

沈寶環先生工作錄

沈寶環先生於 45 年 9 月 15 日提出 44 學年度的工作報告

私立東海大學圖書館  
TUNGHAI UNIVERSITY LIBRARY  
臺中 臺灣  
Taichung Taiwan  
中華民國  
China  
Letter of Transmittal  
The University Library  
September 15, 1956

Mr. President:

In accordance with your wish, I have had complied a report of the affairs of the University Library for the fiscal year ended June 1956. It is my honor to submit this Annual Report of the Librarian, 1956

to you.

Respectfully yours,  
Harris B. H. Seng  
Librarian

Annual Report of the Librarian 1956.

The work of the University Library during the fiscal year covered by this report included a number of significant developments. Its holdings have grown impressive in quality and in numbers, considering the fact that the Library has been barely one year in existence. Its catalogs are perhaps the test on the island. Its staff is all trained. At the same time this Librarian is sharply aware of inadequacies in the collections and deficiencies of the services. Cups in the holdings have to be eliminated. Balance of subjects must be constantly maintained. The Library has been moved four times to make room for the users. Shifting has practically been everyday business. Despite all its efforts,

the Library remains hard pressed to find adequate work, attack and reading space. The staff included specialists whose competence is unchallenged, but there are far too few of them to meet themes. Cataloging has to be streamlined and bibliographic controls extended. More books have to be made available for more users and for more purposes.

#### Acquisition

Acquisition work must necessarily involve a large number of laborsaving routines, but the routines must be determined by the wants of the user of library materials, and also by what is available, and they must be flexible so as to assure that urgent needs are met.

The ordering procedure for western books decided by the library Committee and the Library administration is as follows:

1. The professor gives the name of book(s), author(s), publisher(s) and price if possible to the department head.
2. If the department head considers the book(s) necessary he will pass on to the Dean concerned.
3. If the Dean considers the book(s) necessary for the library he will pass on the request to the Librarian to check for duplication and to keep a copy of the order for his records.
4. After the Librarian has checked for the duplication and has retained the list for his record, he passes on the order to the Comptroller.
5. The Comptroller will check the book order for proper signatures. If the proper signatures have been affixed the Comptroller will process the order at once and send to the Board office in New York.

When Chinese books are ordered step 4 and 5 are omitted.

The procedure of ordering has been under constant study ever since the establishment of the university.

In the fiscal year thousands of books folds the library. The deluge obviously created problems for our cataloging staff. Why, then, take in more and more, was a question often casually asked.

The answer is that materials must be obtained while they can be had. Another reason is that a university library must posse's adequate resources for carrying out the objectives of the university in the fields of instruction, research and extension. The later argument is reinforced by the fact that this university is pushing a general education program.

In the acquisition operations, the library was faced with all kind of problems. Many books, especially the Chinese classics were not obtainable through normal trade channels. Political consideration, the isolated situation of the island, the unstable foreign exchange, pirate editions etc., all these contributed to the difficulties of acquisition. Nevertheless, the University Library has in its possession many valuable books. Such as 宋版《西漢文類》八冊(宋紹興刊本) which is the sole Song Dynasty edition in Taiwan.

#### Cataloging

The basic working tool of every library is the catalog of its own collection. The cataloging operation should provide all potential users with all the necessary information about the book and the author, It would establish the pave of the book in an up-to-date and systematic scheme of subject classification; and it would supply standardized subject entries adequate to guide inquires to its contents.

For western books, the Library adopts the following standard texts as cataloging guides.

1. A. D. A. Cataloging Rules for Author and Title Entries. 1949.
2. Sears List of Subject Headings. 1954.
3. The Dewey Decimal Classification. 1952.
4. C. A. Cutter's Tree-figure Alphabetic-order Table.

For Chinese books the following books are used for cataloging

purposes:

1. Chinese Library Classification System. Nanking University.
2. Wan Kuo-ting Author Filing Table.

The Cataloging rules of the National Peiping Library and National Central Library are also used.

The English books received before June 30th, 1956, a dictionary card catalog is completed. At least six cards are required for each book. Those are author, title, subject, classification, unit card and shelf list.

The Chinese catalog is made in book form at present. Its volume one, for circulating books only, will be ready when the second school year's starts.

#### The Library Collection

Accessioned before June 30, 1956

Chinese Books	23,573
English Books	2,603
	26,176
Chinese Magazines	93
English Magazines	41
Professional Journals in English	163
Chinese Newspaper	9
English Newspaper	3

#### Gifts

Numerous individual items and important collections were received to the great enrichment of the library resources. Only the important contributors are mentioned here:

Dr. J. Theron Illick	
English books( Biological Science)	111
Professional Journals	135
The Asia Foundation	9

Readers Service, Stony Point, N. Y.	200
U. S. I. S. Library	72
Library of Congress Exchange Material	49
Others	<u>37</u>
Total	703

Book Funds

Items

Western Books (N. Y. purchases)      N.T.\$ 259,816.66  
(Including special Gifts 181,071.80)

Partly

Western Books (Taiwan Purchases)      N.T.\$ 25,167.64  
(Paid in U. S. currency in the U. S.)

Chinese Books( Japan Purchases )      N.T.\$ 61,250.00

Chinese Books( Taiwan Purchases )      N.T.\$ 176,403.00

Total Capital Investment      N.T.\$ 522,637.00

Personnel

In addition to this Librarian, there are four professional Librarians on the University Library staff. Among these five professionals, four persons have received formal library school training and one has a background of more than thirty years experiences with a leading library on the mainland. The ratio of professional librarians as against total employees is 100% this highest on this island. 13 students, on a 5-hour week basis, were assigned to the Library from the Student Labor Office during the semesters. Intense and devoted effort of the library staff and student assistants was largely responsible for the library accomplishment.

Name	Rank	Date started work	Salary Per month
Seng, Bao-hwen	Librarian	July 15, 1955	N.T.\$2,400-2,600
Chang, Tseng-Yuan*	Chinese Cataloger	August 1, 1955	N.T.\$ 2,100

Hu Chia-yuan*	English Cataloger	August 15, 1955	
			N.T.\$ 1,200
Hu Yuan-Chuan	Library Assistant	August 1, 1955	
			N.T.\$1,000
Liang Yen	Library Assistant	January 1, 1955	
			N.T.\$ 1,000

\* On temporary Employment basis.

Appropriations

Items	Amount (N. T.)
Salaries	\$ 81,240.00
Office Supplies	\$ 14,307.00
Binding	\$ 7,397.00
Western Magazines	\$ 3,045.00
Chinese Magazines	\$ 4,986.00
Grand Total	\$ 110,975.20
Princeton Chair Book fund	\$ 1,738.00

Circulation

A. Card Holders

Students	195
Teaching Faculty	38
Staff	17
Others	17

Total 267

B. Number of books taken out

From Charging Desks	5,138
From Cataloging Room	988

Total 6,126

## 沈寶環先生於 45 年 9 月 15 日提出 44 學年度的工作報告譯文

採編組 陳婷婷譯

校長：

為符合您的期望，我已遵從您的指示，將圖書館這個會計年度截至 1956 年六月為止的年度工作報告完成，並且也很榮幸可以在此向您提出這份年度工作報告。

### 1956 年圖書館長年度工作報告

這份年度工作報告的內容涵蓋了過去一年來圖書館的重大改變與發展。在館藏部份，雖然只有一年的時間，但是在館藏的量與質的方面，成長的速度都很可觀；而目錄的編製在島內或許仍是在測試的階段，但是我們的館員也都受過專業的訓練了。於此同時，館員們也都深刻的體認到館藏量必須更充足，讀者服務也必須做的更盡善盡美才是。至於館藏部分有一些書也必須要做淘汰的工作，並且要不斷的去維護學科的平衡。到目前為止，圖書館為了提供給使用者更寬敞的空間已經搬動過四次，所以對於圖書館而言改變可以說是家常便飯。儘管圖書館已經盡了最大的努力，仍舊要承受館藏量不足，空間不足，以及面對讀者不同批評的強大壓力。學科專家的資格能力備受肯定，但是我們所擁有的學科專家數量太少，遠遠不及我們的需求。編目工作的流程必須更有效率，書目控制也必須做得更完善。希望可以達到更多的書為更多的讀者所利用，並且讓每一個讀者都可以擁有更多自己想看的書的目標。

### 採訪

採訪工作因牽涉到許多例行性的工作，所以必須要能夠更省力，但是這些例行性工作的進行，則要看使用者對於圖書館資源的需求量而定，而且也要取決於資料是否可以買得到，以及採訪工作的彈性高不高，是否可以滿足讀者急件書的需求而定。

至於採訪的流程，以西文書來說是由圖書館委員會以及圖書館館長共同決定的，依循的程序如下：

1. 教授將書名，作者，出版者，以及價格提供給系主任。
2. 如果系主任認為這本書確實有購買的需要，則轉呈給院長。
3. 如果院長也認為圖書館應該購買此書，則將請購單交由圖書館員先查

核複本，做好複本控制的流程。

4. 圖書館員查過複本之後，留一份存檔，再將訂單轉給會計人員。

5. 會計人員會審核訂單上是否已有院系主管的簽章，如果已確定院系主管的簽章，則立刻進行採購程序，將訂單寄送至紐約的董事會。

如果是中文圖書的採購就省略步驟 4 和步驟 5。

這套採購處理的程序，是自圖書館成立以來，不斷研究改進而訂定下來的流程。

上一個會計年度的書有上千本仍堆積在圖書館內。這些蠶湧而至的書明顯的帶給編目人員很大的困擾。而且圖書館也經常會被詢問何以要買這麼多的書籍。答案就在於只要是能夠被取得的書，圖書館都必須要將之納入館藏。而另一個理由則是大學圖書館必須擁有足夠的資源，以達成教學研究及推廣的目標。而後者的理由更被大學教育是以提供通識教育課程為主這樣的理念所強化。

在採訪作業中，圖書館還面臨了各式各樣的問題。例如：許多書籍，特別是中文古籍，其獲得的方式無法透過一般正常的商業管道來購買，由於政治因素的影響，我們正處於被隔絕的孤島的情況，再加上外匯不穩定，以及盜版的問題等等。這些都造成採購工作的困境。然而，儘管如此，圖書館還是擁有許多珍貴的資源，例如館藏宋版《西漢文類》八冊(宋紹興刊本)，就是臺灣現存的宋代孤本。

### 編目

每一個圖書館的基本工作就是對本身自有的館藏進行編目。編目作業主要也是提供所有可能的讀者，所有可能檢索圖書館資源的各種資訊，像是書名，作者。而且還要建立一個新穎又有系統化的主題分類表，提供一個標準化的標題款目，足以指引讀者去了解該書的內容是否符合所需。

以西文書來說，圖書館所採用的編目工具如下：

1. 美國圖書館學會作者與題名款目編目規則，1949。
2. 西爾氏主題標目表，1954
3. 杜威十進分類法，1952
4. 克特氏三碼字母順序表。

至於中文書的編目工具書則是採用：

1. 南京大學中國圖書館分類系統。



2.王國鼎作者排架表。

另外還採用了國立北平圖書館以及國立中央圖書館編目規則。

至 1956 年 6 月 30 日為止所收到的英文圖書，已全部完成字典式目錄卡片的建立。其餘可供查詢的目錄卡片，就每一本書而言至少要做六張卡，包括作者，書名，標題，分類號，單元卡，和排架片。

中文圖書目錄，目前只有一本書本式的目錄，而且僅止於流通的圖書，要等到下學年開始才会有目錄卡片。

### 館藏量

至 1956 年 6 月 30 日已登錄圖書

中文圖書	23,573
西文圖書	2603
	<u>26,176</u>
中文期刊	93
西文期刊	41
西文專業性期刊	163
中文報紙	9
西文報紙	3

### 贈書

大量的贈書，充實了圖書館的館藏，在此僅列舉重要的捐贈如下：

Dr. J. Theron Illick

生物學的西文書	111
專業性期刊	135
亞洲基金會	9
Readers Service, Stony Point, N. Y.	200
U. S. I. S. Library	72
國會圖書館交贈資料	49
其他	37
	<u>703</u>

### 書刊經費

向紐約採購的西文書 N.T.\$ 259,816.66

(包括部分特別捐贈 181,071.80)

在臺灣採購的西文書 N.T.\$ 25,167.64

(以美金付款)

向日本採購的中文書 N.T.\$ 61,250.00

在臺灣採購的中文書 N.T.\$176,403.00

總金額 N.T.\$ 522,637.00

### 人事

圖書館除了館長之外，尚有四名專業圖書館員，在這五位館員之中，其中四位已受過正式的圖書館學專業訓練，另外一位館員則是在中國大陸已有超過三十年以上的圖書館工作經驗。以這樣完整的館員資歷，島內也很少有比這更堅強的陣容。此外，上學期勞教處派學生到館內來工讀，計有十三名工讀生，每週基本工時五小時，對於圖書館的運作而言，館員和工讀生都是盡心盡力，全力以赴，共同擔負起整個圖書館的責任。

(人員姓名)	(職級)	(到職年月)	(月薪)
沈寶環	館長	July 15,1955	N.T.\$2,400-2600
張增榮*	中文編目館員	August 1,1955	N.T.\$ 2,100
胡家源*	中文編目館員	August 15,1955	N.T.\$ 1,200
胡元鈞	圖書館助理	August 1,1955	N.T.\$1,000
梁焯	圖書館助理	January 1,1955	N.T.\$ 1,000

\*約聘人員起薪

### 專款

項目	總計(N. T.)
薪資	\$ 81,240.00
設備	\$ 14,307.00
裝訂	\$ 7,397.00
西文期刊	\$ 3,045.00
中文期刊	\$ 4,986.00
總額	\$ 110,975.20
普林斯頓基金	\$ 1,738.00

### 流通

A.持卡數(借閱證數)

學生	195
教師	38
職員	17
其他	17
總計	<u>267</u>
B.書籍借閱數量	
從流通櫃枱借閱	5138
從編目組借閱	988
總計	<u>6126</u>

## 館務工作

### 館藏董仲舒《春秋繁露》板本述略

特藏組 謝鶯興

#### 一、前言

董仲舒，西漢廣川人，生於文帝四年(西元前 176)，卒於武帝太初元年(西元前 104)<sup>1</sup>，以治《春秋》，景帝時為博士；武帝時，為江都相、膠西王相，中廢為中大夫。著《春秋繁露》十七卷。事蹟見《史記》卷一百二十一〈儒林列傳〉及《漢書》卷五十六。

《四庫全書總目》「春秋繁露十七卷」條云：

是書宋代已有四本，多寡不同，至樓鑰所校，乃為定本。鑰本原闕三篇，明人重刻又闕第五十五篇，及第五十六篇首三百九十六字，第七十五篇中一百八十字，第四十八篇中二十四字，又第三十五篇顛倒一頁，遂不可讀，其餘訛脫不可勝乙，蓋海內藏書之家不見完本，三四百年於茲矣。今以《永樂大典》所存樓鑰本詳校其異于他本者，凡補一千一百餘字，刪一百十餘字，改定一千八百二十餘字，神明煥然，頓還舊觀。雖曰習見之書，實則絕無僅有之本也。<sup>2</sup>

<sup>1</sup> 此據姜亮夫《歷代人物年里碑傳綜表》(陶秋英校，香港中華書局，1976年5月港版)頁7「董仲舒」條載，李致忠〈宋板春秋繁露敘錄〉(見《宋版書敘錄》，北京圖書館出版社，1994年6月第1版，1997年11月第2刷)作「生于西漢文帝前元元年(公元前179)，卒於漢武帝太初元年(前104)，享年七十五歲」。

<sup>2</sup> 見卷29頁602，據故宮博物院藏文淵閣四庫全書縮印本，台北台灣商務印書館，