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Biennial Report of the

Texas Library

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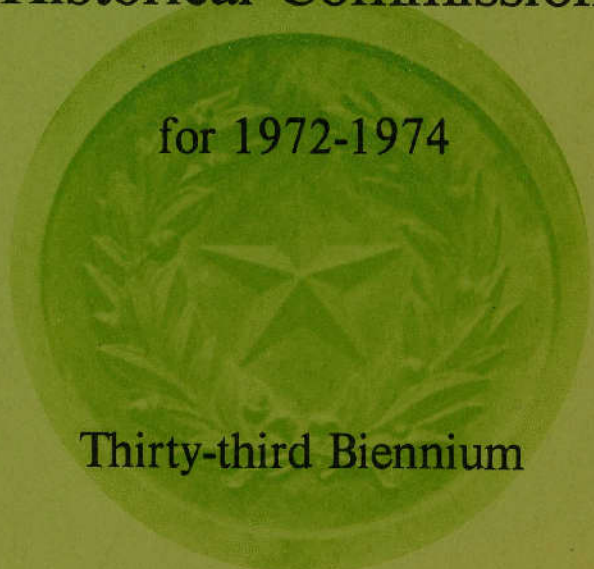
Government Documents

FEB 4 1976

Historical Commission

Public Library

for 1972-1974



Thirty-third Biennium

Texas State Library
Austin, Texas

TEXAS LIBRARY AND HISTORICAL COMMISSION

Robert E. Davis
Chairman, Waco

Walter B. Moore
Dallas

Dan Hemphill
Odessa

Mrs. Walter S. Moore
Austin

Frank P. Horlock
Houston

Don Scarbrough
Georgetown

TEXAS STATE LIBRARY

DIRECTOR AND LIBRARIAN
Dorman H. Winfrey

ASSISTANT STATE LIBRARIAN
William D. Gooch

ADMINISTRATIVE SERVICES
William H. Carlton, Director

ARCHIVES DIVISION
John M. Kinney, Director

DIVISION FOR THE BLIND AND PHYSICALLY HANDICAPPED
Donald K. Bailey, Director

LIBRARY SERVICES AND DEVELOPMENT DIVISION

Information Services Department
Mrs. Ann Graves, Director

Department of Library Development
Raymond Hitt, Director

Technical Services Department
Frederica Killgore, Director

RECORDS MANAGEMENT DIVISION
Robert B. Fitzgerald, Director

Biennial Report of the
Texas Library
and
Historical Commission
for 1972-1974

Thirty-third Biennium

Texas State Library
Austin, Texas

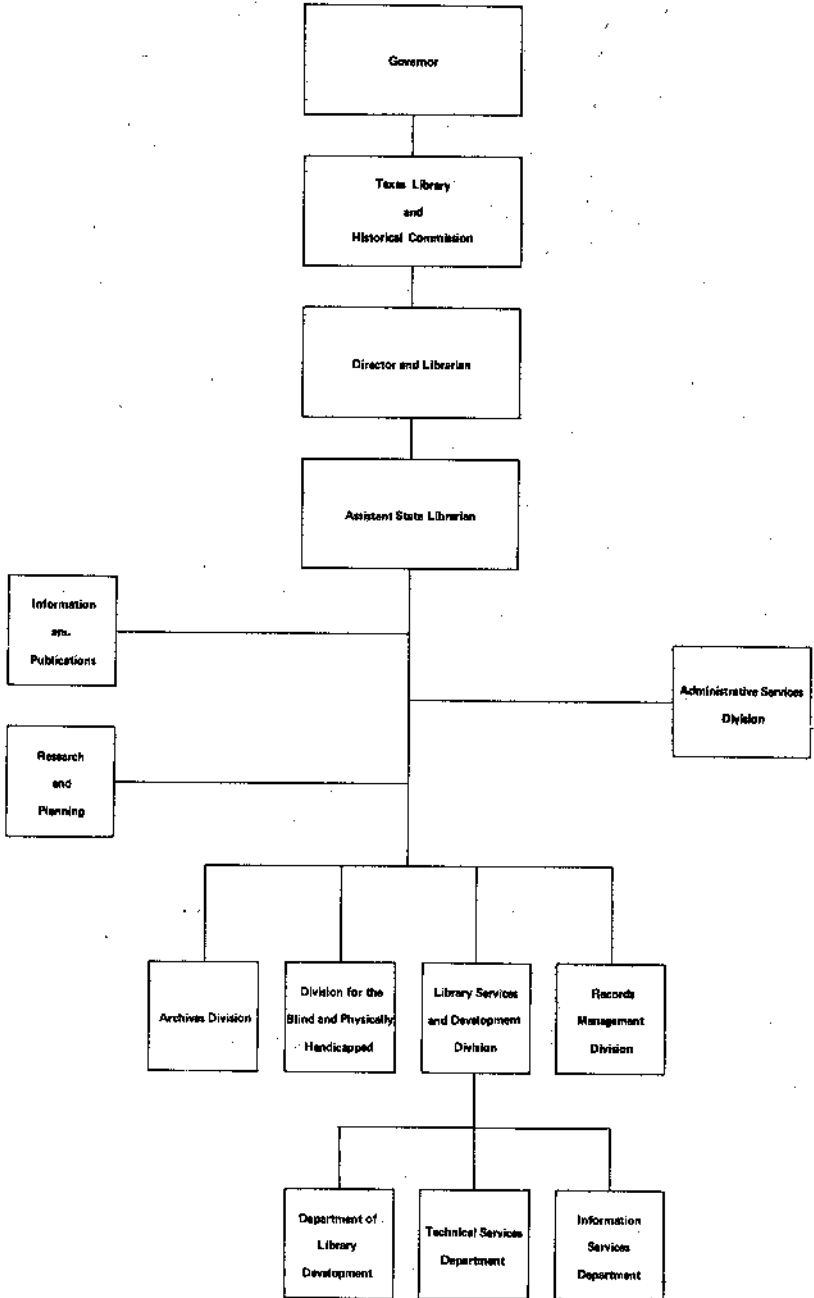


Table of Contents

Letter of Transmittal	5
Report of the Director	7
Administrative Services Division	9
Archives Division	11
Division for the Blind and Physically Handicapped	21
Library Services and Development Division	25
Department of Library Development	26
Information Services Department	32
Technical Services Department	38
Records Management Division	41
Minutes of the Board of County Library Examiners	48



Members of the Texas Library and Historical Commission include, seated left to right, Dan Hemphill, Frank P. Horlock, and Mrs. Walter S. Moore, and standing left to right, Robert E. Davis, Don Scarbrough, and Walter E. Moore. Horlock served as chairman during the first part of the biennium, and Davis was selected to serve during the last part.



Texas Library and Historical Commission

Box 12927 Capitol Station/Austin, Texas 78711

Robert E. Davis
Chairman, Waco
Dan Hemphill
Odessa
Frank P. Horlock
Houston

Dorman H. Winfrey
Director and Librarian

Walter B. Moore
Dallas
Mrs. Walter S. Moore
Austin
Don L. Scarbrough
Georgetown

January 1, 1975

To His Excellency
The Governor of Texas

Dear Governor:

In accordance with Texas RCS, 1925, Article 5446, the Texas Library and Historical Commission herewith respectfully transmits to you the Thirty-third Biennial Report of the Texas Library and Historical Commission and the Director and Librarian. The report covers the period September 1, 1972 through August 31, 1974.

Respectfully submitted,

Robert E. Davis
Chairman
Texas Library and Historical Commission

Dorman H. Winfrey
Director and Librarian
Texas State Library

9

Such Resolution making an appropriation for the purchase of a Library for the Republic of Texas
Resolved by the Senate and House of Representatives of the Republic of Texas in Congress assembled that the sum of ten
thousand dollars be and the same is hereby appropriated for the purpose of purchasing a Library for the use of the
Government of Texas and the Secretary of the Treasury is hereby required to issue the promissory notes of the Government
to that amount and the President is hereby authorized to draw for the same and to purchase such books as in his
judgment and circumstances may require and such books shall be deposited in the office of the Secretary of State

Approved 4th January 1839
Mordecai B. Linnat.

John M. Hansford
Speaker of the House of Representatives
David S. Burnett
President of the Senate

In 1974, the State Library marked the 135th anniversary of the resolution creating a Library for the Republic of Texas.

Report of the Director

The biennium covered in this report marked a period of considerable change for the Texas State Library. Since the 1950's the Library Services Act and the Library Services and Construction Act had provided much of the support for the State Library's public library development functions. When it became apparent in the spring of 1973 that these funds could not be depended upon after the end of that fiscal year, an appeal was made to the Legislative Budget Board and the Legislature itself that was still in session. The additional budget allocated to the agency is indicated on page 00 of this report.

In addition, the new budget included funds for the Regional Historical Resources Depository program. Described in more detail in the report of the Archives Division, the RHRD program gives the State Library a role in preserving historical records of local governmental units.

Although the increase in State budget did not mean a larger staff, previous growth in all divisions had led to serious crowding in all areas of the portion of the State Archives and Library Building occupied by the State Library. The General Land Office's move to the newly completed Stephen F. Austin State Office Building and the allocation of the remainder of the ground floor and all of the third floor to the State Library greatly improved working conditions for both staff and users of the library.

A notable event for the State Library during the biennium was the 1974 Governor's Conference on Libraries called by Governor Dolph Briscoe in April, 1974. About a thousand Texans from all over the state gathered in Austin's Municipal Auditorium for a one-day session devoted to considering the problems of Texas libraries. Although focus was upon public libraries, participants also included persons interested in school and academic libraries.

Like all organizations employing people, the State Library has been affected by legislation requiring adherence to equal employment opportunities and affirmative action in the employment of minorities and women. Formal procedures to insure compliance with all regulations have been implemented by the personnel office and by division heads and other supervisory staff. In addition, new procedures were developed and implemented to assure a fair hearing for employees with grievances.



The Administrative Services Division has undertaken a wide variety of jobs during the biennium. Automated indexing of manuscript materials in the Archives Division is one project.

Administrative Services Division

The Administrative Services Division provides support services to all other State Library divisions; maintains agency accountability for funds, supplies, equipment, and personnel; and serves as liaison between the State Library and other agencies of local, state and federal government. This division is organized into the following five areas of responsibility:

Accounting

This section maintained an accounting system to administer a budget of 6.1 million dollars for the biennium. Included in this figure are state appropriations, federal grants and gifts of money, all of which amounted to 42 separate accounts with the State Comptroller's office and two accounts in local banks. Accountability for supplies and equipment is maintained through periodic computer generated reports. At the close of the biennium, inventory records were being maintained for 4,435 items of property, located in 59 Texas cities, which represented an increase of over 600 items of property added to inventory during the biennium. This section also maintains accounting records for grants made to cities and counties under the Federal Library Services and Construction Act and the State Library Systems Act. The accounting section processed 4,979 payment vouchers for goods, services, and grants during the biennium.

Data Processing

During this biennium all computer programs for the computerized Reading Service System for the blind and physically handicapped were completed. This system is now 95 percent operational. Accounting, inventory and book order programs were converted from in-house unit record equipment to the Model 30 computer at the State Board of Control. New computer programs written or underway include Merit Salary Computations, Texas Numeric Register, and Confederate Pension Application Index. A study was completed by the State Auditor's Systems Division and another study is underway by the Governor's Office of Information Services to determine future Data Processing needs for this agency. During the biennium,

the State Library purchased 745.12 hours of computer time to meet operational and service objectives. In addition, 478 hours were logged on the unit record accounting machine prior to conversion of all programs to computer.

Office Services

Printing, purchasing, mail and transportation services are provided to all library divisions. The purchasing office processed 819 purchase requisitions for goods and services during the biennium. Through in-house printing facilities, 726 printing requests from library divisions were completed, which resulted in 3,384,022 printing impressions. Over 70,000 pieces of incoming mail and 110,000 pieces of outgoing mail were processed through the mail room.

Personnel Services

During this biennium the State Library made a definite commitment to Affirmative Action in equal employment opportunity. A plan for affirmative action was submitted to the Governor's office for equal employment opportunity and approved by that office in March, 1974. Required monitoring records are now being maintained in the personnel office. During the biennium, records on 181 new employees and 158 terminations were processed. A total of 93 promotions, 144 salary increases and 64 other personnel actions was made. This office processed a total of 1,460 applications, of which 685 resulted in interviews for positions, and administered 586 typing tests.

New employee orientation, conducted by the assistant state librarian, and the personnel officer, was begun in June, 1974, and three such orientations were conducted during the remainder of the biennium. Plans were made during the biennium to conduct periodic staff attitude surveys, exit interviews, and supervisory training sessions.

In February, 1974, the Administrative Services Division acquired an additional 3,900 square feet of office space on the ground floor and third floor of the Lorenzo de Zavala State Archives and Library Building.

**Expenditures
General Revenue Fund
By Appropriation Item**

	Fiscal Year	
	1973	1974
Per Diem — Commission Members	\$ 360	\$ 440
Salary — Director and Librarian	23,000	24,000
Salary — Assistant State Librarian	17,500	18,000
Salaries of Classified Positions	546,817	872,672
Seasonal Help	8,728	12,039
Travel	9,701	15,991
Consumable Supplies & Materials, Current & Recurring Operating Expenses	123,978	191,384
Capital Outlay	13,893	32,013
Books & Publications	24,538	39,504
Publication of Texas Historical Archives	3,228	-0-
Restoration of Relics	67	1,065
Pictorially Recording Current Events	24,977	24,980
Statewide Library Systems Act	50,000	50,000
Regional Historical Depositories	-0-	69,217
Salaries & Wages, Saturday Opening	-0-	15,891
Total, General Revenue	\$846,787	\$1,367,196

**Expenditures
Special Funds**

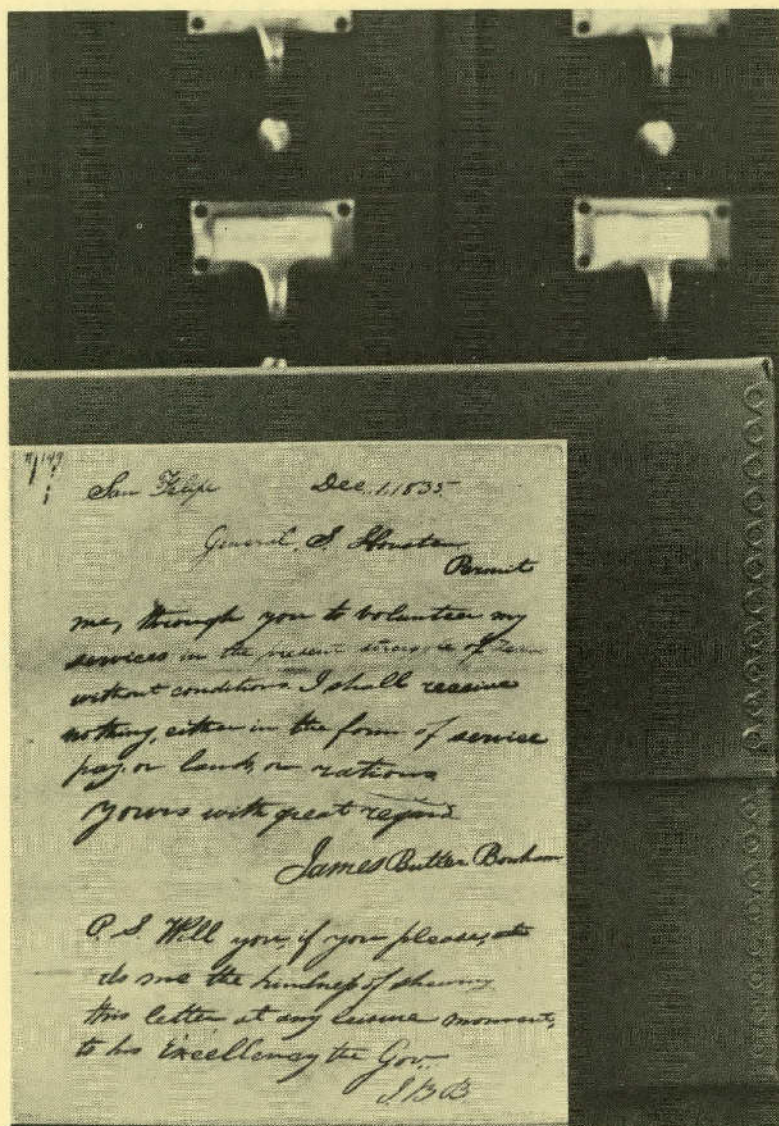
	Fiscal Year	
	1973	1974
Federal Funds		
Title I — Library Services	\$1,507,334	\$1,474,050
Title II — Library Construction	-0-	627,896
Title III — Interlibrary Cooperation	72,138	205,151
Total Federal Funds	\$1,579,472	\$2,307,097
Gift Funds	\$ 1,504	\$ 91
Total Special Funds	<u>\$1,580,976</u>	<u>\$2,307,188</u>

Summary of Appropriations, Expenditures, and Balances
Year Ended August 31, 1973

Item	Appropriation	Other Revenue	Expended	Encumbered	Unexpended Balance 8/31/73
Salaries	\$ 638,208.00	\$ 514.80	\$587,452.73	\$ (135.87)	\$ 51,270.07
Seasonal Help & Per Diem	10,078.00		8,300.39	956.92	1,777.61
Travel	10,815.00		9,342.23	358.71	1,472.77
Consumable Supplies and Operating Expenses	121,448.00	4,165.52	102,875.11	16,245.95	22,738.41
Capital Outlay	12,890.00	U.B. 1,019.56	13,487.19	408.34	422.37
Books and Publications	26,908.00		19,837.50	4,612.25	7,070.50
Publication of Texas Historical Archives	3,000.00	300.00	---	3,228.00	3,300.00
Restoration/Conservation	1,500.00		66.50	---	1,433.50
Recording Pictorially Current Events	25,000.00		19,871.48	5,105.50	5,128.52
Library Systems Act Funds	50,000.00		50,000.00	---	---
Gifts of Money	---	796.36	78.78	1,436.50	1,822.18
		U.B. 1,104.60			
Total	\$ 899,847.00	\$ 7,900.84	\$811,311.91	\$ 32,216.30	\$ 96,435.93
Special Funds	\$2,592,743.00	\$(570,215.42)	\$964,232.64	\$654,779.11	\$1,058,294.94

**Summary of Appropriations, Expenditures, and Balances
Year Ended August 31, 1974**

Item	Appropriation	Other Revenue	Expended	Encumbered	Unexpended Balance 8/31/74
Salaries	\$ 949,925.00	\$	\$929,020.61	\$ 507.52	\$ 20,904.39
Seasonal Help & Per Diem	12,953.00		11,388.71	1,090.00	1,564.29
Travel	16,727.00	.63	15,703.70	287.55	1,023.93
Consumable Supplies and Other					
Operating Expenses	196,186.00	8,865.10	168,144.90	23,238.95	36,906.20
Capital Outlay	31,940.00	73.56	8,378.27	23,635.29	23,635.29
Books and Publications	41,068.00	29.90	30,306.70	9,196.92	10,791.20
Publication of Texas Historical Archives	6,000.00	100.00			6,100.00
Restoration/Conservation	1,500.00		264.50	800.00	1,235.50
Recording Pictorially Current Events	25,000.00		24,262.50	717.50	737.50
Library Systems Act	50,000.00		50,000.00		
Regional Historical Resource Depositories	75,000.00		61,087.13	8,129.55	13,912.87
Gifts of Money		U.B. 396.97	60.10	29.95	909.87
		573.00			
Total	<u>\$1,406,299.00</u>	<u>\$ 10,039.16</u>	<u>\$1,298,617.12</u>	<u>\$ 67,633.23</u>	<u>\$117,721.04</u>
Special Funds		<u>\$626,914.70</u>	<u>\$ 418,381.34</u>	<u>\$208,533.36</u>	<u>\$208,533.36</u>



Two major new collections were placed in the Archives Division in March, 1973, when the descendants of Sam Houston gave papers that had been retained in the Houston family by Andrew Jackson Houston and the C. B. Smith family gave a collection of Walter P. Webb papers. Included in the former was the letter that James B. Bonham wrote to Sam Houston, telling him that he wanted to come to Texas to join the fight.

Archives Division

The primary function of the Archives Division is to preserve and make available for research permanently valuable records concerning the history of Texas. The division is organized into four sections: Reference, Processing, Regional Historical Resource Depositories, and Restoration. A fifth section, Texas Documents, was transferred from the Archives Division to the Information Services Department in September, 1973.

The Archives Division accessioned 400 new manuscript and archival collections during the past biennium. Archival accessions include records of the 41st through the 51st legislatures and the Secretary of State's register of laws for the same period; election returns from the 1960's; and volumes of city and railroad charters for the years 1867-1911. Ranger service records from the late 1800's through the 1930's have been transferred from the Adjutant General's Office. In addition, the complete records of the Texas Constitutional Revision Commission and the Texas Constitutional Convention have been accessioned and comprise some 200 feet of transcripts, reports, tapes, film, and photographs.

Most important of the private donations were the Andrew Jackson Houston Papers, presented by Jean Houston Baldwin, Josephine Houston Paulus, and Ariadne Houston. The group of approximately 5,000 Sam Houston documents covers the period from 1817 through 1867 and includes material concerning the Archives War, the Revolution, the border raids during the 1840's, Houston's activities in the various government positions, and correspondence from and about such departments of the Republic as the Army, Navy, Treasury, and State. This collection has been deacidified, laminated, and inventoried. A chronological list of items is available. Other significant donations include the Walter Prescott Webb Papers, a collection of Webb's correspondence, early writings, and manuscripts donated by C.B. Smith, Sr.; the V.O. King Manuscript, a subject index to more than 300 volumes of Texas history by the first Commissioner of Agriculture, Insurance, Statistics, and History; and the "Alamo Letter" sent by the citizens of Nacogdoches to Secretary of State, Sam P. Carson, in which the events at the Alamo both before and after its capture by the Mexican Army are detailed.

Reference service is provided in the search room, by mail, and by telephone. During the biennium the following reference work was performed:

New Researchers Registered	2,449
Researchers assisted:	
in Search Room.....	8,693
by mail	4,772
by telephone.....	3,427
Total	16,892
Research Material Used:	
Manuscript and archives boxes	9,159
*Microfilm reels.....	9,799
Books (not including those on open shelf in Search Room)	5,930

*Microfilm was transferred from the Archives Division to the Information Services Department on February 8, 1974.

During the past year the reference section initiated a program in which reference personnel from Archives, Documents, and Genealogy are given orientation tours and explanations of reference materials and services in all sections. This more specialized knowledge of alternate sources of information has improved assistance to patrons.

In February, 1974, microfilm copies of U. S. Census Reports, newspapers, and genealogical records were transferred to the Genealogy Section of the Library's Information Services Department. This has resulted in a slight decrease in the total number of researchers but has allowed the reference staff to provide more in-depth service to non-genealogical researchers. The use of archival sources by serious scholars has grown rapidly. An increasing number of graduate students are using source materials in the Archives for major research projects, and traditional concepts of Texas history are being challenged by scholars because of new evidence found in archival records. Shifts in emphasis in historical research have also caused records to be re-examined in the light of new interests such as ethnic history.

Increased use of the collections for scholarly research has brought about a corresponding need for archivists with specialized knowledge to provide reference service. To provide this service the division was reorganized with archivists devoting full time to reference or processing instead of dividing their time as previously.

In keeping with the goal of making records concerning Texas history available in increasingly improved form, processing of newly accessioned records as well as previously accessioned archival and manuscript collections continued during the biennium. In an effort to establish increased administrative as well as improved intellectual control over all holdings, a revised shelf list of the approximately 19,000 linear feet of records was undertaken

and virtually completed. Contents of record containers were inspected to determine the agency of origin for the documents, the document types or series, and inclusive dates. In addition to providing a comprehensive listing of all records, the shelf lists have given new information about unprocessed records.

More detailed processing was completed in several record groups and continues in others. The papers of the Civil War and Reconstruction governors were arranged chronologically, and the papers of pre-Civil War governors have been arranged and provided with an item index arranged chronologically. Also, the preparation of a catalog of applications for the pardon of convicts in Texas prisons was completed, and an index file of some 10,000 cards arranged alphabetically by the name of the convict has been created. In September, 1973, a program of in-depth processing for the Adjutant General's records was begun. Work was done first on the Navy, then the Army Papers. These two sub-groups have been put into functional arrangement, since all provenance and original order has been lost. Shelf lists to be used as temporary finding aids have been prepared for both sets of papers and are available for public use in the Search Room. Work is progressing on full guides which will give an historical background to the Record Group as a whole and to each sub-group, its legal basis, a broad survey of the contents of the records themselves. Processing has begun on the Ranger sub-group, including muster rolls and pension records. Work has progressed to the era of the Frontier Battalion. Furthermore, Guide to Historical Manuscripts in the Texas State Library and an Index to Applications for Texas Confederate Pensions are ready for publication.

The Processing Section was reorganized in July, 1974. One subsection was assigned the initial processing of materials, and the other was made responsible for making existing finding aids more comprehensive. The arrangement has served two purposes. First, it has facilitated more rapid processing of newly accessioned materials and previously unprocessed records, allowing for improved control and more immediate availability of those records to researchers. Second, it has given researchers more accurate and detailed finding aids. Increase in the number of processing clerks from three to four and the acquisition of a separate room for the processing staff have greatly improved the capacity for processing.

In September, 1973, a program of in-service training was initiated for clerk processors. Instruction was given and a practical application of the theories discussed. A collection of instructional materials includes dictionaries, procedure manuals, staff handbooks, textbooks, National Archives and Records Service information circulars, and examples of guides, glossaries, bibliographies, and directories.

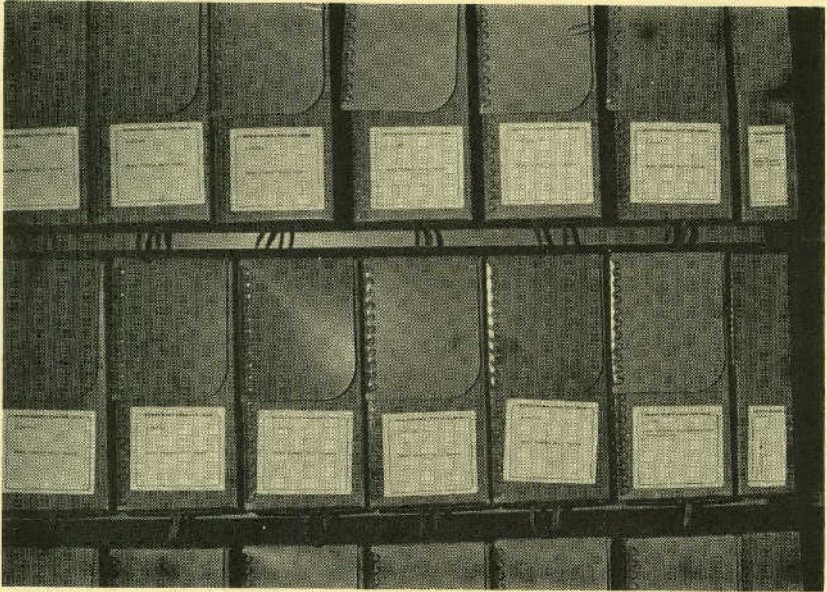
Security precautions have increased during the biennium. Additional wire

caging on both stack floors provides greater control over access to stack areas. More stringent policies for search room users have also been instituted. The quantity of material a patron may use at any one time has been restricted; and briefcases, notebooks, and oversized purses have been banned at Search Room tables. Limiting the amount of material used by a researcher at any one time also reduces the danger of massive misfiling. Security efforts have also been materially helped by the creation of the new shelf lists which allow far greater control over records than was previously possible.

Additional control of archival records is being made possible by microfilming projects. The value of such a microfilming program was clearly demonstrated by the Records Division's microfilming of all Ad Valorem Tax Records, from the Republic period to 1911, which were filed in the State Archives. These documents were used intensively, and many of the volumes were in danger of completely disintegrating from prolonged use. The Genealogical Society of the Church of Jesus Christ of Latter-Day Saints will microfilm records of primarily genealogical interest. Archives to be microfilmed include Confederate pension applications; Confederate mortuary warrants; election registers; voters registers; colonization papers; Republic Treasury records relating to payments for services to the Republic; and Ranger pension records. Since the Archives Division will receive microfilm copies of all materials copied in this project, the original documents can be withdrawn from general circulation, thereby limiting the possibility of destruction or loss of the original documents and increasing the life of the documents themselves.

The Regional Historical Resource Depository program was first funded by the Legislature in 1972, and during the biennium its major activities were directed toward establishing a foundation for a local records program. They were to initiate a survey of the records in the counties of Texas; to negotiate agreements with libraries throughout the state for the establishment of regional depositories in which local records will be preserved; to contact county officials throughout the state to inform them of the services of the RHRD program; and to acquire permanently valuable records no longer in current use.

Seventeen depository agreements have been signed with university libraries and one public library to serve each area of the State. Under these agreements, the RHRD program is to provide personnel and supplies to catalog and otherwise prepare the records for researchers, while the depository library is to provide physical housing and security for the records and provide service to researchers. Supreme Court Associate Justice Price Daniel and Mrs. Daniel have donated one hundred acres to become the site of a unique institution within the depository network—the Sam Houston



Regional Library and Research Center at Liberty. Lamar University and the Atascosita Historical Society have entered into an agreement to cosponsor the depository. The proposed building will house a library, the depository, and classrooms of Lamar University. The Sam Houston Regional Library will be a unique contribution to Texas and will, as its founder intends, truly honor former Texas governors and others from the area who have contributed to Texas history.

The survey of county records is underway, financed by a grant to North Texas State University Center for Community Services through the Coordinating Board of Texas Colleges and Universities. The RHRD program archivists assist in training project personnel and in some counties have done the actual inventorying. Since November, 1973, records in 42 counties have been inventoried.

In addition, the RHRD program has entered into an agreement with the Genealogical Society of the Church of Jesus Christ of Latter-Day Saints to microfilm selected county records. Under an arrangement which has been taken advantage of by many other states, the RHRD program has agreed, in return for a copy of the film (copies of which will be available to the counties, and which will not be copied without their permission), to list the records to be filmed and to negotiate with county officials for permission to film. In January, 1974, this work began in the east-central region, and 36 counties have agreed to make their records available for filming.

An unprecedented undertaking with which the RHRD program is associated is the Houston Metropolitan Archives. Initiated under a \$250,000 grant from the National Endowment for the Humanities as a pilot program for the nation, it is testing out several innovations in the use of data processing, oral history, and cooperative ventures among archival institutions. This is a significant archival development in Texas and is being studied throughout the nation as the possible solution to records problems of major metropolitan areas.

In this biennium, a director of field operations and four archivists were assigned to the RHRD program. The field archivists are responsible within their regions for receiving records transferred to the program, cataloging them and assisting researchers with their use, and working with local officials and others to increase awareness of proper procedures to preserve records. Each is assigned up to 7 depositories, a geographical area of 116,000 square miles, and 90 counties.

Approximately 2500 linear feet of records have been accessioned, including election returns; lists of voters; records of convict labor; court records; tax rolls; records of marks and brands; and many others. In addition, several important private collections have been donated to the Sam Houston Library and Research Center, including papers of Judge Daniel.

Work in the Restoration Section continued. During the biennium approximately 60,000 documents were restored. In addition, 250 large maps were restored with the actual lamination being done in the General Land Office since the State Library's laminator is not large enough for oversize material. Major collections restored during the biennium include the Andrew Jackson Houston Papers, the Chisos Mining Company Papers, and governors' papers through April, 1864.

Division for the Blind and Physically Handicapped

The Division for the Blind and Physically Handicapped (DBPH) is designated by the Librarian of Congress as one of the 52 Regional Libraries for the Blind and Physically Handicapped in the nation. As such, it is responsible for providing library service to Texans who cannot read conventional printed material because of a visual or physical impairment. DBPH provides recorded books (on open-reel tape, cassette tape, and phonograph discs), braille books, and large type books, as well as periodicals in all media except open-reel tape.

For several years prior to the 1973-74 biennium, a work backlog had been accumulating due to a serious staff shortage. The demand for services increased dramatically, without a corresponding increase in staff. Applications for service increased to 15 per day and WATS calls increased to 40 per day. This increase came about in spite of the fact that no publicity programs were undertaken.

By 1973, Texas served 65 percent more patrons than the next largest regional library but had the lowest ratio of staff to patrons served. Texas ranked second lowest in the nation in the number of volumes circulated to each patron (approximately 22 volumes per patron per year). To alleviate partially this staffing problem, in 1973 DBPH undertook the implementation of an automated circulation system.

This circulation system was designed to provide for the actual selection of books in the patrons' areas of reading interest. However, much clerical work was still involved. For instance, when a person inquired about DBPH's services, he was sent an application/brochure explaining the services and eligibility requirements. Then after receipt of his completed application, it was accepted or denied on the basis of the medical data supplied. A folder was then made for the applicant containing a record of all transactions pertinent to his library service, and the State Commission for the Blind was notified to send the appropriate machine. At this point, the new patron was sent catalogs and applicable information on the program, WATS line, periodicals, etc. This procedure took approximately one week. When DBPH was notified by the Commission for the Blind that machines had been mailed the Reader Consultants sent an initial mailing of books (usually titles

of general interest) to enable the patron to have reading material until he reported reading interests and specific title requests.

The Reader Consultants assigned to each patron's computer record certain "categories" of books which corresponded to his or her reading interests, and then the computer actually chose which books to send and at what time by checking the following criteria: (1) the age level for which the book was suitable, (2) whether the book contains sex, profanity and violence, (3) the length of the book, (4) sex of the narrator (recorded media only), (5) whether the patron had previously read the book, and (6) whether a copy of the book was available.

By the end of the biennium, the system for Large Type Books, Talking Books, and Cassette Books had been fully implemented. Though the automated circulation should have allowed a much greater annual book circulation with the same number of employees, inadequate access to computer time prevented this increase.

The release of the impounded 1973-74 Library Services and Construction Act (L.S.C.A.) funds appeared to provide solution to the problem. The L.S.C.A. Advisory Council approved the allocation of \$300,000 to purchase a computer and \$10,536 for two additional staff members. At the end of the biennium, however, no formal action had been taken.

During the biennium, no new deposit collection libraries were created. As

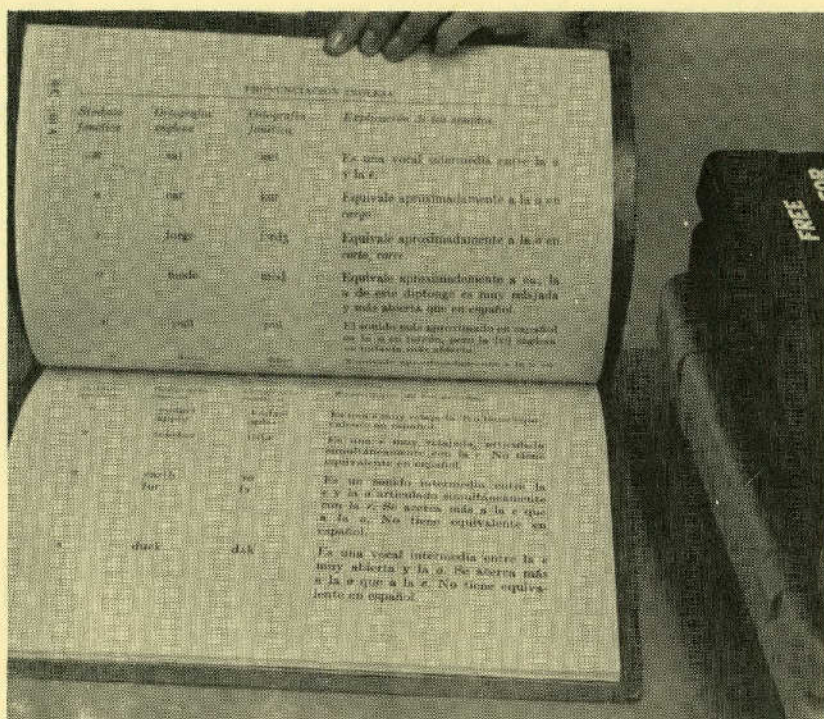


an alternative to these semi-permanent collections of materials, DBPH offered collections of materials with a shorter loan period. Sixteen of the 36 deposit collections requested these rotating collections, thereby enabling them to receive newer materials more frequently than was possible under the existing deposit collection library setup.

Late in the biennium, the General Land Office, which had been sharing the building with the State Library, moved to new quarters. As a result, DBPH was able to almost triple the amount of space it had previously occupied. The space problems, however, still made it necessary to move 4,000 talking book volumes, 3,000 braille volumes and the entire open-reel tape book collection to the State Library's Records Center. Throughout the biennium, a backlog in this area continued to accumulate.

The internal reorganization also created a full-time reference librarian and Spanish librarian. With little money available for the purchase of materials, these two programs were limited. The Spanish librarian is presently serving as administrative assistant to the director to aid in answering the large amount of correspondence and requests for information received daily. The reference librarian handled the Braille and Cassette Book programs through the end of the biennium.

In addition to providing books and periodicals to handicapped Texans, DBPH also provides reading aids (page turners, prism glasses, reading



stands and magnifiers) for patrons who need only a mechanical aid to enable them to read conventional print. During the first part of FY 1973, DBPH purchased reading aids; however, halfway through the biennium funds were exhausted. By the close of the biennium, there were approximately 200 patrons waiting for various reading aids.

As in years past, DBPH staff was asked to attend various meetings and conferences to explain and discuss the program and to exhibit materials. Staff members were asked to attend meetings of the Texas Chapter of the American Association of Workers for the Blind, the State and International meetings of the Association for Children with Learning Disabilities, the Governor's Committee on Aging, Texas Federation of the Blind, Biennial Conference of Librarians for the Blind and Physically Handicapped, a Texas Education Agency meeting on materials for the exceptional child, American Library Association, Biennial Conference of Southern Librarians for the Blind and Physically Handicapped, and the Symposium for Spanish Language Materials for Children and Young Adults. Orientations were held for new rehabilitation counselors of the State Commission for the Blind and the Texas Rehabilitation Commission. In addition, classes from Criss Cole Rehabilitation Center, Texas School for the Blind, and the University of Texas Library Science School also toured the facilities.

In an effort to provide a long-term solution to a problem at most Regional Libraries for the Blind and Physically Handicapped, DBPH applied to six private Texas foundations for a \$300,000 grant to convert all of its open-reel tape books to cassette tape. The hope was to increase the utilization of 5,000 titles recorded on open-reel tape by converting them to a format which the majority of readers would find easier to use. Although the full amount of the request has not yet been raised, at the close of the biennium, DBPH had pledges totaling \$175,000.

	1972	1973	1974
Circulation	326,000	440,100	419,900
Active Readers	21,770	29,840	20,171

The drop in active readers indicates a change in statistical gathering procedures. Prior to FY 1974 a patron was counted in every medium in which he was active during the year (for example a patron who read both talking book and cassette was counted twice). In 1974 the Library of Congress began to require an actual patron count.

**Library Services and
Development Division**

Department of Library Development

Under the reorganization of the State Library that took place in September, 1973, not only the name (from Field Services Division to Department of Library Development) but also much of the operation of the unit of the agency concerned with public library development changed. With no consultants in locations away from Austin, there was less emphasis upon the one-to-one consultation with small libraries. Although the change was necessitated by the lack of federal Library Services and Construction Act funds that had supported this program, plans were already underway for this function to be handled by personnel attached to the regional library systems rather than by State Library staff members.

Since directives had been issued for administering State funds under zero-base budgeting concepts, it was decided to organize the Department of Library Development in four activity units under the statewide public library development program. These activities were designated the State Library System, federal LSCA grants, continuing education, and the Texas State Library Communications Network.

Systems Development

Organized under the authority granted in the Texas Library Systems Act, passed in 1969, the ten regional public library systems gained in membership during the biennium. Because participation in the Texas library system is based on the ability of a public library to meet criteria set by the Texas Library and Historical Commission and published in the Rules and Regulations for each biennium, the Texas State Library staff annually reviews applications for membership. In state fiscal year 1972, 166 public libraries qualified and officially accepted their designation as system member libraries. The number of qualifying libraries increased to 201 in FY 1973 and to 220 in state fiscal year 1974. These 220 public libraries serve 9,157,419 Texans or 81.7 percent of the state's population.

The \$50,000 appropriated by the Texas Legislature for each year of the biennium was awarded to the ten systems on the population formula specified in the Texas Library Systems Act. In FY 1973, the \$50,000 ap-

appropriation helped the systems initiate varied services to member libraries including in some cases continuation of the information programs begun the year before. In FY 1974, the state-appropriated funds for systems development were used in support of the Texas State Library Communications Network. Use of state Library Systems Act funds in support of this interlibrary loan network was necessitated by the impoundment of federal Library Services and Construction Act funds which previously had financed this service.

During the second year of the biennium, a Texas State Library staff member was assigned to coordinate the Texas library systems program on a full-time basis. The system coordinator assisted the staff of the ten major resource centers, which are the designated system headquarters, and the ten system advisory councils in preparing long-range plans of service. The release of impounded FFY 1973 federal Library Services and Construction Acts funds enabled the Texas State Library to budget approximately \$1,800,000 in federal monies to supplement the FY 1975 state Library Systems Act appropriation of \$50,000 for a one-year demonstration of system services. Programs which will be implemented in FY 1975 include books-by-mail and bookmobile service to residents of counties without established public libraries; centralized book acquisition and processing centers; circulating collections of films, art reproductions, filmstrips and cassettes; and consulting services for the staffs of smaller public libraries. Operational systems will provide library users increased library services and materials while reducing duplication of effort and resources among the participating libraries.

Administration of LSCA Grants

The Texas State Library is authorized by State legislation to administer funds under the federal Library Services and Construction Act (LSCA). This act is administered primarily by the Department of Library Development.

Part of the funds for Federal Fiscal Year 1973 were impounded by the President and finally released along with funds for FFY 1974. Because such a large amount of money was made available at one time, several programs were funded that would not have ordinarily been possible.

Agencies administering funds under LSCA Title I are mandated to give priority to three areas: (1) the blind and physically handicapped, (2) the state institutionalized, and (3) the educationally and economically disadvantaged. Federal monies have been channelled through the Division for the Blind and Physically Handicapped to support its program. The state institutionalized have received \$80,000 in book grants during the past two years. The greatest emphasis has been placed on the educationally and economically disadvantaged. Almost \$800,000 was used to support this program.

Specialized library projects to serve the aged, pre-school children, Mexican-Americans, the unemployed and underemployed, and the undereducated adult are being conducted through 52 projects. These programs are being conducted in 37 localities including many of the major metropolitan areas as well as small communities. Part of these funds (\$135,000) is being used to support Adult Basic Education projects in libraries. These projects are being sponsored by the Texas State Library and the Texas Education Agency, with LSCA money used to purchase materials and the Education Agency furnishing teachers, equipment, and overall coordination.

Another large Title I project is the Regional Library System. For this project, \$1,800,000 is being used on an experimental, one-year basis to demonstrate the systems concept. Use of the money in this manner was approved by the Regional Program Office of the Office of Education.

Title II monies for public library construction are administered by the Assistant State Librarian.

Monies under Title III are to be used to support interlibrary cooperation projects. Two projects—the Texas Numeric Register and IUC/OCLC project—have used most of these funds. The Texas Numeric Register is a listing of books held by 25 public and academic libraries in the state. This listing identifies the location of specific titles so that time and money spent for interlibrary loan is reduced. The Inter-University Council of North Texas is sponsoring an on-line cataloging system using Title III monies. The Ohio College Library Center system is being used by academic and public libraries and one school library. A formal evaluation being conducted by WESTAT, Inc., will seek to determine the cost-effectiveness of the system.

Funds for FFY 1973 were used to make 190 grants to public libraries totaling \$817,956.

In the reorganization of the department in September, 1973, a new position, coordinator of continuing education, was established. This person provides technical assistance and on-site library consultant visits on request throughout the state for public libraries, library boards, and governmental officials responsible for establishing and maintaining public library service. Continuing education activities such as workshops, training manuals, and supplemental materials—for library staffs and their governing bodies are also being developed. These activities will be supplemented in 1974 by the employment of a regional continuing education coordinator by the Southwestern Library Association. The CELS Project (Continuing Education for Library Staffs in the Southwest) will facilitate sharing information about continuing education needs, resource people, workshops, and training materials in Texas, Oklahoma, Arkansas, Louisiana, New Mexico, and Arizona.

Topics for one-day workshops included local history collections, LSCA Title I grant proposals, systems programs, adult services and collection

development, personnel management for small public libraries, and a librarians-trustees-government officials interaction session. Two-day institutes were conducted by experts in the areas of public relations, children's services, personnel management, and young adult programming.

The Professional Librarianship Collection makes available on loan up-to-date materials on library and information science to Texas public libraries. Reference service and in-depth subject searches are provided on request. During the biennium, 18,496 items were circulated and 951 reference questions were answered.

In January, 1974, the first issue of *Library Developments*, a bimonthly newsletter with information on state and federal legislation as well as services of the State Library such as grants, systems activities, workshops, and the Texas State Library Communications Network, was published.

During the biennium, some 23,038 books that had been part of the now discontinued Loan Collection were given to 59 libraries. Many of these libraries needed these volumes to qualify for membership in the library system. In addition, special Spanish-language collections totalling 848 titles were sent to eight libraries, and basic reference collections of 53 titles each—including a set of encyclopedias—were sent to ten libraries.

Another program of the department is the Texas Summer Reading Club, sponsored by the Texas State Library and local public libraries. As in the past, the Texas State Library supplied posters, reading logs, and certificates for completion, while local libraries carried out the activities. The 1973 Reading Club involved 274 libraries, and 36,075 children completed the program. In 1974, a total of 269 libraries participated and 30,997 children received certificates for completion.

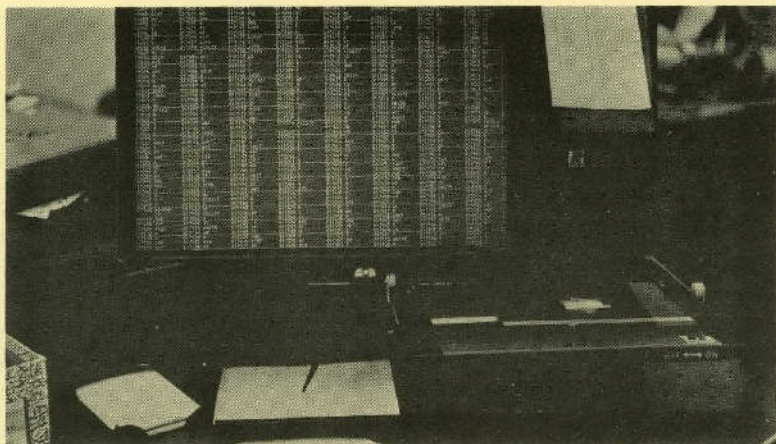
Texans who need books or information not available in their local public libraries may obtain materials from other libraries through the Texas State Library Communications Network (TSLCN). The headquarters of the TSLCN were moved from the Reference Division to the Department of Library Development in September, 1973. During the biennium, the TSLCN Center received 21,460 requests. Of these, 4,374 were filled by the Texas State Library; 12,521 were located by TSLCN Center in other libraries who filled them.

Major changes during this biennium have altered the network and improved service to users. In order to provide citizens with needed materials, it is necessary to know in which libraries books are located. It was, previously, necessary to teletype to each Major Resource Center Library in order to determine locations.

Three files of locations of materials have been created at TSLCN Center

that make blind querying of the MRC's unnecessary. First, in January, 1973, the main entry catalogs of the Major Resource Centers were microfilmed. Second, a card file to keep the microfilmed data current was created. This card file includes the materials acquired or withdrawn by the MRC's since the microfilming of their holdings and provides, with the microfilm file, complete and up-to-date location information for the MRC's. The card file contains 60,000 titles. The third location file is the Texas Numeric Register, begun in 1973. The most ambitious project yet undertaken to identify and locate monographic resources in Texas public and academic libraries, the TNR is a sequential list of Library of Congress Catalog Card Numbers taken from the data captured in the cataloging process of more than 25 public and academic libraries. Since this L.C. Card Number is given in standard verification data, the interlibrary loan librarian can determine the number of the item being sought and then check the TNR to determine which contributing libraries hold the material. At present, the TNR contains more than two million volumes indicating location of nearly one million titles. It is produced by computer and published in microfiche. The microfiche format allows this great amount of data to be produced on 32 four by six inch microfiche. A new edition of the TNR, containing up-to-date holdings information, is published quarterly. Each edition is distributed to the contributing libraries.

Because of improved data on holdings, the structure of the network was changed. In August, 1973, the contract with the University of Texas at Austin to query academic libraries for research materials for public library patrons was ended and this responsibility assumed by TSLCN Center during



The Texas Numeric Register, which uses Library of Congress Catalog Card Numbers to identify books, is the most ambitious project yet undertaken to obtain information about the holdings of Texas libraries.

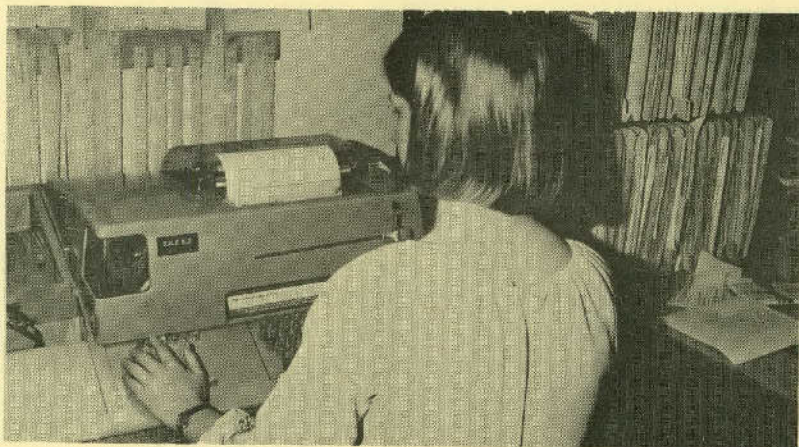
the following year. In September, 1974, TSLCN entered into an agreement with the Texas Information Exchange, a statewide interlibrary loan network of university libraries, which formalizes lending between public and university libraries in Texas and establishes TSLCN Center as a switching center between public and academic libraries when the location of the sought materials is not known.

In January, 1974, the Major Resource Center libraries began to refer the interlibrary loan requests from their own patrons and from smaller libraries in their areas via teletype directly to the public and academic libraries in the TNR. Only if location of materials cannot be determined are requests referred to the TSLCN Center in the Department of Library Development.

In April, 1974, TSLCN Center began to teletype requests for research materials unavailable in Texas libraries to out-of-state libraries. By August 31, 1974, some 44 requests had been filled outside Texas.

Since public libraries are supported by local taxes, in order for a public library in one city to supply materials to a citizen of another city, the lending library must be reimbursed. Previously, this reimbursement has been in the form of grants to such lending libraries. In 1973, this reimbursement method was changed to a per transaction reimbursement.

In February, 1974, a Management Information System was developed for TSLCN Center which analyzes, in detail, the type and amount of work accomplished. In August, 1974, the TSLCN Policy and Procedure Manual was revised, printed, and made available to public libraries. The 100-page manual details the present policies and procedures. A series of workshops, designed to reach ILL personnel in over 300 public libraries, to introduce the manual and explain all these changes was planned.



Teletype equipment links the Texas State Library with other libraries to speed interlibrary loan requests through the Texas State Library Communications Network.

Information Services Department

A primary assignment remained unchanged, that of providing reference assistance and lending material to state and federal agencies and members of the Legislature. This responsibility necessitates a collection which include up-to-date works for answering general reference questions and meeting the information needs of State agencies. For example, historical materials and bibliographies were purchased for the use of the Texas Historical Commission, Parks and Wildlife Department, and Highway Department, all of which are engaged in historical research and preservation. Books and periodicals were purchased on such subjects as the environment, conservation of natural resources, urban and rural development, and land use, for agencies concerned with these topics.

The number of reference questions answered for State and federal employees amounted to 28,405, an increase of about 9,000 over the previous biennium. Circulation of books, periodicals, and vertical file pieces reached a record 36,378. More books were borrowed in July, 1974, than in any other month of the biennium. Not included in the above figures, and not counted until the last eleven months of the biennium, were 3,835 Xerox copies furnished to 33 state agencies and 65 legislators and legislative committees.

Increased service to State agencies was begun in September, 1973, when a new position was assigned to the Information Services Department. The librarian in this position is responsible for supervising the Reference Section, for contacting State agencies to determine information needs, and for handling interlibrary loan requests for State agencies, for prisoners in the Texas Department of Corrections, and for carrying out projects to further cooperation between State agencies and the State Library. The librarian has made 48 visits to 34 State agencies to determine ways in which the State Library can be of assistance. Visits have also been made to the Texas Medical Association Library, the Lyndon B. Johnson School of Public Affairs, and the Barker Texas History Center.

These showed immediate need for State agency librarians to know what is available in the State Library and how access may be gained to materials not owned. To meet the first need, an annotated bibliography of new books of interest to State agency personnel is distributed monthly to over 50 State agen-

cy libraries and staff. The second concern was met by describing the interlibrary loan service offered by the department. The volume of requests from state agencies increased 47 percent from fiscal 1972 to fiscal 1973. Over 40 agencies have made 2,105 interlibrary loan requests, an increase of 113 percent over the previous biennium.

During the summer three meetings of agency librarians were held. State Library services in continuing education, interlibrary loan, and reference were described at the first. The second was held in the government documents section to acquaint librarians with special services available. At the third a Task Force on Functions of State Agency Libraries and a Task Force on Standards for State Agency Libraries were organized.

During the first year of the biennium, the staff handled 10,850 requests of the Texas State Library Communications Network and lent 4,677 items to Texas public libraries. Although the staff no longer receives teletype requests from Texas public libraries, the department lends its material to these libraries. Of the 9,709 requests received by the Texas State Library Communications Network Center in fiscal 1973, 15.7 percent were filled from the collection of the Texas State Library.

In addition, 1,335 items were furnished on interlibrary loan to libraries which are not members of the Texas State Library Communications Network.

The Section continued to serve prison inmates by lending material requested by the Texas Department of Corrections. A total of 531 books, 23 Xerox copies, and 3 state publications from the collection were sent to prisoners. Material not owned by the State Library is borrowed from libraries of the Texas State Library Communications Network. Of the 990 requests received during the biennium, 51 percent were filled by Texas public libraries.

Government Publications Section

The Government Publications Section consolidates U.S. government publications and publications of Texas State agencies. As a regional depository for U.S. Government publications, the staff is responsible for providing reference assistance and loan of federal documents to the general public and for furnishing assistance to other depository libraries in the region. Publications of Texas State agencies are collected, listed, and distributed to depository libraries, and assistance is given to all libraries which collect state documents.

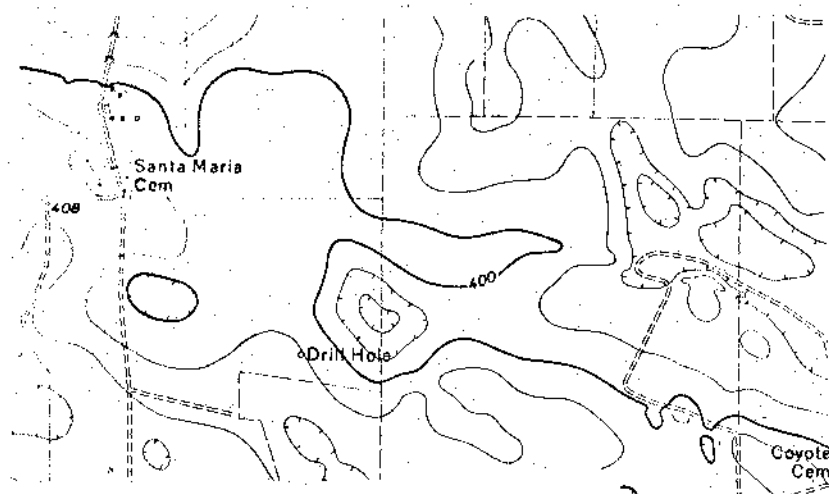
The Government Publications Section was formed when the U.S. Documents Section was joined with the Texas Documents Section of the Archives Division. Offices were moved from the first floor to the third floor, and additional space was assigned on the fifth stack floor for storage and distribution of documents.

The U.S. Government Publications Section experimented with staying open on Saturdays, but the extended hours of service were discontinued because the size of the staff was not sufficient to handle increased hours. However, it was found that daily hours from 7:30 A.M. to 5:00 P.M. could be maintained by arranging the staff schedule, and that practice has been continued.

In the 1972-74 biennium, 6,886 telephone requests were received, an increase of 2,395 over 1970-72. The number of reference questions increased from 2,423 in 1970-72 to 4,247 in the 1972-74 biennium. Interlibrary loan circulation increased from 1,879 documents in 1970-72 to 2,565 in 1972-74. The major increase was in circulation figures, with in-building (local) circulation increasing from the 1970-72 figure of 10,752 to the 1972-74 figure of 21,142 and the out-of-building circulation increasing from 9,732 in 1970-72 to 12,228 in 1972-74. The total circulation figures increased from 22,363 in 1970-72 to 35,935 in 1972-74. The total number of documents received and processed in the 1972-74 biennium came to 74,188.

Thus, during the biennium the number of reference questions received has increased by 61 percent, and local and interlibrary loan circulation increased by 60.7 percent.

To help with receiving and checking incoming documents, a part-time volunteer was recruited from the Retired Senior Volunteer Program. This



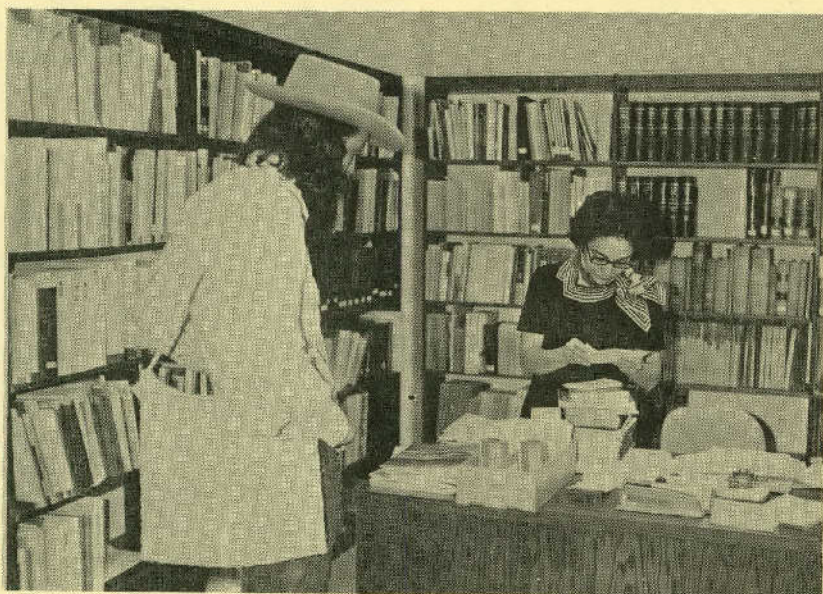
Users of the United States Geological Survey maps include backpackers seeking trails and local historians looking for small cemeteries as well as those interested in scientific features on the maps.

volunteer, who has had experience working in libraries, comes in one day a week to assist with processing of the depository shipments and filing of transmittals.

Another method used to both advertise the government publications section and to gain extra help was the establishment of a cooperative program between the Government Publications Section and the Graduate School of Library Science of the University of Texas. As a part of their course work, students from the Advanced Reference and Government Publications classes work three hours in the U.S. Documents collection.

The U.S. Documents Librarian was a guest lecturer for a class in the Graduate School of Library Science and also gave a talk to the Austin Genealogical Society. In June, 1974, the librarian attended a New York meeting of librarians of the 39 regional depositories of the United States and its possessions and received instructions on the administration of the Regional Depository of the Texas State Library.

Federal regulations required depository libraries to include these publications in their own binding program. Since funds are available only for binding the *Monthly Catalog of U.S. Government Publications*, other publications have not been bound. Through the Duplicate Exchange Program, about 40 volumes of periodicals were obtained. Binders for the many transmittal services received in loose-leaf form were obtained when the Board of Control contributed discard binders from the catalogs received.



The library of the Southwest Educational Development Laboratory donated new pamphlet boxes in various sizes in appreciation for the services received from the U.S. Documents Section.

Interest in Texas State Documents continued to increase. More depositories were added, and requests for more non-depository libraries continued to mount. A broader program was accomplished with no addition in personnel.

The relocation and moving were carried on with little interruption of service. The flow of State documents through this operation continued on regular schedule because state agencies depend on the Texas State Library to distribute their publications, and libraries rely upon the program to build their State documents collections.

In spite of effort to conserve paper, approximately 150,000 state publications were collected, and 123,500 copies were distributed. The extra copies were fewer than in past years due to closer controls. Approximately 1,500 reference and research questions were handled by the librarian. About 800 pieces of correspondence were used to acquire publications, answer questions, and distribute materials.

A list of all publications collected is compiled and reproduced at the end of the month. Five hundred copies of the 700 copies printed are distributed to 300 libraries, state departments and State officials, a few public school libraries, and individuals. The remaining 200 copies are assembled into an annual compilation with an index of the State agencies which furnished publications during the calendar year. These are sent to depository libraries.

Research and reference services were extended to more State officials, State departments, and state personnel. The close relationship of State and federal publications and patron requests for their use accelerated the activities. Tours of the documents section by groups were conducted. Classes of students in schools of library science from several universities visited the operation.

The telephone is the most effective method for gaining information about State publications and making arrangements to collect quantities for distribution. Because there is no substitute for personal contact, future plans should include visits to State agencies and universities throughout Texas.

In May, 1973, the State documents librarian assisted with a pilot project seminar at Texas Tech University, Lubbock, on the acquisition and distribution of publications issued by all departments. The program of distributing documents to university libraries for use by faculty and students, and to the public libraries for the general public, was explained; as a result more publications have been provided. Other seminars of this type would be useful.

Genealogy Section

Genealogy is one of the most popular hobbies in America today, partly because of the rising interest in the upcoming national Bicentennial in 1976 and also because of the "grass-root" effort to reassert family ties in today's fast-changing times. Retired persons frequent genealogy collections, office workers do research on their lunch hours, and Boy Scouts earn merit badges in family researching. This increasing interest is reflected in the 33,648 genealogical reference questions answered during the biennium.

In response to citizen requests, on October 13, 1973, the genealogy collection extended its hours of service to include Saturdays from 8 A.M. to 5 P.M. A librarian and other staff were added. An average of 36 people per day use the collection during the week, and on Saturdays the average is about 50. There is adequate parking on the weekend, and many people from other cities visit the collection at that time.

The collection was strengthened in 1974 by the addition of the genealogical materials given the State Library by Mrs. Edna Perry Deckler, long-time president of the Texas State Genealogical Society and editor of its publication, *Stirpes*. Included were books on heraldry, family histories, marriage and cemetery records, and quarterlies published by genealogical societies throughout the United States.

When the genealogy collection was moved to larger quarters on the third floor in March, 1974, bound volumes of birth and death records for 1903 through 1965 and delayed birth records were moved from the Archives Division. Books and periodicals were brought from the stack area and shelved in the room for the immediate use of researchers. Census records, military records, newspapers on microfilms, and other microfilms were transferred from the Archives Division and housed in two microfilm reading rooms. Microfilms of all available county tax records through 1900 and for 1910 to 1920 were obtained from the Comptroller's Office. Nine microfilm readers, a microfilm reader/printer, and a Xerox machine were available. The lack of Confederate pension applications is a disadvantage to complete research, but they are currently being filmed and will be available in microfilm. Since there is no complete card catalog in the Genealogy Section, users must depend on browsing or on the catalog on the first floor.

Patrons, who may check out genealogical materials from Saturday afternoon until Monday morning, borrowed 3,954 books, an increase of over 1,000 from the previous biennium. Each day an average of 40 rolls of microfilm are used by patrons, 50 genealogy questions are answered, 15 telephone requests are received, and 10 requests are answered by mail. Gifts of 149 books and films from individuals and societies were received and acknowledged.

Technical Services Department

Change was the operational word in Technical Services throughout the biennium as it was throughout the Texas State Library.

Cataloging

An extensive shift of the general catalog, completed in December, 1973, gave needed expansion and made the catalog more usable.

The genealogy catalog began in May, 1973, with the preparation of two complete sets of catalog cards for each new title added to the collection, one for the genealogy catalog and one for the general catalog. The duplication of the retrospective genealogy cards is being done manually. In March, 1974, the genealogy catalog, located in the Genealogy Section's new quarters on the third floor, became the fourth separate catalog in the Library.

To obtain the greatest benefit from the anticipated tie-in with the Ohio Colleges Libraries Center and to insure the improved efficiency of our manual system, new cataloging and classification policies were initiated. The cataloging standard of the Library of Congress will be the accepted guideline.

Housing

The long planned and anticipated move became reality for Technical Services in July, 1974. The working area, located in Room 210-212, comprises 1,796 square feet.

Acquisitions

Materials were ordered for all areas of the Texas State Library and for twenty Texas institutional libraries. Of the 2,000 purchase orders placed, 13 percent were for the institutional libraries. The assistance provided for these libraries consists of bibliographical checking, all placement of orders, correspondence with vendors, and subsequent preparation for payment of invoices sent by the institutions.

Materials Added	Fiscal Year	Fiscal Year	Total
	1973	1974	
Archives	1,135	268	1,403
Blind	11	-	11
Professional Library Col.	642	402	1,044
Genealogy	281	330	611
Reference	4,382	3,055	7,437
Field Services (Extension)	2,009	936	2,945
	8,460	4,991	13,451
Withdrawals	758	424	1,182

With the institution of the Texas Numeric Register as one approach to bibliographic control in the Texas State Library, the Library of Congress card number and the International Standard Book Number are regularly assigned to each multiple order form.

New Organizational Structure

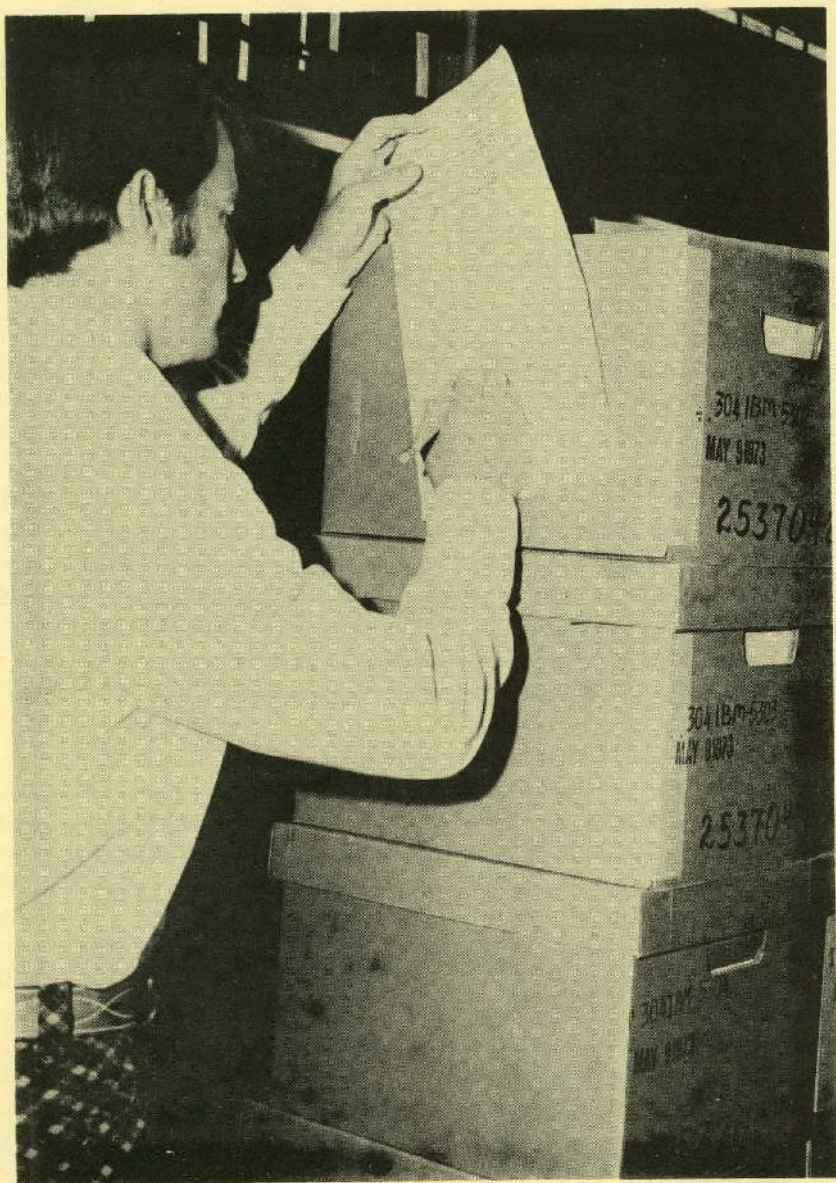
When the new organizational structure became effective in September, 1973, Technical Services became a part of the Library Services and Development Division. The loss of federal funding necessitated a shift of authorized positions and reduced the number of catalogers to one, with additional loss of personnel.

Government Agencies Work

Assistance to state agencies personnel in the organization of material, order procedures, preservation of materials continues to be a function of this department and the number of agencies has increased.

Events

In this biennium, staff members participated in the formulation of job descriptions, evaluation of staff, opinion surveys and the preparation and/or revision of instructional manuals for technical services work procedures. Other involvements of the staff were the staffing for Saturday opening and in the Governor's Conference on Libraries.



An accurate system of check-in is vital if a Records Center is to maintain controls that make it possible for materials to be located immediately when they are needed by an agency.

Records Management Division

The 1972-74 Biennium proved to be a record-breaking two-year period for all activities with the Records Management Division. Additional manpower, equipment, and a modern storage facility provided by the 61st, 62nd, and 63rd legislatures coupled with the diligent efforts of all staff members made possible an unprecedented 1002 percent increase in microfilming services, a 73 percent increase in hard-copy record circulation to State agencies and a new in-house service which provided the general public and State officials with reference assistance and retrieval of over 71,500 State records.

The Records Preservation Advisory Committee met four times during the biennium. As a result of the committee's actions, records administrators have been designated by all locally based State agencies, excluding eleemosynary and educational institutions, who are working with this division to establish efficient records management programs. In addition, the committee was instrumental in establishing guidelines and charges for microfilming State records at the Records Center. Presently, the Microfilming Section is providing microfilming services to other State agencies at approximately one-third the commercial cost.

Since the new 50,000-square-foot Records Center is located on a 20-acre tract outside the Capitol complex, building and grounds maintenance has become an important division function. Excluding work under two minor maintenance agreements with independent contractors, responsibility for all repairs, construction, and maintenance has been assumed by staff members. The maintenance staff also assists with the disposition of obsolete and worthless public records which are sold to a local paper company and the destruction of confidential records through a hydro-pulping (Somat) process. During the biennium over 16,000 cubic feet of records were terminated, including 10,773 cubic feet sold under the paper contract and 5,250 cubic feet of confidential records which were hydro-pulped. The destruction process consumed 2,332 man-hours.

A modern and efficient index, storage, retrieval, and inventory control system has been adopted by the Record Services Section. Over eight months were devoted to updating antiquated record maintenance procedures after the move to the Records Center. Benefits of the new system include full utilization of storage space, improved internal controls, faster record retrieval, and better services to State agencies. The Record Services Section

and the Reference Section combined efforts to provide a new in-house reference service to patrons. Some 650 private citizens and State officials used the reference room during the biennium. A total of 71,500 State records was retrieved for these patrons, and 4,328 copies of public records were provided in compliance with requirements set forth in the Open Records Act. An additional 3,937 copies of public records were delivered to various state agencies upon request by the Record Services Section.

The Reference Section is charged with the responsibility of assisting patrons with the retrieval and research of State records. Additional duties include the verification of prior State and teacher employment records in order to establish vacation and retirement benefits. During 1972-74 there were 402 requests for prior State service verification and 272 requests by teachers to establish their prior teaching records. A total of 1,747 and 894 creditable years was established for State employees and teachers, respectively, during the biennium. The total years verified for State employees and teachers reflects a 73 percent increase over 1970-72. Another important function of this section is to make postings to delinquent tax records. A total of 1,011 tax records were researched; and postings, indicating payment received, were made.

Unprecedented gains in microfilming productivity have been made by our Microfilm Section during the biennium. A major factor in making the 1002 percent increase over the 1970-72 biennium possible was the additional funds which were appropriated for manpower and equipment. However, credit is due all employees who helped establish and maintain this expanded and comprehensive program. Total documents microfilmed or duplicated increased from 4,124,892 in 1970-72 to 45,461,914 in 1972-74. The microfilming of "essential" records continues to be the major objective of this section although limited inter-agency contract microfilming is provided for some State agencies which cannot justify expensive microfilming equipment or do not have enough equipment to satisfy their microfilming needs. A vault for the storage of "essential" and security records is now available within the Records Center and is being utilized by 18 state agencies to store 23,409 rolls of microfilm. Total state documents being preserved in the vault is approximately 98,317,800. As soon as the heavy backlog of in-house "essential" records are microfilmed, inter-agency contract microfilming service will be extended to additional state agencies.

**Summary of Circulation by Agency
Fiscal Year 1973**

Requested By	Number of Requests	% of Total Requests	Number of Items	% of Total Items
Animal Health Commission	1	.03	1	.01
Attorney General	4	.12	11	.05
Auditor's Office	6	.19	27	.12
Building Commission	29	.91	166	.74
Comptroller of Public Accounts	923	28.98	2687	12.01
Control, Board of	19	.60	135	.60
Coordinating Board	3	.09	3	.01
Cosmetology Commission	88	2.76	221	.99
Health Department	147	4.61	253	1.13
Industrial Accident Board	652	20.47	14842	66.34
Insurance, State Board of	274	8.60	893	3.99
Labor Statistics, Bureau of	21	.66	27	.12
Law, C.R. (Tax Records)	26	.82	270	1.21
Legislative Council	19	.60	39	.17
Library, Texas State	7	.22	9	.04
Medical Examiners, Board of	0	.00	0	.00
Mental Health - Mental Retardation	4	.12	5	.02
Pardons & Paroles, Board of	115	3.61	619	2.77
Parks & Wildlife, Department of	34	1.07	120	.54
Public Welfare, Department of	3	.09	136	.61
Railroad Commission	119	3.74	258	1.15
Real Estate Commission	281	8.82	523	2.34
Secretary of State	51	1.60	107	.48
Securities Board	229	7.19	474	2.12
Senate	5	.16	26	.11
Teacher Retirement System	7	.22	9	.04
Texas Education Agency	0	.00	0	.00
Treasury Department	105	3.31	454	2.03
Water Development Board	1	.03	1	.01
Water Rights Commission	12	.38	57	.25
Total	3185	100.00	22,373	100.00

**Summary of Circulation by Agency
Fiscal Year 1974**

Requested By	Number of Requests	% of Total Requests	Number of Items	% of Total Items
Adjutant General's Office	10	.26	24	.09
Air Control Board	2	.05	2	.01
Animal Health Commission	2	.05	2	.01
Attorney General's Office	48	1.23	51	.19
Auditor's Office	7	.18	19	.07
Austin State School	17	.44	17	.06
Barber Examiners, Board of	1	.03	1	.01
Building Commission	7	.18	25	.09
Comptroller's Office	849	21.75	2800	10.53
Control, Board of	38	.97	923	3.47
Coordinating Board	3	.08	5	.02
Cosmetology Board	67	1.71	181	.68
Employee's Retirement System	1	.03	1	.01
Governor's Office	1	.03	4	.02
Health Department	153	3.92	446	1.68
Industrial Accident Board	662	16.96	13368	50.30
Insurance, State Board of	414	10.60	1398	5.26
Labor & Standards, Department of	32	.82	40	.15
Law, C.R. (Tax Records)	29	.74	311	1.17
Legislative Council	14	.36	17	.06
Library, Texas State	11	.28	35	.13
Mental Health - Mental Retardation	6	.15	13	.05
Pardons & Paroles, Board of	142	3.64	1978	7.44
Parks & Wildlife, Department of	253	6.48	603	2.27
Public Welfare, Department of	40	1.02	1281	4.82
Railroad Commission	180	4.61	373	1.40
Real Estate Commission	197	5.04	337	1.27
Secretary of State	88	2.25	239	.90
Securities Board, State	222	5.69	433	1.63
Teacher Retirement System	19	.49	27	.10
Texas Education Agency	3	.08	3	.01
Travis State School	2	.05	4	.02
Treasury Department	217	5.55	880	3.31
Vocational Nurse Examiners	5	.13	120	.45
Water Quality Board	27	.69	116	.44
Water Rights Commission	135	3.46	500	1.88
Total	3904	100.00	26,577	100.00

Summary of Boxed Records Received

Agency	Number of Boxes	Cubic Feet
Air Control Board	41	42
Alcoholic Beverage Commission	203	211
Animal Health Commission	41	43
Attorney General's Office	50	52
Auditor's Office	222	231
Austin State School	63	66
Barber Examiners, Board of	32	33
Building Commission	37	39
Comptroller's Office	3654	3737
Control, Board of	3819	3970
Coordinating Board	113	117
Cosmetology Commission	52	54
Governor's Office	51	53
Health Department	813	806
Industrial Accident Board	1286	1337
Insurance, State Board of	1769	1767
Labor Standards, Department of	54	57
Legislative Budget Board	12	14
Library, Texas State	52	54
Medical Examiners, Board of	12	12
Mental Health - Mental Retardation	67	70
Pardons & Paroles, Board of	474	494
Parks & Wildlife, Department of	2387	2482
Public Welfare, Department of	2055	2136
Railroad Commission	115	120
Real Estate Commission	34	35
Secretary of State	888	805
Senate, Secretary of the	153	163
State Securities Board	670	696
Travis State School	191	199
Treasury Department	9392	5273
Vocational Nurse Examiners	87	90
Water Quality Board	150	156
Water Rights Commission	142	147
Total Received 1972-74	29,181	25,561

Summary of Bound Records Received 1972-74

Agency	Number of Bound Items	Cubic Feet
Animal Health Commission	75	24
Building Commission	5	2
Comptroller's Office	1491	721
Library, Texas State	68	20
Treasury Department	<u>119</u>	<u>74</u>
Total Bound Records Received 1972-74	1758	841

Summary of Records Destroyed/Transferred

Boxed Records

	Number of Boxes	Cubic Feet
Animal Health Commission	6	6
Auditor's Office	121	126
Comptroller's Office	3085	3210
Control, Board of	302	581
Coordinating Board	60	62
Cosmetology Commission	28	29
Health Department	368	331
Labor & Standards, Department of	15	16
Library, Texas State	17	18
Mental Health - Mental Retardation	12	12
Pardons and Paroles, Board of	253	263
Parks & Wildlife, Department of	575	620
Public Welfare, Department of	83	86
Railroad Commission	361	607
Real Estate Commission	8	8
Secretary of State	239	256
State Securities Board	3	3
Treasury Department	3701	2236
Water Development Board	4	4
Water Rights Commission	<u>39</u>	<u>40</u>
Total Destroyed/Transferred	9280	8514

Bound Records

Comptroller's Office	11,491	3291
Library, Texas State	17	10
Parks & Wildlife, Department of	145	58
Railroad Commission	2,844	526
Treasury Department	<u>1,195</u>	<u>501</u>
Total Destroyed/Transferred	15,692	4386

Summary of Microfilming Operations By Agency

	Number of Rolls (Microfilmed or Duplicated)	Number of Documents (Microfilmed or Duplicated)
Abilene State School	57	119,700
Adjutant General's Office	15	70,082
Attorney General's Office	107	714,200
Austin State School	11	35,062
Comptroller of Public Accounts	3624	15,086,000
Governor's Office	10	35,110
Health Department	829	3,901,800
Library, Texas State	1088	3,658,270
Lt. Governor's Office	6	25,200
Parks & Wildlife Department	12	25,200
Railroad Commission	5123	10,886,375
Secretary of State	234	945,010
Texas Education Agency	513	1,077,900
Treasury Department	2048	8,827,205
Water Development Board	1	2,300
Private Organizations	<u>25</u>	<u>52,500</u>
Total	13,703	45,461,914

Minutes of the Board of County Library Examiners

The Texas State Board of Library Examiners met in the Office of the Director-Librarian of the Texas State Library on Friday, December 1, 1972, at 2:30 p.m. All members of the Board were present.

After calling the meeting to order, Chairman Winfrey summarized developments of interest to the Committee, commenting in particular on the good attendance at workshops conducted by the Field Consultants during the past year.

The Board reviewed and approved 94 applications from librarians requesting temporary or permanent certification.

The meeting adjourned at 3:30 p.m.

Fred Folmer, Secretary

The Texas State Board of Library Examiners met in the Office of the Director-Librarian of the Texas State Library on Friday, December 7, 1973, at 2:30 p.m. All members of the Board were present.

Chairman Winfrey summarized developments of interest to the Committee and called attention to the reappointment of Mrs. Richardson to a six year term expiring July 1, 1979.

The Board reviewed and approved 98 applications from librarians requesting temporary or permanent certification.

The meeting adjourned at 3:45 p.m.

Fred Folmer, Secretary

TEXAS STATE BOARD OF LIBRARY EXAMINERS

Dr. Dorman H. Winfrey, Chairman Director-Librarian Texas State Library	Ex-Officio
Mr. Fred Folmer, Secretary University Librarian The University of Texas at Austin	Ex-Officio
Ms. Marguerite Anderson, Librarian Christian College of the Southwest	Term Expires July 1, 1975
Mr. John Wayne Smith, Librarian El Paso Public Library	Term Expires July 1, 1977
Mrs. Hazel Richardson, Librarian Bryan Public Library	Term Expires July 1, 1979

STATE BOARD OF LIBRARY EXAMINERS

Dorman H. Winfrey
Chairman, Austin

John Wayne Smith
El Paso

Fred Folmer
Secretary, Austin

Mrs. Hazel Richardson
Bryan

Marguerite Anderson
Dallas

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Texas State Library

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