

DOCUMENTS DEPARTMENT

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LIBRARY

BIENNIAL REPORT

OF THE

Texas Library and Historical Commission

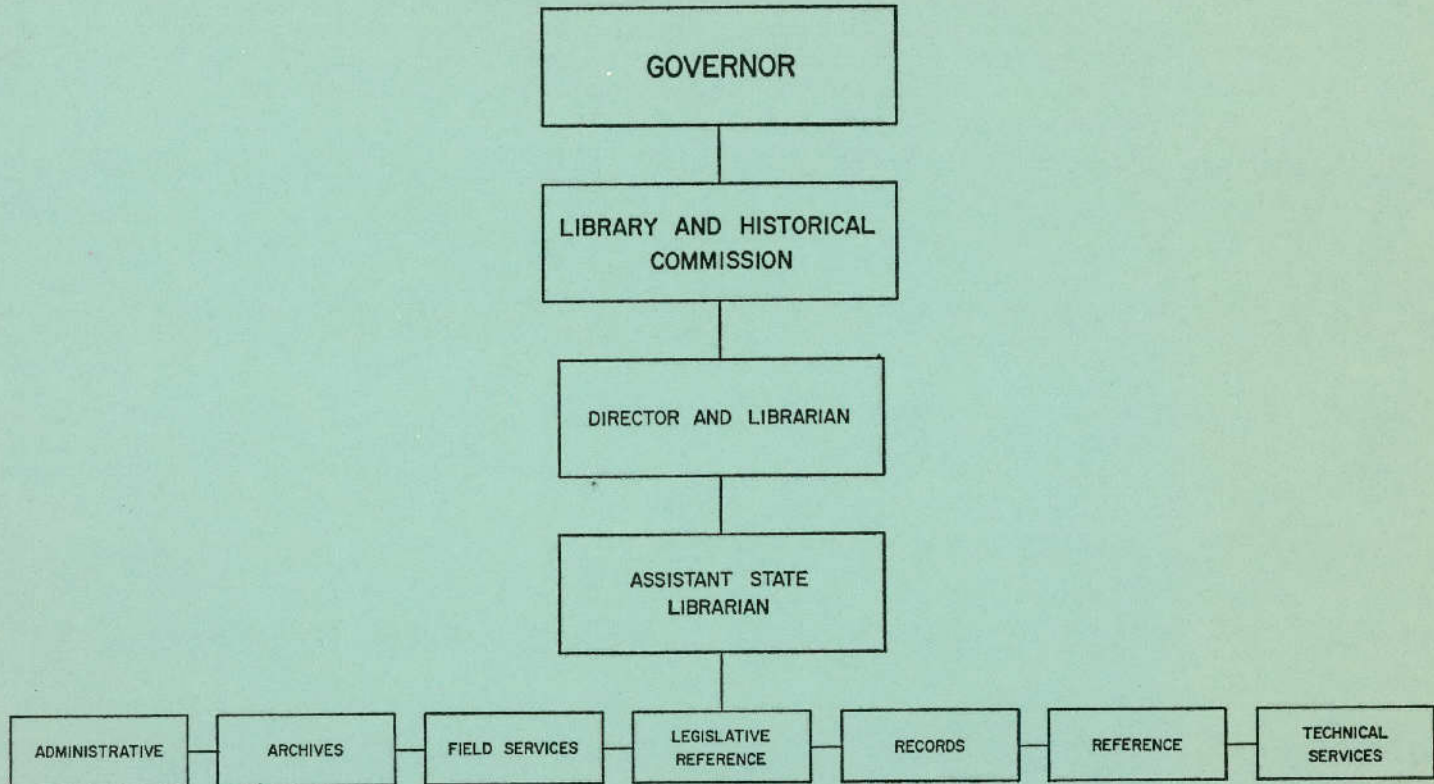
STATE LIBRARY



FOR THE TWENTY-EIGHTH BIENNIUM

SEPTEMBER 1, 1962 - AUGUST 31, 1964

ORGANIZATIONAL CHART
TEXAS STATE LIBRARY



LETTER OF TRANSMITTAL

To His Excellency
John Connally
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-eighth biennial report of the Commission and the Librarian. The report covers the period September 1, 1962 through August 31, 1964.

Respectfully submitted,

C. STANLEY BANKS, SR., Chairman
PRICE DANIEL
WILLIAM H. GARDNER
FRED HARTMAN
WALTER E. LONG
W. R. WHITE

REPORT OF THE DIRECTOR-LIBRARIAN

To the Texas Library and Historical Commission:

The past biennial witnessed an increased realization toward two of the goals of the Texas Library and Historical Commission: Library service for every Texan and the establishment of the Texas State Library as a focal point for library development in the State.

A re-organization of the State Library, authorized by the 58th Legislature, and a Texas Library Association plan for library development, called for a stronger administration of the library's functions and the strengthening of its potential service to Texans.

The Legislature authorized two new divisions: Technical Services Division (book acquisition and cataloging), and Reference Division (the general library for State government and Texans who do not have public library service), a re-alignment of the Main Division to Administrative Division and a change in Rural Library Services to Field Services Division.

The Legislature also put new emphasis on the Records Management Division by amending its old regulations to focus attention on the high-cost of retaining useless records. The new act, Senate Bill 287, requires state agencies to place records administration on a higher level. From now on the person in charge of records within the agency must be in an administrative position. The new law also provides that agencies must set up a definite records retention system and it calls attention to stored records now in the possession of Records Management Division which have not been used by agencies in years.

The Texas State Library also gained recognition when it was named one of two U. S. Regional Depositories in Texas for documents of federal agencies. The State Library already held one of the outstanding collections of U. S. Documents in the South and the new law allows the State Library to serve more adequately a larger number of libraries in its new regional depository capacity. The other U. S. Regional Depository in Texas is located at the Texas Technological College in Lubbock.

Still another new piece of State legislation aids the Texas Documents Section of the Archives Division of the State Library by a revision of the method of receiving and distributing Texas Documents. The State Library will act as the central distributing point to state depository libraries for all printed information from every State agency, deemed suitable for public use. The bill specifies that free use by the general public is a condition of being made an official State depository library. In order to have thorough knowledge of what is published by state agencies, each one is required to submit a list of documents it has issued during the preceding month to the State Library. The Documents Section will then compile this list and mail to all official state depositories and to other libraries for orders.

The Texas Library and Historical Commission was host for the Western States Library Conference in Austin on April 20-21,

1964. Twenty Western States were represented along with 150 librarians including the Librarian of Congress, L. Quincy Mumford.

Two issues of *Texas Libraries* were particularly well received nationally and statewide during the past biennium. The Fall, 1963 (Volume 25, Number 3) issue devoted to the late Walter Prescott Webb quickly went out-of-print and the demand for the Library Development issue of the Summer, 1963 (Volume 25, Number 2) was so great that a reprint was made of portions of the issue on the subject.

Of great significance to Library Development in Texas was the signing of the Library Services and Construction Act on February 11, 1964, by President Lyndon B. Johnson. The Act was applicable after July 1, although funds were not available until September 19, 1964. The measure known as Public Law 88-269 amends the Library Services Acts of 1956 and 1960 by increasing Federal assistance to promote the development of public library service to all areas (urban and rural) without public library services or with inadequate services and by adding a new provision for federal assistance for the construction of public library buildings in areas lacking the facilities necessary for the development of library services.

The Director-Librarian has been active in a number of library groups during the biennium and has served as a member of the Planning Committee of the Association of State Librarians, American Library Association; member of the Library Development Committee, Texas Library Association; chairman of the Texas Board of Library Examiners; and president of the Austin Library Club. Nationally the Director-Librarian has been a participant in/or represented the Texas State Library at the Southwestern Library Association Meeting, San Antonio, October 25-27, 1962; Western States Library Extension Conference, Sun Valley, Idaho, May 27-28, 1963; American Library Association Meeting, Chicago, July 12-15, 1963, (participated in drawing up in final form the *Standards for Library Functions at the State Level*); Third Assembly of State Librarians, Library of Congress, Washington, D. C., November 12-15, 1963; and the American Library Association Meeting, St. Louis, Missouri, June 28-30, 1964.

Within the state the Director-Librarian has attended and been a frequent participant at the annual conferences of the Texas Library Association, Dallas, March 27-30, 1963, and Abilene, April 9-11, 1964; numerous District Meetings of the Texas Library Association; has attended library functions and been speaker at Friends of Texas Library meetings throughout the state; and has given addresses to library groups and been speaker at dedications of libraries at Henderson, Waco, Kerrville, Baytown, Carrollton, Dumas, Houston, La Feria, Bryan, and Texas City.

At the Society of American Archivists Meeting in Raleigh, North Carolina, October 1-5, 1963, the Director-Librarian was appointed Local Arrangements Chairman for the Society's Meeting to be held in Austin during October, 1964. The Director-Librarian served the Society on the Joint Committee on Library Work as a Career, Council on National Library Associations.

During the biennium the Director-Librarian had several articles published in historical and library journals and had one book published, *Julien Sidney Devereux and His Monte Verdi Plantation*.

The Assistant Librarian has also been active in professional library organizations the past two years. He was elected Vice-Chairman of the Round Table on Library Services for the Blind of the American Library Association. Because of his special interest in providing better library service for the blind, he reorganized the Regional Library for the Blind of the Texas State Library in order to expedite the distribution and circulation of Braille and Talking Books. In addition to his activities in patriotic organizations and the Texas State Genealogical Society, he was instrumental in establishing deposit libraries for the blind at Dallas, San Angelo and Houston. His special interest in the use of federal publications was of inestimable value in setting up the Regional Depository Library for U. S. Government publications, one of two established in Texas for the supervision and coordination of federal documents depositories in the State. The Assistant Librarian initiated the preliminary work toward the compilation of a list of the genealogical resources in the State which will result in the publication, *A Union List of Genealogical Materials in Texas Libraries* to be completed during the next biennium.

Texas State Library gained further national recognition when the Director of Field Services Division was invited to go to the World's Fair in New York City (May-July, 1964) and serve as a librarian in Library/USA Exhibit, sponsored by the American Library Association. The State Library division director was the only Texan to be selected by the strong ALA screening committee. While in New York the director also received daily training in the operation of computer systems which are being introduced in some of the world's larger libraries.

The significant accomplishments of the seven divisions of the Texas State Library are herewith reported.

ADMINISTRATIVE DIVISION

With the approval of the Fifty-eighth Legislature, effective September 1, 1963, the State Library's organizational patterns were changed to include three new divisions and a change in name of a fourth division. These divisional changes were as follows: Administrative, Technical Services, Reference, and Field Services. The latter division was formerly the Rural Library Services Division which is financed primarily from federal funds, available through the Library Services Act of 1956 and 1960.

The changes authorized by the Legislature have provided better lines of communication as well as more efficient coordination of services between the divisions and the administration of the agency.

Under the supervision of the Assistant State Librarian, the Administrative Division is charged with the responsibility of personnel administration; preparation of the biennial budget, with the advice and guidance of the Director-Librarian; fiscal affairs of the agency; inventory control; centralized purchasing of supplies, equipment, and library materials; regional depository of U. S. Government publications; the regional library for the blind; the historical museum and library information contained in brochures, exhibits and in the Library's publication, *Texas Libraries*.

Following the dedication of the new Texas Archives and Library Building, April 10, 1962, the number of tourists and patrons has steadily increased. It has been estimated that an average of 1,500 persons per week view exhibits of the historical museum in the foyer.

Several valuable collections have been added to the historical museum of the Texas State Library, including the Pease Room, the Addie Kell Bewley Collection, and more than 40 individual contributions to Texas' heritage, including the only known portrait of Colonel John S. (Rip) Ford. During the close of the biennium, work was begun on the mural in the foyer of the Archives and Library Building which depicts a graphic account of Texas history from the days of the explorers in 1519 to the production of oil in commercial quantities following the turn of the century.

More than 100,000 pieces of literature on Texas history have been distributed to individuals seeking information about our State. An arrangement was also made with the Texas Highway Department to aid the Texas State Library in handling volume requests for maps and Texas brochures. This cooperative agreement has allowed the State Library to fill more requests which it could not have done otherwise.

New brochures have been produced and others revised as part of a continuing program of upgrading all information sent from the State Library. Exhibits, concerning library development in Texas, have been prepared for three State meetings, numerous regional events, plus two national conferences.

Through cooperation with the State Auditor and Comptroller, the State Library has completely revised its property accounting system and literally thousands of low-cost items and those beyond repair have been removed from the property list. Now these items are still under positive control but hundreds of hours will be saved each year at inventory time.

Since the State Library is charged with the upkeep of the State's paintings in the Capitol and the Archives and Library Building a survey was conducted of these holdings by two professional artists. A sum of money has been requested to begin a program of restoration and preservation for these works of art.

Future plans include the completion of the Pease Room, restoration of all paintings, standardization of descriptive literature, standardization of painting identifications and holders, an increased program of seeking contributions of Texas' heritage for the Library, and to assist other state agencies to preserve and display historical items of interest to the ever increasing numbers of Capitol complex.

One of the outstanding pieces of federal legislation during the biennium, Public Law 87-579, designated two regional depository libraries, revised the previous U. S. Depository Library Laws and made possible many more designations of depository libraries in Texas. This law enabled more libraries to be eligible to receive official U. S. Government publications. Texas Technological College and the Texas State Library were designated as the regional depository libraries and now receive all available federal publications distributed by the U. S. Superintendent of Documents.

The Administrative Division has aided in the expansion of the various book collections, other types of library materials, and assisted divisions to obtain new equipment plus additional pieces of furniture for more efficient use of the library.

During this biennium, 148 new employees and 120 terminations were handled through the personnel office. There were also 98 payroll changes made which included promotions, demotions, time status changes, and salary adjustments.

Since January, 1962, the State Library has used an employee evaluation system. Division heads evaluate each individual in their division and this rating is a determining factor in awarding merit salary increases. Twenty such increases were earned during the second year of the biennium.

One of the objectives of the Director-Librarian was to eliminate the accumulation of overtime by staff members. On September 1, 1962, 34 employees had a total of 867 hours of accumulated overtime. As of August 31, 1964, 23 persons had a total of 412 hours of overtime.

The turnover rate for professional positions during the second year increased over that of the first year. The non-professional positions showed a definite decrease in turnover the second year. Turnover percentages and reasons for this turnover are listed below:

	1962-63	1963-64
Turnover percentage, Professional Positions	27.9	30.6
Turnover percentage, Non-professional Positions	48.9	33.0
Reasons (Percentages)		
Educational (to seek or continue an education)	19.4	35.8
Advancement or Better Salary	43.5	26.4
Maternity	9.7	13.2
Relocation	22.6	11.4
Personal	4.8	13.2

The above figures seem to indicate that the increased salary rates beginning September 1, 1963 were a factor in reducing the turnover rate.

The personnel office interviewed 432 applicants for positions during the biennium, in addition to those applicants that were employed.

The Texas Regional Library for the Blind has expanded its services more in the past biennium than any period in the history of the State Library. Since June 30, 1962, the State Library has added 798 blind Texans to the Talking Book files, plus an additional 219 registered Braille readers. This increase in registration of readers necessarily called for changes in office routines. A new mailing system inaugurated in September, 1963, made it possible to increase the circulation during this two-year period by 51,924 Talking Books and 12,999 Braille volumes, over the previous biennium totals.

In the spring of 1964 plans were made whereby blind children were privileged to participate for the first time in the Texas Reading Club, a summer program sponsored by all Texas public libraries.

Braille depository libraries, which were set up in Houston, Dallas, and San Angelo, with the cooperation of volunteer agencies in those cities, continue to function effectively. In addition to these three deposit collections, the Texas State Library, in cooperation with The University of Texas, has placed a sizable collection of Braille books in the special reading room provided for the blind in the new Academic Center. Ready access to these books in this convenient location greatly facilitates reading activities of blind persons enrolled in the University.

Another area of tremendous expansion is that of contact with numerous private philanthropic agencies who can provide many types of specialized reading material for the blind which are not available through the Library of Congress. The Texas Regional Library for the Blind also serves as the liaison between these agencies and Texas readers. This service is of inestimable value especially to blind persons having specified religious interests and to students in the realm of text books.

Apparently, the next step forward will be that of initiating a program to provide circulation of books on magnetic tape. Requests for such service by blind Texans at the present time are being forwarded to the Library of Congress. When all technical problems connected with the initiation of this program are solved, it is believed that the present problem of space will be minimized.

By working in close contact with the State Commission for the Blind, which is responsible for the distribution of Talking Book machines, it is the hope of the Texas State Library, during the next two years, to show even greater progress toward achieving the goal of providing library facilities for all of the approximately 25,000 visually handicapped Texans.

Additional stack space will be needed soon for the expansion of the collections in the areas of U. S. Documents and newspapers if the acquisition of these materials continues to increase at the current rate. It is anticipated that the acquisition of federal publications will more than triple in the next four years with the full implementation of Public

Law 87-579. The purchase of microreproductions of some of these publications will help to alleviate this space situation in the future. It will become increasingly important to educate the patrons of the library in the use of the non-book type of materials in order that their use will be fully utilized. These library improvements will require additional funds and are necessary if the State Library is to keep pace with the increasing output of knowledge in the world today.

ARCHIVES DIVISION

The popularity of the Archives Division increased substantially during the biennium, September 1, 1962-August 31, 1964. On the average 335 persons performed research each month of the biennium compared with 182 persons per month during the last biennium. A corresponding increase is found in inquiries by letter and telephone (See Appendix I). Meeting this increase has been the biggest challenge faced by the staff and has consumed most of its energy.

With the exception of the positions of Director of State Archives, Archivist, and Porter, there has been a complete turn-over in the staff. Irene Sanchez was transferred to another section of the State Library in October, 1962, and the position of Stenographer I was filled by Donna Yarbrough. Mrs. Yarbrough resigned in May, 1963, and the position was taken by Georgia Sykes, who kept it until May, 1964, when Linda Evans was employed. In November, 1962, Hazel Alexander resigned as Texas Documents Librarian and her position was filled by Newton Mitchell. In the Clerk-Typist I position, a change occurred in July, 1963, when Jimlu Townsend resigned and Floree Hair was reassigned from another division to serve in that capacity. A new job, Clerical Supervisor I, was created by the Texas Legislature to begin on September 1, 1963, and Donna Yarbrough was re-employed. Personnel involved in the changes required training by the Director and Archivist.

The biennium brought radical change in the collection and distribution of Texas Documents. In addition to the change in personnel, the 58th Legislature passed a new law which became effective on September 1, 1963. This law provided a procedure by which "depository libraries" could be established, thus insuring that documents distributed would be properly preserved and maintained. To better reveal the publications of the state departments, the law required that each agency submit monthly a list of the publications it had issued during the preceding month. The Texas Documents Librarian consolidates this list, and mails it to all depository libraries and upon request to other institutions or agencies. Since September, 1963, 12 of these lists have been compiled and distributed.

The collection and distribution of documents has been brisk. Seventy-nine state agencies, institutions, boards and commissions have contributed approximately 76,000 publications for distribution. In addition there have been 2,500 publications furnished for the files of Texas State Library which were not routinely distributed because of the nature of the publications. Fifty-eight libraries in Texas receive one copy of each publication distributed. Thirty libraries located in the other 49 states receive one copy of each publication on the "gift and exchange" basis authorized by the statutes.

When an accumulation of approximately 50 Texas Documents has been collected a "Checklist of Official State Publications" is compiled from the publications listing the state agency as author, the title, and a description of the document. Eleven *Checklists*, Number 190 (September, 1962) through Number 200 (August, 1964) were published in quantities of 300 and distributed.

Statistics on the operation of the Texas Documents Section include the following: 1,500 pieces of correspondence received and answered; 500 form letters mailed to state agencies and libraries; 11 *Checklists* published and distributed to 291 libraries; 12 compiled "List from all agencies of publications issued" reproduced and mailed to 50 libraries and agencies; 76,000 publications collected and recorded for distribution; 2,500 publications collected, recorded for Texas State Library files only; 68,450 publications distributed to libraries; 6,550 publications (surplus) shelved in alphabetical order in stack area; 2,750 packages of documents mailed; 310 special requests supplied.

Both the Director of the State Archives and the Archivist have participated in professional activities. Mrs. Osburn, Archivist, spoke to the Austin Genealogical Society and also served as chairman of the Archives and State and Local History Round Table, Texas Library Association, during 1963-1964. In the latter capacity, she was active in supporting an Archival Workshop at the Alamo on November 15, 1963. The workshop was jointly sponsored by the State and Local History Round Table, Texas Library Association; Archives Division, Texas State Library; and the Daughters of the Republic of Texas Library. Her publications during the biennium include a "Guide to Genealogical Research in the Texas State Archives," and "The Atascosita Census of 1826," *Texana*, I, No. 4, Fall 1963.

In an effort to become better acquainted with archival situations and problems, the Director of State Archives has visited several depositories throughout the nation. In the fall of 1962, he visited the New York State Archives at Albany and the archives of the Eastman Kodak Company at Rochester, New York. In the summer of 1963, he visited the Arkansas State Archives at Little Rock, and in the summer of 1964 he examined the New Mexico State Archives at Santa Fe. He attended a Manuscript Conference at the University of Oklahoma, Norman, Oklahoma, in the fall of 1962. He also was present at the Society of American Archivist meeting at Raleigh, North Carolina, in the fall of 1963.

During the biennium the Director of State Archives has made addresses to the following patriotic and historical organizations: Fort Belknap Historical Association; Centennial Observance of the Battle of Galveston; Texas State Historical Survey Committee; Southwest Park and Recreation Training Institute; Texas Museum Association; Texas Folklore Society; State Convention, Daughters of the Republic of Texas; Central Texas Genealogical Society; Austin Genealogical Society; Texas State Genealogical Society; Texas Masonic Lodge of Research; William B. Travis Chapter, Daughters of the Republic of Texas; and the Houston Civil War Round Table. In May, 1964, he was elected to the Executive Board of the West Texas Historical Association.

The Archives publications program has progressed satisfactorily. Four books on the legislative sessions of the Ninth Texas Legislature (1861-1863) have been completed, with introductions being written by Barnes F. Lathrop, Cooper Ragan, Mary Lasswell, and Price Daniel. The *Senate Journal of Tenth Texas Legislature* has been prepared, the type has been set, and the publication date is near.

Accessions in the Archives Division have been encouraging. The listing included is intended to show all of the gifts to the Archives in addition to some of the more important purchases. The possibility of overlooking a gift is recognized, and if this occurs, forgiveness is asked in advance.

ARCHIVES ACCESSIONS

- Adjutant General's Department. (1). Special Orders, General Orders, and Muster Rolls. 216 rolls of microfilm. (2). Statistics of dead and wounded of World Wars I and II and the Korean War.
- Building Commission. Architectural drawings and structural drawings of Supreme Court Building, Sam Houston Building, Archives and Library Building, Old Land Office Building, John H. Reagan Building, and Insurance Building.
- Comptroller's Department. (1). 31 Texas Ranger pensions. (2). Tax Records—12 boxes. (3). Apportionment Coupon Certificates, 32 books. (4). Monthly Tax Reports—72 boxes. (5). List of living Confederate widows who are drawing pensions. (6). Index No. 1, Confederate Pensions, Inmates of Confederate Homes.
- Defense and Disaster Relief Office, Department of Public Safety. (1). Material on the Rio Grande Flood in 1954. (2). Material on civil defense. (3). Material on the Waco Tornado. (4). Material on the Waco bus accident.
- Education, Board of. Summer Normal Records, 1893-1922, plus miscellaneous ledgers and statements.
- Education Agency. (1). County Census, 1905-06. (2). School census, 1904-05. (3). Census of Independent Districts, 1905-06. (4). Various school records up to 1911. (5). Independent School District Annual Reports of School Funds (1880-1910), 150 small boxes.
- Executive Department. 7 boxes of material. (1). Vouchers 1957-8 and 1958-9; Tidelands, Sam Burris and Colonel Ledbetter. (2). Vouchers 1956-7, 1-1250; Payroll data 1952-55. (3). Vouchers No. 1-2600 (1959-60, Budget Division). (4). Budget Division, Miscellaneous file 1957-January 1, 1962; Building Commission, Committee on Aging. (5). Minutes of Article III, August 1961-August 30, 1962. (6 and 7). Guide to Federal Finance Aid, Governor's Committee on Aging.
- Governor's Office. (1). Three ledgers showing itemized salary chart for 1948-49. (2). Correspondence and files of Price Daniel, 1957-62, 312 boxes.
- Health Department. (1). Index to birth records, 1955-1960, 59 volumes. (2). Index to death records, 1955-60, 18 volumes. (3). Miscellaneous reports, sanitary engineers files, school health plans.
- Industrial Accident Board. Volume I, Original Minutes of Industrial Accident Board.
- Insurance, Board of. (1). Insurance Agents Registers, 1882, 1882-85, 1883, 1888, 1891, 1892, 1903, 1904, 1905, 1906. (2). 16 boxes of material consisting of National Association of Insurance Commissioners, Zone 5, Correspondence, 1946 and 1947; Teacher Retirement System correspondence and reports, 1938-39; Board of Insurance Commissioners correspondence, 1928, 1929, 1932, 1935-43, 1936, 1841-43, 1944, 1945, 1946, 1948, 1949, 1950-51, 1952.
- Pardons and Paroles, Board of. Miscellaneous materials such as jail cases and hunting rights, pardons, inactive full pardon files, bond forfeitures.

Railroad Commission. Annual reports of railroads, 1892-1910.

Secretary of State, Office of. (1). 3 folders concerning the Insane Asylum in San Antonio. (2). 4 boxes. (a). Governors' messages to 41st (5th called), 43rd (regular), 44th (regular and 1st called); Secretary of State correspondence, 1927. (b). Extradition services, 1924; Secretary of State, 1907, 1908, and 1924. (c). Pardon papers, 1926-38; pardon applications, 1904, protests against clemency, 1931; criminal trial records. (d). Texas Relief Commission, monthly 3 boxes. (a). Pardon and parole information, 1936-46, 1917, 1911-39. (b). Claims against the state in 1896, report of city treasurer of Elgin, 1916, and reports of teachers employed in rural school extension programs, 1923-34. (3). Pardon papers. (c). Applications for pardons, 1931-43; pardon proclamations, 1931-43; parole papers, 1936-39; statements of facts of State District Court cases, 1935. (4). 3 boxes. (a). Pardon, parole, clemency papers, 1933, 1935. (b). Report of State Auditor and Efficiency Expert, 1930; pardon and clemency papers, 1916-40, 1934; list of voters by precincts of McLennan County, 1947-48; Texas Rehabilitation and Relief Commission correspondence, 1933. (c). State Department correspondence, 1932-33; Texas Education Agency and book publishers correspondence. (5). Criminal Dockets, 1931-32; Williamson County District Clerk report to Senate regarding criminal cases, 1925-31; Lee County Tax Supervisor report to Senate; list of prisoners released from Dallas County Jail, 1925-31. (6). Governor Allred's pardons and paroles, 1938; applicants for Old Age Assistance; Allred correspondence, material from Treasurer's Office. (7). Miscellaneous Railroad Commission papers, 1941; Huntsville Prison, 1917; Texas National Guard, 1907; Board of Education, 1925; Surety bonds in favor of Governor Lanham, 1903-05; list of indictments of various grand juries, 1928-1933. (8). 3 boxes of petitions to the State Board of Control; transcripts of mental illness hearings, 1947; Texas State Hospitals and Special Institutions Insurance correspondence; Executive Department records of salaries and expenses, 1932-33; Texas governmental officers' bonds of office; Abstract Texas Land Titles, Vols. 12, 32, 33, 34, 39, 41; reports of the Central Investigating Committees of the House and Senate; 35th Legislature, 3rd Called Session; Governor O'Daniel correspondence, 1939-41; applications for rewards, 1904; various magazines and World Almanacs. (9). Miscellaneous papers. Applications for pardons and paroles; Racing Commission correspondence; Governor Shivers miscellaneous papers; railroad papers; WPA papers; City Treasurers' reports; clippings regarding Centennial, 1936; General Land Office papers; Governor Daniel's press memoranda; Terrell, Rusk, and Abilene State Hospitals; Department of Public Safety papers; Confederate Pension Warrants; Texas State Library correspondence, 1930; House journal; State Tax Board surveys. (10). Various newspapers from Kerrville, Zavala County, Gainesville, Corsicana, Giddings, Dallas, Pasadena, Denison, Waco, Fort Bend, Upshur County, Austin.

Senate Guest Registers. 18 volumes from January, 1959-August, 1964.

BOOKS, PAMPHLETS, AND PRINTED MATERIALS

- Adair, A. Garland, and Ellen Bohlender Coats, *Texas, Its History* (Philadelphia, Chicago, Pasadena, Toronto, and Dallas: The John C. Winston Company, 1954). Gift of Mrs. Fischer Osburn, Austin.
- Adkins, William G., James E. Frierson, and Russell H. Thompson, *Farm Land Values and Rural Road Service in Ellis County, Texas, 1955-58* (College Station: Texas Transportation Institute, A & M College of Texas, 1960). Gift of publisher.
- Alden, William and Anna Eddy Hawkins, *The Hawkins Line* (Groesbeck, Texas: Jack R. Hawkins, 1962). Gift of John Hawkins, Groesbeck.
- Alibates Flint Quarries and the Texas Panhandle Pueblo Culture ([n.p.], 1963). Gift of Senator Ralph Yarborough.
- Along Trails of Early Texas. Gift of Mabel Quebedeaux, Austin.
- American Institute of Architects, Dallas, Chapter, *The Prairie Yield: Forces Shaping Dallas Architecture from 1840 to 1962*. (New York: Reinhold Publishing Corporation, 1962). Gift of Mrs. Charles R. Schroeder, Dallas.

- Amon Carter Museum of Western Art Trustees, **The Artist's Environment: West Coast** (Los Angeles: Anderson, Ritchie and Simon, 1962). Gift of authors.
- Atascosa County Centennial, 1856-1956 (Atascosa County, Texas: Atascosa County Centennial Association, 1956). Gift of Jourdan Campbell Junior Historian Society, Jourdanton, Texas.
- Atkins, E. R., Jr., **Outstanding Military Aircraft of World War II** (Arlington, Texas: Superscale, 1961). Gift of author.
- Austin, Stephen F., High School, Junior Historian Chapter 123, **This Is Austin—Capital of Texas** (Austin: Distributive Education Chapter of Austin High School, 1964). Gift of authors.
- Austin City Directory, 1952, 1953, 1954. Gift of Department of Agriculture.
- Austin Genealogical Society Bulletin, October 20, 1960 and September 22, 1964; Quarterly, November, 1960, April-November, 1961, November, 1962, and April, 1962; post card announcing meetings, March 1961-August, 1962. Gift of Miss Ida Carrie Seale, St. Petersburg, Florida.
- Austin Genealogical Society Quarterly and other booklets. Gift of Mabel Quebeaux, Austin.
- Austin Report, Vol. 10, No. 4, November 24, 1957. Gift of Ralph A. Bickler.
- Balcones Research Center: 12th Annual Report for the Year, 1961 (Austin: University of Texas, 1961). Gift of J. Neils Thompson, Director, Balcones Research Center, Austin.
- Baylor University. Yearbooks and programs. Gift of Dr. Guy B. Harrison, Waco.
- Bell-Sharpe, the Bidelspach(er) and Bell families in the United States of America and their origin, the Beutelsbach-Beutelspacher family in Germany (Dallas: [n.p.], 1960). Gift of General Frank F. Bell III, Dallas.
- Bieciuk, Hank, and H. G. "Bill" Corbin, **Texas Confederate County Notes and Private Scrip** ([n.p.], 1961). Gift of H. G. Corbin, Tyler, Texas.
- Bryan Centennial Committee—Hood's Brigade, **The Early History of Bryan and the Surrounding Area** (Bryan: Bryan Centennial Committee, 1962). Gift of publishers.
- Burkett, J. H., **Pecan Rosette: Its Cause, Treatment, and Cure** (Clyde, Texas: [n.p.] [n.d.]). Gift of Omar Burkett, Eastland.
- Butterfield, Jack C. (ed. and arr. by Catherine McDowell), **The Free State of Bejar** (San Antonio: Library of DRT, 1963). Gift of Catherine McDowell, San Antonio.
- Cannon's Precedents of the House of Representatives, Vols. VI and VII. Gift of Mrs. C. Read Granberry, Austin.
- Carroll, H. Bailey, Frances Nesmith, and Mary Jane Gentry, **The Story of Texas** (New York: Noble and Noble, 1963). Gift of Texas Education Agency.
- Charlton, Magdalene (comp.), **New Kentucky and the Great Decision** ([n.p.] 1962). Gift of compiler.
- Chessher, Allen H., **Let There Be Light, A History of Guadalupe Valley Electric Cooperative** (San Antonio: The Naylor Company, 1964). Gift of Louis Osburn, Gonzales.
- Civil War Centennial Commemoration, **Tilden, Texas, McMullen County, April 25, 1964**, and Henry Martin, **Boothill Stories**, Gift of Mrs. Harry Zavisch, Tilden, Texas.
- Clark, Joseph I. and Dorothy A. Linder, **The Story of Texas** (Boston: D. C. Heath and Company, 1962). Gift of Texas Education Agency.

- Clouse, Joe V., **The History of First Methodist Church, Established 1825, Shelbyville, Texas** ([n.p.] [n.d.]). Gift of Rev. Joe Clouse, Shelbyville.
- Commemoration of the Establishment of a Memorial Monument of the Parish of Great Wiccocomoco, June 5, 1961.** Gift of Edward C. Earle, Jr., Richmond, Virginia.
- Report of the Commissioner of Agriculture for the Year 1871** (Washington: Government Printing Office, 1872). Gift of Miriam Dozier, Austin.
- A Comprehensive Analysis and Systematic Inquiry into the Current Processes of Book Production in the Americas** (Waco: Waco Village Press, 1963). Gift of Sam. Lanham.
- Congressional Record** (Washington: Government Printing Office, March 18, 1964). Gift of Senator Ralph Yarborough.
- Constitutional Manual and Digest Rules and Practice, House of Representatives, 66th Congress, 3rd Session.** Gift of Mrs. C. Read Granberry, Austin.
- Cox, Judge Shelby S., **The Supreme Court of the Republic of Texas.** Gift of author.
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- Texas School Journal and Magazine Methods**, 1916, 1918-1919. Records Division, Texas State Library.

- Texas State Gazette, October 6, 1849-July 27, 1861. Gift of University of Texas.
- Tri-Weekly State Gazette, June, 1863-February, 1864. Gift of University of Texas.
- Ulster County Gazette, Saturday, January 4, 1800. Gift of Harold J. Matthews, Austin.

MAPS

Negative photostats of 58 maps of Texas. Exchange with Southwest Collection, Texas Technological College.

- 1690 **Alonso de Leon's Last Expedition into Texas in 1690** #1989
1963 Christmas Card of Anne and Edward Clark. This card is a reproduction of the original map. Size: 15 1/5 x 15 1/5 in. Gift of Anne and Edward Clark, Austin.
- 1836 **A Descriptive Map of San Antonio** #1970
This map was drawn by Richard Santos and shows San Antonio as it was in January, 1836 with streets, river, aqueduct, plazas, missions and some buildings. Size: 14 1/4 x 8 1/2 in. Gift of Richard Santos, San Antonio.
- 1840 **General Austin's Map of Texas with Parts of the Adjoining States** #1974
Compiled by Stephen F. Austin. Published by H. S. Tanner, Philadelphia, 1840. Photostat of original in Daughters of the Republic of Texas Library, Alamo. 16 1/2 x 20 1/4 in.
- 1854 **Map of the State of Texas from the Latest Authorities** #1972
This map by J. H. Young dated 1854 shows towns, rivers, railroads, Indian tribes. There is an inset of North Texas and population table by counties. Size: 24 1/4 x 18 inches. Gift of J. H. Montgomery, Weimar, Texas.
- 1855 **County Organization in Texas in 1855** #396
Reprint of J. H. Colton map showing "county organization in Texas in 1855 when Coryell County fairly represented the western limit of frontier settlement." Original Archives Map #1449. Reprint as Christmas greeting of Anne and Edward Clark, Austin, 1963. Size: 12 x 15 inches. Scale 1 inch is 60 miles.
- 1857 **Colton's General Atlas with Description**
New York: J. H. Colton Company, 1857. Gift of Mrs. David J. Pickle, Austin.
- 1863 **Map of the United States of America, Showing the Boundaries of the Union and Confederate Geographical Divisions and Departments, December 31, 1863.** #1949
This map measures 18 x 29 inches and was a gift of Paul Ragsdale.
- 1866 **De Cordova Map of the State of Texas, 1866** #1969
This map was published by G. W. and C. B. Colton in New York. It shows towns, rivers, streams and roads. Insets of Western United States. Size: 34 1/2 x 37 inches. Gift of Charles Von Rosenberg, Montrose, Colorado.
- 1873 **Colton's New Map of Texas** #1967
With county lines and population of Texas by counties, rivers and lakes. Shows parts of New Mexico, Louisiana, and Arkansas. Photostat. Gift of Mrs. Ben G. Oneal. Size: 17 x 19 1/2 inches.
- 1876 **Map of the Battlefield of Gettysburg for July 1, 2, and 3, 1863** #2061
This map was published by authority of the Honorable Secretary of War, Office of the Chief of Engineers, United States Army, a, b, c

1876. New edition, 1912. Compiled by John B. Bachelder from official reports and other sources for the officers of both armies. Each map shows topography of land, woods, fences, names of geographic features, owners, town of Gettysburg. Imposed on each map is the day's troop position. Scale: 1 inch is 1,000 feet. Size: 41 x 30 inches. Gift of Brigadier General Arthur P. Watson, Austin.
- 1885 **Map with names and locality of residences of the Principal inhabitants Tributary to Galveston, Texas.** #1992
By George W. Grover. Gift of Gifford White, Austin. Size: 21 x 16 inches.
- 1917 **Map of a Portion of Historic Savannah and guide to Chandler's map of Historic Savannah.** #1968
Compiled and copyrighted by Harry A. Chandler. Gift of Velma Pool Capps, Austin.
- 1941 **Wharton County** #1971
Book of maps of Wharton County, Texas, showing towns, roads, rivers, and elevation. Gift of Ruth McMillan Granberry, Austin.
- 1956 **Histro-Map of the Lower Rio Grande Valley** #1950
This map was drawn by Ken Wayne Fesler and shows Hidalgo, Starr, Cameron and Willacy Counties. Scale: ½ inch is 2 miles. Size: 18 x 35½ inches. Gift of Frank H. Dugan, Edinburg.
- 1958 **General Highway Map of Travis County, Texas** #1966
This map was prepared by the Texas State Highway Department and adapted for use by the Historical Survey Committee by A. Watt Harris, technical consultant, March 1, 1963. Colored key for communities, churches and cemeteries, alphabetical-numerical grid, legend. Scale: 1 inch is 3 miles. Size: 18 x 24 inches. Gift of A. Watt Harris, Austin.
- [N.D.] **The Isle of California, New Mexico, Louisiana.** #1993
The River of Mississippi and the Lakes of Canada
This map is by Herman Moll. From a book entitled *A System of Geography with Maps* [n.d., n.p.]. Xerox copy provided by Harry Lund, Edinburg. Size: 7¼ x 6⅞ inches.

RELICS

- Commemorative Medals for California, Illinois, Maryland, Montana, New Jersey, North Carolina, Virginia, and West Virginia. Gift of Capitol Medals, Inc., High Point, North Carolina.
- Cotton Cards. One pair. Gift of Mrs. E. A. Breihan, Houston.
- Padre Island Deed making it a possession of the United States for a National Park. Gavel used by Jerry Sadler at meeting to make Padre Island a National Park. Pen used to sign deed. Gift of Jerry Sadler, Commissioner, General Land Office, Austin.
- Sam Houston Commemorative Stamps. Fifty stamps in a leather folder. Gift of John A. Gronouski, Postmaster General, U. S.
- Texas Longhorn Steer. Head made by Sam Houston, nephew and namesake of General Sam Houston. Gift of John Osburn, Austin.
- Wood nickel and gold fifty cent piece. Gift of Miss Lucy Harrison, Bryan.
- Thurlow B. Weed Sr. Collection of Relics. Diploma, 3 cow bells, 1 metal rope looping device, 1 petrified clam, 3 spikes, 1 buggy wrench, 1 pack saddle, 1 Civil War bayonet, 1 buggy wheel rattle remover, 1 whip, 1 quirt, 1 spur, 2 pieces leather harness. Gift of T. B. Weed, Sr., Austin.

Appendix I

Archives Division Statistics

<i>Date</i>	<i>Personal Requests</i>	<i>Letters Received</i>	<i>Letters Mailed</i>	<i>Phone Requests</i>
September, 1962	230	234	251	283
October, 1962	254	531	378	240
November, 1962	275	589	746	399
December, 1962	173	382	264	306
January, 1963	236	460	865	667
February, 1963	288	393	472	539
March, 1963	330	468	1919	511
April, 1963	382	484	380	525
May, 1963	404	514	473	429
June, 1963	374	405	666	481
July, 1963	529	478	334	576
August, 1963	374	396	582	432
September, 1963	247	396	733	549
October, 1963	243	514	854	664
November, 1963	244	455	1414	367
December, 1963	169	451	691	445
January, 1964	401	572	749	569
February, 1964	372	513	684	627
March, 1964	857	585	797	608
April, 1964	339	551	684	609
May, 1964	240	701	1145	644
June, 1964	240	599	1310	671
July, 1964	430	497	747	620
August, 1964	520	517	399	564

FIELD SERVICES DIVISION

With the approval of the State Legislature, the Rural Library Services Division's name was changed to the Field Services Division on September 1, 1963. This change was asked to denote the increased responsibilities of the division to serve all libraries of the State and not only those to be found in rural areas.

President Lyndon Johnson added even more impetus to the division's scope when he signed on February 11, 1964, an Act which amended the Library Services Act of 1956 and 1960 in two important respects:

- (1) By increasing federal financial assistance to promote the development of public library service (Title I of the Act) to all areas—urban as well as rural—without public library services or with inadequate services.
- (2) By adding a new provision for federal assistance for the construction of public library buildings (Title II of the Act) in areas lacking the facilities necessary for the development of library services.

The services offered by the Field Services Division are carried out through four major projects:

PROJECT I. State-wide Planning and Service:

1. The five library consultants made one or more visits to 331 cities throughout the State to help librarians and trustees with local problems.
2. During the past two years 41 workshops were sponsored by the division. In-service training programs were also conducted.
3. The Texas Reading Club, the "largest in the world," was joined by 43,327 boys and girls interested in the summer reading program.
4. The division has worked closely with the Friends of Texas Libraries and the Trustees Roundtable of the Texas Library Association in developing local groups interested in library development.
5. A total of 24,157 books was loaned to new or small libraries to aid them in building a better book collection.
6. The technical staff assisted one multi-county area design and purchase a bookmobile.

PROJECT II. Multi-County Bookmobile Demonstrations:

1. Mobile library service was provided in Newton, San Augustine, Shelby, Caldwell, Fayette, Hays, Coryell, Hill, Somervell, Calahan, Shackelford, Taylor, Hardin, Polk, Tyler, Jasper, Titus, Morris, Camp, Franklin, Parmer, Bailey, Lamb, and Cochran counties.
2. A total of 546,726 books was circulated in these bookmobile library programs.

3. Three of these demonstrations are now being supported locally. These are headquartered in Abilene, Lockhart, and Woodville.

PROJECT III. Regional Library Demonstration:

In the area composed of Jim Wells, Kleberg, Live Oak and Nueces counties total library resource development is being stressed. By cooperating, the citizens of the region enjoy better library service at less cost. The La Retama Public Library is developing into a resource center for the entire area. A total of 4,601 completely processed books were sent to libraries in this area.

PROJECT IV. Post Demonstration Aid:

1. Post Demonstration Aid in the form of books and other library materials was given to 21 counties which had previously participated in Multi-County Bookmobile Demonstrations.
2. A total of 49,340 completely processed books was shipped to these counties.
3. Post Demonstration Aid was given to the following Multi-County groups: Burnet-Llano; Hidalgo-Willacy; Brazos-Grimes-Robertson; Crosby - Floyd - Kent; Dawson-Gaines-Terry-Yoakum; Kendall-Gillespie-Kerr-Bandera and Upton-Ward-Winkler. These counties represent a total population, which can be counted under the Library Services Act, of 250,354.

LEGISLATIVE REFERENCE DIVISION

The biennium of 1962-1964 was one of great transition for the Legislative Reference Division. Miss Doris Connerly, Director of the division, retired October 1, 1962. For the first time in 34 years, the division was without her capable leadership. On September 24, 1962, in a ceremony in the Governor's office, Governor Price Daniel and the Library and Historical Commission presented Miss Connerly with a hand-lettered Resolution of Appreciation. This resolution stated

" . . . Whereas she has been a vital factor in the intelligent and factual presentation of information to the public, members of the Executive, Legislative and Judicial bodies, and has maintained an unbiased standard that has brought commendation to Texas State Library and Whereas she has been acclaimed nationally by her profession, be it Resolved that the Texas Library and Historical Commission takes humble pride in acknowledging the outstanding accomplishments of this wonderful individual . . . "

The Board of Control completed its remodeling in November, 1962 and the pre-session months of 1962 were spent in rearranging the materials, and getting materials out of boxes and into filing cabinets. The new annex building, located in north Austin, was completed and all of the books from the old annex were moved into it. Approximately 500 boxes of material from this division were moved into the new building.

When the main library moved to the new Archives and Library Building, the card catalog was moved to the new building, leaving this division with no record of books remaining or removed. A part time employee was given the task of taking an inventory of every cataloged book in the division. When this tedious job was completed, the ordering of catalog cards was necessary. The card catalog is still in the process of being completed.

A card catalog for the valuable Texas Documents is another project nearing completion.

The Regular Session of the 58th Legislature convened on January 8, 1963. Although the session was not an extended one, it was one of very concentrated work. For the first time, the Legislative Reference Division was able to offer the Legislature and its staff adequate reading and study facilities and easy access to the materials. Due to this added space, the staff was able to spend more time on research questions rather than consuming time going to remote areas of the Capitol to obtain material stored in a basement room.

As in the past legislative sessions, the work was varied and hectic. The history of each bill was kept in a bound ledger, as it has been for many years, with a notation as to the page of the daily journal on which the action was recorded. A subject and author card file was kept on every bill introduced. The daily House and Senate Journals were distributed to selected depository libraries, and the clipping file was expanded to include the clippings of four newspapers.

For the convenience of the Legislature, the Legislative Reference Division was open from 8:00 A.M. until 9:00 P.M. Monday thru Friday and 8:00 A.M. until 5:00 P.M. on Saturday. Two part time law students

worked from 5:00 to 9:00 filing bills, indexing cards and answering reference questions.

The end of the session brought the usual clean-up period. Many of the Legislators turned their files over to this division after the session ended. These files contained many state documents and studies by private research groups. This enabled the division to acquire much unobtainable material due to the cost of scarcity of the publications.

The Texas Legislative Council and the Texas Research League also transferred many boxes of materials to the division. Approximately 25 shelves of material were received from these two sources. These publications were classified and older ones were shifted to make room for the additional pamphlets.

The Legislative Reference Division has compilations of certain laws. These compilations were revised after the Legislative Session due to the changes made by the Legislature. Included among these are the Library Laws of Texas, Marriage and Divorce Laws, The Texas Flag Laws, The Apportionment Laws and the Hazlewood Act. Also issued was a list of Representatives, Senators and Congressmen by county.

In addition the division had the responsibility of bringing up to date the sections pertaining to Texas in some of the national publications. These publications included *The Information Please Almanac*, *Book of the States* and the international publication, *The Statesman's Year Book*.

A general survey was made of the holdings of the Legislative Reference Library. This was not a detailed inventory, but merely an approximation of the number of books, microfilm, pamphlets, newspaper clippings, etc. Included in the inventory are the following holdings: The newspaper clipping file, an available source of material, contains approximately 90,000 clippings and spans 40 years of Texas history. Newspapers are marked, and then the desired information is clipped and pasted on cardboard.

There is a card file indexing all bills introduced in the Texas Legislature since the early 1920's. This file is kept up to date every session and now contains almost 100,000 cards. This is the only general index available of all bills introduced.

The microfilm collection of the division is expanding rapidly. There are approximately 6,000 rolls of microfilm of Texas daily newspapers and the New York Times. The film of The Houston Post and Dallas News date back to 1890.

The pamphlet or vertical file collection is another of the division's most valuable assets. This collection includes State Agency reports from other states, studies and reports from private groups and foundations, Vertical File Index material, Council of State Government publications, Legislative Council Studies from other states and clipped magazine articles. There are approximately 1,100 linear feet of this material.

The documents section of the division is composed of the United States Documents and the Texas Documents. The U. S. Documents consist of 120 shelves of material and the Texas Documents consist of 210 shelves of material. The work on the Texas Document Section is still continuing. An analytical card index to these valuable materials is the ultimate goal.

The division subscribes to more than 200 periodicals and miscel-

laneous publications. Most of these are governmental, economical or legal publications necessary as research material for bill drafting.

The division's library contains more than 20,000 bound volumes. Some of these are catalogued reference books, but most of them are law books. The library contains the statutes of all other States, some dating back to the early 1800's. The *United States Code Annotated*, the *Southwestern Reporter*, *Supreme Court Reports*, *Texas Digest*, *Words and Phrases*, and *Corpus Juris Secundum* are part of the law section. The *General and Special Laws of Texas* and the *House and Senate Journals of Texas* date back to the late 1890's.

The work of the division has progressed well the past two years, although much work remains to be done. There is still much material in file drawers requiring listing and indexing. Although the position of Assistant Director has had a rapid turnover, the Library has been very fortunate in having qualified attorneys of exceptional calibre filling the position.

It is hoped that the use of the division by State officials and the public will be facilitated by the increasing availability of the material due to additional indexing and proper shelving. With these improvements, the staff has had more time to work with the collection and in doing research.

RECORDS MANAGEMENT DIVISION

Functions of Records Management are receipt, circulation, maintenance and disposal. Of the 27 state agencies using facilities of the division, 23 were active during the biennium. The Animal Health Commission, not previously using the facilities, requested storage space. Their first transfer was completed in July of 1964.

Steel shelving approved by the Legislature for the library in the 1962-1964 budget was purchased, and 12,000 additional cubic feet of shelving was erected. Lumber salvaged from shelves in the North Austin Annex enabled the division to rebuild and repair 9,500 cubic feet of old shelving. This project was accomplished with little cost to the Library, as all labor was furnished by Records Division personnel.

During the biennium 14,000 boxes were moved. Most of this move was necessary to complete the building and rebuilding of shelves. As a result, many of the departments' records have been consolidated. Boxes which had previously been stacked on the floor have been shelved and are now readily accessible.

The division has for several years used a house on East 18th Street for storing boxes from the Liquidation Division of the Insurance Commission. The house was vacated in 1963 after the boxes were moved into the warehouses.

Record transfers were checked, boxes numbered and entries made in the indexes. Records approved for disposal were examined and sold to a local paper company. The paper shredding machine continues to be an asset in the disposal of records, which by law must be mutilated.

Agencies were advised of the importance of maintaining retention schedules as set forth in Senate Bill 287. Schedules have been received from the Board of Control and the Insurance Commission.

The division has continued its service of verifying prior state employment and prior teaching experience. These verifications are used for retirement purposes, and in most instances this is the last source of information. During the biennium 111 requests and 473 years of prior state employment were verified. There were 283 requests for prior teaching experience and 926 years verified.

Dust, rodents and deterioration continue to be a problem in the preservation of these vital records. These conditions will continue as long as Records Management Division must remain in its present quarters.

The value of records storage and preservation is shown by the Railroad Commission's frequent calls for records concerning the recent slant hole investigation. The Insurance Commission also makes frequent calls for records to be used in examining insurance companies.

The 1962-1964 biennium has seen Records Management Division grow. Probably for the first time in the history of the division, shelving space has been available for all records received.

The remaining space is being used rapidly. Unless a records center, requested in the 1964-1966 budget is granted, we shall again be faced with the space problem.

STATISTICAL DATA

SUMMARY OF RECORDS RECEIVED 1962-63

The figures represent the total number of records received from each agency. They are classified as boxes and bound material. Boxed records are classified as follows: Legal size (15 x 11 x 24); Perma-Pak (15 x 11 x 12) 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
Board of Control	262	
Board of Cosmetology	7	
Board of Pardons & Paroles	67	
Bureau of Labor Statistics	29	
Commission on Higher Education	17	
Comptroller's Department	322	
Health Department	126	
Insurance Commission	412	
Legislative Budget Board	3	
Parks and Wildlife Commission	1	
Railroad Commission	7	
Real Estate Commission	77	
Secretary of State	74	
Teacher Retirement System	130	
Texas State Library	1	
Texas Water Commission	5	
Treasury Department	2373	
Total Boxed Records Received 1962-63	3913	3682



Bound Records		
Comptroller's Department		530
Insurance Commission		28
Parks and Wildlife Commission		4
Total Bound Records Received 1962-63		562

SUMMARY OF RECORDS RECEIVED 1963-64

Boxed Records Received from	Number of Boxes	Cubic Feet
Animal Health Commission	19	
Board of Control	208	
Board of Cosmetology	3	
Board of Pardons & Paroles	116	
Bureau of Labor Statistics	3	
Commission on Higher Education	7	
Comptroller's Department	1439	
Health Department	99	
Industrial Accident Board	91	
Insurance Commission	515	
Legislative Budget Board	2	
Parks & Wildlife Commission	175	
Railroad Commission	243	
Real Estate Commission	114	
Secretary of State	204	
State Securities Board	62	
Teacher Retirement System	123	
Texas Water Commission	5	
Treasury	2765	
Total Boxed Records Received 1963-64	6193	5669

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Bound Records Comptroller's Department		602
Total Bound Records Received 1963-64		602

SUMMARY OF RECORDS DESTROYED 1962-63

Boxed Records Agency	Number of Boxes	Cubic Feet
Board of Control	216	
Board of Cosmetology	18	
Comptroller's Department	268	
Health Department	183	
Industrial Accident Board	141	
Parks and Wildlife Commission	68	
Railroad Commission	109	
Secretary of State	43	
Teacher Retirement System	61	
Treasury Department	484	
Total Boxed Records Destroyed 1962-63	1591	2429

SUMMARY OF RECORDS DESTROYED 1963-64

Boxed Records Agency	Number of Boxes	Cubic Feet
Board of Control	222	
Board of Pardons & Paroles	40	
Comptroller's Department	152	
Industrial Accident Board	368	
Insurance Commission	418	
Parks & Wildlife Commission	64	
Treasury Department	1429	
Total Boxed Records Destroyed 1963-64	2693	3152



Bound Records

Insurance Commission	53
Comptroller's Department	198
Total Bound Records Destroyed 1963-64	251

SUMMARY OF CIRCULATION BY AGENCY 1962-63

Requested By	Number of Requests	% of Requests	Number of Items
Auditor	4	.2	12
Board of Control	16	.8	34
Board of Cosmetology	157	8.2	227
Board of Pardons & Paroles	95	4.9	171
Bureau of Labor Statistics	3	.1	5
Commission on Higher Education	2	.1	13
Comptroller's Department	368	19.1	1509
Court of Civil Appeals	2	.1	3
Health Department	2	.1	3
Industrial Accident Board	408	21.2	4822
Insurance Commission	376	19.5	1397
Legislative Budget Board	1	.1	1
Parks and Wildlife Commission	3	.1	4
Railroad Commission	17	.9	214
Real Estate Commission	103	5.4	144
Secretary of State	24	1.2	38
State Securities Board	93	4.9	219
Teacher Retirement System	132	6.9	178
Texas Education Agency	3	.1	44
Texas State Library	68	3.5	108
Texas Water Commission	6	.3	43
Treasury Department	46	2.3	86
TOTAL	1929	100.0	9275

SUMMARY OF CIRCULATION BY AGENCY 1963-64

Requested By	Number of Requests	% of Requests	Number of Items
Adjutant General	1	.1	8
Auditor	2	.1	5
Board of Control	10	.5	115
Board of Cosmetology	111	5.7	161
Board of Pardons & Paroles	103	5.6	171
Bureau of Labor Statistics	17	.8	23
Comptroller's Department	431	21.9	2430
Court of Civil Appeals	4	.2	4
Health Department	3	.1	7
Industrial Accident Board	420	21.4	5627
Insurance Commission	279	14.0	1714
Parks & Wildlife Commission	2	.1	7
Railroad Commission	27	1.3	368
Real Estate Commission	148	7.6	243
Secretary of State	21	1.1	36
State Securities Board	43	2.2	76
Teacher Retirement System	178	9.1	312
Texas Education Agency	5	.2	7
Texas State Library	111	5.7	220
Texas Water Commission	8	.4	19
Treasury Department	36	1.9	92
TOTAL	1960	100.0	11,645

SUMMARY OF RECORDS DIVISION GROWTH 1962-64

	Number of Boxes	Cubic Feet
Total Increase in Boxed Records 1962-63	2322	1253
Total Increase in Bound Records 1962-63		562
Total Increase in Boxed Records 1963-64	3500	2517
Total Increase in Bound Records 1963-64		351
Total Increase in Boxed Records 1962-1964 Biennium	5822	3770
Total Increase in Bound Records 1962-1964 Biennium		913
Total Increase in Cubic Feet 1962-1964 Biennium		4683

REFERENCE DIVISION

The major change undergone by the Reference Division was in its reorganization by an Act of the 58th Legislature to include Reference, Loan, U. S. Documents, and Services for the Blind. The name of the "Loan and General Reference Section" was changed to "Reference Division" beginning September 1, 1962. Lines of responsibility were defined indicating exactly the areas on which this division was to concentrate.

Following the reorganization, a division policy manual was prepared and approved on acquisitions, services, and personnel for reference and loan services. A detailed staff manual was also prepared to facilitate the training of personnel and serve as a guide for duties of all employees including part-time staff members.

A projected five-year program was approved, accompanied by a definite plan of action, aimed at increasing in number and quality, the reference and loan services of the division. Part of the first year's project has been fulfilled.

Existing personnel positions were reclassified and new ones added. From one trained librarian, the full-time staff was increased to four; three of these had library training. Seasonal help was also increased by one member. Despite this improvement, the work of the department still suffers from lack of library-trained personnel.

Because of the increase in personnel and specific steps to promote the services of the Reference Division, reference and reading aid transactions quadrupled. Formerly most loans were made to individuals, now the proportioned increase shows a greater number of public libraries making use of interlibrary loan services.

Of great importance in the improved functioning of this division was the acquisitions increase during this two-year period. This was due to an increase in the book budget as well as the program initiated by the director to acquire as many materials as possible that are provided free by educational institutions, government agencies, authors, industrial establishments, and other sources.

Reference Division gained one of the most prized collections in Texas during the summer of 1964 when The University of Texas donated its huge Extension Loan Library to Texas State Library. The collection, which was more than 40 years in the making, consists of thousands of pamphlet files on most subjects. The Director and Librarian has expressed the opinion that "a money value could not be placed on this important collection." The collection is housed on the seventh stack floor.

In book selection, emphasis was placed on reference materials; however, patron requests were always considered as were Texas publications and those in areas of professional concern to state employees. An increase in gifts was also noted. Major collections, such as those of Mrs. Paralee Parrish, Mrs. Gross R. Scruggs, Texas Descendants of the Mayflower, Texas Society of the Daughters of 1812, and the continuous donations of Mrs. E. H. Pettibon, were acknowledged (some with a ceremony) and processed for patrons use.

The charging system was completely revised in an effort to establish more adequate control of library materials in circulation. Work was done in the revision and codification of statistics. Records were

made of holdings in at least three areas. Of special importance was the newspaper collection dating from 1940 to the present which was completely inventoried and labeled indicating location, form, and titles displayed in the reading room. A complete record was made of genealogy holdings. Twenty-three forms used by the division were revised or prepared.

Needed furniture, shelving and equipment were purchased and installed. Of particular usefulness were the periodical index tables and the filing cabinets for material containing information not found in books.

A major improvement has been in the promotional work accomplished during this period. Information and reader guide brochures were prepared for the first time. The "Reference Division" brochure describes the services rendered, persons served, and materials available. Another brochure was prepared for members of the State Legislature describing the special services available to state officials. For state employees, bi-monthly lists of materials recently acquired were mailed and distributed in the library. For libraries, brochures describing interlibrary loan services, lists of acquisitions, and lists of materials on specified subjects were also printed. Full-length articles concerning the division were printed in several magazines circulated statewide. Invitations to visit the State Library were made to various groups, and particularly to librarians. Individual and group tours were provided in an effort to acquaint them with the services of the Library, and to clarify the purpose of the different divisions. Meetings such as the Governor's Committee for the Aging were attended by the director and books and bibliographies were exhibited. Contacts were made with the librarians or persons in charge of the book collections of certain state agencies in an effort to compile resources and avoid duplication of services or materials. Preliminary plans were made for cooperative library work with such agencies as the Education Agency, Health Department, Welfare Department, Industrial Commission, and Texas Employment Commission.

Due to a lack of time and sufficiently qualified personnel, an important program was not completed. An evaluation of the holdings of the department was begun but not completed because of continuous necessary interruptions. This evaluation is imperative for the proper selection of materials for reference and circulation, since the quality and comprehensiveness of the collection will determine the quality of service given by the Reference Division.

TECHNICAL SERVICES DIVISION

For the second time in the history of the Texas State Library, all activities concerned with order work, cataloging, classification, binding, mending and repair, and preparation of material for the shelves, were centralized into one division, the Technical Services Division, during the biennium 1962-1964. This combination is paving the way for the elevation of these activities to their true basic and professional significance in the organizational structure of the Library.

The division, composed of the Acquisitions and Cataloging Sections, was established by the 58th Legislature and was activated on September 1, 1963. Prior to this date, the functions now performed by this division were scattered among the other divisions of the Library.

Goals of the Division

Some of the major goals of this division are:

1. To acquire, catalog, classify, and process material as quickly and efficiently as possible
2. To provide a coordinated effort of item one above
3. To provide accountability of all materials at any given time to anyone, including before and after material is added to the collections
4. To work with every division, section, and individual person to provide the service that they desire and should receive
5. To reduce all our efforts to the lowest possible cost to the taxpayer while still providing the best service to all

In short, the goal or aim of this division will be to provide an integrated, efficient and **simple** flow of materials through its operations.

Duties

Some of the varied duties of the division are: maintenance and use of bibliographic aids peculiar to acquisitions work; maintenance of order files and other records essential to acquisitions work; preparation, dispatching, and filing of orders for books and other materials ordered through the division; informing of individuals who have recommended purchases as to the status of such recommendations; receipt, handling, and inspection of incoming shipments and packing and shipment of returns; follow-up on items not promptly received; preparation of bills for payment; ordering, checking in, and distribution of periodicals and other serials; preparation of material sent to the bindery, cataloging and classification of material acquired; preparation of all material for the shelves (pasting, stamping, lettering, etc.); preparation and maintenance of the permanent records of the Library's collections, including the card catalogs and shelf lists; binding, mending, and repair of material not sent to the commercial bindery; recataloging and reclassifying of material which has been done incorrectly or inconsistently with the present policies and decisions.

Space

The division now has a total of 2,271 square feet in three separate rooms, or approximately 160 square feet per staff member. This is adequate for the present, however, a quadrupled book budget anticipated the next fiscal year will result in cramped quarters by January 1965.

Staff

The staff of the division now numbers 17, including the director and two half-time students, representing more than 60 years of service to the Library. Added during the biennium were an acquisitions librarian, a head cataloger, and one seasonal helper. The staff is composed of seven librarians and ten non-librarians, or, a ratio of 1:1.42.¹ However, only two of these librarians have degrees from library schools accredited by the American Library Association.

The general educational attainments of the staff are fairly high. All except one have a high school diploma. There are two masters degrees from library schools accredited by ALA; one masters degree in another field and eight bachelors degrees. Five staff members have education beyond high school but not terminating in a degree; five have some accumulated hours in library school courses but not terminating in that field.

Professional activities of the staff are also fairly high. The division has three members of the American Library Association; 11 members of the Texas Library Association; 11 members of the Southwestern Library Association; nine members of the Austin Library Club; six members of the Friends of Texas Libraries; and 12 members of the Staff Association of the Texas State Library.

Salaries

Although the salaries of the non-professionals are comparable with salaries paid by other state agencies for the same type of work, the professional salaries are depressingly low. The average beginning salary for an inexperienced professional librarian just completing a degree from a school accredited by ALA is \$5202. The beginning salary paid by the Texas State Library for no experience or 20 years' experience is \$4200.

Activities

Much of the second fiscal year of the biennium has been spent in reorganization of the division, expanding its program, reorientation of personnel for more efficient operation, elimination of unnecessary routines, reworking of essential routines, and general streamlining the work of the division.

Work has progressed on the revision of the union card catalog in the Reference Division to the point that all filing and subject headings are up-to-date. Cards have been shifted in the trays for a more logical arrangement. Cards for all federal documents have been pulled from the union catalog for the anticipated centralization and strengthening of the Federal Documents Collection.

Preparation of card catalogs for the Legislative Reference Division and the Professional Library is approaching completion. New, modern guide cards are being inserted in the Archives Division's catalog and all new guides will be inserted in all catalogs during the next biennium.

All backlogs of material to be cataloged have been eliminated or are well in hand; a normal flow of material is in effect. A program of recataloging of material is in progress.

¹Recommended by the American Library Association is one professional to three non-professionals. As the ALA considers a professional librarian one who holds a degree from an accredited school, our true ratio is only 1:7.5, a completely substandard ratio.

All unbound periodicals are in process of being bound, and runs are being brought together for easy assembly for binding. Weeding and binding of all periodicals in the Reference Division will be completed early in the next fiscal year, and all runs in the Archives Division will be bound in the first fiscal year of the new biennium. Complete and accurate holdings records are being prepared and a Linedex union records of periodicals will be prepared and placed in each division of the Library for both staff and patron use.

A centralized Kardex file of periodicals for check-in purposes was set up in December 1963, and problems are slowly being solved in this project.

The acquisitions librarian is working on a complete list of serials other than periodicals. The main purpose of this list will be to eliminate gaps in our serials holdings, to assure automatic receipt of parts of serials as they are published, and to aid in preparation of the book budget. When this list is completed late in 1964, we will have complete control of all serials received in the Library, through the Kardex check-in file, the Linedex union lists of periodicals, and the standing-order lists.

Recataloging of the Legislative Reference's collection is nearing completion.

A complete file of bibliographic and cataloging aids has been assembled and is in use in the division. These files, including recent publishers and out-of-print catalogs, alphabetically arranged, are available for use to all divisions of the Library.

Equipment

During the biennium, the division has acquired two five-tiered book trucks, new worktables for pasting and lettering, a bulletin typewriter for preparing labels, and a hand-operated label printer. On order, but not received at the end of the biennium, are a dispenser for plastic jackets and a label dispenser developed by the Library Technology Project to be used on the bulletin typewriter. An IBM 632 Model 7 system has been requested for use in preparing book orders, budget accounting, and inventory control.

Statistics

A special appropriation of money for purchase of books swelled the statistics for 1962-1963; all funds allotted for books were spent in 1963-1964 and all books purchased were received and prepared for the shelves.

Volumes Processed by Division, 1962-1963

Archives Division	707
Field Services Division	39,696
Legislative Reference Division	688
Reference Division	4,354
Totals	43,870

Volumes Processed by Division, 1963-1964

Archives Division	892
Field Services Division	21,211
Legislative Reference Division	3,372
Professional Library	1,578
Reference Division	6,589
Totals	33,642

The total number of titles processed in 1962-1963 was 10,896; in 1963-1964, 11,508. The number of withdrawals in 1962-1963 was 303 volumes; in 1963-1964, 2,916. In 1962-1963, the average number of volumes cataloged per title was 4; in 1963-1964, 2.5.

Projections for 1964-1966

While stress during the last fiscal year of the 1962-1964 biennium was on broad reorganization and reorientation, the first fiscal year of the 1964-1966 biennium will be spent in refinement of routines, upgrading specific jobs, and improvement in quality of all work. Work towards mechanization has progressed to a point where machines can be introduced and it is hoped that much of the division's work can be placed on the unit record machines of IBM by the end of the 1964-1966 biennium.

A complete inventory of the Library's book collections should be made during the 1964-1966 biennium; records are being aligned to this end at the present time. Results of this inventory will be an up-to-date shelf list, which will allow the division to weed the card catalogs. Then, at this stage, the division will be ready to begin work on a book catalog of the Library's holdings.

MINUTES OF THE TEXAS STATE BOARD OF LIBRARY EXAMINERS

December 5, 1962

The State Board of Library Examiners met in Room 205A of the State Archives and Library Building at 2:00 p.m., on Wednesday, December 5, 1962. Present were Dr. Dorman Winfrey, Chairman, Mrs. Juanima Wells McLaughlin, Mrs. Mary Butler Owensby, Miss Mary Rice and Mr. Alexander Moffit.

The Board approved the renewal of Temporary County Librarian Certificates for the year 1963 for all individuals meeting the Board's requirements for continued professional improvement, by enrollment for workshops, enrollment in extension courses, and the attendance of library conferences.

The meeting adjourned at 3:00 p.m.

A. Moffit
Secretary

MINUTES OF THE TEXAS STATE BOARD OF LIBRARY EXAMINERS

December 6, 1963

The State Board of Library Examiners met in Room 205A of the State Archives and Library Building at 2:00 p.m., Friday, December 6, 1963. Present were Dr. Dorman H. Winfrey, Chairman, Mrs. Juanima Wells McLaughlin, Miss Mary Rice, Mrs. Mary Butler Owensby.

The Board approved the renewal of Temporary Certificates for the year 1964 for all individuals who have met the Board's requirements for continued professional improvement, including enrollment for workshops and the attendance of library conferences.

A tour was made of the Field Services Division of the Texas State Library, and the meeting adjourned at 3:30 p.m.

A. Moffit
Secretary

GENERAL REVENUE FUND

Personal Services	1962-63	1963-64
Director - Librarian	10,000	10,000
Classified Salaries	152,747	180,930
Seasonal	9,276	11,393
Per Diem, Commission Members	35	70
Contract Services	3,250	—
Total Personal Services	175,308	202,393
Travel—Staff Members	3,805	3,625
Travel—Commission	93	245
Books and Publications	14,928	17,577
Microfilm and Microcards	2,185	2,286
Equipment and Furniture	2,173	13,798
Archives Publications	2,896	2,679
Binding	961	4,564
Printing and Office Supplies	6,691	7,757
Gasoline, Oil, Grease, Etc.	324	335
Postage	2,021	2,222
Utilities	1,225	1,376
Telephone	7,299	6,525
Transportation of Things	52	502
Repairs	254	493
Rents	13,090	13,563
Miscellaneous Operating Expense	1,146	987
Total Other Expenses	59,143	78,534
Total Expenditures—General Revenue	234,451	280,927

FEDERAL PUBLIC LIBRARY FUND 118

Personal Services	1962-63	1963-64
Salaries—Classified Positions	134,314	159,240
Salaries—Additional Grants	13,457	3,004
Seasonal	3,895	3,969
O.A.S.I. and Retirement Matching	12,226	14,302
Total Personal Services	163,892	180,515
Travel	7,515	12,595
Books and Publications	39,622	47,297
Equipment and Furniture	1,816	2,393
Printing and Office Supplies	4,071	6,950
Gasoline, Oil, Grease, Etc.	1,934	1,289
Postage	2,050	2,470
Telephone and Telegraph	6	—
Transportation of Things	13	517
Repairs	2,588	2,575
Rents	311	423
Miscellaneous Operating Expense	1,245	6,696
Total Other Expenses	61,171	83,205
Total Expenditures—Fund 118	225,063	263,720
Total Expenditures—State Library	459,514	544,647

SUMMARY OF APPROPRIATIONS, EXPENDITURES AND BALANCES

Year Ended August 31, 1963

Item	Appropriation	Other Revenue	Expended	Encumbered	Unexpended Balance 8/31/63
Salaries	\$173,304.00		\$162,747.11		\$10,556.89
Seasonal Help & Per Diem	8,500.00	(U.B. 1962) \$ 1,023.84	8,000.32	\$ 1,310.89	1,523.52
Contract Services	3,250.00		2,682.82	567.18	567.18
Travel	4,000.00		3,810.41	87.34	189.59
Library (Misc.)	49,287.00	3,311.05	42,823.54	9,774.51	9,774.51
Legislative Reference	3,000.00		2,913.23	86.77	86.77
Totals	<u>\$241,341.00</u>	<u>\$ 4,334.89</u>	<u>\$222,977.43</u>	<u>\$11,826.69</u>	<u>\$22,698.46</u>
Special Funds	\$234,741.00	\$223,749.89	\$208,884.73	\$14,865.16	\$14,865.16

SUMMARY OF APPROPRIATIONS, EXPENDITURES AND BALANCES

Year Ended August 31, 1964

Item	Appropriation	Other Revenue	Expended	Encumbered	Unexpended Balance 8/31/64
Salaries	\$196,897.00		\$190,930.55	\$ 5,866.45	\$ 5,966.45
Seasonal Help & Per Diem	11,500.00		10,140.59	1,252.21	1,359.41
Travel	4,000.00		3,222.07	648.04	777.93
Consumable Supplies					
Library	39,424.00	\$ 3,014.12	35,026.46	7,411.66	7,411.66
Consumable Supplies					
Legislative Reference	6,500.00		5,344.29	1,155.71	1,155.71
Purchase of Jurisprudence	1,000.00		208.40		791.60
Legislative Reference					
Capital Outlay	14,300.00	668.38	8,700.69	6,267.69	6,267.69
Purchase of Books	13,296.00		11,415.50	1,880.50	1,880.50
Totals	<u>\$286,917.00</u>	<u>\$ 3,682.50</u>	<u>\$264,988.55</u>	<u>\$24,482.26</u>	<u>\$25,610.95</u>
Special Funds	\$258,803.00	\$272,540.31	\$254,230.75	\$18,309.56	\$18,309.56

