reading room with no permanent partitions. Any partitions required can be made by movable book shelves. If the site is small a two storey building would be necessary, the reference room, technical books, art and music could be put on the second floor.
2. Stack room, 60' x 30'. This would give space for about 28,000 books. The stack room should be easily accessible to the reading room and the Island headquarters workroom.
3. Librarian's office.
4. Workroom.
5. Staff room and wash rooms.

ISLAND HEADQUARTERS

1. Shipping room.
2. Work room with a floor space of 1,200 sq. ft.
3. Director's office.
4. Wash room.
5. If the headquarters is on the second floor good elevator service for shipments of books will be necessary.