

JUN 10 1963

BIENNIAL REPORT

DALLAS PUBLIC LIBRARY

OF THE

Texas Library and Historical Commission

STATE LIBRARY



FOR THE TWENTY-SEVENTH BIENNIUM

SEPTEMBER 1, 1960 - AUGUST 31, 1962

DOCUMENTS DEPARTMENT

JUN 10 1963

DALLAS PUBLIC LIBRARY

LETTER OF TRANSMITTAL

To His Excellency
PRICE DANIEL
Governor of Texas
Dear Governor:

In accordance with Texas RCS 1925, Article 5446, the Texas State Library and Historical Commission herewith respectfully transmits to you the Twenty-seventh biennial report of the Commission and the Librarian. The report covers the period September 1, 1960 through August 31, 1962.

Respectfully submitted,

C. STANLEY BANKS, SR., Chairman
MRS. ALBERT R. CAUTHORN
DR. EDMUND HEINSOHN
JAKE JACOBSEN
WALTER E. LONG
JOHN P. MORGAN

REPORT OF THE LIBRARIAN

To the Texas Library and Historical Commission:

Three administrative changes, and a new designation of State Librarian to Director and Librarian were made during the period September 1, 1960-August 31, 1962:

Witt B. Harwell, who was named State Librarian in 1954, resigned September 30, 1960.

William K. Peace, Assistant State Librarian, was promoted to the position of Acting State Librarian on October 1, 1960. He served in this position until June 17, 1961, when the title was changed by an act of the Legislature to Director and Librarian, a position he held until December 31, 1961.

Dorman H. Winfrey was appointed by the Texas Library and Historical Commission to serve as Director and Librarian as of January 1, 1962.

Because of the changes in administration it is understandably noticeable that a positive plan of growth in all divisions is not included in each division's report. Such a plan, however, is now being formulated and "planning for development" will receive equal emphasis as that given "progress".

And quite normally the planning, construction and finally moving into the magnificent new Texas Archives and Library Building was the highlight of the biennium.

Areas of outstanding accomplishments are seen in each division:

1. **Main Division** — For the first time the collection is housed under one roof. All positions in the division are filled with qualified personnel. Noticeable improvements are noted in all sections. However, the time-consuming projects have been moving into the new building, arranging the collection and filling in missing periodicals.

2. **Archives Division** — A sharp increase in patronage is noted due to the fact that the division is now located in the new, centrally located building, easily accessible to research patrons. Texas Documents section was added to the division in an effort to provide better service to this most unusual collection. Two books were published, and final proofing is being done on a third—"Senate Journal of the Ninth Legislature, Regular Session."

3. **Legislative Reference Division** — Texas first sales tax and the remodeling of the division's

quarters on the second floor of the Capitol were prime targets of the division. The division is also cataloging Texas Documents and a sizeable collection of information relating to the 31 interim committees of the 57th Legislature has been made.

4. Records Division — Twenty-six state agencies are now using all of the services of this division. By following a stepped up program of destroying valueless records, space was provided for more than 9,000 cubic feet of additional records. The division is also broadening its educational program to acquaint all state agencies with this important function.

5. Rural Library Service Division — This division has reached a full complement for the first time in two years. The period from January 1, 1962 through August 31, 1962 was the time of more progress than any other period. All book-mobiles are in operation, many workshops are slated, more than \$100,000 in books have been purchased, many new libraries have been established; and a new book aid program has been requested from the U. S. Office of Education, Library Services Branch.

A new feeling of library development is underway in Texas. The goals of Texas State Library are visualized: "Library service for all Texans and to strengthen the State Library's position as the focal point of state-wide library activity."

Texas cities from the top of the Panhandle to the eastern, western, and southern tips are proving that "an adequate library program will be supported at the grassroots level—the boy and girl, man and woman, who desire more information on more subjects because of the challenging advances being made in this new area."

MAIN DIVISION

The 1960-62 biennium was an unsettled and trying period for the Main Division. During the first year of the biennium the preparation and planning for the move to the new building took place. The latter year of the biennium was when the actual move was made. The main book collection for the State Library had been housed in seven separate locations, and the arrangements for moving and coordination of plans for integrating the separate collections took many hours of preparation and hard labor.

Moving began in August of 1961, but since sufficient funds were not available it was delayed until the new fiscal year began in September, 1961. A commercial firm was employed to pack and haul the various materials into the new quarters. Overall supervision of the move of the Main Division materials was made by a person familiar with the collection, both in regard to location and use.

Because of insufficient funds for the completion of shelving in the fourth, sixth and seventh stack floors of the new building, a delay in moving the United States documents collection was necessary and, as a result, these materials were not moved until July, 1962. Organizing and integration of the various collections was still underway at the close of the 1960-62 biennium.

The move to new quarters necessitated some important changes in service patterns in the Main Division of the State Library. Previously, the book stacks were open to the public, but the new policy instituted with the move into the new building is that of closed stacks, and only library staff members are allowed in the stack areas. With this change in policy it was necessary to have sufficient personnel to cover the floors at all times in order to search for requests.

The circulation of the Main Division was curtailed somewhat, due to the preparation for the move to new quarters and the move itself. For the period February 1, 1962 through August 31, 1962 the circulation from the Loan and General Reference Section was 20,053, which was still an increase over the same period in the preceding fiscal year. The increase in room use made of the reference collection, and particularly the genealogy collection, has already been noted, and a great deal more use is anticipated in the coming two-year period. This is particularly true if more money is made available for the purchase of new books in the forthcoming biennium.

Within the last six months of the last year of the biennium, a marked increase in the use of the Service for the Blind has been indicated. An average of approximately fifty new Talking Book readers per month was registered for the last six

months of the biennium. If this trend continues, additional personnel will become necessary to service the needs of the blind in Texas as the 1962-64 biennium progresses. Only the lack of record players for these new readers has held back the service of the prospective clientele and this problem is being solved. A reorganizational plan for providing more efficient service to the blind has already been instituted, and with the purchase of new equipment and reassignment of duties of personnel in the section, a great improvement should be made.

The circulation of Talking Books for the two-year period ending June 30, 1962 was 101,401 containers, and the circulation of Braille titles for the same period was 8,139. There were 2,083 Talking Book readers registered with the State Library at the end of the 1960-62 biennium, and 124 registered Braille readers. The last six months of the biennium was a period of increased publicity promotion for the services for the blind throughout Texas, with excellent newspaper, radio, and television coverage. In addition to the coverage of the various communication media, personal contact with the readers at Dallas was made by the Assistant State Librarian. A branch library deposit station for children's Braille materials was opened at the Dallas Services for Blind Children, which has proven to be highly successful. This pilot project is intended to provide ideas for future use of branch deposit stations throughout the larger metropolitan areas of the State.

The Catalog Section of the Main Division was kept busy during the latter year of the biennium preparing periodicals for binding. The State Library has been several years behind in binding, and much work was required to partially overcome the backlog. The move to the new building brought all these materials together and made it possible to prepare the periodicals for binding. In addition to the 1,229 volumes bound and rebound during the biennium, the section also cataloged 1,663 books, added 790 continuations, and typed and filed 14,789 catalog cards for the State Library, excluding those for the Rural Library Services Division.

ARCHIVES DIVISION

The most striking achievements in the Archives Division for the biennium, September 1, 1960 - August 31, 1962, have been the increased demand for references and the ability of the staff to cope with the added work load, resulting from the move into the new quarters in July and August, 1961. The moving of the division was at the midpoint of the two year period and conveniently divides it. From a low of 70 researchers in December, 1960, the Archives collection has increased in demand until a new record was reached in August, 1962. During that month the services were used by 499 persons, a figure which does not include those tourists visiting the Archives. Beginning in January, 1961, records were kept on the correspondence addressed to the Archives. During that month 289 pieces of mail, 236 of which required research and replies. After moving into the new quarters, it was noted that telephone requests for research were increasing, so statistics were kept, beginning in January, 1962. During that month 258 calls were received, and this rate has remained fairly constant, with the June, 1962 total being 268. Available statistics are shown in Appendix 1 and reveal that the State Archives have been used by an increasing number of Texas at no additional expense to the taxpayers, because additional staff members have not been added.

When the biennium began, it was certain that the Archives Division would have a new home, but the exact date of occupancy was not known. In this air of uncertainty the staff began a workable inventory of the Archives designed for the move. The problem was to locate and identify all material in the Quonset Hut in Camp Hubbard as well as in the Cow Barn in North Austin and the Records Division warehouse in South Austin. Beginning in March, 1961, some of the less active documents were boxed and labeled by the Archives staff and by members of **The University of Texas chapter of Alpha Phi Omega**. This honorary service fraternity offered its services to augment the Archives staff in the task of packing, and for two months members worked in the crowded Quonset Hut without financial remuneration.

Even though the completion date of the building was indefinite, the space to be allotted the Archives Division was known. In addition to the main Archives Search Room, the Map Room, Microfilm Room, and five offices, the Archives Division was given stack floors II and IV. Taking into account the dimensions of the Archival items and the stack areas, a plan for moving was designed which called for the grouping of the most used Archival series—Adjutant General, Attorney

General, Comptroller, Treasurer, Secretary of State and others—on the second or main stack floor.

The final 109-page moving plan had as its major features a schedule of transfer, floor loading plans, directories for unloading, security from the Department of Public Safety, and the assignment of personnel and equipment from the Texas Highway Department.

The Archives Division used space provided by the Texas Highway Department for about five years prior to 1956 when the division was moved from the basement of the State Highway Building to the Quonset Hut in Camp Hubbard. It was this 1956 move which precipitated what some persons have called "The Second Archives War" and which strengthened the cause for an Archives and Library Building.

For the services rendered in the 1961 move, D. C. Greer, John B. Nations, Paul Hancock, and the men whose names appear in Appendix II deserve the everlasting thanks of the people of Texas for performance "above and beyond the call of duty".

After statewide news media publicity, the Archives Division closed the Quonset Hut doors for the last time on Friday, July 21, 1961. John T. Duncan, Professor of History, Texas Agricultural and Mechanical College, was the last person to do research in the Quonset Hut. During the week of July 24-28 packing was accomplished, and on Thursday, 27, the first truck load of Material was transferred. For over two weeks the Highway Department trucks traveled back and forth carrying in all sixty loads of Archival material. The week of August 14-18 was devoted to unpacking and arranging the Archives on the shelves. On August 21, 1961, the Archives Division became the first segment of the State Library to open its doors to the public. Gerald M. Pearce of the University of Mississippi was the first researcher to use the documents in the new quarters.

One task which fell to the Archives staff was the selection of documents for the display cases in the lobby of the Archives and Library Building. Many hours were spent by both the Director of State Archives and by the Archivist in coordinating the displays with the Director and Librarian and the special committee established by the Library and Historical Commission.

Texas Documents

On May 15, 1962, the Archives Division was given the additional responsibility of administering the Texas documents function of the State Library. The Texas Documents Section was given office space in the Archives portion of the building, while the documents themselves remain on the ground floor. An Operational Manual was written, outlining basic aims and

policies, and progress is being made in receiving, storing, and distributing the state publications.

Texas documents are received by Texas State Library under provisions of a statute of Texas codified as Article 5442, that states in part: "Library and Historical Commission, Distribution of Publications. On the requisition of the State Librarian therefor, the Board of Control shall cause to be printed and furnished to the State Library for distribution and exchange the following publications, or such number as said Librarian shall request: 150 copies of all annual, biennial and special reports of State departments, boards, and institutions, findings of all investigations, bulletins, circulars, laws issued as separates, and legislative manuals x x x and 150 copies of all other publications, except routine business forms and court reports. x x x No accounts for such printing shall be approved and no warrants shall be issued therefor, until the Board of Control is furnished by the contract printer with the receipt of the Librarian for such publications. Acts: 1913, p. 281; Acts 2nd C.S. 1919, p. 154."

Documents have been received and distributed from the following agencies, who are cooperating with the above quoted law:

Texas Aeronautics Commission, Texas Agricultural Experiment Station, Texas Agricultural Extension Service, Texas State Board of Architectural Examiners, Banking Department of Texas, State Board of Barber Examiners, Comptroller of Public Accounts, Cotton Research Committee of Texas, Board of County and District Road Indebtedness, also

Division of Defense and Disaster Relief, Texas State Board of Dental Examiners, Texas Education Agency, Texas Employment Commission, Texas Engineering Experiment Station, State Board of Registration of Professional Engineers, Texas Game and Fish Commission, Governor's Committee 1960 for the White House Conference on Children and Youth, Texas State Board of Hairdressers and Cosmetologist, Texas Highway Department, State Board of Insurance, Texas Civil Judicial Council, Lamar State College of Technology, General Land Office, Library and Historical Commission, Liquor Control Board, Texas State Board of Medical Examiners, Board of Morticians, also

Board of Pardons and Paroles, Texas State Parks Board, Texas Department of Public Safety, Texas Department of Public Welfare, Railroad Commission of Texas, Texas Real Estate Commission, State Securities Board, Southwest Texas State College, Stephen F. Austin State College, Sul Ross State College, State Board of Registration for Public Surveyors, State Tax Board, Texas College of Arts and Industries, Texas Turn-

pike Authority, Texas Water Commission, and Texas Woman's University.

More than 320 Texas Documents are included in the above listing. These were distributed on checklists 184 through 190.

In addition to belonging to numerous historical and genealogical societies both the Director of State Archives and the Archivist have made effort to improve themselves intellectually, and therefore better the quality of work in the Archives Division. The Archivist is serving as vice-chairman and chairman elect of the Archives and State and Local History Round Table of the Texas Library Association. In February, 1961, the State director of Archives was appointed vice chairman of the Archives and State and Local History Division of the Texas Library Association and in April, 1961, he became its chairman and a member of the Texas Library Association executive committee.

During the biennium the Director of State Archives has made addresses to numerous patriotic and historical organizations.

The Archives publications program has progressed satisfactorily. Two books have been issued as follows: Dorman H. Winfrey, (ed.), "Texas Indian Papers, 1846-1859", (October, 1960); and James M. Day and Dorman H. Winfrey (eds.), "Texas Indian Papers, 1860-1916", (August, 1961). These two volumes concluded the Indian papers series and a new project has been initiated which calls for the editing and publication of the legislative journals of the Ninth (1861-1863) and Tenth (1863-1865) Texas Legislatures. The editing has been accomplished on the Senate Journal of the Ninth Texas Legislature, Regular Session, the type has been set, and the publication date is near.

Accessions in the Archives Division have been encouraging. Gifts are still responsible for a majority of the biennium accessions and have been acknowledged by the Texas Library and Historical Commission. It should be pointed out that several large accessions were transferred to Archives Division from other State agencies.

These additions to the Archives Division have been divided into nine groups.

1. Archives-Accessions totalled 11 items and 303 rolls of microfilm from the Adjutant General Department; Confederate pension papers from the Comptroller; Tax Rolls by county from 1835 to 1910 from the Comptroller; Governor's correspondence; Railroad Commission, Motor Transport Division; Secretary of State executive records, and others.

2. This division received 122 items classified in the book, pamphlet and printed materials category. As an example, the first and last gifts, alphabetically were: "A Short Biography of Charles V. Terrell," presented by A. Garland Adair and the last was "A Short History of Grand Commandery, Knights Templar of Texas" by J. Lee Zumwalt, a gift of the Grand Commandery, Knight Templar of Texas.
3. Twenty-four manuscripts were accessioned. These included: Files of Justice of the Peace of Navarro County 1848-1855, a gift of Mrs. Balfour Clark and Dr. William H. Young; and a collection of historical items from Yorktown and DeWitt County, presented by Carol Hoff.
4. Archives Division received 26 photocopies of documents, including the Georgia census of 1840 a gift of Mrs. E. H. Pettibon and "The Seige and Fall of the Alamo" by Amelia William.
5. Photographs were received from 14 sources, including Camp Mabry, a gift of Miss Lucille Phelps and the Rice Home and Inn in Houston County, a gift of J. H. Click.
6. Newspapers and Newspaper Articles totaled 44 items and included a rare 1919 "The Blunderbustle" from The University of Texas, an 1871 edition of the Austin Tri-Weekly State Gazette.
7. More than 300 maps were cataloged by the division during the past two years. Twenty-six of these were gifts and included a rare 1831 map of Mier and its territory, donated by Perry W. Steele, Jr. and a map of the Chisum Trail, a gift of Dr. Z. T. Scott.
8. Six relics were accessioned by the division. The most important of these being the Ark of the Covenant of the Texas Declaration of Independence. This wooden chest is said to be made of wood from the house in the town of Washington, Texas, wherein sat the General Convention, which in 1836 wrote the Texas Declaration of Independence.
9. Typescripts—Thirteen documents were received and included a Register of the Confederate Dead in Camp Chase Confederate Cemetery, a gift of Mrs. M. W. Crocker; and 284 volumes of typescripts on various Texas subjects and persons, a gift of The University of Texas Library, Archives Department.

APPENDIX I

Archives Division Statistics

Date	Personal Requests	Letters Received	Letters Written	Phone Requests
January, 1959	74	*	*	*
March, 1959	76	*	*	*
June, 1959	119	*	*	*
September, 1959	142	*	*	*
September, 1960	87	*	*	*
October, 1960	114	*	*	*
November, 1960	126	*	*	*
December, 1960	70	*	*	*
January, 1961	107	174	191	*
February, 1961	133	202	222	*
March, 1961	104	132	290	*
April, 1961	147	118**	146**	*
May, 1961	137	*	*	*
June, 1961	138	*	*	*
July, 1961	75**	*	*	*
Move to New Quarters July 21 - August 21				
September, 1961	189	201	*	*
October, 1961	244	226	114**	*
November, 1961	320	296	361	*
December, 1961	198	227	329	*
January, 1962	286	357	354	258
February, 1962	285	286	177	144**
March, 1962	368	385	204	201
April, 1962	289	245	330	97**
May, 1962	335	249	275	121**
June, 1962	456	279	223	268
July, 1962	473	289	236	237
August, 1962	499	247	235	266

*No Records Available

**Reports Incomplete

APPENDIX II

Personnel Who Assisted in the Archives Move, 1961

Texas Highway Department

C. J. Collin
C. W. Fulkes
George Speedy
A. W. Webb
Larry Bales
August Bastian
Indress Boles
Wayne Corbitt
Henry Gray
Bill Grounds
Ronald La Voi
William McKemie
Bill Norwood
Waymond Rhea
Lee Roy Sykes

Texas Department of Public Safety, Patrolmen

Ted B. Court
Eugene Demuth
Jeff Heard
William McLean
Henry Peacock
Wallace Spiller
William Tate

LEGISLATIVE REFERENCE DIVISION

The work in the beginning of the year starting September 1, 1960, was concerned primarily with organizing the books and materials of the division in preparation for the demands of the 1961 regular session.

This planning and arranging of resources involved selection and ordering of texts considered to be of value to the Legislature, especially in the fields of taxation and of economic statistics.

Members of the incoming Legislature sent in numerous inquiries on a variety of subjects, although those relating to taxes were numerous. In addition every effort was made to cooperate with the Governor's committee on taxes.

January 10 marked the first legislative day of the Fifty-seventh Legislature that was in session for a total of 205 days during the biennium. The regular session ended by constitutional limitation on May 29, 1961. The First Called Session met for 30 days, (July 10-August 8), and the Second Called Session for five days, (August 10-14).

These legislative days caused great tension and activity because of the urgent need for new revenue to meet the cost of government. The sales tax, the first general sales tax levied in the state, proved to be the solution adopted and this was finally accomplished at the First Called Session.

The strain of the sessions, with the division on a basis of six full days a week, with night hours in addition, left the small staff in need of some relaxation. This coincided with plans of the Board of Control and of the Texas State Library for important physical changes in the area occupied by the division and, until December, in spite of physical discomfort, the work load was lightened to a marked degree.

The magnificent new Texas Archives and Library Building was ready for occupancy in August, 1961, and the books and equipment of many divisions of the Library formerly housed in Room 207 of the Capitol were moved to the new quarters. The Legislative Reference Division, by law, remained in the large room and is now occupying the entire space.

Following that move, men from the Board of Control moved in and built plywood partitions to the ceiling to screen off the west two-fifths of the room. The dangerously weak plaster ceilings were torn out, new wiring was installed and new plastering and painting of the screened area done. This was finished about December 15, when the partitions were torn down and rebuilt to screen the northern and eastern part of the room, while all books and equipment were shifted to the west portion. And, in addition, dusty books, previously stored in a basement room had to be hastily brought to this area.

The chief renovation work was completed in the Spring and then the grimy, tedious work of sorting the great piles of disarranged books began. Due to the ingenuity of Mr. Ellis, chief carpenter of the Board of Control, a small hoist was constructed and the hundreds of books to be raised to the balcony were handled in this manner.

A special appropriation for the dual purpose of providing a basic law library and for the shelving to replace the heavy, glass-fronted and space-consuming wooden bookcases had become available on September 1, 1961. With it such law books as Corpus Juris Secundum, a reprint of the United States Supreme Court reports, Words and Phrases, Texas Reports, a second set of the annotated statutes, as well as some needed statutes of other states, were purchased.

The shelving was chiefly light steel shelving for books but in addition an experiment was tried in the form of several sections of open shelf filing for congressional and legislative bills. The area is not air-conditioned so these cannot be used for permanent filing on account of the dust.

Fortunately, extra student employees were available for several weeks toward the end of the period so that it was possible for them, working with the two permanent members of the staff, to erect the shelving as space permitted; to sift and sort the books, pamphlets, microfilm boxes, etc.; and finally to shelve and file the great amount of material.

Two air-conditioners were overhauled and installed in the northwest room so that it has been a refuge from the severe summer heat, especially for persons using the microfilm reader. A new unit was purchased for the northeast room and this room also, has been available for the comfort of staff and patrons.

There have been two outstanding developments in the division: One has been the part-time employment, beginning in November, 1961, of a trained librarian who has been able to bring order to the collection of Texas documents that had heretofore been scattered and incomplete. Since these publications are prime reference material for the work of the division, it can be seen how important this work has already been.

The second development has been the collection of detailed information of the 31 interim committees of the Fifty-seventh Legislature. This study has been done by the Assistant Director and it has been used frequently.

Publishing of materials for distribution was limited by necessity, but two items were prepared in multilith form. One is the 1961 law by which the state was redistricted into Senate and Representative Districts of the Legislature. This is supplemented by a list of counties showing the district numbers for

Senate, House and Congressional Districts for each county.

Statistical material is in constant use and acquiring these publications and learning their details in order to supply information readily is an increasingly important function.

It is hoped by the staff that the members of the Legislature, as well as state officials and their staffs, research agencies and the public generally, will find the resources of the division of far greater usefulness than they have been in the past, now that adequate space has been provided for orderly filing and shelving of its books and other materials and for a convenient arrangement of tables and chairs.

RECORDS MANAGEMENT DIVISION

Records Management Division has the responsibility of serving 26 state agencies with a modern records program. This responsibility, fulfilled by a staff of five full-time and three part-time employees, entails the processing of records which each agency deems valuable but are unable to retain due to the lack of proper storage facilities.

The process begins with the agency indexing and describing the material to be deposited with the Records Division. The index is reviewed by the Director of Records and, in conjunction with a representative of the agency, the records are classified as permanent, temporary, or valueless.

Records management functions—receipt, circulation, maintenance and disposal—are performed upon receiving the material from the agency. Another service is that of advising state agencies on matters pertaining to records management.

The division continued to aid the public in the verification of prior teaching experience and prior state employment. The teachers information is taken from school reports covering the years from 1881 to 1940. State service information is taken from the State Comptroller warrant registers and payroll vouchers. The number of service verifications increased during the biennium as a result of more individuals becoming aware of the service and the increased number of state employees. During the biennium 353 requests for prior teacher service were received and 1,687 years of experience were verified. There were 107 requests for prior state service and 593 years of experience verified.

Service to the public was also provided to researchers and students. The material used is public property and a definite distinction between public and non-public property is maintained. Other information is furnished on this level to Federal Bureau of Investigation agents and news media reporters after identification and approval have been received.

The participation of the division in nationwide records management surveys was an important function performed.

These surveys were conducted by the Society of American Archivists and many state libraries who were comparing and listing records management aspects and procedures of all state libraries. Upon completion of these surveys, a copy is returned to each participating library and is useful in improving records management techniques.

The shortage of storage space continues to pose as a problem. The available space cannot be effectively utilized due to the lack of shelving. Adequate shelving would facilitate the usage of 40,000 cubic feet of space now being wasted.

During the biennium the division moved approximately 5,700 bound tax rolls and 2,200 newspaper boxes to the new building. The tax rolls were archival material and the newspapers were received by the Main Loan Division. Records Division also transferred 13,000 talking books for the blind to Main Loan Division.

The heavy-duty paper shredder purchased during the 1958-60 biennium is a valuable asset to the division. Many records are required by law to be destroyed in this manner. During the biennium this machine was in operation 564 hours and 7,087 boxes of records were destroyed. Scrap paper created in this process as well as paper from records not required to be shredded was sold under a Board of Control contract to an Austin paper company.

Records of each agency are processed separately and a cumulative index of material from each agency is maintained. The standard procedure for transferring records was carried out, including instruction to participating agencies.

The following is a breakdown of records procedures performed with each agency:

Auditors

Procedures for disposal of records were established. Delivery receipts were verified and the use of different types of boxes was discussed and approved.

Board of Control

Administrative Service Division—Records transfer forms were explained and a definite transfer procedure adopted. Specifications for microfilm were obtained.

Board of Cosmetology

An index of records stored was completed and a copy submitted. Transfer forms were explained and their usage initiated.

Board of Medical Examiners

Records procedures were maintained.

Board of Pardons

Procedures for transferring records were established. Retention periods were established and 28 boxes of records destroyed.

Bureau of Labor Statistics

Transfer procedures were adopted and a new index was initiated and distributed. A disposal program was organized and 28 boxes were destroyed.

Commission of Higher Education

Record transfer procedures were established and 1,500 reports to the Legislature were transferred.

Comptroller

Ad Valorem Division—Transfer forms were discussed and a definite procedure installed. Bound records were examined and transferred to the depository. An index was remade and records deemed valueless were destroyed. New bound tax rolls were transferred to space vacated through the move of similar records to the State Library Building.

Claims Division—Vouchers to be discarded were examined and destroyed. Payroll vouchers were used in the verification of state service.

Franchise and Utilities Division—New records were examined with the division and were transferred. The records of the division were re-examined, assigned a code, and an index was made; a copy was presented to the division.

Inheritance Tax Division—New records were transferred to the depository. The index for this division was reworked to facilitate the location of records.

Game and Fish Commission

Destruction requests were received on 50 boxes and these were destroyed. Transfer procedures were reinstated.

Health Department

The index of this department was completely reworked and a copy presented to the agency.

Industrial Accident Board

Records management procedures were performed.

Insurance Commission

The move of the Commission necessitated the transfer of a large number of boxes. A systematic schedule was followed to avoid confusion and records found to be valueless were destroyed. A new index is being compiled for the agency.

Liquidation Division—Due to the lack of space it was necessary to acquire facilities for this division from the Building Commission and only the records of this division are contained therein.

Railroad Commission

The records of the Commission were examined, reorganized, coded, and a complete index compiled; a copy was presented to the Commission.

Secretary of State

Records were transferred to the depository following the establishment of records procedures.

State Securities Board

Procedures for transferring and disposing of records were established.

Teacher Retirement System

Verification of teacher service was continued and an index of service verified which is now in use. Transfer of records was performed.

Texas Education Agency

Records from this agency were used in the verification of prior teaching service. These records are Superintendents Annual Reports which were examined and boxed to aid in the verification process and to preserve them.

Texas Water Commission

Transfer forms were examined and procedures were carried out.

Treasury Department

The transfer and destruction of warrants was continued, including 2,600 boxes of Old Age Assistance warrants.

Texas State Library

Archives Division—An index of records having archival value was made. From this index the most valuable records were selected and are being transferred; part of this material consists of 5,700 tax rolls placed on the fourth stack area of the State Library Building.

Main Division—To this division were transferred 2,200 boxes of daily newspapers dating from 1940 to the present. They were placed on the seventh stack floor of the State Library Building.

STATISTICAL DATA

SUMMARY OF RECORDS RECEIVED 1960-61

The figures represent the total number of records received from each agency. They are classified as boxed and bound material. Boxed records are classified as follows: Legal size (12 x 11 x 24); and warrant size (8½ x 4 x 24). Bound volumes from each agency vary in size and are listed as cubic feet of space which they occupy.

Boxed Records Received from—	Number of Boxes	Cubic Feet
Treasury Department	2282	
Board of Control	376	
Insurance Commission	317	
Comptroller's Department	279	
Health Department	125	
Railroad Commission	78	
Game & Fish Commission	30	
Board of Pardons	24	
Secretary of State	21	
Texas Education Agency	14	
Board of Cosmetology	12	
Board of Water Engineers	8	
State Securities Board	6	
Board of Medical Examiners	4	
Bureau of Labor Statistics	3	
Texas State Library	1	
Total Boxed Records Received 1960-61	3580	6564
Bound Records		
Comptroller's Department		687
Total Bound Records Received 1960-61		687

SUMMARY OF RECORDS RECEIVED 1961-62

Boxed Records Received from	Number of Boxes	Cubic Feet
Treasury Department	2046	
Insurance Commission	763	
Comptroller's Department	442	
Industrial Accident Board	201	
Railroad Commission	191	
Board of Control	164	
Auditor's Office	138	
Health Department	77	
Teacher Retirement System	61	
Board of Pardons	60	
State Securities Board	53	
Commission on Higher Education	41	
Game & Fish Commission	25	
Texas Water Commission	23	
Bureau of Labor Statistics	12	
Board of Cosmetology	11	
Secretary of State	10	
Texas State Library	6	
Total Boxed Records Received 1961-62	4324	7928
Bound Records		
Comptroller's Department		594
Total Bound Records Received 1961-62		594

SUMMARY OF RECORDS DESTROYED 1960-61

Boxed Records Agency	Number of Boxes	Cubic Feet
Treasury Department	1999	
Health Department	225	
Comptroller's Department	31	
Texas Education Agency	24	
Total Boxed Records Destroyed 1960-61	2279	4178
Bound Records		
Comptroller's Department		91
Insurance Commission		72
Secretary of State		20
Total Bound Records Destroyed 1960-61		183

SUMMARY OF RECORDS DESTROYED 1961-62

Boxed Records Agency	Number of Boxes	Cubic Feet
Treasury Department	600	
Industrial Accident Board	268	
Board of Control	168	
Railroad Commission	120	
Insurance Commission	117	
Comptroller's Department	91	
Board of Pardons	28	
Texas Education Agency	24	
Teacher Retirement System	21	
Health Department	4	
Total Boxed Records Destroyed 1961-62	1441	2642
Bound Records		
Treasury Department		9
Insurance Commission		5
Total Bound Records Destroyed 1961-62		14

**SUMMARY OF CIRCULATION OF RECORDS BY AGENCY
1960-61**

Requested by:	Number of Requests	% of Requests	Number of Items
Industrial Accident Board	402	21.1	4739
Insurance Commission	366	19.2	1618
Comptroller	343	18.0	1105
Board of Cosmetology	164	8.7	233
Teacher Retirement System	162	8.5	416
Board of Pardons	139	7.3	165
Real Estate Commission	101	5.3	168
State Securities Board	69	3.7	76
Texas State Library	49	2.6	89
Board of Control	35	1.9	137
Railroad Commission	26	1.4	356
Secretary of State	14	.7	29
Treasury	14	.7	78
Health Department	10	.5	36
Court of Civil Appeals	4	.2	6
Game & Fish Commission	2	.1	1
Board of Water Engineers	2	.1	10
	1900	100.0	9262

**SUMMARY OF CIRCULATION OF RECORDS BY AGENCY
1961-62**

Requested by:	Number of Requests	% of Requests	Number of Items
Industrial Accident Board	433	23.0	3515
Insurance Commission	357	18.9	1679
Comptroller	355	18.8	1002
Teacher Retirement System	158	8.4	280
Board of Cosmetology	148	7.9	199
Real Estate Commission	103	5.4	135
Board of Pardons	90	4.8	130
Treasury	59	3.1	151
State Securities Board	54	2.9	77
Texas State Library	38	2.0	74
Board of Control	23	1.2	49
Secretary of State	18	.9	24
Auditor	14	.7	50
Railroad Commission	13	.7	289
Texas Water Commission	11	.6	42
Court of Civil Appeals	3	.2	3
Texas Education Agency	3	.2	4
Bureau of Labor Statistics	2	.1	4
Attorney General	2	.1	2
Game & Fish Commission	2	.1	2
	1886	100.0	7658

SUMMARY OF RECORDS DIVISION GROWTH 1960-1962

	Number of Boxes	Cubic Feet
Total Increase in Boxed Records 1960-61	1301	2385
Total Increase in Bound Records 1960-61		504
Total Increase in Boxed Records 1961-62	2883	5286
Total Increase in Bound Records 1961-62		580
Total Increase in Boxed Records 1960-1962 Biennium	4184	7671
Total Increase in Bound Records 1960-1962 Biennium		1084
Total Increase in Cubic Feet 1960-1962 Biennium		8755

RURAL LIBRARY SERVICES DIVISION

Library development and the promotion of library services in areas of less than 10,000 population is the primary function of this division. During the past biennium an inspection of the division's progress reports reveals many interesting facts.

MAJOR PROJECTS

I. State-wide Planning and Service:

1. Continuation of professional services offered to all libraries and groups by the professional field staff of the division.
2. Planning workshops. During the past two years more than 30 workshops attracted more than 750 persons who wanted to learn more about phases of library services.
3. In-service training programs were given in many small libraries.
4. Rural Division aided Texas communities plan building campaigns. Speakers were furnished to more than a score of communities desiring additional library development. Importance of the Texas Library Association was stressed and staff members attended the eight District meetings of TLA, plus the annual TLA conference..
5. Two successful summer reading programs were initiated by Rural Division. The program is described as the nation's largest reading club.
6. Field consultants have also assisted in the formation of several Friends of Texas Libraries Clubs and have worked in complete harmony with the FOTL state headquarters.
7. Rural Division screened Texas applicants for the Dorothy Canfield Fisher Library Award and assisted the finalists in completing their applications. For the first time in the history of the award a major prize (\$1,000) was won by a Texas Library. Last

January (1962), the Book-of-the-Month Club announced that the Val Verde County Library, Del Rio, had earned one of the honorable mention awards. The complete public relations calendar of events for the ceremony was planned by Rural Division.

8. Library Week in Texas was given state-wide recognition because of cooperation with the director and librarian, Rural Division staff members and members of the State Library Week Committee.

II. Multi-County Bookmobile Demonstrations:

1. Mobile library service was provided in 16 counties and in June, 1962, six additional counties agreed to try the Bookmobile demonstration program. Thus, for the first time in more than two years the five Bookmobiles were in operation.
2. Callahan, Shackelford and Taylor counties have provided funds in the 1963 budget for the operation of their own mobile information center. During the first part of this year (1962) the State Library furnished a Bookmobile, driver, and a book collection. The tri-county area furnished all other operating costs.
3. Bookmobiles circulated more than 378,562 books during the past two years.
4. Two formal openings for Bookmobile service were held in June, 1962. Four "ribbon-cutting" ceremonies were also provided in four major communities of the two new areas served.

III. Regional Library Demonstration

1. The regional library demonstration, although completed in December, 1960, was one of the most successful demonstrations conducted by the Rural Library Services Division. The four-county area, Jim Wells, Kleberg, Live Oak and Nueces counties, enjoy reciprocal borrowing privileges, inter-library loan and reference use, and collections from State Library. It is agreed that the initial "seed" for the present La Retama and Nueces county centralized processing center was planted by field consultants of Rural Library Services Division.

IV. Post Demonstration Book Aid

1. During the last biennium Rural Library Services Division has purchased, processed and delivered more than \$100,000 in books to 24 counties participating in the Post Demonstration Book Aid program.
2. As a result of this aid, new, small libraries have been established in several counties; it has formed the basic collection for a county bookmobile and has encouraged at least one county to re-open a library that had been closed.
3. A plan for the orderly selection and ordering of Post Demonstration Aid books for 1962 was made.
4. Field consultants have visited all counties receiving book aid.
5. Although books are placed in the counties on an indefinite loan, annual agreements are signed by State Library and cooperating counties leading toward the main objective of this aid "to encourage counties, which find their present funds insufficient to continue the complete multi-county service as demonstrated, to maintain cooperative practices leading toward the complete service as a goal." Books are exchanged periodically by cooperating counties.

V. Extension Service

1. This division, in cooperation with the director and librarian and the assistant state librarian, will assist any Texas community in establishing a municipal library.
2. Traveling Library. This division is headquarters for the State's Traveling Exhibit of Children's Books. These books are available to any group for the promotion of library service to children, or for clubs to see some of the new books now being published for children.
3. Rural Library Services Division also promoted the extension of library service by publishing Texas Libraries and acts as the statistical center for gathering library facts.

VI. Library Services Act

1. Rural Library Services Division, through the director and librarian, handles administration of the LSA funds. During the past biennium these funds have represented more than 50% of the library's appropriated budget and approximately one-third of the personnel.

VII. New Building

1. During the recent biennium this division, along with all others of Texas State Library, except Legislative Reference Division, occupied quarters in the new State Library Building. For the first time the division has its collection, reference tools and staff in one building.

MINUTES OF THE STATE BOARD OF LIBRARY EXAMINERS

December 9, 1960

The State Board of Library Examiners met in the Office of the State Librarian at 2:00 p.m., Friday, December 3, 1960. Present were Mr. William K. Peace, Chairman, Mrs. Juanima Wells McLaughlin, Miss Mary Rice and Mr. Alexander Moffit. Absent: Mrs. Mary Butler.

The Board approved the renewal of Temporary Certificates for the year 1961 for all librarians who have met the Board's requirements for continued professional improvement, including the enrollment for workshops and the attendance of library conferences.

Temporary Certificates were not issued to the following because they do not hold county librarian positions:

Mrs. Emma Lou Luker
Mrs. Hazel B. Marshall
Mrs. Bernice Bartlett
Mrs. Dora Given Alcorn
Mrs. William Henry Harwell
Mrs. Cora Heath
Mrs. Norell Sloan
Mrs. Fannie F. Hinson

Temporary Certificates were not issued to the following because of their failure to improve their qualifications:

Mrs. Winnie Brown
Mrs. Mary York Gadeke
Mrs. Jessie K. Hodges
Miss Lula Hubbard
Mrs. Fannibelle Sell

The meeting adjourned at 3:25 p.m.

—A. MOFFIT
Secretary.

MINUTES OF THE STATE BOARD OF LIBRARY

EXAMINERS

December 7, 1961

The State Board of Library Examiners met in Room 205A of the State Archives and Library Building at 2:10 p.m., Thursday, December 7, 1961. Present were Mr. William K. Peace, Chairman, Mrs. Juanima Wells McLaughlin, Miss Mary Rice and Mr. Alexander Moffit. Absent: Mrs. Mary Butler Owensby.

The Board approved the renewal of Temporary Certificates for the year 1962 for all individuals who have met the Board's requirements for continued professional improvement, including enrollment for workshops and the attendance of library conferences.

Temporary Certificates were not approved for the following individuals because of their failure to improve their qualifications during the year:

- Mrs. Ruth Peebles Dozier
- Mrs. Ruby E. Jordan
- Mrs. Verna J. McKenna
- Mrs. Opal Miller.

The meeting adjourned at 3:30 p.m.

A. MOFFIT
Secretary.

SALARIES

Title	Expended 1961	Expended 1962
Director and Librarian	8,000	10,000
Main Division		
Assistant State Librarian	6,180	6,999
Director of Extension	1,960	1,005
Librarian II	3 - 12,260	3 - 12,736
Librarian I	2 - 7,260	3 - 12,018
Clerk III	3,720	3,876
Bookbinder	2 - 6,000	2 - 7,452
Stenographer III	3,780	3,804
Stenographer II	3,360	3,147
Accounting Clerk I	3,300	3,432
Clerk-Typist I	2 - 5,940	2 - 5,705
Clerk II	3,180	3,312
Clerk I	2 - 5,976	2 - 5,941
Messenger	2,700	2,700
Clerk-Typist II	3,024	3,156
Receptionist I	3,060	3,180
Janitor I	4,144	4,324
Totals, Main Division	83,844	92,787
Archives Division		
Director, State Archives	5,880	6,162
Archivist	3,480	3,976
Stenographer I	3,060	3,054

Clerk-Typist I	2,684	2,718
Janitor I	2,072	2,162
Totals, Archives Division		17,176
		18,072

Legislative Reference Division

Director, Legislative Reference	6,180	6,457
Assistant Director	5,280	5,508
Librarian I	3,780	3,976
Stenographer II	3,360	3,492
Messenger	-----	2,010
Totals, Legislative Reference Division		18,600
		21,443

Records Division

Director of Records	5,000	4,356
Clerical Supervisor I	3,720	3,804
File Clerk III	3,120	3,094
File Clerk II	2 - 5,760	2 - 5,330
Watchman II	2,700	2,880
Clerical Supervisor III	-----	4,530
Totals, Records Division		20,300
Seasonal	5,439	7,961
Total From General Revenue		145,359
		164,257

Rural Library Service Division

Director, Rural Library Service	2,600	4,241
Staff Services Assistant	7,200	6,624
Assistant Director	7,000	3,026
Field Consultant	2 - 12,196	5 - 15,547
Coordinator of Book Selection	2,000	5,894
Bookmobile Specialist	2,000	2,168
Information Specialist	1,667	5,597
Librarian II	4 - 18,678	4 - 11,400
Librarian I	5 - 14,189	5 - 15,321
Bookmobile Operator	5 - 17,559	5 - 15,598
Secretary I	2 - 7,245	2 - 6,191
Stenographer II	3,480	3,518
Clerk-Typist II	3 - 9,372	4 - 12,107
Clerk I	3 - 8,640	4 - 11,699
Total Rural Library Service Division		113,826
Director-Librarian supplement	2,600	
Seasonal	4,000	3,985

Total From Federal Public Library Fund

Total From Federal Public Library Fund	120,426	122,916
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TOTAL - STATE LIBRARY	265,785	287,173
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OTHER EXPENSES

	Expended 1961	Expended 1962
From General Revenue		
Travel and Per Diem for		
Commission Members	719	377
Services by Contract	1,250	3,193
Travel Expense	3,368	3,591
Library Books	13,296	7,085
Printing and Office Supplies	5,463	5,775
Gasoline, Oil, Wash and Grease	242	283
Postage	2,062	1,671
Utilities	887	768
Telephone and Telegraph	3,821	8,027
Transportation of Things	2,933	2,043
Repairs	215	622
Rents	13,082	13,097
Bond Premiums	20	20
Binding	221	174
Publications	1,450	-----
Miscellaneous Operating Expenses	3,291	1,040
Equipment and Furniture	3,084	13,222
Periodicals	1,000	1,000
Law Books	1,848	10,460
	<hr/>	<hr/>
Total From General Revenue Fund	58,252	72,448
From Federal Public Library Fund # 118		
Travel	4,625	5,852
Printing and Office Supplies	2,989	14,813
Gasoline, Oil and Grease	2,489	1,481
Postage	690	1,370
Telephone	859	-----
Transportation of Things	1,728	268
Repairs	1,824	4,104
Rents	6,152	307
Binding	-----	7,401
Miscellaneous Operating Expenses	698	2,188
Equipment and Furniture	4,769	33,323
Library Books	84,202	135,000
	<hr/>	<hr/>
Total from Federal Fund #118	111,025	206,107
	<hr/>	<hr/>
TOTAL - STATE LIBRARY	169,277	278,555

SUMMARY OF APPROPRIATIONS, EXPENDITURES AND BALANCES
Year Ended August 31, 1961

Item	Appropriation	Other Revenue	Expended	Encumbered	Unexpended Balance 8/31/61
Salaries	\$143,844.00		\$139,679.52	\$ 240.00	\$ 4,164.48
Seasonal Help	5,250.00		5,180.00	70.00	70.00
Travel	4,000.00		3,693.15	223.50	306.85
Maintenance & Misc.	32,337.00	\$ 27.65	28,467.99	3,896.66	3,896.66
Main Library	3,500.00		3,341.17	158.83	158.83
Legislative Service	1,450.00	2,094.23	1,800.52	1,743.71	1,743.71
Archives Division	15,000.00	48.23	14,570.08	478.17	478.17
Records Division	3,000.00		228.95	2,771.05	2,771.05
Moving Expense					
TOTALS	<u>\$208,381.00</u>	<u>\$2,170.13</u>	<u>\$196,961.38</u>	<u>\$9,581.92</u>	<u>\$ 13,589.75</u>
Special Funds	\$208,941.00	\$82,000.00	\$178,670.68		\$112,270.32

INVENTORY FIXED ASSETS:

August 31, 1961 - Book Value	\$1,126,375.12
Postage on hand, August 31, 1961	59.58

RECORD OF BONDED EMPLOYEES:

Bond #5066385 National Surety Corporation Position
Schedule Bond covering position of Director and Librarian and Assistant State Librarian.

William K. Peace	\$5,000.00
Director and Librarian	
Rosalynne T. Shamblin	3,000.00
Assistant State Librarian	

SUMMARY OF APPROPRIATIONS, EXPENITURES AND BALANCES
Year Ended August 31, 1962

ITEM	Appropriation	Other Revenue	Expended	Encumbered	Unexpended Balance 8-31-62
Salaries	\$170,102.00		\$156,295.71		\$13,806.29
Seasonal Help	9,100.00		7,565.41	\$ 510.75	1,534.59
Contract Services	3,250.00		2,926.53	266.12	323.47
Travel	4,000.00		3,222.55	640.34	777.45
Maint. & Misc.:					
Library	50,787.00	\$2,254.25	46,289.61	6,751.64	6,751.64
Legislative Ref.	14,500.00		10,961.12	3,538.88	3,538.88
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
Totals	\$251,739.00	\$2,254.25	\$227,260.93	\$11,697.73	\$26,732.32
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
Special Funds	\$231,751.00	\$115,885.96	\$187,886.91	\$159,750.05	\$159,750.05

INVENTORY FIXED ASSETS:

August 31, 1962 - Book Value	\$1,223,487.40
Postage on hand, August 31, 1962	187.61

RECORD OF BONDED EMPLOYEES:

Bond #5066385 National Surety Corporation Position
Schedule Bond covering position of Director and Librarian
and Assistant State Librarian.

Dorman H. Winfrey	\$5,000.00
Director and Librarian	
William K. Peace	\$3,000.00
Assistant State Librarian	

