

# BIENNIAL REPORT

OF THE

Texas Library and Historical Commission

## STATE LIBRARY

*Documents Department*

MAY 18 1959

*Dallas Public Library*



SEPTEMBER 1, 1956-AUGUST 31, 1958



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## LETTER OF TRANSMITTAL

To His Excellency  
PRICE DANIEL  
Governor of Texas

Dear Governor:

In accordance with Texas RCS 1925, Article 5446, the Texas State Library and Historical Commission herewith respectfully transmits to you the Twenty-fifth biennial report of the Commission and the Librarian. The report covers the period September 1, 1956 through August 31, 1958.

Respectfully submitted,  
GUY B. HARRISON, JR., *Chairman*  
EDMUND HEINSOHN  
WALTER E. LONG  
JOHN P. MORGAN  
C. STANLEY BANKS, SR.  
MRS. ALBERT R. CAUTHORN

## *Report of the Texas State Librarian*

To the Texas Library and Historical Commission:

The most significant event since the creation of the Texas State Library occurred during the 1956-1958 biennium with the completion of plans for the new Texas State Library and Archives Building.

With the breaking of ground for the new structure, scheduled for early in 1959, it appears inevitable that a new and promising era for library development and preservation of priceless archives will begin.

It seems likely that the erection of the new building will focus attention on this function of the State government to the end that the programs of the State Library—ever more essential in the light of world events—will receive the recognition they deserve along with other major functions of the State.

The lack of adequate housing for the Library and Archives has long been recognized as a deterrent to full development of their operations.

Early in the biennium, Governor Price Daniel initiated a plan for financing a new building with surplus funds in the Texas Department of Public Safety's Motor Vehicle Inspection fund. Colonel Homer Garrison, Jr., Director, and the membership of the Public Safety Commission agreed to a plan by which \$2,500,000 would be transferred into a fund for the erection of a State Library and Archives Building. Representative Raymond Russell of San Antonio authored a bill in the 55th Legislature to accomplish this, and sponsored the legislation to final passage.

This action marked an important milestone in the history of library and archival development in the State.

The building will be of semi-classic design, faced with natural cleavage granite with some areas polished for greater beauty. It will be an integral part of the Capitol area development program and will blend in with the new State Office Building, the Supreme Court Building, and the Texas Employment Commission Building.

Its site is directly east of the Capitol, in the block bounded by 12th and 13th Streets and Brazos and San Jacinto Streets—a location easily accessible to the State departments which will be located one block to the north. The building site is 219 by 380 feet.

The building will have a frontage of 257 feet. The main portion of the "T" shaped structure will be 67 feet deep by 257

feet, with a wing on the rear 48 feet by 111 feet. Its total floor space is estimated at 95,000 square feet.

The building will house all divisions of the State Library except the Records Division and the Legislative Reference Division. The former will remain in three rented warehouses in the industrial section of South Austin, the latter in its present quarters in the Capitol for the convenience of members of the Legislature and the State departments. Additional space is urgently needed for the Legislative Reference Division.

In connection with the Records program, it is strongly recommended that the State at the earliest possible time construct a building of inexpensive construction to save the \$1,000 per month rent which is now being paid for the warehouses and at the same time provide proper quarters for the initiation of a workable records management program.

It would seem reasonable to construct such a building on a tract of land in or near Austin which is already owned by the State.

Some legislation will be needed to carry forward a better records management program, and it is recommended in this regard that a central micro-filming agency be created to facilitate the project. Legislation also is needed to permit the destruction of worthless records, such as purchase vouchers for countless expendable items not involving capital outlays and without historic value. It should be noted that the Records Division serves all departments of State government, reducing State expenditures through centralization of the keeping of records, economy in the matter of personnel, and better preservation of vital documents. (Please see detailed report of Records Division on page 22.)

The most important development in Statewide library service during the biennium was the implementation of the Federal Library Services Act of 1956.

The State Library set up the Texas program on what is believed to be the most effective and equitable basis, using only State and local funds that were already appropriated to match the Federal money which was made available.

Texas thus qualified for \$138,494 of the available \$191,212 during fiscal 1958, and thus far in fiscal 1959, has matched \$191,822 of the available allotment of \$242,643.

With these funds, the State Library created a new division called the Texas Rural Library Service and selected a staff of professional persons which began work May 1, 1957.

The purpose of the Library Services Act is to promote adequate library service in rural areas of 10,000 or less population which have inadequate service or none at all.

In order to carry out this intent equitably over the State, multi-county bookmobile demonstrations of one year's duration were offered on a first-come-first-served basis as a means of stimulating public interest in reading. It was hoped that the counties which asked for demonstrations through their County Judges and Commissioners would continue, with local finances, some form of cooperative rural library service after the close of the demonstrations.

The effectiveness of the program, as administered in Texas, has already been demonstrated by the fact that in almost every instance where a "free sample" bookmobile was used, the existing small libraries enjoyed huge increases in circulation.

From the three bookmobiles which were in operation during the biennium, some 6,000 persons checked out 60,000 books in eleven counties.

In addition to the demonstrations, State Library personnel travelled throughout the State assisting local people with library problems, conducting workshops for county librarians, and promoting better library service in general.

The Rural Library Service Program also caused a tremendous increase in the Processing Division, in which a central processing system was set up for both the State-Federal program and the State's regular processing work. Some 18,592 volumes were cataloged during the period of October 1, 1957-August 31, 1958.

As Texas is able to match more of the available Federal funds, additional bookmobiles will be purchased and routed into cooperating groups of counties over the State wishing a demonstration.

WITT B. HARWELL  
*State Librarian*

## ARCHIVES

During the month of September, 1956, the State Archives were moved from the basement of the State Highway Building to Camp Hubbard in northwest Austin. The move was a tremendous undertaking and required the utmost effort and strength of members of the staff. The move was accomplished with amazing order and efficiency, and so far as is known not a single document or book was lost or misplaced. In spite of the temporary upset in the change of location, the public was served efficiently and the function of the Archives went on as usual.

At Camp Hubbard some patrons have found the Archives inconveniently located, while others have commented that parking, which is now no problem, makes the present location advantageous. The State Highway Department has been most cooperative in making the State Archives building as comfortable as possible (air conditioning was installed) as well as providing adequate protection against fire, rain, theft, and the like. An example of the splendid cooperation among state agencies is that which exists between the State Archives and the Motor Vehicle Division of the Texas Highway Department. The Highway Department handles the photostat requirements for the State Archives, while an Archives staff member, Mrs. Irene Sanchez, translates Motor Vehicle Division mail received from Latin American countries.

The policy in the Archives is to give the best possible efficient attention to requests made by state agencies, and in addition, to render similar service to the general public whenever it is possible to do so. In spite of the Archives move and the inevitable necessary job of rearranging and reorganization that followed, the regular work of serving the state agencies and the public has gone forward. A typical example of service provided to state agencies is the assistance rendered to the Attorney General's Office in the preparation of the Tidelands brief which was to be argued in the United States Supreme Court. Members of the Archives staff searched for every possible document that could be used by the Attorney General in establishing claim to the Texas offshore lands. Resources in the Archives Division are continuously utilized by the various state agencies such as the General Land Office, the Adjutant General, the State Comptroller, and the University of Texas.

An estimate of available statistics reveals that during an average day at the State Archives approximately fifteen inquiries are answered by mail, some twenty inquiries answered by phone, and at least ten persons on an average visit the Archives daily to engage in research. Inquiries by mail and in person are made by individuals in all walks of life: lawyers,



doctors, public school and college students, historians, writers, and members of patriotic organizations.

Projects conducted in the Archives, in addition to the normal routine work, have included the following: Chronological listing of the Santa Fe Papers and the Army Papers, sorting of Bonds and Oaths, alphabetizing of the Ranger and Minute Men muster rolls of the period of the Republic, preparation of a catalog of new acquisitions pertaining to the Mexican War, and the consolidation of numerous scattered files. A chronological arrangement was made of the Indian Papers (1821-1845) and an index was completed on the Elliott Collection (a purchase several years back consisting of materials on a wide area of Texas history—Civil War, Reconstruction, land, local history, broadsides). A new inventory was made of the valuable holdings in the safe which consist of about a thousand original highly treasured documents, such as the Texas Declaration of Independence, Treaties of the Republic of Texas, and the Secession Ordinance.

Two publications have been released: *Texas Treasury Papers: Letters Received in the Treasury Department of the Republic of Texas, 1836-1846*, Volume IV, *Supplement and Letters Received from the Military Department* (1956); and *Letters of Antonio Martínez, Last Spanish Governor of Texas, 1817-1822* (1958). Sales of these two publications, as well as the continued sale of earlier works brought out by the Archives, have been gratifying.

Purchases have included several collections relating to early Texas history and a collection relating to the Mexican War. Furniture purchased for the Archives included a much needed sixty-drawer card catalog with rods.

More than one hundred persons during the past biennium have presented to the State Archives gifts of books, relics, and papers pertaining to Texas history. These contributions have ranged from such items as the Walker Eristow Papers (primary source material on Andrew Neill who participated in considerable Texas history from 1836 to 1883) and centennial issues of Texas newspapers to a special gift edition of Tom Lea's *The King Ranch*. The many gifts received would indicate that individuals are now aware that the State Archives is a good depository for historical materials.

One of the most valuable collections secured, without cost incidentally, has been the Spanish typescripts of the Laredo Archives consisting of approximately 15,000 pages. These priceless records of Texas history cover the official, municipal, church, and social affairs in the Laredo vicinity of Texas between 1755 and 1846. When arranged and translated these Laredo Archives will probably make available for the first time new phases of Texas history.

Several changes in the administrative set up have taken place. On April 30, 1958, Mrs. Bertha Brandt resigned after seventeen years with the Archives. The position was filled by Mrs. Mary McMillan Osburn. On July 31, 1958, Mrs. Virginia H. Taylor, archivist, and Mrs. Juanita Hammons, clerk in the Archives, were relieved of duties. Dorman H. Winfrey took over as archivist on August 1, 1958, and James M. Day was placed in the position of assistant in the Archives.

## LEGISLATIVE REFERENCE

The work of the Division fell into the regular pattern for the biennium, except that in addition to the regular legislative session of 1957 two called sessions were held in the Fall of that year.

At the beginning of the fiscal year distribution was made of the small publication prepared by the Division describing the nine constitutional amendments that were to be voted on at the General Election in 1956. This summary of proposed constitutional amendments, begun in 1954 for the amendments submitted to the voters that year, has proved to be a useful undertaking.

In addition the Division published in December, 1956, a history of the amendments with the title *Amendments to Texas Constitution of 1876*. This was prepared by the Assistant, Harold Marburger, and has served as a basic reference work for many questions connected with both old and new proposals to amend the Texas Constitution.

Following the mailing of the biennial form letter to the nominees of the 55th Legislature, in October of 1956, the usual pre-session requests for information on legislative proposals were received and handled as best they could be.

The biennial house cleaning was done at the same time in order to make room for new bills and daily journals of the 1957 sessions.

The 55th Legislature met in regular session on January 8, and adjourned on May 23, 1957. This 136-day session was a very active one for the Division and the usual six-day week was kept by the Head of the Division and the Assistant. In addition to the regular session, two called sessions were held for a total period of 51 days. The First Called Session convened on October 14, and adjourned on November 12; the Second Called Session convened on November 13, and adjourned on December 3.

At all three sessions, of course, the usual procedure was followed, with a law student assistant staying from 5:00 in the afternoon until 9:00 at night to handle requests for legislative reference material and to prepare the subject card index to bills and resolutions. During the day and frequently on Sunday (as take-home work), the head of the Division kept up the histories of bills and resolutions as shown by the daily journals. Also the daily journals were mailed weekly to the libraries that found them useful.

Lack of space has always been a problem and the need for constant thinning of materials and of shifting of the materials that must be kept adds to the work of the staff. During the period a large basement room was taken away from the State Library in order to provide space for air-conditioning equipment. This directly affected the Division as the valuable collection of statutes and laws of the other states that were housed there had to be brought to the second floor of the Capitol and stacked on top of the permanent shelves. These books are used frequently and the present arrangement is one that imposes special problems in locating the proper volumes.

On September 1, 1957, a new position was made available for the Division and as a result a slow but rewarding start has been made possible on the processing of material that had been accumulating for years without any opportunity to arrange and classify it properly.

Unfortunately the rapid turnover as to the position of Assistant has continued and, since familiarity with the material for legislative reference questions is of primary importance toward efficient operation, this condition of changing personnel in the position has been a real handicap.

Purchase of Texas cases in the Southwestern Reporter, both First and Second Series, was made during the period and has already been of great value in legal questions. In addition several costly sets of annotated statutes of other states have been bought thus improving the sets of statutes of all states.

## LOAN AND GENERAL REFERENCE

The work of his Division for the period September 1, 1956-August 31, 1958, was conducted by a staff of five employees, three of whom devoted their full time to providing service to blind readers throughout the State of Texas. Each year an increase in the work load of the Division's Service to the Blind has been noted, especially in the past few years. Complete statistical data is included at the end of this Division's report.

Continued high interest was shown in the Library's genealogical materials and a good many titles, both purchases and gifts, were added to this outstanding collection. Some progress was made in compiling a union catalog of genealogical collections in Texas, but lack of space has prevented any speedy accomplishment of this project. With the completion of new and more adequate quarters especially set aside for genealogical research in the State Library, it is hoped that this worthwhile project can be fulfilled.

Book circulation in the Loan and General Reference Division has continued to show a decline each year during the biennium as in the preceding biennium. The circulation of books for the biennium was 7,246. In an ordinary public library, this decline would be looked upon with considerable alarm. However, emphasis in the Division is placed on general reference work; and, as in any library, reference books are not generally circulated and no attempt is made to encourage their circulation. The head of the Division supervises the work of the service for the blind. The increase in the number of readers from 1,357 to 1,424 in one year requires a great deal of work, inasmuch as this is a personalized service, whereby each reader receives individual attention to reader needs. Although of the twenty to thirty pieces of mail received daily by the Division the majority relate to the services for the blind, one letter seeking information on some other subject often requires a search through ten to fifteen books before a satisfactory answer can be found and the single pertinent volume sent to the person making the inquiry. Total: one circulation. Several additional factors could possibly account for the circulation decline. During the past biennium the State Library has had in operation three bookmobile demonstrations located in areas whose citizens heretofore made direct loans from the Loan and General Reference Division but now use books from the bookmobiles and the Extension Division of the State Library. The increase in circulation of the one Division will probably offset the decline in that of the other. Another factor which possibly has lowered the recorded circulation is that more and more room use has been made of Loan and General Reference materials. Those materials used in the Li-

brary are not counted in the book circulation statistics which conclude this report.

Several new periodical and newspaper subscriptions were ordered and are being received by the Division. In the field of Fine Arts two new periodicals, *Musical America* and *Opera News*, are now received by the Library. Also the *Law Review Digest* and the *Texas Horseman* are now being received. Two daily print newspapers, *The San Antonio Light* and *The San Angelo Standard-Times*, were added to the 23 dailies currently subscribed to by the State Library.

The renovation of the State Capitol has taken away additional space which formerly provided storage for many of the Library's non-current periodicals and print newspapers, and it has been difficult to service these important research materials properly, for they have necessarily been moved to inaccessible areas several miles to the north and south of the Capitol. The loss of space in the Capitol has hindered the Loan and General Reference service during the past biennium more than any other single factor. With great anticipation, staff members are looking forward to the completion of the new State Library and Archives Building; but until that day the Loan and General Reference Division will continue to give the members of the Legislature, state officials, and people of the State of Texas the best service possible.

## STATISTICAL REPORTS

### LOAN AND GENERAL REFERENCE SERVICE FOR THE BLIND

#### CIRCULATION REPORT FOR 1956 (Calendar Year)

	Braille (Volumes)				Talking Books (Boxes)			Grand Total
	Nonf.	Fict.	Mag.	Total	Nonf.	Fict.	Total	
January	67	211	20	298	854	1286	2140	2438
February	41	125	17	183	893	1460	2353	2536
March	35	252	12	299	923	1519	2442	2741
April	58	237	10	305	894	1655	2549	2854
May	63	260	17	340	1026	1618	2644	2984
June	66	269	13	348	948	1567	2515	2863
July	61	245	12	318	687	1838	2525	2843
August	70	261	1	332	1090	1860	2950	3282
September	74	211	12	297	1029	1451	2480	2777
October	62	304	12	378	1204	1774	2978	3356
November	47	214	16	277	840	1225	2065	2342
December	39	189	4	232	711	1218	1929	2161
Total	683	2778	146	3607	11099	18471	29570	33177

Book Stock	1437	New Talking Books Received
	515	Returned to American Printing House for the Blind (to be broken up and worked in with new material)
	<hr/>	
	922	Increase (Boxes of records)
	294	Braille Received
	94	Magazines Received
	<hr/>	
	388	Increase (Volumes)
Borrowers	126	Braille Readers.
	1357	Talking Book Readers

### CIRCULATION REPORT FOR 1957 (Calendar Year)

	Braille (Volumes)				Talking Books (Boxes)			Grand
	Nonf.	Fict.	Mag.	Total	Nonf.	Fict.	Total	Total
January	64	270	17	351	1169	1706	2875	3226
February	38	276	4	268	941	1410	2351	2619
March	53	225	12	290	913	1572	2485	2775
April	40	172	12	224	1014	1425	2439	2663
May	38	293	17	348	1089	1667	2756	3104
June	33	278	9	320	868	1803	2671	2991
July	26	338	4	368	1021	1680	2701	3069
August	57	328	12	397	1024	1797	2821	3218
September	84	260	8	352	985	1498	2483	2835
October	62	288	4	354	1710	1102	2812	3166
November	92	244	11	347	952	1328	2280	2627
December	28	173	4	205	973	1398	2371	2576
Total	615	3095	114	3824	12659	18386	31045	34869

Book Stock	1659	New Talking Books Received (including Reader's Digest)
	815	Reader's Digest Returned to Printing House (To be broken up and worked in with new material)
	<hr/>	
	844	Increase (Boxes of records)
Book Stock	319	Braille Received.
	100	Magazines Received.
	<hr/>	
	419	Increase (Volumes)
Borrowers	130	Braille Readers.
	1424	Talking Book Readers.

CIRCULATION REPORT FOR 1958

	NFict	Fict	Mag	Total	NFict	Fict	Total	Grand Total
January	92	263	8	363	1174	1698	2882	3245
February	53	164	3	220	1114	1549	2663	2883
March	78	193	5	276	1139	1606	2745	3021
April	93	285	3	381	1172	1678	2850	3231
May	66	290		356	1158	1761	2919	3275
June	74	261		335	1048	1679	2727	3062
July	40	235		275	824	1644	2468	2743
August	116	415	16	547	1139	1648	2787	3334
September	58	277		335	1218	1632	2850	3185
October	90	420		510	1215	1716	2931	3441
November	63	237		300	928	1294	2222	2522
December	69	259		328	1018	1513	2531	2859
Totals	892	3299	35	4226	13147	19428	32575	36801

1837 New Talking Books Received (including Reader's Digest)

1247 Reader's Digest Returned to The American Printing House

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590 Increase

309 Braille Received in 1958

126 Magazines Received in 1958

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435 Total

124 Braille Readers—1958

1635 Talking Book Readers—1958

55 Borrowers who read talking books and Braille in 1958



## EXTENSION

The extension function of the Texas State Library currently is the responsibility of the Extension Division and the Rural Library Services Program, the latter having been organized in May 1957, to implement the federal Library Services Act. The first section of this report combines certain activities of the two concerned with statewide library development. More specific aspects of the Rural Services Program, e.g., multi-county bookmobile and regional library demonstrations, are described in the second section.

The broad objective of the State Library in the area of extension is to assist interested persons in establishing and/or improving public library service in Texas. To achieve this, the Library (1) offers consultative services—in the form of field trips, professional books and materials, and workshops—to public officials, librarians, trustees, and others who contemplate establishing a public library and/or improving local library procedures or programs, (2) strives to create, among all Texans, an awareness of the important role the public library might play in twentieth century life.

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Statewide activity accelerated as a result of the Rural Library Services Program. During the biennium, State Library personnel traveled throughout Texas visiting libraries, talking and consulting with civic organizations, Texas Library Association officers, Friends of Library groups, library boards, librarians, and county and municipal officials.

The State Library was represented at a number of professional association conferences, including: the two annual conferences of the Texas Library Association and all of the district conferences of that organization; all of the American Library Association conventions; several state regional library conferences; and a University of Denver Workshop on "Cooperative Library Practices."

During this biennium the State Library assisted in the establishment of eight public libraries. Of particular interest was the fact that four Texas counties—Yoakum, Scurry, Gaines, and Terry—initiated library service.

Two traveling libraries of professional books were available for workshop purposes. Among the six library workshops conducted were: two on "Simplified Classification and Cataloging" (Texas Technological College, Lubbock and Navasota); one on "Organization of Books and Materials" (Hearne); one on "Book Selection and Reader Advisory Service" (Corpus Christi); one on "Texas Library Laws and Some Type of Local Government

Support for Small Libraries" (Burnet); one on "Book Selection, Acquisition, and Printed Card Ordering" (Burnet). These workshops, conducted by personnel of the Rural Services Program, were attended by approximately 100 librarians and trustees.

In addition to the publication of the monthly magazine *Texas Libraries*, a *Handbook for Small Public Libraries* was prepared, which included information on technical procedures performed in the library, services and policies, and reference and Texas periodical lists.

The book stock of the Extension Division grew from 15,455 volumes at the end of the 1954-1956 biennium to 16,488 by September 1, 1958—an increase of 1,033 volumes. This collection has been in constant circulation. During the biennium 11,201 volumes were sent to 41 libraries. In addition to these, 569 books on librarianship were circulated.

The model reference collection of approximately 60 volumes and two sets of encyclopedia was circulated to several public libraries.

The shortage of children's books, which has hampered the service of the Division particularly in the summer months, has been somewhat relieved by the Library's participation, since 1955, in the Traveling Exhibit of Children's Books sponsored by the Children's Book Council. From September 1, 1956 until August 31, 1958, 1,289 select children's books were received from 35 publishers. During the biennium, these books, in addition to their permanent exhibit at the State Library, provided exhibits for 42 libraries.

Annual reports received by the Extension Division from Texas public libraries are the only authentic sources of statewide library statistics. A study of the 1957 reports reveals that the 281 libraries (of which 200 submitted reports) serve 6,466,502 Texans, or 84% of the State's total 1950 census population of 7,711,194.

Fifty-two counties were without public library services as of September 1, 1958, with 404,848 Texans, or 35% of those without library service, residing in these counties.

The 1958 Texas *Almanac* lists the total tax valuation of the State at \$8,724,388,551, which means that, according to the County Library Law, \$8,724,389 could be invested in libraries. In reality, 91 counties, with a tax valuation of \$6,682,980,846 spent, in 1957, \$1,000,712.

The total income of the reporting libraries was \$4,797,999, of which \$4,390,858 came from city and county governments. This represented a per capita expenditure of \$0.62 for the total population and \$0.74 for the population served.

Book stock and circulation figures indicate that 4,717,467 books circulated 14,092,618 times, or approximately three times per book.

For 1957, Texas public libraries reported a total of 268 extension units: 115 branches, 115 stations, and 38 bookmobiles.

The 1956-1958 biennium was a period of increased library building construction. During this period 39 library buildings were constructed, remodeled, or were under construction.

\* \* \*

The Library Services Act of 1956 (*70 Stat 293*), which the Rural Services Program implements, declares:

- (a) It is the purpose of this Act to promote the further extension by the several States of public library services to rural areas without such services or with inadequate services.
- (b) The provisions of this Act shall not be so construed as to interfere with State and local initiative and responsibility in the conduct of public library services. The administration of public libraries, the selection of personnel and library books and materials, and insofar as consistent with the purposes of this Act, the determination of the best uses of the funds provided under this Act shall be reserved to the States and their local subdivisions.

The funds are available to the States on a matching basis, to be determined by a comparison of the State's per capita income with the average per capita income of the United States. Each State receives a \$40,000 allotment and any additional funds are apportioned to the States on the basis of rural population. (Only Pennsylvania has a greater rural population than Texas.) Any allotment to a State remaining unpaid at the end of a fiscal year is available to this State until the end of the succeeding fiscal year.

Because Congress appropriated only \$2,050,000 for the fiscal year ending June 30, 1957, Texas received \$40,000. From increased appropriations, Texas qualified for \$138,494 of the available \$191,212 during fiscal 1958, and thus far in fiscal 1959, has matched \$191,822 of the available allotment of \$242,643.

The Texas State Library administers these funds as the official State agency charged by State law with extending and developing public library services through the State.

State Librarian W. B. Harwell selected a staff which began working May 1, 1957. The plan, which evolved, centers around Statewide planning (described in the first section of this report), Regional Library Service Demonstration, and Multi-County Bookmobile Demonstration.

In order to distribute the services more equitably, the State was divided into five Library Service Areas:

Central Texas Library Service Area  
East Texas Library Service Area  
North Texas Library Service Area  
South Texas Library Service Area  
West Texas Library Service Area

A one year Regional Library Service Demonstration will be established in four counties of the Coastal Bend area—Jim Wells, Kleberg, Live Oak, and Nueces. Preparatory meetings were held during the 15 months period from July, 1957 to October, 1958, when the Regional Librarian, employed by the State Library, began introducing, to the residents of the area, the aims and purposes of the Regional Library Demonstration. Beginning in January, 1959, the State Library and every library of this area will cooperate to improve library services by bookmobile services to rural areas, by supplementing book collections—by making every book available to any resident of the four-county area.

From January, 1958, until September, 1958, an estimated 60,000 books were borrowed in three bookmobile demonstrations which served the following eleven (11) counties: Burnet, Blanco, and Llano, in Central Texas; Hidalgo, Starr, and Willacy in South Texas; Brazos, Burleson, Grimes, Madison, and Robertson in East Texas.

A book collection of 18,963 volumes including books and ready reference materials was purchased (for approximately \$45,000) and processed for use in the three Multi-County Bookmobile Demonstrations. (Please see the Processing report.)

These projects, also of one-year duration, seek to stimulate reading among adults, young people, and children and to demonstrate the value of cooperative practices among small libraries, so that the counties involved will continue the improved library services through cooperative agreement.

At the end of each demonstration, the bookmobiles will move to three other multi-county areas in West Texas, (February, 1959), North Texas, (March, 1959), and East Texas, (April, 1959).

To assist the Demonstration Program, the staff prepared, in addition to a detailed *Manual for Librarians of Multi-County Bookmobile Demonstrations*, numerous reports, reading lists, and sets of instructions or recommendations concerning public library policy and techniques.

As Texas is able to match more of its allocated funds during the five-year program, additional bookmobiles will be purchased to serve either multi-county bookmobile demonstrations or as a part of the more extensive service—a regional library demonstration.

## PROCESSING

With the implementation of the Rural Library Service Program by the State Library the work of this Division was greatly increased over the previous biennium, 1954-56. Statistics reflecting the work of the division during the biennium, 1956-58 are given below. A more detailed report of the development of the Rural Library Service Program as it relates to the Processing Division follows:

	1956-57	1957-58	Total
No. of books cataloged:			
Main Library	836	862	1,698
Archives	816	522	1,338
Extension	670	589	1,259
Total vols.			4,295
No. of books withdrawn:			
Main Library	4	3	7
Archives	0	0	0
Extension	3	4	7
Total vols.			14
No. of books rebound	177	62	239
No. of periodicals bound (permanently)	146	61	207
No. of Texas State Dept. pub. (permanently bd)	35	53	88
No. of pamphlet bound vols.	742	464	1,206
Total vols.			1,740
No. of continuations added:			
Main Library	367	280	647
Archives	851	215	1,066
Total			1,713
	1956-57	1957-58	Total
No. of cards filed in:			
Main Lib. card index	2,513	2,919	5,432
Archives card index	5,130	4,540	9,670
Total			15,102
No. of microfilm titles	0	27	27
Total			27

On September 16, 1957, the staff that has been charged with processing the materials acquired under the program financed by the Library Services Act began to assemble. At the same time, the cataloging activities of the Processing Division of the State Library were removed from the Capitol to temporary quarters in three rooms (one large room downstairs, two small rooms upstairs) at 1303-1305 North Congress. Thousands of books which had been ordered during the summer poured in, supplies were ordered, and staff members were trained. Not only were books for three bookmobiles to be prepared for use as soon as possible, but it was also decided to print all catalog cards on the Library's multilith machine. Since the bookmobiles were already on order, it seemed expedient to catalog the books as rapidly as possible and postpone the card manufacturing process until after January 1, 1958.

During the summer of 1958, it was possible to move the lettering and packing operations to the ground floor of the cataloging department and to concentrate the typing and card manufacture processes on the second floor in the one room in which activities were centered early in 1958.

A minimum of sixteen hundred volumes was needed to start a bookmobile on its career, and the first was filled early in January. The second bookmobile was filled late in February, and the third in March. After the bookmobiles had started, it was a question of supplying them with more and more books to take the place of those in circulation. In addition to the volumes that were purchased by the Library, a number were given to the various bookmobile demonstrations with the understanding that they would remain in the demonstration areas after the bookmobiles had moved on. All these were processed, and some repaired, in Austin before being sent out to the demonstration headquarters.

The normal flow of books through the Division followed this pattern: The books were chosen and ordered by the Book Selector, who also received and checked them in. They were then sent to the Catalog Department where they were processed, that is, they were searched, sorted by classification (adult, youth, juvenile, non-fiction, fiction), accessioned, cataloged and classified (a specific classification number assigned). The cataloger typed a single author card which served as the copy for the multilith mat and the typists prepared book pockets, book cards and shelf cards. The typing was revised, the book pockets were pasted in each volume, and the books were lettered. After the lettering had been checked, the books were packed for each of the three bookmobiles and were shipped out. The card manufacture process, which began with the typing of the multilith mats, included the printing of the catalog cards by the Library's multilith operator, the typing of headings, revision of typing, and alphabetizing of the cards for the various catalogs. As has

been noted, card manufacture did not get under way as soon as the processing of the books themselves; but it is hoped that the two operations can be carried on more nearly simultaneously in the years to come.

In the Processing Division itself, an Official Catalog was set up which includes the author cards typed by the catalogers, authority cards for the form of personal and corporate entries, reference cards from forms of name not adopted to those adopted as the official entries, information cards on series entries; and printed added entry cards for names. Process slips for books being cataloged are also interfiled in the OC, causing it to serve as well as a process file. The shelf list was also set up and maintained with typed cards bearing the accession numbers of the copies of a title and also a printed catalog card for each title. A dictionary catalog, called the Union Catalog (UC), was also begun in the Processing Division, but it has since been transferred to the project's headquarters office, although the Processing Division will still be responsible for filing cards in it.

The cards of the Union Catalog were divided into those for personal and corporate name entries (including subject headings of this type) and those for title entries and the remaining subject entries. Since the catalog has not been available for any public use, the success of this form of divided catalog is still in doubt. Catalog cards were also provided for the holdings of each of the three bookmobiles and these were arranged and sent to the headquarters as soon as the cabinets to hold them were available. A subject authority file was started and is being added to as time allows.

A *Manual of Procedures for Processing* was undertaken by the cataloger and was well started by the end of August 1958. Of course, it will never be complete, but it does serve to explain routines and record decisions.

The following figures give a brief summary of the volume of work handled for the Library Service Program:

Volumes accessioned (Oct. 1, 1957-Aug. 31, 1958)	18,963
Titles cataloged	5,129
Volumes cataloged	18,592
Cards printed (Jan. 1, 1957-Aug. 31, 1958)	76,775

Harriet Molenaer assumed the position of Director of Processing during the biennium.

## RECORDS

### MAJOR PROJECTS

Records Division had three major projects during the past biennium. First, Records Division personnel began examining and indexing records which have never been indexed. These are records which were sent to Records Division prior to this biennium. They are examined, classified by department, assigned box numbers and stored with other material from their department. The majority of these records belonged to the Comptroller's Department. Also, there were numerous boxes of records of which the contents were known, but the boxes were not numbered. These were assigned numbers and stored with other records of their department. In both cases mentioned above, when a box is assigned a number, it is recorded on the index of the department to which it belongs.

The second major project was the continuation of establishing transfer procedures with various state departments. After the records of a department have been indexed, Records Division furnishes to each department a list of the indexed records and records transfer forms. When these departments have additional records to be transferred, they will notify Records Division and be assigned numbers for the boxes or bound material to be sent out.

Prior to the 1956-58 biennium these transfer procedures were set up with seven state agencies; during this biennium the Division established procedures with ten additional state agencies. There are only four other departments which transfer procedures have not been established with, but this will be accomplished within the next few months. An index of the records of each department is on file in the Records Division office.

The third project and the most difficult of the three was that of gaining space for storage of records. In April 1958 the State Library leased a new warehouse which provided 9,000 square feet of storage space. Records Division employees have erected 870 square feet of metal shelving in this building, and there is no more shelving available. The estimated cost to completely equip the building with metal shelving is \$25,000. At the present time approximately 75% of floor space is being used for storage; the other 25% is reserved for future storage and working space. While some of the boxes in this building are in shelves, most of them are on the floor. Boxes on the floor are stacked four high, while in shelving they may be stacked nine high. Therefore, we are losing almost 50% of our storage space by not having metal shelving.

In addition to the shelf construction in the new warehouse, Records Division employees constructed 1009 linear feet of



shelving in the other two warehouses. In order to erect some of this shelving, it was necessary to tear down some old wooden shelving that was beginning to fall. Also, it was necessary to move 350 old frozen food locker cabinets out of one of our warehouses.

To best utilize available space in the three warehouses, Records Division personnel shifted over 2,000 boxes of records and bound records from one location to another. Valuable space was gained by this move and in most cases all of the records of a department were located together.

#### TEACHER SERVICE VERIFICATION

All of the Annual Statements of School Funds for every County and Independent School District in the state, prior to the 1940-41 school year, are stored at Records Division. It has become a necessity for Records Division personnel to use these statements daily in verifying prior teaching service for retirement purposes. This job is handled by the Records Chief and the Stenographer. During this biennium there were 414 requests for teacher service and 1465 years of service were verified.

#### STATE SERVICE VERIFICATION

Financial records such as vouchers and appropriation ledgers of the Comptroller's Department are stored at Records Division. From these records, Records Division personnel verify prior state employment for individuals seeking such information. During the 1956-58 biennium there were 75 requests answered, and 332 years of service verified. This work is done by the Records Examiner.

\* \* \*

Following is a breakdown by department of the work done on the records of each department during the 1956-58 biennium:

#### AUDITOR'S OFFICE

The Auditor's work papers stored at Records Division were not in boxes. Records Division personnel examined each folder, compiled a list of missing audits, put them in boxes and assigned a number to each box. These amounted to 150 legal size storage boxes. Records Division employees also assisted in boxing audits which were stored at the Capitol. The same process was repeated on these boxes, and under the supervision of the Records Chief, these 227 boxes were moved to the Records Division warehouses.

#### BOARD OF BARBER EXAMINERS

Transfer procedures were set up with this department, and twelve boxes of material were transferred to Records Division.

## COMPTROLLER OF PUBLIC ACCOUNTS

*Ad Valorem:* This division transferred to Records Division the largest volume of records during this biennium. In December 1957, the transfer of bound material from the basement of the Capitol to Records Division began. This transfer involved approximately 14,000 tax rolls, 15,000 volumes of redemption, cancellation, judgement, and tax receipts, and about 1100 volumes of monthly tax reports. Records Division personnel numbered each tax roll at the Capitol before the transfer began. This was done to keep the tax rolls in order during the move. The metal shelving that these bound records were stored in was torn down and moved with the books to the warehouses, where Records Division and Library personnel, assisted by employees of a moving concern, rebuilt the shelving and shelved the tax rolls. All of the other books were shelved by Records Division personnel only. The entire transfer was supervised by the Records Chief and the Records Examiner. There were no employees from the Comptroller's Department present during the move.

There are 802 boxes of Ad Valorem Division records stored at Records Division. These records were classified according to type of record, indexed, and numbers were assigned to the boxes.

*Bond:* Records Division employees examined and indexed 26 boxes of Bond Division material. Transfer procedures were set up with this division and 120 additional boxes were sent to the records warehouses for storage.

*Claims:* Since all of the vouchers from 1880 to date are stored in the records warehouse, the Claims Division has the largest volume of records. There are approximately 4,000 regular size storage boxes and 8,200 voucher size boxes of vouchers stored in the warehouses. The vouchers for the period 1944-58 have been broken down by funds (Highway, General, Special, etc.); and every box has been numbered. Our employees have started separating the vouchers from 1880-1943 by years and putting them in numerical order. The Records Chief has submitted a request to the State Comptroller, State Auditor, and State Librarian to destroy purchase, travel expense, miscellaneous expense and witness fee payment vouchers from 1880-1930. As our employees examine each voucher it is labeled either to be retained or to be destroyed. If this destruction is approved, the Records Chief or the Records Examiner will re-examine each voucher to be destroyed before it is disposed of.

*Gross Receipts:* The records of this division have been indexed according to type of record and each box has been assigned a number. There are 1,008 boxes of Gross Receipts material stored in Records warehouses. Transfer procedures have also been set up with this division.

*Inheritance Tax:* The contents of eleven five-drawer filing cabinets were moved into 61 legal size storage boxes, and the cabinets were transferred back to the Inheritance Tax Division. In addition to these 61 boxes, there are 27 more five-drawer cabinets of material stored in one of the Records warehouses.

*Motor Fuel:* A request was approved for the destruction of 13 boxes of motor fuel material prior to 1940. These boxes were carefully examined before being destroyed. In addition, there are 91 other boxes which have been examined, indexed, and assigned numbers.

*Statistical Division:* Records Division personnel examined, numbered and recorded on an index over 1500 old bound volumes of records from this division.

*Store Tax:* There are 354 boxes of store tax exemptions and applications which have been indexed and assigned box numbers.

*Tax Board (Intangible Tax):* These records have been indexed and classified according to type of record. There are 54 boxes stored at Records Division and each box has been assigned a number.

#### COURT OF CIVIL APPEALS

State Library employees assisted the Court of Civil Appeals in boxing their records which were thrown in piles by workmen installing the air conditioning equipment in the Capitol. Due to the necessity of moving these records out in a hurry and also the lack of working space available, these records were thrown in boxes and sent to Records Division. Employees of the Library and Court of Civil Appeals worked together in preparing a rough index of the records after they were moved. Records Division personnel prepared the final index of these court cases, which amounted to 227 legal size storage boxes.

#### GAME & FISH COMMISSION

Records Division personnel put in order and boxed about 2100 Annual Statements of insurance companies for the 1955 year.

An inventory was made of all Fire Insurance rates books that are stored in the Records warehouses. Approximately 26,700 books were checked, and many of these had to be reboxed due to the poor condition of the boxes. There are 380 boxes of these books, of which 154 were moved to a more accessible area in the new warehouse. In addition to these, 50 boxes of rate book supplements were checked and arranged in order within the boxes.

Transfer procedures have been set up with the Commission, and all divisions now send records through one central point at the Commission to Records Division.

Records Division employees examined six legal size storage boxes of Certificates of Authority and put them in order by insurance company and by date. This amounted to seven years of material.

At the end of this biennium there were approximately 1700 bound volumes of material and about 1600 boxes of records stored in the three records warehouses. All of this material has been indexed.

#### RAILROAD COMMISSION

There are over 2,000 boxes of Railroad Commission material stored at Records Division. Every box has been renumbered and indexed by box number. Records Division personnel have also started the classification of these records by type of record. Transfer procedures have been set up with this department.

#### REAL ESTATE COMMISSION

Records from this department were stored at Records Division for the first time. One hundred and forty-four boxes were moved to the Records warehouses, and transfer procedures were set up prior to the transfer.

#### SECRETARY OF STATE

Secretary of State records were originally classified by division, but there were four Secretary of State boxes with the number 1, causing some confusion. These boxes have been renumbered by department rather than by division, and they are classified by division only on the index. There are 677 boxes, which have been numbered 1 through 677, and 2768 volumes of bound Franchise Tax Corporation reports. Transfer procedures have been set up with all divisions.

#### STATE SECURITIES BOARD

This board was organized from the Secretary of State during this biennium and immediately transferred 211 boxes of material to Records Division. Some of these boxes were already stored at Records Division with the Secretary of State material. These boxes were taken off the Secretary of State index and added to the new State Securities Board index. Transfer procedures were set up prior to the transfer of the new material.

#### TEXAS EDUCATION AGENCY

Due to the poor condition of the boxes, eighty-five boxes of Annual Statements of School Funds for County School Districts from 1914-15 through 1939-40, were transferred from storage boxes to metal filing cabinets. Eventually the statements from the independent districts for the same period will be transferred.

#### TEXAS STATE LIBRARY

Daily deliveries made by Records Division include at some time or another, all other divisions of the Library. Records

Division personnel assisted in the movement of books from the Library to one of our warehouses. These books were put in bookmobiles, which also were stored in one of the warehouses.

Records personnel, assisted by an employee from the Loan and General Reference Division, began checking old phonograph records for the blind (talking books) that are stored at one of the Records warehouses, and that were not in circulation. There have been over 4,000 records checked, and a box full of broken and damaged records was returned to the American Printing House for the Blind. The records which were in satisfactory condition were indexed and put back in circulation. Also, 216 linear feet of shelving was erected, 576 linear feet of shelving was rebuilt, and over 2,000 containers of records were moved to gain much needed space for the blind material. A Records Division employee, assisted by an employee from the Loan and General Reference Division, picks up a load of talking books from the post office every morning and brings them to the Records warehouse. Every afternoon a Records Division employee delivers a load of these talking books to the post office to be mailed to the blind.

#### TREASURY DEPARTMENT

About 4200 boxes of Old Age Assistance warrants were moved from the Records warehouse to Camp Mabry. These warrants can be destroyed, but they must be burned in a closed fire, and the State has no place to burn them. At the end of this biennium, the Treasury Department has on hand at the Records Division, 9,000 small boxes of warrants, 350 legal size boxes of warrants and other material, and about 1800 warrant registers. Records Division employees, examined, numbered, and put on index over 600 bound volumes of Treasury records that were scattered throughout one of our warehouses.

#### CIRCULATION OF RECORDS

Records are requested by phone daily by various agencies. When these requests are made, Records Division personnel pull the records, process them out, and deliver them. When the agency is through with the items, a Records Division employee picks them up and returns them to the warehouse for in processing. Deliveries are made from the warehouses to town twice daily.

### SUMMARY OF CIRCULATION OF RECORDS, 1956-57

Agency	No. of requests	% of requests	No. of items
Attorney General	50	5.3%	122
Auditor's Office	10	1.1	28
Board of Control	13	1.4	24
Board of Cosmetology	39	4.1	58
Board of Pardons	40	4.2	51
Bureau of Labor Statistics	4	0.4	7
R. W. Byram Company	12	1.3	1186
Comptroller's Department	81	8.6	193
Court of Criminal Appeals	27	2.9	34
Employees Retirement System	1	0.1	4
Health Department	7	0.7	53
Industrial Accident Board	265	28.0	1751
Insurance Commission	261	27.5	1251
Legislative Budget Board	1	0.1	1
Mason Log Service	8	0.8	3034
Railroad Commission	24	2.5	337
Secretary of State	21	2.2	34
Texas State Library	74	7.8	320
Teacher Retirement System	1	0.1	1
Texas Education Agency	4	0.4	7
Treasury Department	5	0.5	16
<b>Total</b>	<b>948</b>	<b>100.0%</b>	<b>8512</b>

### SUMMARY OF CIRCULATION OF RECORDS 1957-58

Agency	No. of requests	% of requests	No. of items
Attorney General	42	3.2%	105
Auditor's Office	12	0.9	24
Board of Control	24	1.8	45
Board of Cosmetology	38	2.9	44
Board of Pardons	38	2.9	53
Bureau of Labor Statistics	1	0.1	1
C. R. Law Tax Records Service	18	0.1	248
Comptroller's Department	258	19.8	775
Court of Civil Appeals	2	0.2	2
Court of Criminal Appeals	22	1.7	41
Health Department	5	0.4	17
Industrial Accident Board	328	25.2	2245
Insurance Commission	301	23.1	1568
Legislative Budget Board	1	0.1	1
Mason Log Service	5	0.4	1457
Railroad Commission	12	0.9	92
Real Estate Commission	19	1.5	49
Secretary of State	25	1.9	39
State Securities Board	63	4.9	98

Supreme Court	23	1.8	27
Texas Education Agency	2	0.2	14
Texas State Library	56	4.3	179
Treasury Department	5	0.4	40
	<hr/>		
Total	1300	100.0%	7,164
Biennium Totals	2248		15,676

### RECORDS RECEIVED

Records which are sent to Records Division for the first time are classified as "Records Received." These are broken down by bound material and boxed material. There are four different sizes of boxes which are stored at Records Division. The two standard size boxes are letter (12 x 11 x 24) and legal (15 x 11 x 24). The other two are newspaper boxes (4 x 18 x 24) and warrant boxes (8¼ x 4 x 24).

Bound volumes are of various sizes and are therefore classified by the linear feet of shelving space that they occupy.

### SUMMARY OF RECORDS RECEIVED 1956-57

Agency	Number of Boxes (Letter & Legal)
Attorney General	85
Board of Control	172
Board of Cosmetology	17
Board of Pardons	39
Bureau of Labor Statistics	8
Comptroller's Department	478
Ad Valorem Div.	95
Claims Div.	156
Gross Receipts Div.	87
Inheritance Tax Div.	70
Intangible Tax Div.	11
Motor Fuel Tax Div.	5
Statistical Div.	23
Store Tax Div.	31
Employees Retirement System	4
Game & Fish Commission	2
Health Department	196
Insurance Commission	133
Railroad Commission	131
Secretary of State	12
Texas Education Agency	12
	<hr/>
	1289

#### OTHER BOXED RECORDS:

Texas State Library	94 (Newspaper)
Treasury Department	2158 (Warrant)
	<hr/>
Total Boxed Records Received, 1956-57	3541

**BOUND RECORDS:**

Comptroller's Department (Statistical)	36 feet
Insurance Commission	30
Secretary of State	60
Treasury Department	75
	<hr/>
Total Bound Records Received, 1956-57	201 feet

**SUMMARY OF RECORDS RECEIVED 1957-58**

Agency	Number of Boxes (Letter & Legal)
Attorney General	12
Auditor's Office	227
Board of Barber Examiners	12
Board of Control	170
Board of Cosmetology	19
Board of Pardons	22
Board of Regents—State Teachers Coll.	29
Bureau of Labor Statistics	9
Comptroller's Department	609
Ad Valorem Div.	155
Bond Div.	120
Claims Div.	204
Gross Receipts Div.	95
Intangible Tax Div.	7
Pension Div.	18
Statistical Div.	10
Court of Civil Appeals	227
Game & Fish Commission	2
Health Department	232
Insurance Commission	207
Railroad Commission	169
Real Estate Commission	144
Secretary of State	2
State Securities Board	168
Supreme Court	245
Texas State Library	100
Treasury Department	79
	<hr/>
	2684

**OTHER BOXED RECORDS:**

Texas State Library	230 (Newspaper)
Treasury Department	1822 (Warrant)
	<hr/>
Total Boxed Records Received 1957-58	4736

**BOUND RECORDS:**

Comptroller's Department	4585 feet
Ad Valorem Division	567
Statistical Division	18



Game & Fish Commission	6
Secretary of State	25
Treasury Department	56

Total Bound Records Received 1957-58 4672 feet

**OTHER RECORDS RECEIVED:**

Received from the Comptroller's Department (Pension Division), three metal cabinets (3' x 7' x 1 $\frac{1}{4}$ ') containing Confederate Pension Records.

**TOTAL RECORDS RECEIVED 1956-58 BIENNIUM:**

- 8277 Boxes of material (all sizes).
- 4873 Linear feet of bound material.
- 3 Metal cabinets of material.

**RECORDS DESTROYED**

During the past biennium, destruction requests were approved on the following records:

**1956-57**

Comptroller's Department	160 boxes
Health Department	13 boxes

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173

**1957-58**

Comptroller's Department	14 boxes
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Biennium Total	187 boxes
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**RECORDS TRANSFERRED**

The following amount of records were permanently transferred from Records Division to various agencies:

**1957-57**

Transferred to:	Number of Boxes
Health Department	19
Railroad Commission	4
Texas State Library (Archives)	50

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73

**1957-58**

Railroad Commission	41
Texas State Library (Ext.)	110
Treasury (Camp Mabry)	4200

Biennium Total	4351
	4424

## APPENDIX A

### DOCUMENTS DISTRIBUTED BY THE TEXAS STATE LIBRARY

SEPTEMBER 1, 1956 - AUGUST 31, 1958

CHECKLISTS 171-177

#### AGRICULTURAL EXPERIMENT STATION, TEXAS:

##### BULLETINS:

- 828, March, 1956. Changes in investment and irrigation water costs, Texas High Plains, 1956.
- 829, April, 1956. Dallisgrass.
- 831, April, 1956. Corn meal in the food supply of Texans.
- 832, May, 1956. Smith-Doxey classification, fiber testing and problems of the cotton trade.
- 833, May, 1956. Cotton planting seed and related fiber qualities.
- 835, June, 1956. Wintering steer calves at the Spur Station.
- 837, September, 1956. Financing the dairy system on a Central Blackland farm.
- 838, September, 1956. Guides in cotton irrigation on the High Plains.
- 839, October, 1956. Legislation affecting the rice industry, 1933-1956.
- 840, October, 1956. Fitting beef cattle into Central Texas farming.
- 841, October, 1956. Analyses of commercial fertilizers sold during 1955-56.
- 842, October, 1956. Wheat pasture poisoning.
- 843, November, 1956. Resistance of cotton to pink boll-worm damage.
- MP-184, October, 1956. Influence of rainfall on profits from fertilizer applications to East Texas forage.
- 844, December, 1956. Marketing Texas goats.
- 845, November, 1956. Greenbugs and some other pests of small grains.
- 846, January, 1957. Requirements for grain sorghum irrigation on the High Plains.
- 847, February, 1957. Migration of the Texas farm population.
- 848, February, 1957. Seasonal price change and commercial storage costs of rice.
- 849, February, 1957. Financing the production and marketing of Texas broilers.
- 850, February, 1957. Rice supply, demand and related government programs.

- 851, March, 1957. Water and associated costs in the production of cotton and grain sorghums, Texas High Plains, 1955.
- 852, March, 1957. The feasibility of processing wool and mohair in Texas.
- 853, March, 1957. Effectiveness and serviceability of four home-applied cotton fabric finishes.
- 854, March, 1957. Onion varieties in Texas.
- 855, April, 1957. Alfalfa production in Texas.
- 856, April, 1957. The consumer market for beef.
- 857, April, 1957. Processing Texas broilers.
- 860, May, 1957. Studies on feed spoilage. Heating in feed ingredients and mixtures containing molasses and added fat.
- 861, May, 1957. Marketing Texas green-wrapped tomatoes.
- 862, May, 1957. Financing a beef cattle enterprise on blackland farms.
- MP-206, May, 1957. Goats pay for clearing grand prairie rangelands.
- 865, July, 1957. Profits and loss from on-farm drying and storage of rice in Texas.
- 866, July, 1957. Swine investigations in Texas, 1888-1957.
- 867, July, 1957. The farmer and his market.
- 868, July, 1957. Seasonal price change and costs of storing grain sorghum in the Coastal Bend.
- 871, August, 1957. Antibiotics and arsenicals in poultry nutrition.
- 875, August, 1957. Marketing sheep and lambs in Texas.
- 876, August, 1957. Salinity control in irrigation agriculture.
- 878, August, 1957. Corn hybrids for Texas.
- 879, November, 1957. Studies on feed spoilage. Heat inhibiting activity of various compounds and commercial products.

#### **ARCHITECTURAL EXAMINERS, TEXAS BOARD OF:**

Registered architects, 1956.

Registered architects, 1957.

#### **ARTS AND INDUSTRIES, TEXAS COLLEGE OF:**

##### **BULLETINS:**

v. 29, no. 1, March, 1958. Record of session 1957-58; announcements for session 1958-59.

#### **BANKING DEPARTMENT OF TEXAS:**

Twenty-seventh annual report of Savings, Building and Loan Associations. December 31, 1956.

Laws of Texas relating to Loan and Brokerage Companies. Digest of 1956.

Laws of Texas relating to Savings, Building and Loan Associations. Digest of 1956.

Twenty-eighth annual report of Savings, Building and Loan Associations. December 31, 1956.

Texas banking code of 1953 together with related acts. Digest of 1957.

Laws of Texas relating to Savings, Building and Loan Associations. Digest of 1957.

**BLIND, STATE COMMISSION FOR THE:**

Biennial report of the . . . 1954-1956.

**CIVIL JUDICIAL COUNCIL, TEXAS:**

Twenty-seventh annual report to the Governor and Supreme Court. November 1, 1955.

Judicial statistics, 1955. March, 1956.

Twenty-eighth annual report to the Governor and Supreme Court. December 1, 1956.

Judicial statistics, 1956. January, 1957.

**COMPTROLLER OF PUBLIC ACCOUNTS:**

Instructions to tax assessor-collector. 1956.

Cigarette tax law. Cigarette tax injunction act. September 3, 1957.

Coin-operated machine tax law. June 1, 1957.

Occupation tax law with constructions and explanations as interpreted by State Comptroller. June 1, 1957.

Radio and television tax law. September 6, 1955.

Admission tax law. Prize and award tax law. June 1, 1957.

Gross receipts tax law. 1957.

**COTTON CONGRESS, AMERICAN:**

Proceedings of the Seventeenth American Cotton Congress. June, 1956.

Proceedings of the Eighteenth American Cotton Congress. August, 1957.

**COUNTY AND DISTRICT ROAD INDEBTEDNESS,  
BOARD OF:**

Report to Governor, September 1, 1955 to August 31, 1956.

**DEFENSE AND DISASTER RELIEF, DIVISION OF:**

The cities and civil defense. 1956.

Federal and state laws relating to civil defense and disaster relief. 1956.

Texans on the alert for civil defense and disaster relief. Action plan for local groups. A family protection plan for emergency mass care. 1956.

Presenting a unique plan for women in civil defense and disaster relief. 1956.

Plans for family food in a natural or atomic disaster. 1956.

Tornado precautions. 1956.

School planning for safe living. 1955.

Curriculum guide for civil defense and disaster relief education. 1956.

Texans on the alert for civil defense and disaster relief. 1957.

Tornado precautions. 1957.

Hurricane precautions. 1957.

Tornado warnings for Texas schools. 1957.

#### **DENTAL EXAMINERS, STATE BOARD OF:**

Laws relating to the practice of dentistry and dental hygiene. January, 1957.

Laws relating to the practice of dentistry and dental hygiene. Fall, 1957.

#### **EDUCATION AGENCY, TEXAS:**

##### **BULLETINS:**

579, The Texas program of vocational rehabilitation for disabled persons. 1956.

581, August, 1956. An introduction to money and banking for high school students.

582, 1956. A school child's view of Texas forests.

583, 1956. The school counselor at work.

584, Annual statistical report. 1954-55.

585, Annual statistical report. 1955-56.

586, May, 1956. Handbook for local school officials.

587, Public school law bulletin. 1956.

589, 1956. Applied music in Texas schools.

590, 1956. Handbook for school bus drivers.

591, Public school directory, 1956-57, with list of accredited schools, 1955-56.

592, Thirty-ninth biennial report, 1954-55:1955-56.

593, State-adopted textbooks, grades 4-6. Subject index. 1956.

594, Public school directory, 1957-58.

595, Current adoption textbooks, 1957-58.

Recommendations for Legislative consideration on public education in Texas. January, 1957.

State plan for special education. Revised. 1957.

Books and related materials about Texas. Grades 1-12. 1957.

Laws of the regular session of the 55th Legislature relating to public education in Texas. Supplement to bulletin no. 587. 1957.

**EMPLOYMENT COMMISSION, TEXAS:**

Rules adopted pursuant to Texas unemployment compensation act effective May, 1956.

**ENGINEERING EXPERIMENT STATION, TEXAS:**

**BULLETINS:**

- 137, August, 1956. Opportunity in manufacturing rigid and semi-rigid plastic containers in Texas.
- 138, October, 1956. Engineers' bibliography on the design and operation of cooling towers.
- 139, August, 1957. The design of a heat pump buried coil.

**NEWS:**

- v. 7, no. 2, June, 1956.
- v. 7, no. 3, September, 1956.
- v. 7, no. 4, December, 1956.
- v. 8, no. 1, March, 1957.
- v. 8, no. 2, June, 1957.
- v. 8, no. 3, September, 1957.
- v. 8, no. 4, December, 1957.

**RESEARCH REPORTS:**

- 54, May, 1956. Out-of-state purchases of stone, clay and glass products.
- 55, August, 1956. Color reversion in crude cottonseed oil.
- 56, September, 1956. Out-of-state purchases of selected electronic components by Texas organizations. 1955.
- 57, December, 1956. Activities of the Texas Experiment Station. 1954-55:1955-56.
- 58, March, 1957. The marketing and production of charcoal in Texas. 1955 and 1956.
- 59, March, 1957. Natural air flow around buildings.
- 60, July, 1957. The Texas market for kaolin and ball clay. 1956.
- 61, August, 1957. Out-of-state purchases of selected wood and metal furniture and fixtures by Texas organizations. 1956.
- 62, October, 1957. Financing small manufacturing ventures in Texas.

**ENGINEERS, PROFESSIONAL, STATE BOARD OF REGISTRATION:**

- Roster of registered professional engineers. July, 1956.
- Roster of registered professional engineers. July, 1957.

**GAME AND FISH COMMISSION:**

**BULLETINS:**

- 24, (Revised 1950 and 1956). Utilizing stock tanks and farm ponds for fish.
- 31, (Reprinted October, 1956). The poisonous snakes of Texas and the first aid treatment of their bites.

34. 1957. (Third printing). Quail management handbook for East Texas.

36. 1957. The Texas shrimp fishery.

Full text of the game, fish and fur laws of Texas. September 1, 1955.

Digest . . . Game and fish laws. June, 1956.

Digest supplement . . . Game and fish regulations. September, 1956.

Annual report. 1955-56.

Wildlife education exhibit. 1956.

A checklist of Texas fresh-water fishes. February, 1957.

A fisheries survey of the Big Wichita River system and its impoundments. 1957.

Digest supplement . . . Game and fish regulations. September, 1957.

A survey of hunting and fishing in Texas. 1957.

Full text of the game, fish and fur laws of Texas. September, 1957.

Annual report. 1956-57.

#### TEXAS GAME AND FISH:

v. 14, nos. 1-12, January-December, 1956.

v. 15, nos. 1-12, January-December, 1957.

v. 16, nos. 1-5, January-May, 1958.

#### HALE-AIKEN COMMITTEE, THE:

Guide for the study of Texas public schools. 1958.

#### HEALTH COMMISSION, TEXAS:

Hospital care of maternity patients and their newborn infants. (Reprinted July, 1956).

A hearing conservation program for the children of Texas. 1957.

#### HIGHWAY DEPARTMENT, TEXAS:

Twentieth biennial report. September 1, 1954 - August 31, 1956.

Motor vehicle laws. 1957-58.

#### TEXAS HIGHWAYS:

v. 4, nos. 12-14, October-December, 1957.

v. 5, nos. 1-3, January-March, 1958.

#### INSURANCE, STATE BOARD OF:

List of companies under the supervision of the State Board of Insurance. 1955.

List of companies under the supervision of the State Board of Insurance. 1956-57.

List of companies under the supervision of the State Board of Insurance. 1957-58.

Texas insurance code with related acts including workmen's compensation and motor vehicle safety-responsibility. 1957.

**LABOR STATISTICS, BUREAU OF:**

The boxing and wrestling law of Texas with rules and regulations. 1957.

**LAMAR STATE COLLEGE OF TECHNOLOGY:**

**BULLETINS:**

- v. 7, no. 2, January, 1957. Seventh annual catalog with announcements for 1957-58.
  - v. 7, no. 3, February, 1957. Bird's eye view of Lamar Tech.
  - v. 7, no. 4, March, 1957. Annual catalog issue for Lamar School of Vocation. 1957-1958.
  - v. 8, no. 2, January, 1958. Eighth annual catalog issue with announcements for 1958-1959.
  - v. 8, no. 3, November, 1957. This is Lamar Tech.
- The Cardinal Call. A handbook for freshmen and new students. 1956.
- The Cardinal Call. A handbook for freshmen and new students. 1957.

**LIBRARY AND HISTORICAL COMMISSION, TEXAS:**

- Twentieth biennial report. September 1, 1946 - August 31, 1948.
  - Twenty-first biennial report. September 1, 1958 - August 31, 1950.
  - Twenty-second biennial report. September 1, 1950 - August 31, 1952.
  - Twenty-third biennial report. September 1, 1952 - August 31, 1954.
  - Twenty-fourth biennial report. September 1, 1954 - August 31, 1956.
- Texas Libraries. v. 18, nos. 7-10, September-December  
v. 19, nos. 1-10, January-December  
v. 20, nos. 1-5, January-June.  
Index. v. 15, 1953 - v. 18, 1956.

**LIQUOR CONTROL BOARD, TEXAS:**

The Texas liquor control act. 1957.

**MEDICAL EXAMINERS, TEXAS BOARD OF:**

- Handbook of information with official list of authorized medical practitioners of the State of Texas and extracts from the law. March 15, 1956.
- Handbook of information with official list of authorized medical practitioners of the State of Texas and extracts from the law. April 1, 1957.

**MORTICIANS, STATE BOARD OF:**

Rules and regulations. Laws pertaining to practice of embalming and funeral directing and vital statistics. Current licenses. 1957.



**OPTOMETRY EXAMINERS, BOARD OF:**

Laws relating to the practice of optometry as amended to and including June 6, 1951.

**PARDONS AND PAROLES, BOARD OF:**

Ninth annual report and explanation of procedures. September 1, 1955 - August 31, 1956.

**PARKS BOARD, STATE:**

Palmetto state park. June, 1956.

**PUBLIC SAFETY, DEPARTMENT OF:**

A digest of Texas motor vehicle laws. 1956.

**RAILROAD COMMISSION:**

Statistical Section:

Sixty-fifth annual report. 1956.

Sixty-sixth annual report. 1957.

Gas Utilities Division:

Sixty-fourth annual report. 1955.

Sixty-fifth annual report. 1956.

**SECURITIES BOARD, TEXAS:**

The securities act. 1957.

**SOIL CONSERVATION BOARD, TEXAS STATE:**

Progress report. Texas soil conservation districts at work. February, 1957.

**SOUTHWEST TEXAS STATE TEACHERS COLLEGE:**

BULLETINS:

v. 22, no. 2, June, 1956. Fifty-fourth annual catalog. 1956-57.

v. 22, no. 4, December, 1956. Fifty-fourth annual summer session. 1957.

v. 23, no. 1, March, 1957. Fifty-fifth annual catalog. 1957-58.

W. R. A. 1956.

Women's Recreation Association. Handbook. 1957-1958.

**STATE TEACHERS COLLEGES OF TEXAS,**

**BOARD OF REGENTS OF THE:**

Rules and regulations covering organization of and procedure. September, 1956.

**STEPHEN F. AUSTIN STATE COLLEGE:**

BULLETINS:

131, April, 1956. General Bulletin. 1956-57.

132, July, 1956. Department of Agriculture poultry research bulletin.

- 133, October, 1956. Extension and correspondence bulletin.
- 134, January, 1957. Summer session. 1957.
- 135, April, 1957. Biennial general bulletin. 1957-1959.
- 136, July, 1957. Biology department bulletin.

Class schedule for fall and spring. 1956-57.

New student week programs. 1956-57.

Class schedule for fall and spring. 1957-1958.

Department of Forestry:

- 1, February, 1957. References of value in studies of insects affecting the southern pines, and annotated list.
- 2, March, 1957. Director of wood-using and related industries in East Texas.
- 7, 1957-1958. New student week programs bulletin.

### **SUL ROSS STATE COLLEGE:**

#### **BULLETINS:**

- v. 35, no. 4, Graduate catalogue number. 1956-1957.
- v. 36, no. 3, September, 1956. General catalogue number. 1956-1957.
- v. 37, no. 1, March, 1957. An invitation.
- v. 37, no. 2, 1957. Summer session 1957-1958, with announcements for fall, 1957.
- v. 37, no. 4, December, 1957. Student handbook.
- An invitation. Department of business administration.
- Student Handbook.
- Department of art. Painting workshop. Summer 1957.
- Sage. Fall '56.
- Sage. Spring '57.

### **SURPLUS PROPERTY AGENCY, TEXAS:**

Donation of government surplus property for health, educational or civil defense use in Texas. May, 1957.

### **SURVEYORS, REGISTERED PUBLIC:**

- Roster, July, 1956.
- Roster, July, 1957.

### **TAX BOARD, STATE:**

Forty-sixth and Forty-seventh annual reports for the years 1955 and 1956.

### **TURNPIKE AUTHORITY, TEXAS:**

- Third annual report. 1956.
- Fourth annual report. 1957.

### **VETERANS AFFAIRS COMMISSION:**

Texas veterans laws. 1956.

### **VETERINARY MEDICAL EXAMINERS, STATE BOARD OF:**

Official directory of licensed veterinarians. July 15, 1957.

**VOCATIONAL NURSE EXAMINERS, STATE BOARD OF:**

Directory of licensed vocational nurses in Texas. September 1, 1956.

**WATER ENGINEERS, BOARD OF:**

**BULLETINS:**

- 5702, April, 1957. Records of water levels in Bastrop and Caldwell Counties, Texas, 1937 through December 1956.
- 5703, April, 1957. Records of water levels in Aransas and San Patricio Counties, Texas, 1938 through December, 1956.
- 5704, March, 1957. Geology and ground-water resources of Lamb County, Texas.
- 5705, April, 1957. Water level decline maps, 1956 to 1957, and water levels in observation wells in 20 counties in the Southern High Plains, Texas.
- 5708, July, 1957. Records of wells in Travis County, Texas.
- 5710, July, 1957. Ground-water geology of Wilson County, Texas.

Estimated use of ground water in watersheds of Texas. January, 1957.

## APPENDIX B

### EXPENDITURES FOR BIENNIUM, 1956-1958, AND BUDGET ESTIMATED SUBMITTED TO EXECUTIVE AND LEGISLATIVE BUDGET OFFICES, 1958

(For Fiscal Years Ending August 31)

	Appropriations		Expenditures		Requested	
	1957	1958	1957	1958	1960	1961
<b>MAIN DIVISION</b>						
(Out of General Revenue)						
<i>Salaries and Wages</i>						
State Librarian	8,000	8,000	8,000	8,000	8,000	8,000
Assistant Librarian	6,000	6,000	6,000	6,000	6,000	6,000
Director of Extension	4,800	5,700	4,800	5,700	5,700	5,700
Extension Assistants, NTE \$3,600	6,000	6,300	6,000	6,300	6,300	6,300
Loan and General Reference						
Librarian	3,840	4,000	3,840	4,000	4,000	4,000
Director of Processing	4,440	4,184	4,400	4,184	4,000	4,000
Assistant Director of Processing	3,180	3,420	3,180	3,420	3,420	3,420
Assistant Loan and General Reference						
Documents Librarian	3,720	3,720	3,720	3,720	3,720	3,720
Documents Assistant	2,808	3,000	2,808	3,000	3,000	3,000

General Assistant Loan and General Reference	2,940	3,180	2,940	3,180	3,180	3,180
Inventory and Purchasing Agent	3,300	3,540	3,300	3,540	3,540	3,540
Secretary to Librarian	2,808	3,120	2,808	3,120	3,120	3,120
Stenographers, NTE \$2,880	5,220	5,760	5,220	5,760	5,760	5,760
Library Clerks, 3 NTE \$2,820	6,030	8,460	6,030	8,460	8,460	8,460
Shipping and Receiving Clerk	2,346	2,520	2,346	2,520	2,520	2,520
Porters, NTE \$2,072	3,768	4,144	3,768	4,144	4,144	4,144
Bookbinders, NTE \$2,820	5,220	5,640	5,220	5,640	5,640	5,640
Seasonal Help and Per Diem for Members of the Library and Historical Commission	4,000	4,000	3,990	3,996	4,000	4,000
Subtotal, Salaries and Wages	81,660	88,168	81,650	88,164	87,984	87,984
<i>Other Expenses</i>						
Travel Expenses	3,000	4,000	2,955	3,195	4,000	4,000
1110 Per Diem—Board Members			110			
1210 Professional Fees			10			
2120 Rent of Office Machines			84	84		
2140 Rent on Post Office Box			30	29		
2200 Bond Insurance Premiums			20	20		
2410 Postage			1,208	1,347		
2420 Telephone and Telegraph			2,192	1,818		

	Appropriations		Expenditures		Requested	
	1957	1958	1957	1958	1960	1961
2430 Drayage			11	251		
2470 Memberships in Associations			101	91		
2480 Laundry and Towel Service			19	26		
3110 Stationery and Printing			912	1,436		
3120 Printed Forms			1,426	3,127		
3130 Books and Microfilms			9,263	15,603		
3140 Office Supplies			2,834	3,748		
3370 Miscellaneous Supplies			333	864		
4110 Repair to Buildings			16	295		
4120 Repair to Office Equipment			433	537		
4140 Other Repairs			516	976		
5210 Office Equipment			430	389		
5220 Plant Equipment			670	1,696		
Subtotal, Other Expenses	<u>20,618</u>	<u>32,337</u>	<u>20,618</u>	<u>32,337</u>	<u>32,337</u>	<u>32,337</u>
Subtotal, Main Division	<u>105,278</u>	<u>124,505</u>	<u>105,223</u>	<u>123,696</u>	<u>124,321</u>	<u>124,321</u>
<b>ARCHIVES DIVISION</b> (Out of General Revenue)						
<i>Salaries and Wages</i>						
Archivist	5,000	5,700	5,000	5,700	5,700	5,700

Assistant Archivist	2,940	3,300	2,940	3,300	3,300	3,300
Assistant	2,280	2,508	2,280	2,508	2,508	2,508
Stenographer	2,610	2,880	2,610	2,880	2,880	2,880
Porter	1,884	2,072	1,884	2,072	2,072	2,072
Services by Contract		1,250	1,237	1,250	1,250	1,250
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
Subtotal, Salaries and Wages	14,714	17,710	15,951	17,710	17,710	17,710
<i>Other Expense</i>						
3130 Books and Microfilm	2,700		1,343	1,450		
3140 Office Supplies			27			
4140 Other Repair			27			
5220 Equipment			47			
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
Subtotal, Other Expense	2,700	1,450	1,444	1,450	1,450	1,450
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
Subtotal, Archives Division	17,414	19,160	17,395	19,160	19,160	19,160

#### LEGISLATIVE REFERENCE DIVISION

(Out of General Revenue)

Legislative Reference						
Director	5,700	6,000	5,700	6,000	6,000	6,000
Assistant Legislative Reference Director	4,500	5,100	4,500	5,100	5,100	5,100

	Appropriations		Expenditures		Requested	
	1957	1958	1957	1958	1960	1961
General Assistant	2,940	3,600		3,600	3,600	3,600
General Assistant		3,180	2,940	3,180	3,180	3,180
Seasonal Help			1,901	2,142		
Subtotal, Salaries and Wages	13,140	17,880	15,041	20,022	17,880	17,880
<i>Other Expense</i>						
3130 Books	3,400		1,330	1,358		
3140 Office Expense			166			
Subtotal, Other Expense	3,400	3,500	1,496	1,358	3,500	3,500
Subtotal, Legislative Reference Division	16,540	21,380	16,537	21,380	21,380	21,380

## RECORDS ADMINISTRATION

(Out of General Revenue)

### *Salaries and Wages*

Records Chief	4,200	4,200	4,200	4,200	6,000	6,000
Examiner	3,330	3,540	3,330	3,540	3,540	3,540
Stenographer	2,610	2,880	2,610	2,880	2,880	2,880
Clerk	2,280	2,520	2,280	2,520	2,520	2,520
Depository Supervisor	2,700	2,940	2,700	2,940	2,940	2,940



Nightwatchman	<u>2,280</u>	<u>2,520</u>	<u>2,280</u>	<u>2,520</u>	<u>2,520</u>	<u>2,520</u>
Subtotal, Salaries and Wages	<u>17,370</u>	<u>18,600</u>	<u>17,370</u>	<u>18,600</u>	<u>20,400</u>	<u>20,400</u>
<i>Other Expense</i>						
2110 Rent on Buildings			7,920	10,455		
2410 Postage			500			
2420 Telephone and Telegraph			219	391		
2430 Drayage			814			
2450 Utilities			654	599		
3110 Printing			28			
3140 Office Expense			75			
3210 Gas, Oil and Grease			214	236		
3230 Other Automobile Expense			16	80		
3370 Miscellaneous Supplies			60			
4130 Repair to Automobile			21	41		
4140 Other Repairs			71	23		
5220 Equipment			345			
Subtotal, Other Expense	<u>11,000</u>	<u>11,825</u>	<u>10,937</u>	<u>11,825</u>	<u>11,825</u>	<u>11,825</u>
Subtotal, Records Administration	<u>28,370</u>	<u>30,425</u>	<u>28,307</u>	<u>30,425</u>	<u>32,225</u>	<u>32,225</u>
GRAND TOTAL, TEXAS STATE LIBRARY	<u>167,602</u>	<u>195,470</u>	<u>167,462</u>	<u>194,661</u>	<u>197,086</u>	<u>197,086</u>

## APPENDIX C

### THE STATE BOARD OF LIBRARY EXAMINERS

In compliance with the rules and regulations of the State Board of Library Examiners, a report of the work of the Board during the past biennium is incorporated herein.

The members of the Board on August 31, 1958, are as follows:

	Date Appointed	Term Expires
Miss Mary Rice, Librarian Austin Public Library Austin, Texas	July 24, 1953	July 24, 1959
Mrs. Mary P. Butler Harris County Library Houston, Texas	Dec. 18, 1957	July 24, 1963
Mrs. Juanima W. McLaughlin Route 3, Box 208 San Antonio, Texas	Sept. 16, 1955	July 24, 1961
Mr. Alexander Moffit, Librarian The University of Texas Austin, Texas	Ex officio member	
Witt B. Harwell, Librarian Texas State Library Austin, Texas	Ex officio member	

The State Board of Library Examiners met on December 15, 1956 at 8:10 A. M., and applications for temporary and renewal certificates were examined and those meeting the requirements were approved by the Board. The meeting adjourned at 9:05 A. M.

The second and last meeting of the biennium for the Board was held in the State Library Office on December 18, 1957 at 2:10 P. M.; all members of the Board being present. It was agreed that the Chairman of the Board would send second notices to librarians who failed to comply with the first request. It was also agreed that a letter would be sent to anyone who failed to reply to the second notice, informing him that his temporary certificate had expired and could not be renewed until a report had been received and considered by the State Board of Library Examiners. A copy of the notice of the expiration of the temporary certificate would be sent to the County Judge concerned.

Mrs. Mary P. Butler of Harris County Library was nominated and elected to fill the vacancy created by the resignation of Miss Jo Eunice Battle who left the State. The meeting adjourned at 2:55 P. M.

## APPENDIX D

### RECORD OF ABSENCES OF STATE LIBRARY EMPLOYEES

	Illness Days	Vacation Days
Alexander, Mrs. Hazel	27	21½
Barber, Lynn	0	5
Barth, Ernest	2	0
Battle, Jo	4½	7
Blalock, Glenn	0	4
Boese, Grace	4	25
Boone, Wm. E.	13	29
Brown, Calvin	12½	15
Bouchard, Mrs. Mary	0	0
Brandt, Mrs. Bertha	41	21
Bryant, Edgar	2	20
Carlton, William	4	12
Chase, Mrs. Lora	25	0
Cockrell, Louise	0	0
Connerly, Doris	3	19½
Courtright, Patricia	23	15
Culp, Jo	25½	9
Cummings, Mrs. Louise	6	6
David, James	0	0
Day, James	0	0
Dixon, Mrs. Sally Fay	4	10
Dumont, Mrs. Jeannene	8½	17
Fields, Lester	0	8
Fitzgerald, Bob	1	0
Gilmore, Charles, Jr.	4	20
Golden, Mrs. J. B.	13	23½
Haire, Mrs. Floree	18½	4
Hammons, Mrs. Juanita	19	15
Harrell, Emma	5	20
Harwell, W. B.	0	5
Heard, Henry	0	0
Hefley, Mrs. Louise	7½	18
Hester, Marguerite	2	20
Holly, Ricky	6½	10
Houlett, Mrs. Elizabeth	2	5
Johnson, James D.	15½	5

	Illness Days	Vacation Days
Johnson, Mrs. Rue	9½	8
Johnson, W. R.	0	0
Jones, James C.	0	0
Jones, Samuel	3	20
Kerley, Hollis, Jr.	15	20
Kubala, Edward	2	9½
Laudermilk, Mrs. Charlene	3	0
Laughlin, Mrs. Doris	5½	4½
Lee, Robert E.	3	16
Mallett, Anna Sue	8	19½
Marburger, Harold J.	4½	12
McGovern, Mrs. Jamie	13	14½
Mercado, Jessie	2	5
Mitchell, Adele	2	17
Mitchell, Newton	0	0
Molenaer, Harriet	2	0
Mortensen, Henry	2	25
Motley, Mrs. Bess Ann	4	3
Nelson, Donald	0	0
Olsen, Willard	0	10
Osburn, Mrs. Mary	0	0
Osborn, Olvis	0	0
Overbaugh, Barry	4	0
Owen, Robert E.	7	6
Owens, Mrs. Madeline	7	20
Pate, Hugh Pat	0	0
Peace, William K.	1	14
Pigg, Mrs. Burris Ann	½	0
Pollard, Mrs. Virginia	5½	14½
Schiwetz, Miss Dorothy	3	12
Shamblin, Rosalyne	1	7
Simmons, Calvin	4	5
Smith, Andrew	15	20½
Smith, Israel	10½	20
Smith, Mabel	15	16½
Taylor, Barbara	7	0
Taylor, Mrs. Virginia	7	23
Tongue, Mrs. Marie	2	9½
Votaw, Dessie Mae	8	16½
Walpole, Mrs. Viola	26	20
Warren, Kenneth	½	0
Webb, Mrs. Tom	0	0
Welmaker, Mrs. Forrest L.	7½	14½
Winfrey, Dorman	0	0
Zavala, Irene	10	17

**MULTILITHED MATERIALS AVAILABLE**  
from  
**THE STATE LIBRARY**

Declaration of Independence  
History of the Building of the Capitol  
Picture of the State Capitol  
Texas Joins the Union  
Functions of the State Library  
How a Bill Becomes Law  
Texas Missions  
Causes of the Texas Revolution  
List of the Texas Capitols  
Map of Texas in 1839  
Texas Bulletin  
Texas Navy  
Points of Interest in Austin  
Travis Letter  
Laying the Cornerstone  
Texas History Bulletin No. 1  
Texas State Government Bulletin No. 2  
Alabama-Coushatta Indian Reservation  
The Burning of the Old Capitol

