# THE LONG RANGE PLAN FOR STATEWIDE LIBRARY DEVELOPMENT IN TEXAS 1992 – 1995

### (Revised July 1992)

**Library Development Division**
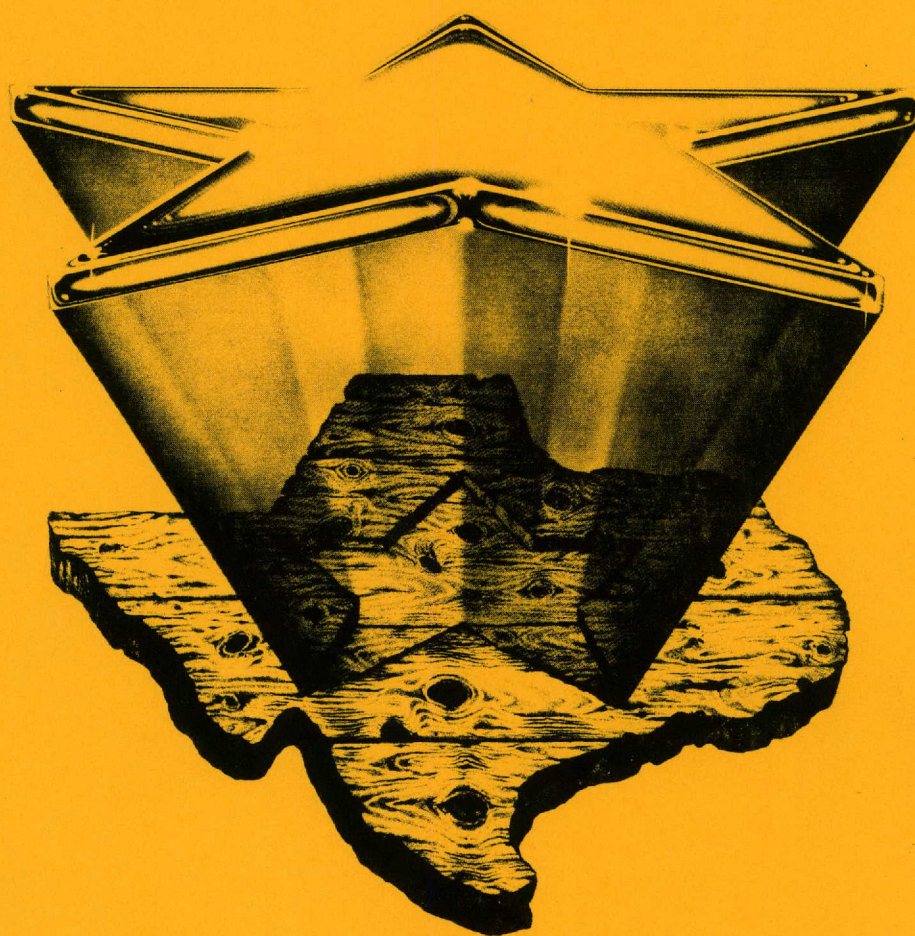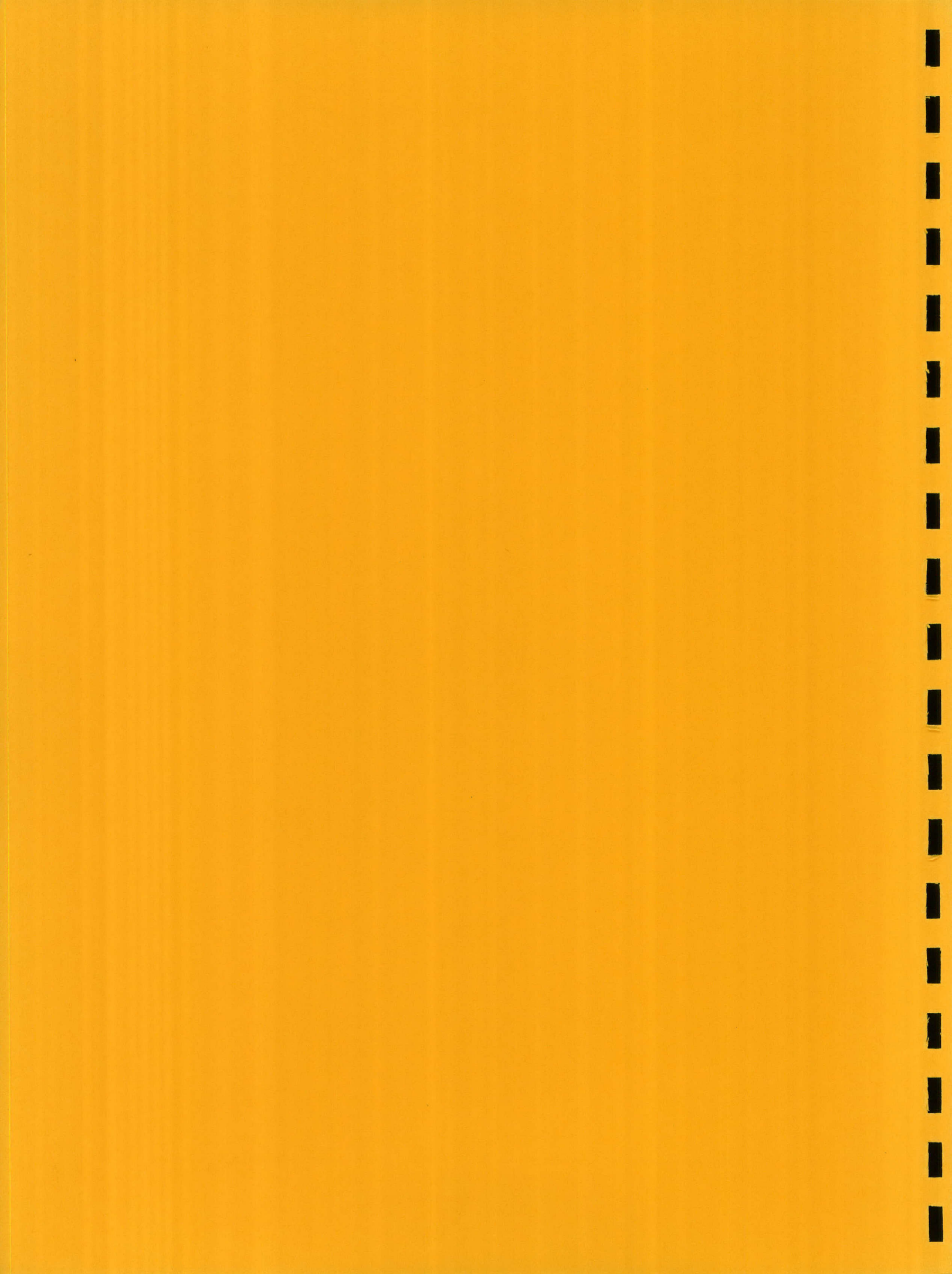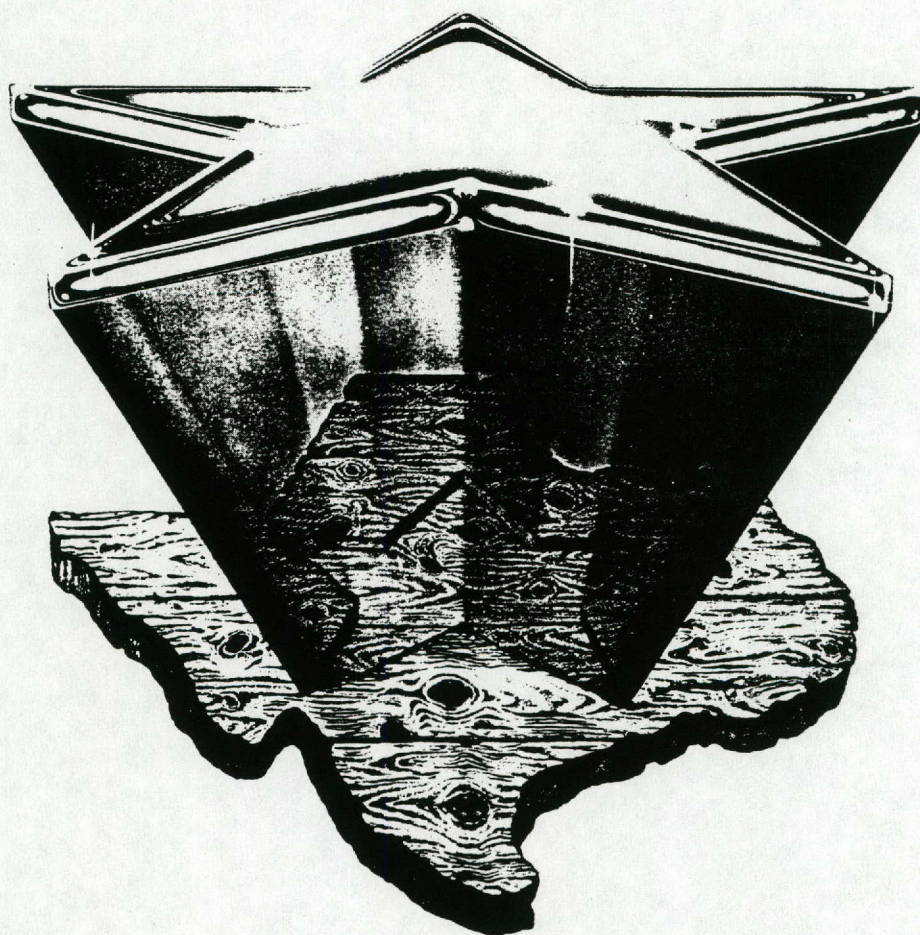**Texas State Library**
**September 1992**

# THE LONG RANGE PLAN FOR STATEWIDE LIBRARY DEVELOPMENT IN TEXAS 1992 – 1995

### (Revised July 1992)

Library Development Division
Texas State Library
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## PREFACE

The Long Range Plan for Statewide Library Development in Texas: 1992-1995 (Rev. July 1992) is the result of many hours of discussion and planning on the part of many individuals, including Texas State Library staff and librarians and lay persons throughout Texas. The first four chapters give an overview of the Statewide Library Development Program of the Texas State Library. An assessment of the current situation of libraries in Texas is provided, the goals and objectives for improving library services in the coming years are set forth, need for those services is established, and cost estimates are given to raise current levels of service to standards. The appendices following Chapter 4 provide more detailed information about the Library Development program. These include an Automation and Resource Sharing Plan (Appendix A), Project Leadership Automation Standards (Appendix A1), and General Guidelines for Reciprocal Borrowing (Appendix A3).

The Long Range Plan goals and objectives are fully consistent with the Biennial Budget Estimates for 1992-1993 submitted to the Legislative Budget Board of the Texas Legislature in October, 1990.

The Library Development Division would appreciate receiving any questions, comments, or suggestions concerning the Long Range Plan.

# LONG-RANGE PLAN SUMMARY

## INTRODUCTION

Under the Library Services and Construction Act and the Library Systems Act, this Agency has a responsibility to establish, extend, and improve library service in all areas of the state; to assist in providing literacy programs, intergenerational library programs, drug abuse programs, and programs for child-care centers and child-care providers; to establish, extend, and improve services to individuals who, by reason of residence, handicap, age, literacy level, or other disadvantage, are unable to receive the benefits of public library services regularly made available to the public; to create community information and referral centers; to ensure that endangered library resources are preserved; to apply the benefits of technology to library administration and services; to promote the construction, renovation, and technological enhancement of physical facilities; to consult, teach, plan, collect data and report on the condition of Texas public libraries; to encourage networking, cooperation, and resource sharing; to plan for library development, and administer statewide systems; and to strengthen the State Library.

The Long Range Plan provides for the orderly establishment and expansion of programs needed to carry out the above objectives. After approval by the Library Services and Construction Act Advisory Council, the plan will be further reviewed by the State Librarian before being sent to the State Library and Archives Commission, which by law oversees all of the programs of the Texas State Library.

Five major development goals have been identified for 1992-1995.

GOAL 1.  Improve library service and increase library resources through financial support.

GOAL 2.  Make material and information more easily available to patrons by encouraging libraries to share resources.

GOAL 3.  Extend library service into unserved areas.

GOAL 4.  Provide needed training and information for librarians and those in positions of responsibility.

GOAL 5.  Enhance service to persons with special needs.

## ROLE OF THE STATE LIBRARY

To help meet these goals the State Library, through the Library Development Division, offers direct services and administers grant programs.

Direct services include providing consulting services, giving continuing education workshops, operating a library science collection, and encouraging reading through the Texas Reading Club.

Grants are awarded for a variety of programs:

Texas Library Systems - Grants are awarded to the 10 Major Resource Center libraries to purchase library materials and a-v equipment, train staff, loan films, offer consulting services, loan rotating and extension collections, assist with literacy programs, support technological development, and provide data processing services for public libraries within the region.

Texas State Library Communications Network - Grants go to the ten largest public libraries and to 30 college libraries to fill material requests submitted by public, academic, and special library patrons.

Public Library Construction - In years in which Congress appropriates funds for this purpose, grants are awarded to public libraries for new construction, expansion, and renovation.

Multitype Library Cooperation - Funds are awarded to further cooperation and coordination among public, academic, school, and special libraries. Projects must include at least two types of libraries. This program is contingent on the level of state and federal funding.

Major Urban Resource Libraries. Funds are granted to public libraries in cities over 100,000 population to assist them in serving persons outside of their tax-supporting area. Services include reference, on-site use of the collection, and circulation of materials to non-residents.

Establishment of Libraries - Counties without a public library may apply for assistance in establishing public library service.

State Institutional Support - State hospitals, schools, homes, and detention centers are awarded allotments of funds for the purchase of library material.

Services to Disadvantaged Populations - Funds are awarded to public libraries offering library services to meet the special needs of those who are socially, culturally, or economically disadvantaged.

Project Partners - Matching grants are given to public library groups to assist them in purchasing a shared automated library system or in linking separate, stand-alone systems for the purpose of encouraging resource sharing among nearby libraries. This program is contingent on the level of state and federal funding.

## SOURCE OF FUNDS

The Library Development Division uses both state and federal funds to carry out its mission. In SFY 1992, fifty-seven percent of the Division's $12,610,882 budget consists of federal funds. Of that amount, 0.9 percent is spent on indirect costs, 2.9 percent is spent on administration, 3.5 percent is spent on direct services, and the remaining 92.7 percent is spent on grant programs.

## TEXAS COMPARED TO OTHER STATES

Texas libraries entered the 1990's much behind libraries in surrounding states and below national averages in important aspects of library service and support. Therefore, despite the growth in funding and services over the past decade, the

need for library development in Texas continues to exist. Comparative data shows that in 1989 Texas public libraries spent $8.94 per capita, while libraries in Oklahoma spent over $10.00, libraries in Louisiana over $11.00, and libraries in Arizona over $14.00 per capita. The national average was $15.10 per capita. Figures for state aid to public libraries tell a similar story. In 1990 Texas appropriated $.31 per capita, Oklahoma $.54, North Dakota $.72, Arkansas $1.08, Mississippi $1.85, and West Virginia $3.11.

Many rural public libraries continue to fall far short of the minimum standards necessary to qualify them to receive system assistance. Population growth in urban areas has resulted in pressure for more facilities, staff, materials, and programs, while budget restraints greatly complicate the effort needed to meet rising expectations. The Texas Education Agency reports that as many as 2,000 public schools may still be without a library. Significant programs of cooperation among all types of libraries has only begun and is largely non-existent outside of major urban areas.

## AUTOMATION AND RESOURCE SHARING PLAN

The Library Services and Construction Act requires each state to have a resource sharing plan. The topic of automation was added to reflect the policy of the State Library to concentrate funding for automation in projects that promote resource sharing. The plan is composed of nine distinct concepts working together to form a statewide automation and resource sharing program. As part of the plan the State Library, in cooperation with the library community, has adopted standards for automation and resource sharing projects funded with state and federal funds, offers a matching grant program for public library groups seeking to purchase or link automated systems for the purpose of resource sharing, and administers an interlibrary cooperation grant program which emphasizes resource sharing. Grants for automation projects are contingent on the level of state and federal funding. The plan may be found in Appendix A.

## FIVE MAJOR GOALS

This section looks at the five major goals in greater detail. Each goal is broken down into more easily identifiable segments, justification for each segment is given in the form of a "need indicator," and a cost estimate is provided.

Need indicators identify library service areas which should be established or are below standard. In determining the extent of the need, we first establish a standard. The standard may be national (American Library Association), state (Texas Library Association) or where standards do not exist, they are administratively determined by the Library Development staff. Standards represent the best judgement of the library community and are intended to be practical, that is, within reach. Second, we analyze the current status of library service through the use of surveys, performance reports, and information gathered by other governmental agencies. Third, we compare the current status to the standard. The degree to which existing library service falls short of the standard represents "need". Fourth, cost estimates are determined by applying a current unit cost to the amount service falls short of standards. The resulting figure is a rough estimate of the additional funding needed to raise library service from the current level to established standards.

## GOAL 1   Fund and support improved library services and increased library resources.

Under this goal the State Library will award grants to library systems for the purpose of increasing the number of persons served, for increasing library collection size and use, to answer a greater number of reference questions, and to inform the public of available library services.   Major Urban Resource Libraries (MURL) will be partially compensated for the services they provide without charge to persons living outside of their tax-supporting area.  Funds will also be awarded, when appropriated by Congress, for building new, or upgrading existing library physical facilities.

Administering state and federal funds and programs is the responsibility of Library Development Division.  Strict accountability of programs and expenditures under this goal and all others is achieved by planning programs and budgets, by producing guidelines and rules for program administration, by overseeing the LSCA Grant application process, and by monitoring fiscal and program performance.

To prepare for a Sunset Review in 1994-1995 the State Library, with the assistance of the LSCA Advisory Council and the LSA Advisory Board, is in the process of evaluating the status of library development and services in Texas, identifying problems and opportunities, projecting needs, determining long-range goals, and identifying the administrative, statutory and funding changes needed to improve library service for all Texans.

## NEED INDICATORS AND COSTS

Persons served - All Texans should be served by libraries which are full members of the Texas Library System.  In SFY 1990, 237,538 patrons were served by non-system member libraries. At an estimated cost of $6.74 per patron served, $1,601,006 is needed for non-system member public libraries to reach the average level of support attained by system members.

Library materials - Four items (print and non-print material) per capita is the administrative standard set for collection resources.  The state average is 2.98, with 6 systems falling below the average.  To bring library resources up to standard 15,974,338 items should be purchased, which at an average cost of $17 per item will require $271,563,746.

Library use - Attendance at all system-sponsored audiovisual showings should total one per capita.  Attendance in 1991 totalled 5,936,953, leaving a gap of 11,049,557.  At the statewide average of $.25 per viewer, $2,762,389 is needed to bring attendance up to standard.

Extension collection circulations - Circulations from system extension, rotating, and circuit collections should total 600,000 annually.  Circulations actually totalled 113,721 in SFY 1991, leaving a gap of 486,279.  At an average cost of $.60 per circulation, $291,767 is needed to bridge the gap.

Publicity material - The library system should have a strong public relations program which distributes 2,000,000 pieces of publicity each year.  Actual performance was short by 1,265,594 pieces.  At an estimated cost of $.20 per piece, $253,119 is needed to reach the administrative standard.

MURL services - Persons outside of the tax-supporting area of MURL libraries should have free access to MURL collections and services. Three million persons are expected to make on-site use of MURL facilities, receive reference assistance, and check out 750,000 items. Actual performance fell short in all three areas. At an average cost of $6.00 per reference question, $6,327,576 is needed to bring reference services from the current level up to standard, and at an average costs of $1.25 per volume circulated, $410,996 is needed to bring circulation services up to standard.

Physical facilities - Over 82 percent of public library facilities fall below Texas Library Association standards. Over 13 million Texans, or 88 percent of the population served by libraries, do not have access to adequate library facilities. A total of 5.5 million square feet of floor space is needed to meet standards. Further, about 20 percent of public libraries, totaling 824,000 square feet, were built more than 50 years ago and are in need of replacement. At an average cost of $70 per square foot, excluding site acquisition, $443,240,490 is required for additional and replacement construction.


GOAL 2    Encourage libraries to share resources and information.

Sharing of collection holdings among libraries is one excellent way to improve delivery of materials and information to library users. The first step in sharing is to mark the location of library materials. This is done by entering data into bibliographic databases, which are directly or indirectly accessible to all system members, and by creating and distributing "union" lists of periodicals, journals and other specialized publications. The next step is to provide a mechanism to borrow materials and have reference questions answered. Free interlibrary loan service fills this need. The third step is to broaden the number and types of libraries participating in interlibrary loan by including academic, school, and special libraries, and to encourage the development of regional and local cooperative resource sharing projects.


NEED INDICATORS AND COSTS

Network interlibrary loans - The standard for requests filled through the network is one percent of total public library circulation. In SFY 1991 performance was 427,688 transactions short of the standard. At an average cost of $7.84 per filled request, $3,353,074 additional is needed to reach the standard.

Union listing - An administrative standard has been set to have 75 percent of all Texas OCLC members also participate in the statewide union list of serials. An estimated $280,000 is needed to reach the standard of 126 libraries from the present 98 participants.

Reciprocal borrowing - Libraries within a given geographic area should maintain reciprocal borrower's privileges, to enable any person within the area to freely use materials from any nearby library. There are 446 system member libraries in Texas; only 25 are known to have system-sponsored reciprocal borrowing agreements. At an average cost of $1.25 per net loan, an estimated $782,547 is needed to bring current levels of participation up to the standard of one percent of total system circulation.

Shared automated systems - An administrative standard has been set to have 50 percent of system members, or 223 libraries, participate in shared automated systems or link existing systems for the purpose of sharing resources. At $100,00 of matching funds per shared or linked system of four libraries, an estimated $4,800,000 is needed to reach the standard.

Multitype library cooperation - Twenty-five percent of all Texas libraries should be participants in multitype cooperative organizations and activities. There is a gap of 961 libraries between the standard and the number actually participating. At an average cost of $15,000 per library, $14,415,000 additional is needed to attain the goal.

System resource sharing projects - All library systems should conduct projects to share resources and information between system headquarters and member libraries, e.g., reference referral and lateral interlibrary loan. Only three systems have such projects. At an average cost of $50,000 per system, $350,000 is needed to reach the standard.

GOAL 3    To extend library service into unserved areas.

Over 1,146,367 Texans in 58 counties live in areas without library service. To correct this deficiency we have taken a two-pronged approach. The first is to encourage the establishment of public libraries in unserved counties; the second is to encourage library systems to provide service to unserved counties.

NEED INDICATORS AND COSTS

Serving the unserved - All Texans should have access to free public library service within reasonable driving distance. At the average system support of $9.63 per capita, $11,039,514 is needed to bring library service to the 64,800 who live in 13 counties without public libraries, and to the 1,081,567 who live in unserved areas of 45 other counties. Building construction costs are excluded from this figure.

Books-by-mail service - An administrative standard has been set to offer books-by-mail service to every citizen living in an area without library service. At an average cost of $6.50 per circulation, $7,430,228 is needed to raise the existing level of service to reach every citizen in the target group.

GOAL 4    To provide training and information on all aspects of library services to librarians and others.

A program of on-going education for librarians and staff is essential to assist those administering libraries and providing service to refresh their skills and add knowledge on new library topics to better serve the public. Both the State Library and library systems offer consultation services and continuing education workshops on such topics as collection development, services to the disadvantaged, services to children and young adults, automation, outreach, and staff training. The State Library also offers continuing education opportunities to systems staff.

The State Library operates a jobline service for librarians seeking new employment, and administers a collection of professional library science materials which are available on free loan.

NEED INDICATORS AND COSTS

Consulting hours - The State Library and the library systems should provide regular and frequent advisory and consulting services. An administrative standard has been set of 7,500 consulting hours for the State Library and of 25,000 consulting hours for the library systems. Actual performance fell short of these standards by 13,501 hours. At an average cost of $30.00 per hour, $405,030 is needed to bring the number of consulting hours up to standard.

Continuing education hours - The State Library and library systems should provide regular programs of in-service and continuing education for librarians and others. An administrative standard has been set for the State Library and the library systems to each provide 20,000 continuing education student hours. At an average cost of $13.00 per hour, $205,595 is needed to reach the standard from the existing level of performance.

Informational materials distributed - Access to full, accurate, and timely information provides indispensable assistance to administrators, librarians, and others charged with making fundamental decisions of far-reaching impact. An administrative standard has been set to distribute and circulate 100,000 informational materials annually. At an average cost of $2.25, an estimated $97,515 is needed to reach the standard.

GOAL 5    To improve library service to persons with special needs.

Library systems and local libraries are encouraged to establish programs and projects to assist the disadvantaged, to strengthen libraries in state institutions, to improve services to children and young adults, to establish adult education and literacy programs, and to provide equal access to services by the handicapped.

NEED INDICATORS AND COSTS

State institutions - National library standards exist for adult and juvenile correctional institutions, and for institutions for the mentally retarded. Based on a 1989 survey conducted by the State Library, substandard conditions exist at every institution and in every area of library service. To focus on just two areas, $6,468,000 is needed to hire 231 staff members at $28,000 each, and $4,475,794 is needed to purchase 263,282 books at $17.00 each. Cost estimates for physical facilities, magazines, newspapers, audio-visual materials and equipment, and interlibrary loan and reference services are not available at this time.

Blind and physically handicapped persons served - No one knows the exact number of Texans who are blind or physically disabled. The Division for the Blind and Physically Handicapped estimates that 37,700 eligible Texans desire to receive library service. The actual number served is 26,260. At an average cost of $44 per patron, $503,360 is needed to reach those desiring service.

Texas Reading Club - Children are our future. It is difficult to think of a more fundamental skill needed by every child than the ability to read at a functional level, and through reading to gain the wisdom and knowledge needed for every-day living. The Texas State Library encourages reading by annually sponsoring a summer reading program, through which we hope to reach one out of every three children between the ages of 5 and 13. At an average cost of $0.15 per participant, an estimated $60,359 is needed to close the gap between current performance and the standard.

Literacy instruction - According to the 1980 U.S. Census, over 4 million adult Texans have not completed high school. In some parts of the state the high school dropout rate is over 40 percent; the state average is one-third. The Texas Education Agency has estimated that over 2 million Texans are functionally illiterate. Today it takes an eighth grade reading level to read labels on some industrial cleaning products; by the year 2000, it is estimated that as many as 40 percent of new jobs will require more than a high school diploma. The cost of illiteracy to Texans is estimated by the Texas Department of Commerce to be over $17 billion each year. To help meet the need for a fully literate population, an administrative standard of 1,000,000 student literacy instruction hours has been set. In SFY 1991 literacy hours totalled 291,597, leaving a gap of 708,403. At an average cost of $.75 per hour, $531,302 is needed to begin addressing this pressing need.

## COST SUMMARY

By using clearly defined, measurable standards, by comparing existing service with those standards to determine need, and by applying current unit costs to need we determine the additional funds needed to raise current levels of service up to standard. The total of all individual cost estimates is $781,648,407, which may seem prohibitively large. While these needs cannot be addressed completely in one or two years, many can be met with a sustained development effort over the next twenty years. Local governments in Texas spend $144,000,000 annually with the state and federal governments together spending an additional $12,600,000 annually. These levels of support would have to be increased significantly for many years to address the library development needs described in this Long Range Plan.

Chapter 1

## INTRODUCTION

### PURPOSE OF PLAN

The Texas Long Range Plan for Library Development 1992-1995 (Rev. July 1992) has been prepared to satisfy requirements of the Library Services and Construction Act, P.L. 101-254 and to guide the Texas State Library and Archives Commission in the fulfillment of its statutory mission.

Under the Library Services and Construction Act, federal funds are provided to assist states to:

- Establish, extend, and improve public library services in areas of the state that are without these services or where services are inadequate;
- Construct and technologically enhance public libraries;
- Establish, extend, and improve library service to individuals who, by reason of distance, residence, handicap, age, or literacy level, or other disadvantage, are unable to receive the benefits of public library services regularly made available to the public;
- Adapt public library services to meet particular needs of individuals;
- Provide assistance to libraries to serve as community information and referral centers;
- Assist libraries in providing literacy programs for adults and school dropouts;
- Establish intergenerational library programs;
- Provide mobile library services and programs to child-care providers or child-care centers;
- Establish and support model library literacy centers;
- Assist libraries to provide drug abuse programs;
- Strengthen the state library agency;
- Strengthen major urban resource libraries;
- Assist public libraries to make use of technology to improve library and information services;
- Engage in planning for cooperative library networks and for statewide resource sharing;
- Establish, expand, and operate library networks to serve public, academic, school, and special libraries;
- Develop the technological capacity of libraries for interlibrary cooperation and resource sharing; and
- Ensure that endangered library and information resources are preserved systematically.

The Texas Legislature has charged the Texas State Library and Archives Commission with the following duties:

- Adopt polices and rules to aid and encourage the development of and cooperation among all types of libraries, including public, academic, special, and other types of libraries;
- Certify county librarians, and supervise county public libraries by visiting, advising, and assisting;

- Advise on the establishment and management of public libraries; conduct library institutes; and encourage library associations;
- Accept, receive and administer federal funds made available to improve public libraries;
- Collect reports on the holdings, services, staff, and budgets of public libraries;
- Ascertain and report on the condition of all Texas public libraries;
- Adopt a state plan for improving the services of and for constructing public libraries; and
- Establish and develop a state library system.

The Long Range Plan provides a framework for the establishment or expansion of programs to carry out the purposes mandated by the state and federal governments. However, some of the activities permitted under the Library Services and Construction Act are omitted from this document. While a need exists for activities dealing with intergenerational programs, library literacy centers, drug abuse prevention, and community information and referral centers, the relative importance of these programs compared to existing programs causes them to have a lower funding priority at this time. The topic of preservation of library materials is addressed on page 3-8; the topic of child-care centers is addressed on page 3-13.

## DEVELOPMENT OF PLAN

Planning for Statewide Library Development involves the efforts of many librarians and lay persons throughout the state. These groups and individuals, and their roles and responsibilities, are as follows:

### Major Resource Systems

The ten major resource systems engage in extensive planning efforts, the results of which are incorporated in the Long Range Plan. Most of the systems have established planning committees made up of librarians and lay representatives. The committees may be organized by system program (Collection Development, Audiovisual Services, etc.) or by geographic region within the system. Some systems incorporate both types of planning committees. The results of the committee deliberations must ultimately be approved by the System Advisory Councils, which are seven-member lay boards elected by the lay representatives from each member library. Every two years, in even-numbered years, systems must submit a long range plan for the upcoming state biennium. Approved service objectives from these plans are incorporated in the Texas State Library and Archives Commission budget proposal to the Texas Legislature.

### Library Systems Act Advisory Board

The Library Systems Act Advisory Board is a five member board, made up of librarians, appointed by the Commission. The Board meets several times a year to review the rules and regulations which govern the Texas Library System as well as other administrative policies and guidelines for the system program. The results of their actions and recommendations are incorporated into long range planning for system services.

## Library Services and Construction Act Advisory Council

The LSCA Council is comprised of 16 members, some of which are librarians and some lay persons. The Council is appointed by the Commission to represent various areas of the state, as well as various disadvantaged library user groups, and sizes and types of libraries. The LSCA Council makes recommendations concerning programs which are funded entirely or partially with federal LSCA funds. They review and approve the Long Range Plan, the Annual Program, and the Basic State Plan for Statewide Library Development. The suggestions and recommendations of the LSCA Council are incorporated into long range planning for federally funded programs.

## The State Librarian

The State Librarian is the executive and administrative officer of the Commission. As such he assists the Commission in the formulation of policy and sees to the administration of programs authorized by the Commission in accordance with state and federal statutes. Under the Library Systems Act, the State Librarian must approve annual plans of service submitted by the major resource systems. The State Librarian appoints the staff of the Library Development Division which sees to the day-to-day administration of the plans for statewide library development.

## The State Library and Archives Commission

The State Library and Archives Commission is the governing body which oversees all of the programs of the Texas State Library. The Commission is comprised of six members, appointed by the Governor and approved by the State Senate to serve six-year terms. The Commission must approve all policies, programs, and plans which result from the planning activities described above as part of their overall responsibility for fostering the development of library services in Texas.


## MISSION AND GOALS

The mission of the Texas State Library is to expand public access to the resources of all types of libraries, provide assistance to Texas libraries, and increase use of libraries by all Texans.

In accordance with this basic mission, five major goals have been established for Statewide Library Development in the years 1992-1995:

GOAL 1    To assist in financing and supporting improved library services and increased library resources in Texas.

GOAL 2    To improve delivery of materials and information to library users by supporting and encouraging libraries to share resources.

GOAL 3    To provide public library service in unserved areas and encourage public libraries to form into larger units of service.

GOAL 4    To provide training and information on all aspects of library services to librarians and library users.

GOAL 5    To improve library service to persons with special needs by providing programs aimed at selected groups.

# LIBRARY DEVELOPMENT IN TEXAS

## TEXAS AND TEXAS LIBRARIES

The general pattern of state growth and development characteristic of the late 1980's is expected to continue for the remainder of this decade.  There will be a gradual increase in economic activity, a moderate increase in population, continued urbanization, and a change in population composition.

Texas continues to rank second in area and third in population among the 50 states.  The U.S. Census Bureau places the 1990 Texas population at 16,986,510, an increase of 19.4 percent from 1980.  However, most of that growth took place in the first five years, when dramatic oil price increases caused a temporary surge in the Texas economy which drew many new residents to the state.  By 1987, during the depths of the state's economic distress, more people moved out of the state than moved in.  Population increases during the last few years have been small; for example, the increase from 1989 to 1990 was approximately 90,000.  As the Texas economy continues to recover from its dependence on petroleum, the state's annual population growth is expected to average about 1.2 percent per year, reaching 18,030,456 by 1995 and 19,138,561 by the year 2000.  However, recent forecasts place the rate of growth at less than one percent (0.9).  Although the rate may decline, Texas will probably become the second most populous state by the turn of the century.

### TEXAS POPULATION FORECAST
Source:  Texas State Library

[2-1]
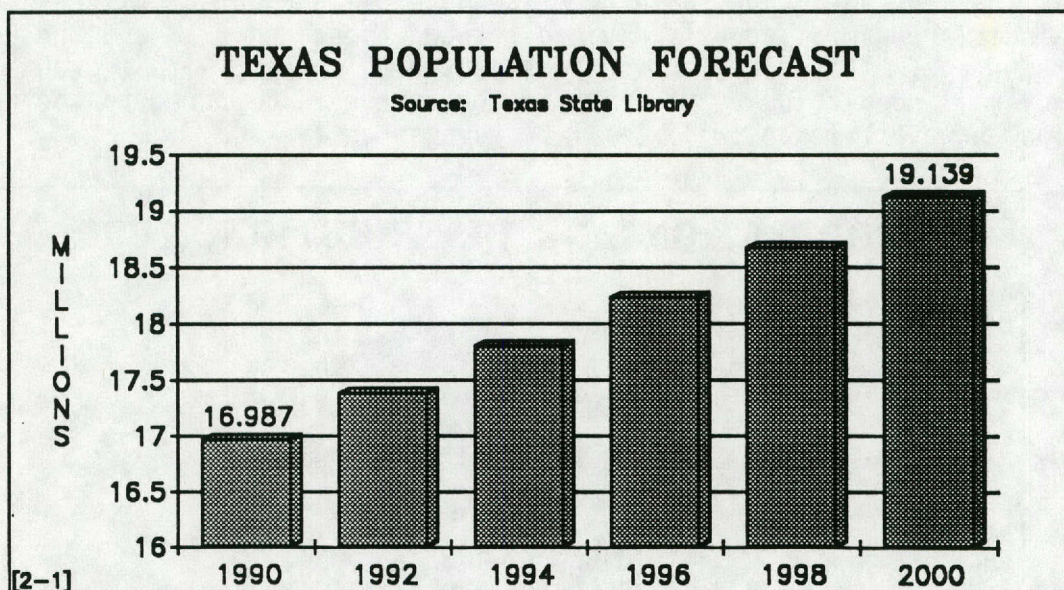
Urbanization is a significant trend that will continue. Texas has two of the top ten urban centers of a million residents or more, Dallas-Fort Worth and Houston-Galveston. Texas is also the only state with three cities among the ten largest in the country. According to the U.S. Census Bureau, four cities (Abilene, Brownsville, Mesquite, Odessa, and Plano) passed the 100,000 population mark between 1980 and 1990, bringing the total number of major urban areas to twenty-one. However, the decline in the Texas oil-based economy caused one of the cities, Odessa, to drop below the 100,000 figure, while the 1990 census shows that another, Brownsville, lost population, further reducing the number to nineteen. Three cities, Brownsville, Grand Prairie and Wichita Falls, are within 4,000 of reaching the 100,000 population mark. Approximately 41 percent of all Texans live in one of the nineteen largest cities.

## TEXANS LIVING IN CITIES OVER 100,000
### *1990*

OTHER
(58.9%)

OVER 100,000
(41.1%)

[2-3]  Source: U.S. Census Bureau, 1990
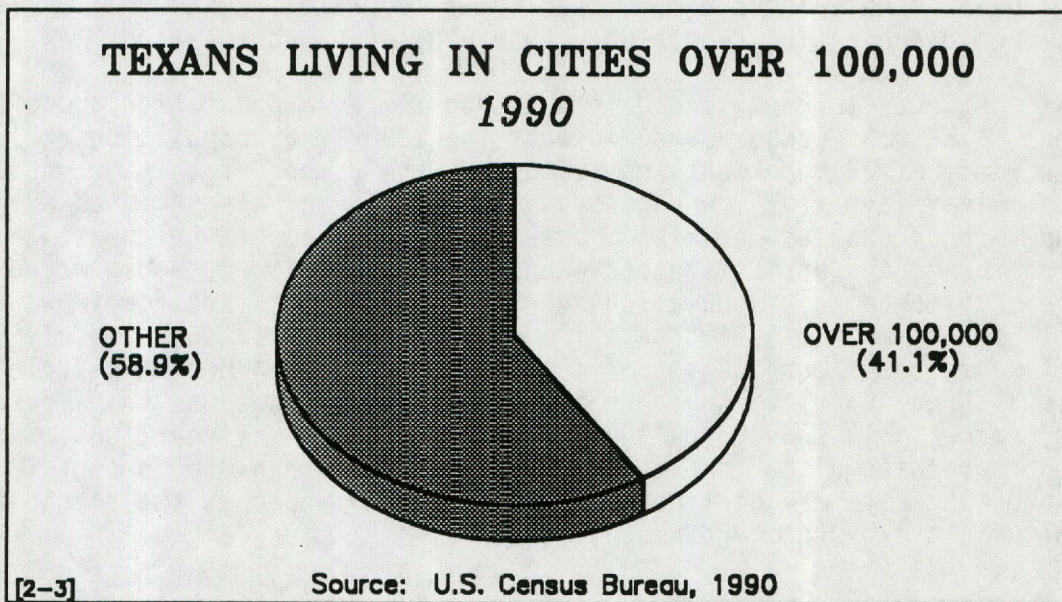
The age distribution of Texas residents, according to the 1990 U.S. Census, shows that the age group 18-44 comprises over 44 percent of all residents. The remainder are almost equally divided between those under 18 and those over 44 years of age. This distribution is expected to change, with a gradual aging of the overall population by the turn of the century. Compared to the rest of the nation, however, Texans will still be younger on average.

## POPULATION AGE DISTRIBUTION, 1990

65+ YEARS          0-4 YEARS

45-64
YEARS                         5-17
                             YEARS

18-44 YEARS

[2-4]  Source: U.S. Census Bureau, 1990
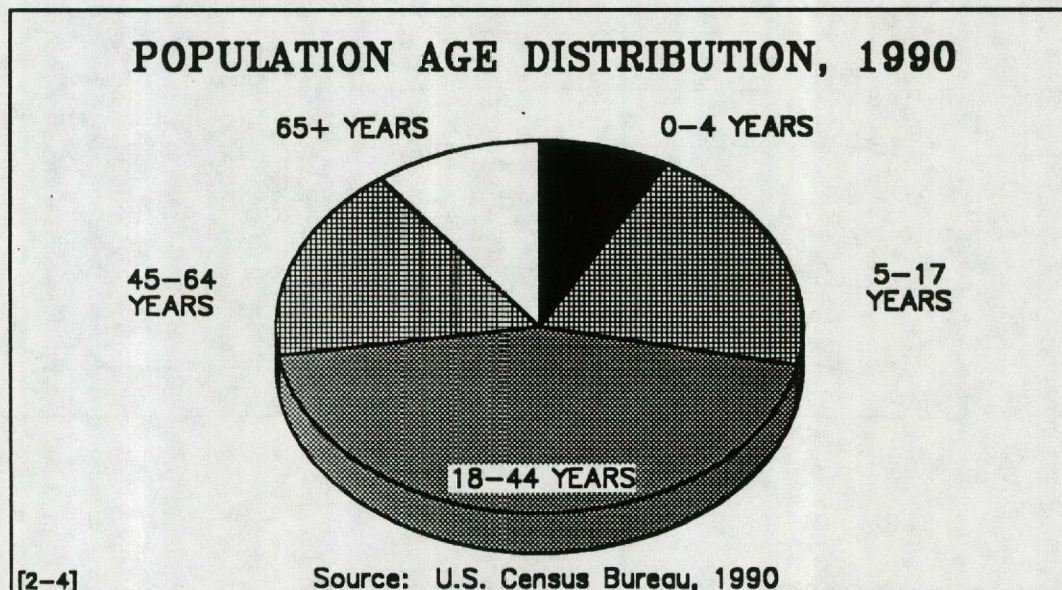
Minorities make up a greater portion of the state's population today than in 1980, having increased from 21.3 to 24.8 percent. The largest relative gain was made by Asians, who more than doubled from .85 to 1.88 percent. The portion of Blacks declined very slightly from 12 to 11.9 percent, although the total number increased. Hispanics, reported separately in the 1990 census because they may be of any race, increased from 20.9 to 25.5 percent. Six major cities in the state have Hispanic populations of over 50 percent. Minorities now make up a majority of Houston's population for the first time. If this trend continues as expected, by the year 2000 minority groups will constitute a majority of the population, with Hispanics expected to comprise as much as 30 percent. The dramatic growth of minority populations since 1980 and their anticipated continuing increase must be carefully considered when developing library programs to meet present and future needs.

## TEXAS POPULATION COMPOSITION, 1990

11.90%

WHITE
BLACK
OTHER
ASIAN
NATIVE

75.21%

10.62%

1.88%
0.39%
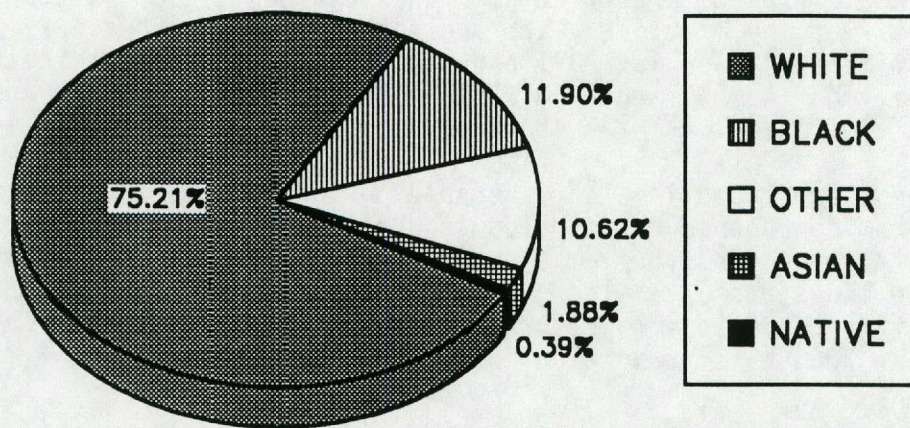
[2-5A]                                        Source: U.S. Census Bureau, 1990

## HISPANIC POPULATION IN TEXAS, 1990

74.45%          25.55%

HISPANIC
ALL OTHER
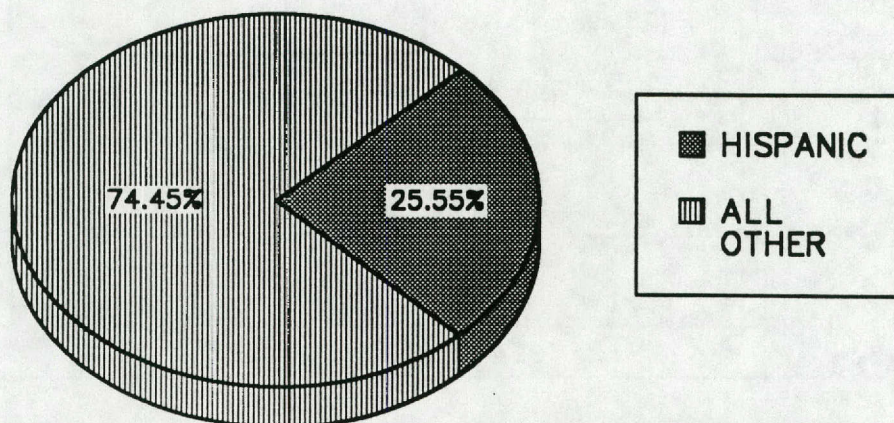
[2-5A1]                                       Source: U.S. Census Bureau, 1990

The Texas economy was once among the most robust in the nation, but an oversupply of oil resulting in a severe drop in price in the mid-1980's devastated the economy, much of which is dependent on a healthy petroleum and natural gas industry. Unemployment approached ten percent. Problems in agriculture, a decline in the value of the peso, and falling real estate prices also hurt areas of the state and retarded growth.

By 1987 recover had begun. A strong demand for services and government served to stimulate the economy. Jobs lost during the recession were regained and employment reached record levels. Today about 15 percent of the economy depends on energy-related industries, compared to 27 percent in 1981. State finances are also less dependent on those industries. The Comptroller's Office reports: "Before the 1986-87 recession...every dollar change in the price of oil resulted in a $100 million change in state taxes. By the end of the downturn, this figure had fallen to $50 million."

The recovery of the Texas economy continues. State revenue from all sources reached a record $28.6 billion in 1991, up 11.4 percent from the previous fiscal year; state expenditures from all funds reached $25.8 billion in 1991, up 13 percent from the previous year. Personal income reached $293.8 billion in 1991, up from $252 billion in 1989, and the gross state product reached an estimated $302 billion in 1991, up from $281 billion in 1989. By the summer of 1991 the rate of inflation in Texas had slowed to 3.4 percent.

The long term trend is also favorable. Economists forecast continued movement away from dependence on petroleum and natural gas to a more sustainable and ultimately more healthy Texas economy based primarily on manufacturing and service industries. While in 1981 over 18 percent of the state's gross product was attributable to agricultural and mining (mostly oil and gas) activity, by the year 2006 this proportion is expected to drop to under 6 percent.

## STATE REVENUE AND EXPENDITURES
### FROM ALL SOURCES
(Source: Texas Comptroller's Office)



[2-5B]
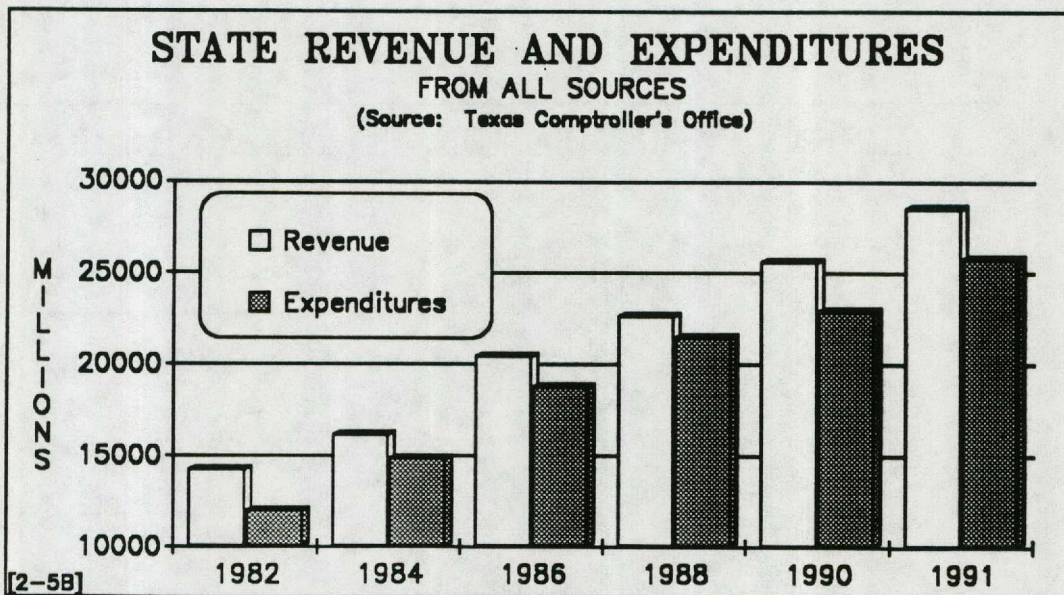
There is little doubt that Texas libraries benefited from the rapid growth of the Texas economy in the early 1980's and will continue to share in the state's recovery.  As of 1991, the number of public libraries had risen to 475; academic libraries totaled approximately 170, special libraries, 722, and public school libraries, 3,718.

## LIBRARIES IN TEXAS

Source:  Texas State Library



[2-6]
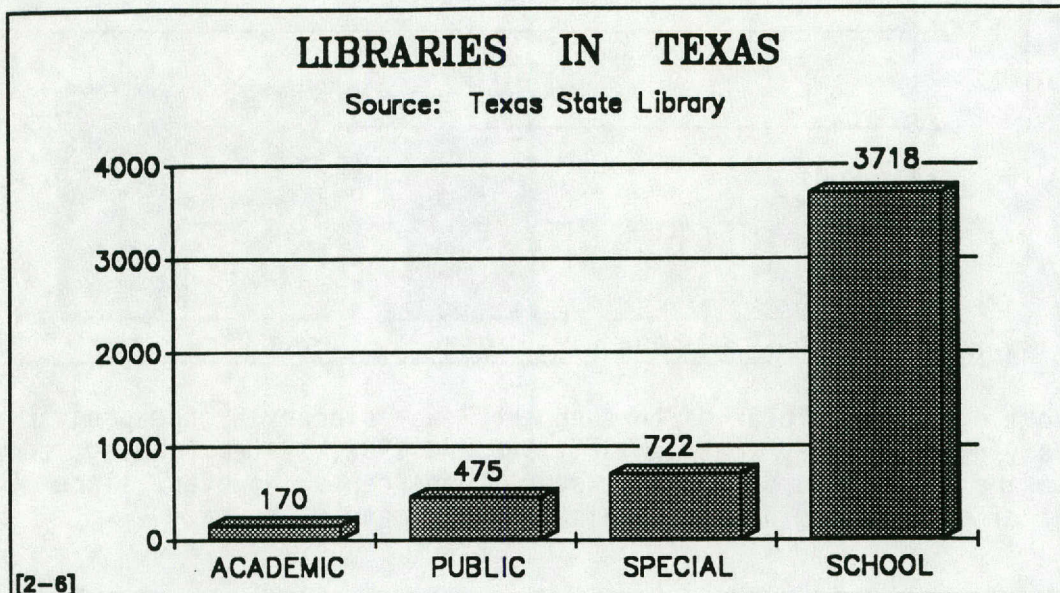
Between 1980 and 1990 total public library expenditures from local sources increased 132 percent to almost $150 million.  Unfortunately, inflation absorbed much of this growth.  An increase in services was also seen during these years. The number of reference questions increased by 79 percent, and circulation rose over 45 percent.  The increase in total circulation cannot be attributed solely to population gains.  Since 1982 circulation per capita has increased over 16 percent, which shows that patrons have raised their level of library use, and that collection development efforts are on target.

## PUBLIC LIBRARY
## SERVICES AND EXPENDITURES



[2-7]

## PUBLIC LIBRARY CIRCULATIONS PER CAPITA

| | 1982 | 1984 | 1986 | 1988 | 1990 |
|---|---|---|---|---|---|
| | 3.61 | | | | 4.19 |
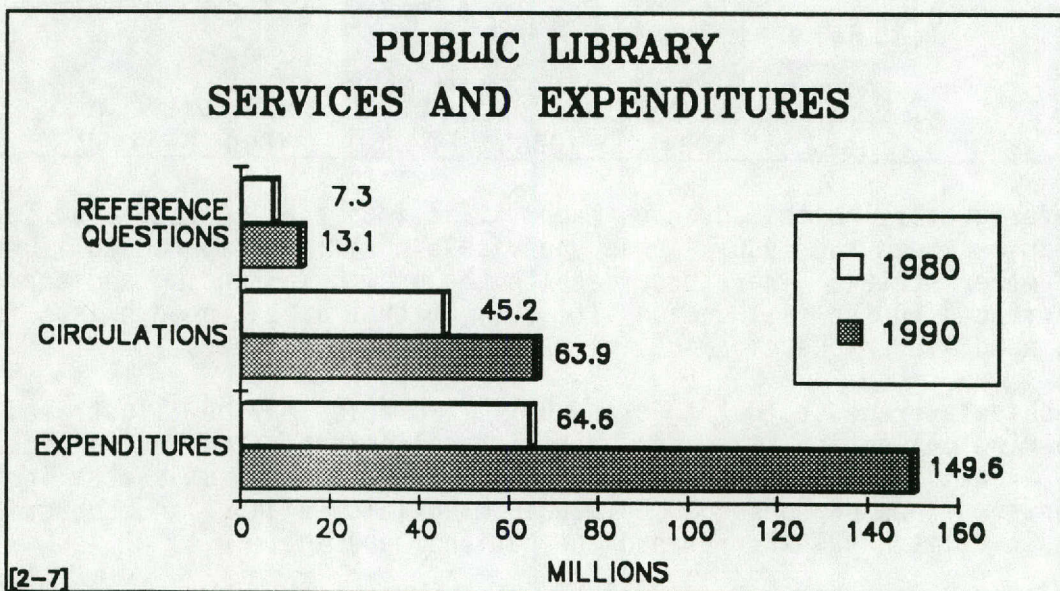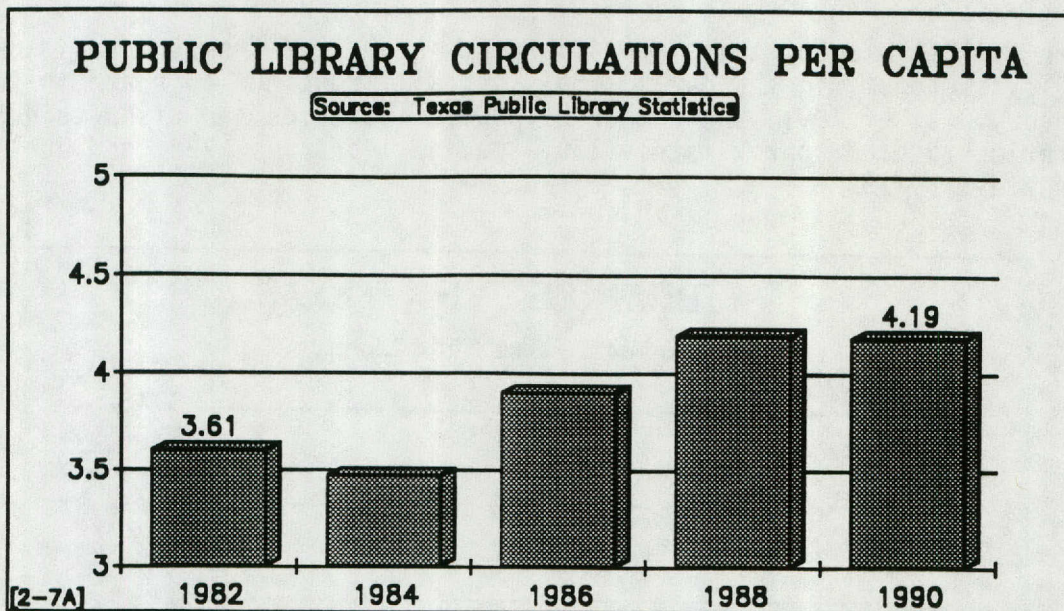
Support of public libraries through the Texas Library System program realized satisfying increases. Between SFY 1980 and 1992, system funding, comprised of state and federal funds, rose by over 100 percent. However, since 1986 the level of system funding has remained approximately the same.

## TEXAS PUBLIC LIBRARY SYSTEM FUNDING

| | 1982 | 1984 | 1986 | 1988 | 1990 | 1992 |
|---|---|---|---|---|---|---|
| MILLIONS | $5,540,976 | | | | | $7,719,468 |

[2-8]
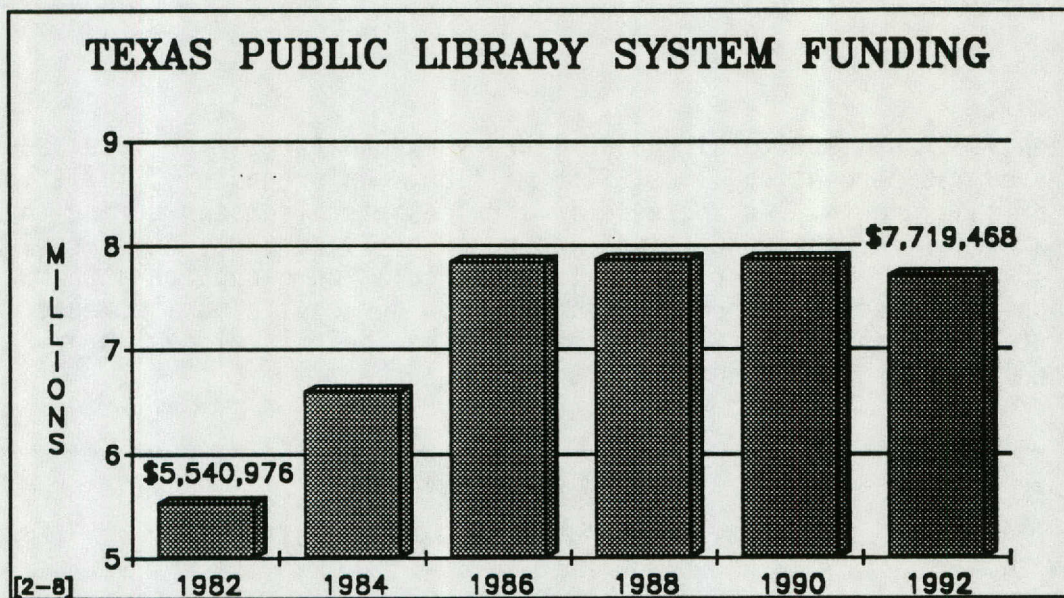
However gratifying the advances made, it is important to note that Texas public libraries ended the 1980's in an unenviable position compared to libraries in most other states. Therefore, despite the growth in funding and services experienced in the past decade, it is clear that a real need exists for continued library development in Texas in the coming years.

The below average status of Texas public libraries may be illustrated by comparing collection sizes in Texas with collection sizes nation-wide. On a per capita basis, Texas ranks close to the lower 25 percent of states in the important areas of book volumes, audio materials, videos, and subscriptions. Only in films has Texas reached the national average.

## TEXAS PUBLIC LIBRARY COLLECTIONS COMPARED TO OTHER STATES, 1988

FIRST

Source: FSCS

MEDIAN

LAST

| VOLUMES P/C PER 1,000 POP SRVD | AUDIO P/C PER 1,000 POP SRVD | FILMS P/C PER 1,000 POP SRVD | VIDEO P/C PER 1,000 POP SRVD | SUBSCRIPTIONS P/C PER 1K POP SRVD |

[2-8A]
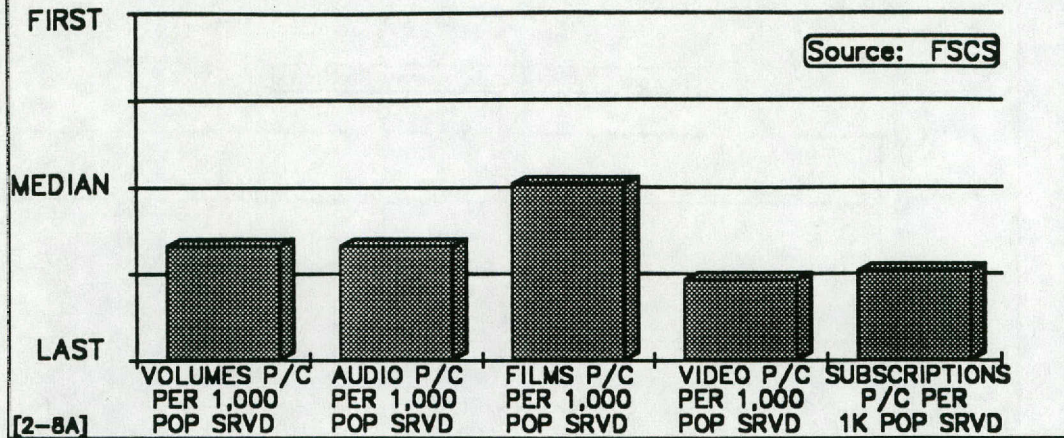
In 1989 Texas public libraries expended approximately $8.94 per capita for library services. This amount was significantly less than that spent in surrounding states, and forty percent less than the national average. However gratifying the increase in per capita expenditures in Texas from 1982 to 1990, that rate would have to be continued until 1999 before Texas reached the national average of 1989.

## PUBLIC LIBRARY EXPENDITURES PER CAPITA
### *SFY 1989*

| | |
|---|---|
| NATIONAL AVERAGE | $15.10 |
| TEXAS | $8.94 |
| OKLAHOMA | $10.24 |
| LOUISIANA | $11.52 |
| ARIZONA | $14.53 |

Source: FSCS

$5.00    $10.00    $15.00

[2-9]

## TEXAS PUBLIC LIBRARY EXPENDITURES
### *PER CAPITA*

Source: Texas Public Library Statistics

| | 1982 | 1984 | 1986 | 1988 | 1990 |
|---|---|---|---|---|---|
| | $6.60 | | | | $9.53 |

[2-9A]
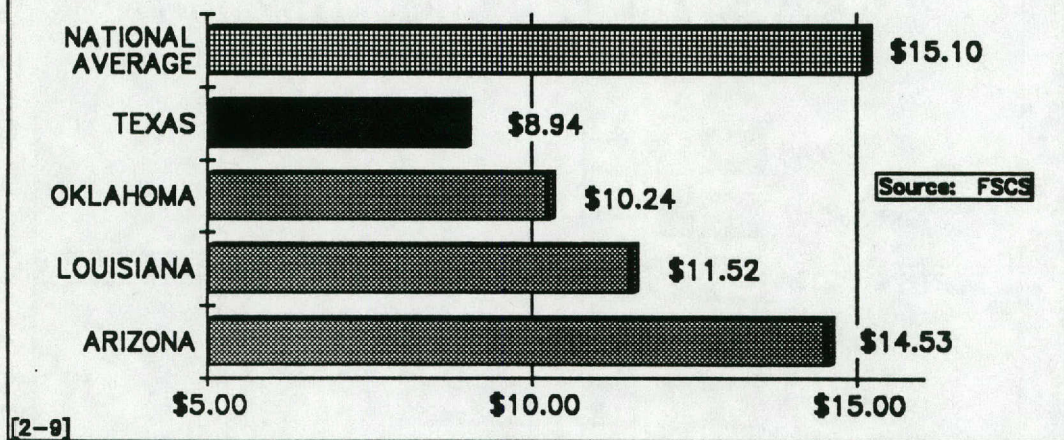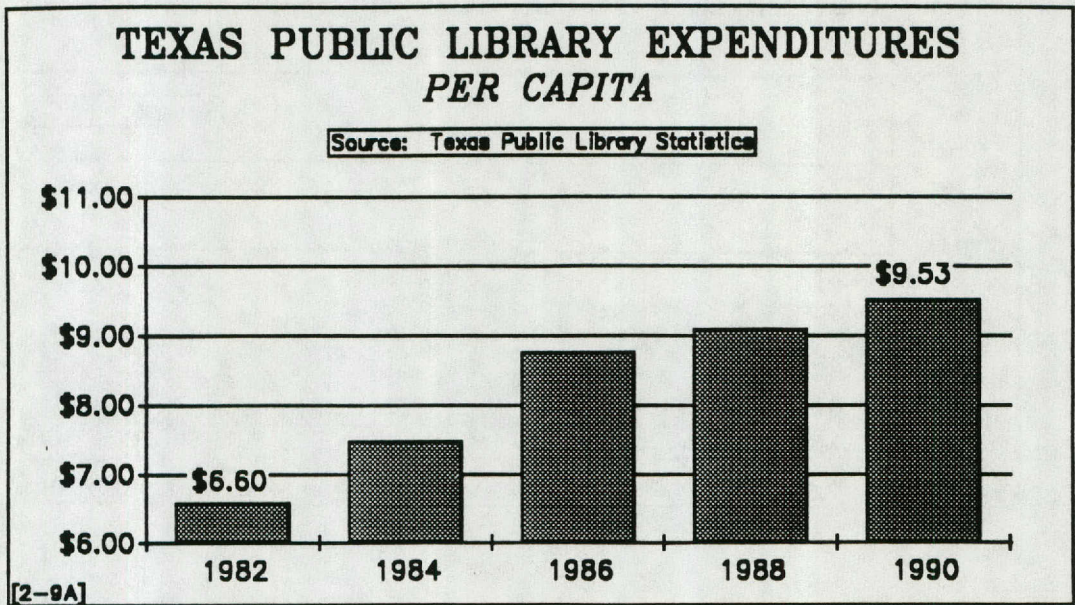
Figures for state aid to Texas public libraries in 1990 tell a similar story. While the State of Texas appropriated approximately $.31 per capita to aid public libraries, states such as Oklahoma, Arkansas, Mississippi, North Dakota, and West Virginia were appropriating many times that amount. Although state government revenue has increased dramatically over the past ten years, per capita state aid to public libraries has remained relatively stable.

## STATE AID TO PUBLIC LIBRARIES
### *PER CAPITA, 1990*

Source: COSLA

| | |
|---|---|
| TEXAS | $.31 |
| OKLAHOMA | $.54 |
| NORTH DAKOTA | $.72 |
| ARKANSAS | $1.08 |
| MISSISSIPPI | $1.85 |
| WEST VIRGINIA | $3.11 |

[2-10]

# STATE AID TO TEXAS PUBLIC LIBRARIES
## *PER CAPITA*

Source: COSLA

```
$0.45

$0.40

$0.35                        .35
        .33                                              .31
$0.30

$0.25
[2-10A]  1984        1986        1988        1990
```
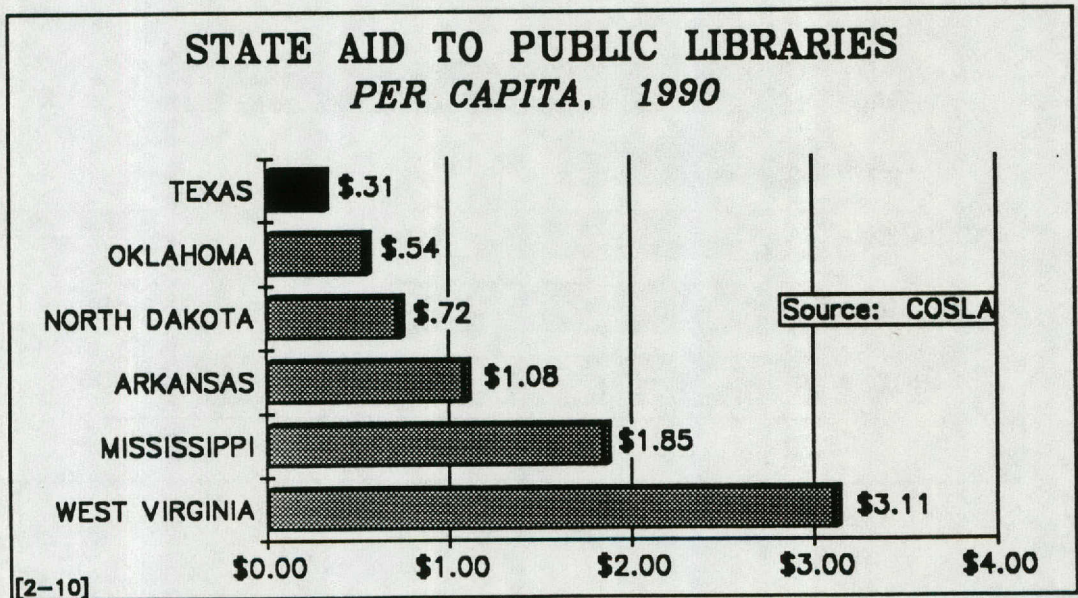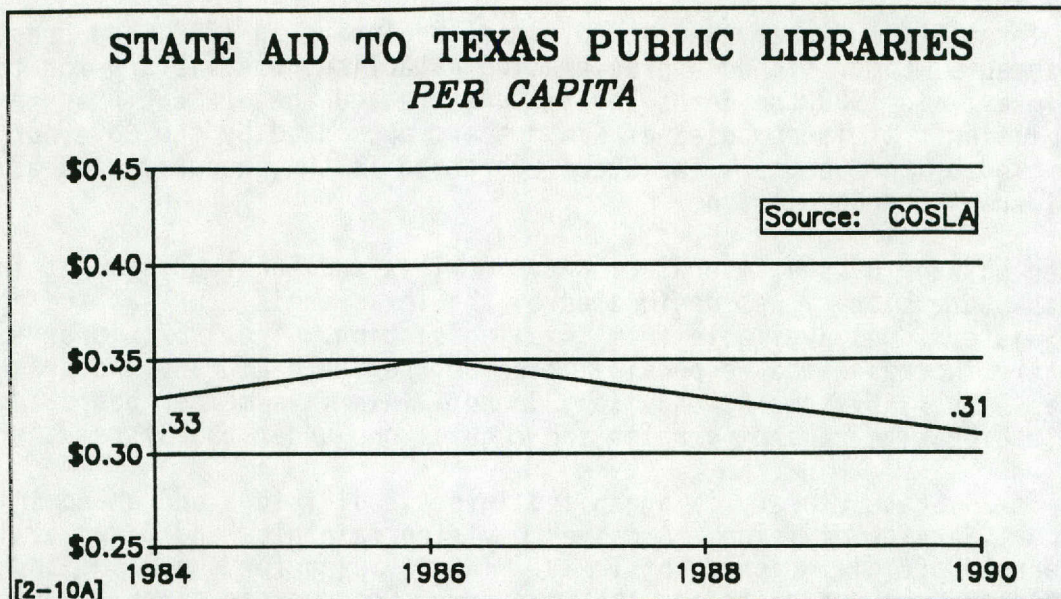
As Texas libraries move toward the mid-1990's the need for continued growth and development remains.  Many rural public libraries continue to fall far short of the minimum standards necessary to qualify them to receive assistance through the public library systems.  Continued population growth in urban areas has resulted in increased pressure for more facilities, staff, and materials to meet the demand for public and school library services.  The Texas Education Agency reports that as many as 2,000 school campuses in Texas may be without a library.  While the state's economy has recovered from its precipitous decline, public libraries and libraries in state colleges and universities continue to experience a funding crisis as they strive to meet ever increasing demands with proportionately decreasing resources.  Significant programs of cooperation between all types of libraries in Texas has only begun and is largely non-existent outside of major urban areas.

The opportunity is present for Texas libraries to continue to develop in the immediate future.  The recession of the mid-1980's is over, the transition predicted by economists from a energy-based economy to a service and manufacturing-based economy is well underway, leading economic indicators are positive, personal income is up, and state revenue from all sources has increased every year, save one, since 1981.  Applying successful strategies for revenue enhancement from sources already beset by conflicting demands, making good use of available resources, adjusting to changing population characteristics, and continuing to seek improvement and growth will provide the challenge for library development in this decade.


THE TEXAS STATE LIBRARY

The Texas State Library is the agency of state government responsible for the continued development of library services in the state.

The Texas State Library had its official beginning in 1839 when President Mirabeau B. Lamar signed a proclamation establishing a library for the Republic of Texas. In 1909 the Texas Legislature created the State Library and Archives Commission. It is composed of six members appointed by the Governor and approved by the Senate. The State Librarian is the executive and administrative officer of the Commission.

After passage of the federal Library Services and Construction Act in 1965, the Texas State Library was designated by the Texas Legislature as the agency to administer funds available from this legislation. The 1969 Library Systems Act greatly increased the responsibilities of the State Library and created the Texas Library Systems Act Advisory Board. This five member board advises the State Librarian regarding rules and regulations under the Systems Act.

The Texas State Library is organized into six divisions and an Administrative Support Service division. Archives Division maintains and makes available for research, official records of Texas. The Division for the Blind and Physically Handicapped is designated by the Library of Congress to circulate special reading materials for the blind and physically handicapped throughout the state. Information Services Division provides services to state government, federal and state documents depository libraries in Texas, and to all citizens interested in tracing their family history through an extensive collection of genealogical materials. Records Management Division is charged with the responsibility of managing all public records for the state. Regional Depository and Local Records Division administers the Regional Historical Resources Depository Program, a collection of inactive county, city and school records.

Library Development Division of the Texas State Library is responsible for administering programs to improve library services for all Texans. The division utilizes state funds appropriated by the Legislature and federal funds made available under the Library Services and Construction Act. Since 1987 Federal funds have comprised a growing percentage of the division's budget.



LIBRARY DEVELOPMENT DIVISION
*SOURCE OF FUNDS*

[2-11A]
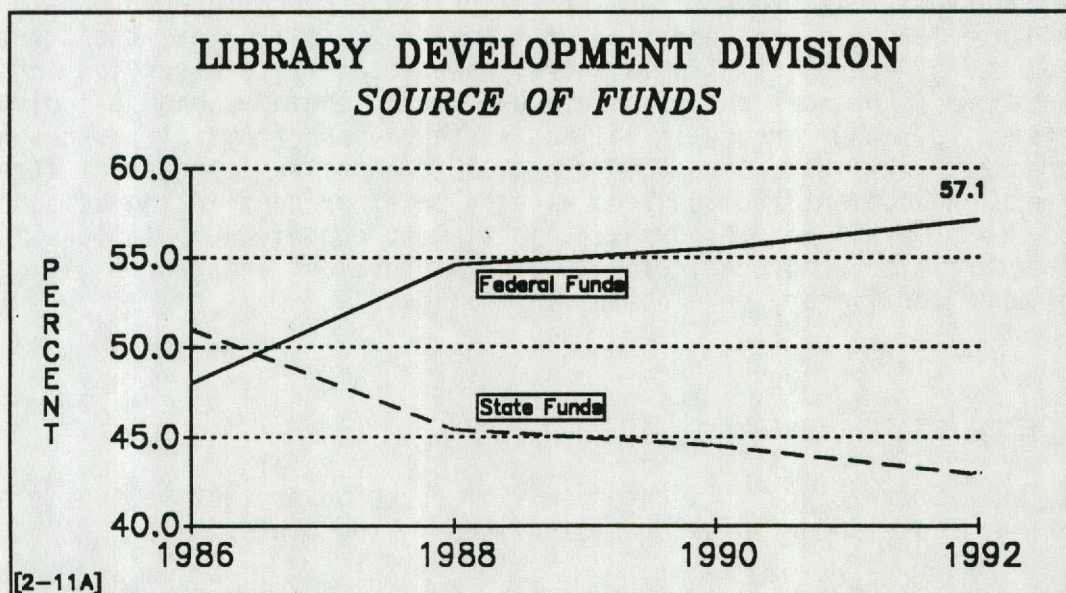
Library Development Division provides direct assistance through its programs of consulting, continuing education and publicity, as well as providing assistance indirectly by awarding grants to a variety of libraries throughout the state. In SFY 1992, grants made to public, academic, and other libraries, as well as to library consortia in the state, account for 92.7 percent of the division's budget, with direct services, administration, and indirect costs accounting for 3.5, 2.9, and .9 percent respectively.

## STATEWIDE LIBRARY DEVELOPMENT BUDGET
### *SFY 1992*

92.7

3.5%   ▦ GRANT PROGRAMS
2.9%   ▥ DIRECT SERVICES
.9%    ☐ ADMINISTRATION
       ■ INDIRECT COSTS

[2-12]
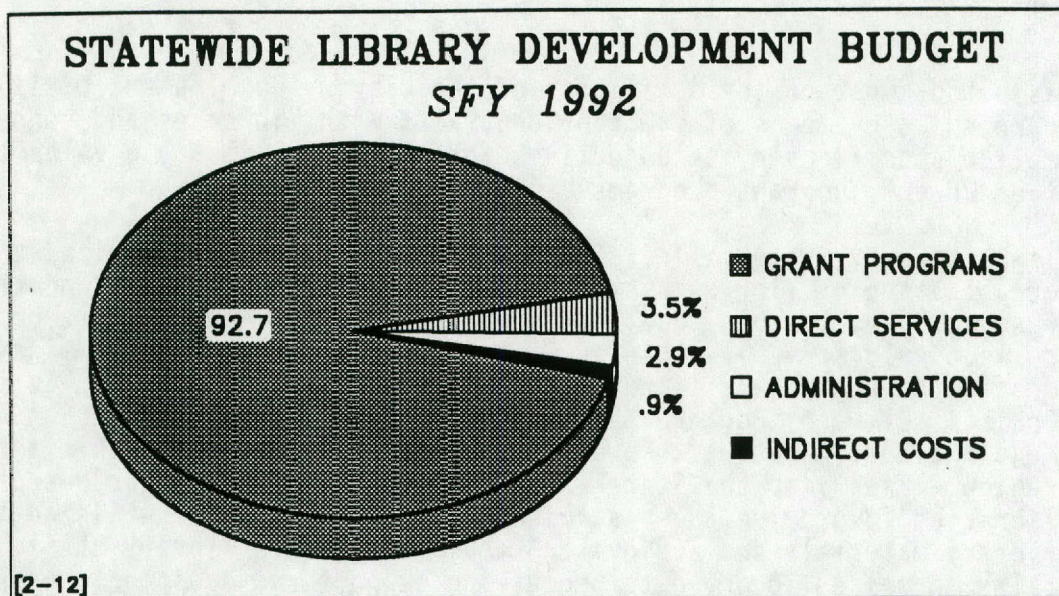
Among the direct services which the Library Development Division offers to libraries and librarians in the state are the following:

-   Consulting Services.  Librarians, trustees, and other interested persons may receive special assistance on all aspects of library development and library operations from several consultants employed by the division.  Consultants have special skills in services to children and young adults; in outreach services to the disadvantaged, minorities, and handicapped; in library services for state residential institutions; in establishing library services in unserved communities; and in automation of library functions.

-   Continuing Education.  Each year the State Library conducts workshops for librarians and trustees to gain or update their skills.  Topics have included  reference interview techniques, evaluation of library services, children's programming, services to the aging, services to the handicapped, services to  Hispanics, using volunteers, and microcomputer applications. Every two years members of the Library System Advisory Councils attend a conference sponsored by the State Library to acquaint them with the Texas Library System.  Information on upcoming workshops and conferences is published in Library Developments, the division's newsletter.

-   Library Science Collection.  Any Texas resident may call toll-free to request information or materials about libraries, library science, or information  science from a collection of 5,000 books and periodicals, vertical file  materials, audiocassettes and videocassettes.  A microfiche catalog of  holdings is distributed semi-annually to 50 libraries, and an annotated list of new additions to the collection is published every two months in Library Developments, the division's newsletter.

- <u>Texas Reading Club</u>. The Texas Reading Club offers an annual theme to attract children to the joys of reading. Free promotional materials include four-color posters, bookmarks, certificates, and reading logs. In addition, each library receives a manual with suggestions for programs, games, group activities, and reading lists based on the theme concept. Themes of recent years were AWESOME ADVENTURES, ANIMAL ANTICS, TRAILBLAZERS-STARGAZERS, CREATURE FEATURES, and The SECRET CODE IS R-E-A-D. More than 400,000 children participate in the program each year.

As was noted, most of the activities of the Library Development Division are carried on by means of subgrant contracts with libraries and consortia to accomplish specific service objectives for statewide library development. Here are the current subgrant programs offered by the division:

- <u>Texas Library System</u>. In 1969 the Texas Legislature authorized the organization of library systems to improve library services and to make resources accessible to all residents of the area that the member libraries collectively serve. The Texas State Library and Archives Commission designated the public libraries in Abilene, Amarillo, Austin, Corpus Christi, El Paso, Fort Worth, Garland, Houston, Lubbock, and San Antonio as Major Resource Centers to provide services to libraries within a specific region. Each year the State Library awards grants to Major Resource Center libraries to provide these services. The grants may be utilized to purchase library materials and audiovisual equipment, train library staff, loan films, provide library data processing support and equipment, offer consulting services, loan rotating and extension collections, assist with literacy training programs, or provide mail delivery of paperbacks to people who are homebound or are not served by a public library in their county.

The Texas Library System program is by far the largest program administered by the division, accounting for 60.7 percent of the division's budget.



**SYSTEM GRANTS COMPARED TO LIBRARY DEVELOPMENT BUDGET, SFY 1992**

39.3 PERCENT OTHER

60.7 PERCENT SYSTEM GRANTS

[2-13]
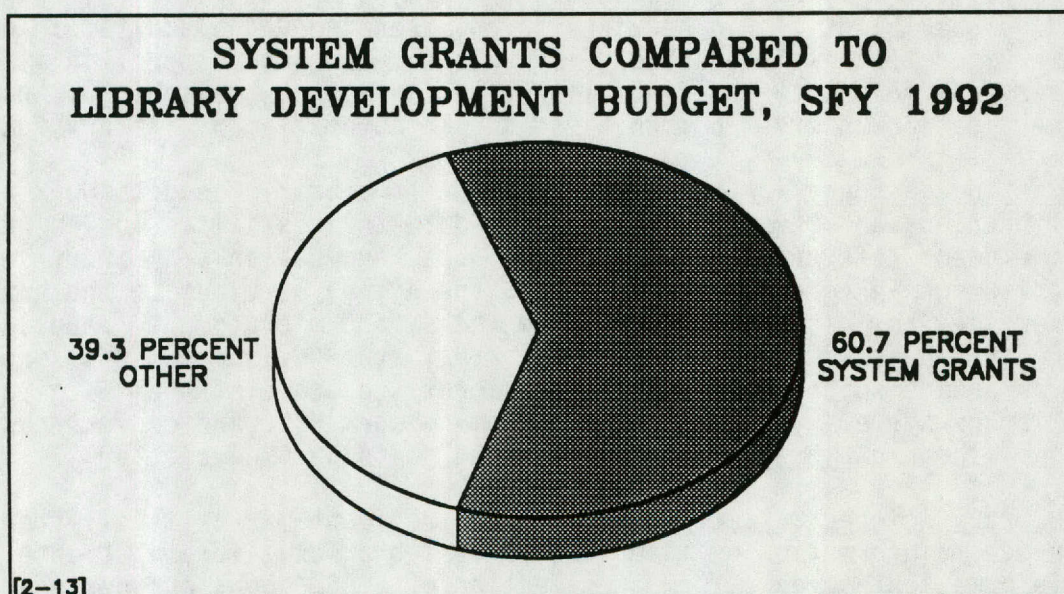
- <u>TexNet</u>. The interlibrary loan services provided by TexNet allow users of public, academic, or special libraries to borrow from other libraries materials that are unavailable at their local library. To operate this program, the Texas State Library contracts with 10 of the largest public libraries and approximately 30 college libraries to fill or refer requests for materials submitted by public, academic, or special libraries. Reference questions which cannot be answered may also be referred to the interlibrary loan center at the library in Abilene, Amarillo, Austin, Corpus Christi, Dallas, El Paso, Fort Worth, Houston, Lubbock, or San Antonio.

- <u>Public Library Services for Disadvantaged Populations</u>. Grants are awarded to public libraries developing services to meet the special needs of and to encourage library use by the socially, economically and culturally disadvantaged, including unemployed persons, children of migrant workers, people for whom English is a second language, those living below the poverty level, people over 65, and adults with less than a 12th grade education. Application guidelines are mailed in October to assist applicants in developing proposals for evaluation by the LSCA Advisory Council. Successful applications are funded for a one-year period beginning in September.

- <u>Institutional Grants</u>. Under the federal Library Services and Construction Act, Title I funds for the purchase of library materials are available to state institutions that provide library services to residents. Eligible institutions may order library books and audiovisual materials through the State Library. Applications are mailed to interested state institutions each year. The minimum grant is $400 per institution with additional funding available to match the institutional library's expenditures for library materials.

- <u>Establishment Grants</u>. Counties without a public library may apply for assistance in establishing public library services. Applications are mailed to eligible counties in December and are due at the State Library June 1. Counties are eligible for a minimum of $20,000 per year for up to three years. Grants are limited to a maximum of $40,000 per year, per recipient.

- <u>Major Urban Resource Libraries (MURL)</u>. MURL grants are made to public libraries in cities with over 100,000 population to assist the libraries in serving persons outside their tax-supporting area. Services provided by the Major Urban Resource Libraries include use of collections, reference services, and circulation of materials to non-residents.

- <u>Project Partners</u>. Two or more nearby public libraries may apply for up to $100,000 in matching funds to share resources in an automated environment. Funds may be used to purchase and operate an automated system or to link separate existing automated systems. The basic premise of Project Partners is that the highest volume of resource sharing will occur when patrons have free access to the collections of participating libraries, when those libraries are within easy driving distance, and when the libraries share the same or have linked systems. Successful projects may be funded for up to a two-year period beginning in September. This grant program is contingent on the level of state and federal funding.

- <u>Public Library Construction and Technology Enhancement</u>.  Grants are awarded for new construction or purchase, additions, and remodeling in those years in which funds are appropriated by Congress.  Guidelines and preapplications are available on request in October.  Preapplications are due in May.  Successful applications are funded for a three year period beginning in September.

- <u>Multitype Library Cooperation and Resource Sharing</u>.  Title III of the Library Services and Construction Act provides funds to finance projects that demonstrate cooperation and coordination among public, academic, special, or school libraries..  Eligible projects must involve or provide services to at least two of the above types of libraries.  Application guidelines are published each November to assist applicants in developing proposals for evaluation by the LSCA Advisory Council.  Successful applications are funded for a one-year period beginning in September.  This grant program is contingent on the level of state and federal funding.

## GOALS, OBJECTIVES AND TASKS
## FOR STATEWIDE LIBRARY DEVELOPMENT

The following are the major goals for Statewide Library Development in Texas, along with specific objectives and task statements which represent an action plan for State Fiscal Years 1992-1995.

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**GOAL 1**   To assist in financing and supporting improved library services and increased library resources in Texas.

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Objective 1.1: To award system operation grants to the library systems.

Task 1.11   Increase the number of persons served by Texas library systems to:

| 1992 | 1993 | 1994 | 1995 |
|------|------|------|------|
| 15,000,000 | 15,500,000 | 15,700,000 | 15,900,000 |

Task 1.12   Increase the percent of the state's population served by Texas library system members to:

| 1992 | 1993 | 1994 | 1995 |
|------|------|------|------|
| 89.1 | 91.3 | 91.3 | 91.4 |

Task 1.13   Purchase library materials annually to support library and system services.

| 1992 | 1993 | 1994 | 1995 |
|------|------|------|------|
| 238,375 | 238,375 | 240,000 | 240,000 |

Task 1.14   Achieve annual attendance at system-supported showings of films, videos, and filmstrips of:

| 1992 | 1993 | 1994 | 1995 |
|------|------|------|------|
| 6,231,726 | 6,466,100 | 7,700,000 | 7,800,000 |

Task 1.15   Achieve annual circulations from system extension, rotating, and circuit collections (books, large print, mail-a-book, cassettes, art prints), and reciprocal borrowing of:

| 1992 | 1993 | 1994 | 1995 |
|------|------|------|------|
| 566,750 | 575,700 | 585,000 | 594,000 |

Task 1.16   Distribute publicity materials through the library systems each year, in the amount of:

| 1992 | 1993 | 1994 | 1995 |
|------|------|------|------|
| 553,250 | 560,450 | 780,300 | 877,832 |

**Objective 1.2:**   To make grants to Major Urban Resource Libraries in years in which LSCA Title I funding exceeds $60 million nationally.

Task 1.21   Compensate the Major Urban Resource Libraries for the services they provide without charge to persons outside of their tax-supporting area, in order to ensure continued availability of one or more of the following non-resident services: on-site use of the collection, (620,000 annual total), use of reference services, (100,000 annual total), and circulation of library materials (390,000 annual total).

Task 1.22   Purchase 24,275 library materials annually to support library services to non-residents.

**Objective 1.3:**   To assist in upgrading facilities of public libraries through the administration of LSCA Title II grants, when funding for Title II is available.

Task 1.31   Maintain current information on the need for library facilities by regularly updating a computerized database of public library physical facilities.

Task 1.32   Award Title II grants to qualifying public libraries by August 1 in years in which Title II Funds have been appropriated.

Task 1.33   Increase the number and size of public library physical facilities through new construction, renovation or remodeling, by adding 75,000 square feet annually.

**Objective 1.4:**   To provide financial and program accountability through the administration of state and federal funds.

Task 1.41   Conduct biennial planning and budgeting activities.

a)   In odd-numbered years, complete goal and policy setting option identification by March 31 for biennial budget planning.

b)   In odd-numbered years, receive staff recommendations regarding goals policy options, criteria and alternative programs by May 31.

c)   In odd-numbered years, complete outline of biennial budget by September 30 and complete system budget guidelines by October 15.

d)   In even-numbered fiscal years, prepare a biennial budget for submission to the Legislative Budget Board by March 31.

e)   Submit quarterly Key Performance Targets reports to the Legislative Budget Board within 30 days following the close of each quarter.

f) Submit annual performance report to the Legislative Budget Board by October 31.

Task 1.42    Monitor and revise <u>Rules for Administering the Library Systems Act</u>.

a) Seek advice on improvements in the Rules from the Library Systems Act Advisory Board, Major Resource Center directors, and system coordinators by May 31.

b) Disseminate to the public proposed Rules by July 31.

c) Hold a public hearing on the proposed Rules by October 31.

d) Publish Rules for Administering the Library Systems Act as adopted by the Texas State Library and Archives Commission by November 30.

Task 1.43    Monitor fiscal and program performance.

a) Prepare and submit to the U.S. Department of Education the LSCA Annual Report (performance and expenditure) by December 31.

b) Conduct at least five on-site evaluations of systems each year; conduct at least one on-site monitoring visit of each competitive grant and ILL center each year.

c) Analyze requests-for-funds quarterly to assess if proper cash management procedures are being followed.

d) Notify grant recipients of discrepancies between prior approvals as listed in the contract and property inventory records by January 31.

e) Review grant recipient's financial status reports for accuracy and compliance within 30 days of receipt.

f) Conduct inventory of all grant equipment purchased with grant funds in May of odd-numbered years, and of system library materials in November of odd-numbered years.

g) Submit audit findings for grantees within 180 days following receipt by grants administrator.

h) Prepare and distribute audit manual for grantees by August 31.

i) Prepare expenditure report of state and federal funds by September 30 for Legislative Budget Board.

j) Minimize grantee unobligated fund balances by August 31.

Task 1.44    Prepare LSCA grant application

a) Complete census data analysis of LSCA priority groups and geographic areas for LSCA documentation by December 31.

b) Complete update of statistical needs assessment for the Long Range Plan by January 31.

c) Complete preparation of application and reporting guidelines for grant projects such as systems, establishment, Project Partners, disadvantaged, Title II, Title III, and MURL for inclusion in the LSCA Annual Program by February 28.

d) Mail the drafts of the LSCA Annual Program and Long Range Plan to the LSCA Advisory Council by April 15.

e) Seek the advice and approval of the LSCA Advisory Council by May 31.

f) Present the LSCA Annual Program and Long Range Plan to the Commission for approval by July 31.

g) Initiate the Texas Review and Comments process through the Governor's Office of Planning and Budget by July 31.

h) Publish and disseminate the Annual Program and Long Range Plan by September 30.

i) Receive Department of Education approval of the LSCA Annual Program and Long Range Plan by October 30.

Task 1.45    Conduct program administration activities

a) Mail notices announcing the availability of grant programs (Establishment, Disadvantaged, Title II, Title III, Project Partners) by September 5.

b) Mail grant guidelines for the Disadvantaged, Project Partners, Title II and Title III programs by November 1; and guidelines for interlibrary loan budgeting, Major Urban Resource Libraries program and Establishment Grant program by December 1.

c) Complete negotiations with referral libraries and mail final interlibrary loan contracts by July 15.

d) Mail system contracts by August 1, and mail contracts for all other grantees, including academic libraries receiving reimbursement for interlibrary loans to public libraries by August 15.

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Objective 1.5:    To evaluate the current Statewide Library Development program and the state of library service in Texas, and explore needed changes in the Texas State Library and Archives Commission authorization, the Library Systems Act, and other legislation concerning libraries of all types in preparation for the state Sunset Review in 1994-1995 and the reauthorization of the Library Services and Construction Act or the development of its successor.

Task 1.51   Identify current problems and short-term solutions that can be
            implemented before the sunset review.

Task 1.52   Project the library service needs of Texans for the next 15
            years.

Task 1.53   Identify necessary changes in services at the local, regional
            and state levels to meet projected needs.

Task 1.54   Identify changes in statutory and administrative law,
            administrative structure, and funding patterns necessary to
            implement improved services.

Task 1.55   Determine long-range (to 2006-2007) goals for library
            development in Texas and broad strategies within which the
            Library Development Division can work to implement those goals.

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GOAL 2   To improve delivery of materials and information to library users by
         supporting and encouraging libraries to share resources.

---

Objective 2.1:   To provide interlibrary loan services and answers to
                 informational inquiries through a network of public, academic,
                 and special libraries.

Task 2.11   Increase interlibrary loan requests filled by TexNet.

| 1992 | 1993 | 1994 | 1995 |
|------|------|------|------|
| 230,000 | 225,000 | 235,000 | 240,000 |

Task 2.12   Monitor and evaluate the cost-effectiveness of interlibrary loan
            services. Meet with the staff of each interlibrary loan center
            at least once each year.

Task 2.13   Investigate the use and incorporation of new technologies; conduct
            studies and pilot projects; and write reports as necessary.

---

Objective 2.2:   To provide statewide information about the location of library
                 materials in Texas through the creation and expansion of
                 bibliographic databases.

Task 2.21   Add machine-readable bibliographic records to state or regional
            databases at the rate of 58,000 per year.

Task 2.22   Maintain a statewide union list of serials using the OCLC union
            listing capability. Smaller union list groups and individual
            libraries may be profiled into this statewide union list and may
            receive financial assistance in adding their holdings to this
            database. The number of locations (summary holdings statements)
            shown on the union list will be:

| 1992 | 1993 | 1994 | 1995 |
|------|------|------|------|
| 618,000 | 630,000 | 642,000 | 655,000 |

Task 2.23    Encourage public, academic, and other libraries to submit
             Title III grant applications to add their holdings to the
             statewide union list. This task is contingent on the level of
             state and federal funding.

Objective 2.3:    To encourage public libraries to loan materials without charge
                  to the borrower through the formation of reciprocal borrowing
                  agreements and city-county contracts.

Task 2.31    Achieve 6,000 system-supported reciprocal borrowing transactions
             annually.

Task 2.32    Monitor the number of reciprocal borrowing agreements
             established between nearby libraries.

Objective 2.4:    To facilitate reciprocal borrowing by encouraging shared
                  integrated automated systems.

Task 2.41    Award LSCA Title I matching grants totaling from $100,000 to
             $200,000 annually for public libraries to purchase shared
             automated library systems, or to link existing automated
             systems. This task is contingent on the level of state and
             federal funding.

Objective 2.5:    To encourage provision of regional and local cooperative
                  services for meeting common user needs through joint planning,
                  informal cooperation, and contractual arrangements among public,
                  academic, school, and special libraries.

Task 2.51    Achieve 5,626 system-supported interlibrary loan transactions
             (reference referral and lateral interlibrary loan) annually.

Task 2.52    Award LSCA Title III grants totaling from $150,000 to $300,000
             annually to conduct demonstration and cooperative projects among
             public, academic, school, and special libraries. This task is
             contingent on the level of state and federal funding.

GOAL 3    To provide public library service in unserved areas.

Objective 3.1:    To encourage and support the establishment of public libraries
                  in unserved counties.

Task 3.11    Work with the systems and with citizens and officials in unserved counties to increase the number of counties with library service by one each year.

| 1992 | 1993 | 1994 | 1995 |
|------|------|------|------|
| 241  | 241  | 242  | 243  |

Task 3.12    Award establishment grants to newly established public libraries as follows:

| 1992 | 1993 | 1994 | 1995 |
|------|------|------|------|
| 2    | 2    | 2    | 2    |

Task 3.13    Purchase 6,300 library materials annually to support library services for all county residents.

---

Objective 3.2:    To encourage library systems to provide library service to counties without local public library service.

Task 3.21    Provide access to direct library service through library systems' books-by-mail programs to 10,000 unserved and underserved Texans each year.

Task 3.22    Record 2,560 annual circulations from system-supported books-by-mail projects.

Task 3.23    Study alternatives for providing library services to counties without public libraries and other unserved areas.

---

GOAL 4    To provide training and information on all aspects of library services to librarians and library users.

---

Objective 4.1:    To provide technical assistance and consulting upon request to librarians, systems personnel, library staff, trustees, advisory councils, and interested persons.

Task 4.11    Provide specialized consulting hours through the Texas State Library in the areas of automation, children and young adult services, library management, services to the disadvantaged and institutionalized, staff training, technical services and other areas to librarians, library staff, systems personnel and interested persons.

| 1992  | 1993  | 1994  | 1995  |
|-------|-------|-------|-------|
| 3,365 | 3,365 | 3,500 | 3,500 |

Task 4.12   Provide 18,918 hours of consulting through the library systems
            in support of ongoing local library operations in the areas of
            automation, collection development, library management,
            literacy, media services, planning and budgeting, reference,
            technical services, youth services, and other areas to
            librarians, library staff, governing authorities and advisory
            boards.

Task 4.13   Establish a Preservation Office to provide technical assistance
            and continuing education on preservation and conservation of
            materials.  Institute technical assistance service by September
            1993; begin public awareness campaign by October 1993; plan and
            conduct one education program by May 1995.  This task is
            contingent on the level of state and federal funding.

---

Objective 4.2:   To facilitate, coordinate, and promote statewide library
                 continuing education activities, and to prepare and provide
                 continuing education workshops and materials for interested
                 persons working in and with libraries.

Task 4.21   Provide continuing education student hours through the Texas
            State Library in the areas of automation, children and young
            adult services, library management, services to the
            disadvantaged and institutionalized, staff training, technical
            services and other areas to librarians, library staff, systems
            personnel and interested persons.

| 1992 | 1993 | 1994 | 1995 |
|------|------|------|------|
| 12,500 | 12,500 | 13,000 | 13,000 |

Task 4.22   Enroll 3,400 persons per year for workshops offered by the Texas
            State Library.

Task 4.23   Produce and distribute instructional manuals through the Texas
            State Library.

| 1992 | 1993 | 1994 | 1995 |
|------|------|------|------|
| 5,775 | 5,775 | 6,000 | 6,000 |

Task 4.24   Provide the following hours of training and continuing education
            through the library systems in basic aspects of local library
            operations in the areas of automation, collection development,
            library management, literacy, media services, planning and
            budgeting, technical services, youth services, and other areas
            to librarians, library staff, governing authorities, and
            advisory boards.

| 1992 | 1993 | 1994 | 1995 |
|------|------|------|------|
| 22,600 | 19,700 | 15,062 | 15,062 |

Task 4.25   Increase the number of persons attending workshops offered by
            library systems to 3,197 per year.

Task 4.26    Serve as a clearinghouse for continuing education activities by
             maintaining a database of topics, locations, and presenters of
             library-related workshops conducted within the state; by
             collecting, storing and disseminating workshop packets from
             those workshops; and by promoting attendance at these workshops
             through newsletters and brochures distributed by the Texas State
             Library and the library systems.

Task 4.27    Provide at least one workshop each biennium through the Texas
             State Library for trainers, consultants and system coordinators.

Task 4.28    Provide six 2-day basic skills institutes each year beginning in
             FY1994 for non-degreed librarians with cataloging, reference,
             collection development, automation/technical services,
             children's services and library management courses.  This task
             is contingent on the level of state and federal funding.

---

Objective 4.3:  To collect and publish statistics from Texas public, special,
                and academic libraries.

Task 4.31    Publish Texas Academic Library Statistics, and Texas Public
             Library Statistics annually.

Task 4.32    Collect, edit and forward public library data to the U.S.
             Department of Education in support of its Federal-State
             Cooperative System for Public Library Data (FSCS) program.

Task 4.33    Collect, edit and forward academic library data to the U.S.
             Department of Education in support of its Integrated
             Postsecondary Education Data System (IPEDS) program.

Task 4.34    Examine trends in public library and Statewide Library
             Development program performance, issuing a report by
             December 31.

Task 4.35    Publish annual performance statistics for Statewide Library
             Development programs in the Division newsletter by February 28.

---

Objective 4.4:  To provide information and library materials on all aspects of
                library and information services to librarians, systems
                personnel, library staff, trustees, advisory councils, and
                interested persons.

Task 4.41    Promote and distribute resources available from the Library
             Science Collection by the following means:  distribution of
             microfiche copies of the library catalog; listing of new
             materials in the Division's bi-monthly newsletter; creation of
             special bibliographies and subject information packets; an
             incoming WATS line for statewide information requests; an
             electronic bulletin board to receive and disseminate
             information; and promotional activities at selected library
             association conferences.

Task 4.42    Distribute the following number of informational materials each
             year through the Library Science Collection and Continuing
             Education Consulting Department of the Texas State Library.

| 1992 | 1993 | 1994 | 1995 |
|------|------|------|------|
| 49,000 | 49,000 | 51,000 | 51,000 |

Task 4.43    Provide a jobline service listing available library positions
             statewide, to assist libraries in maintaining staffing levels,
             and to assist librarians seeking new employment. Record 5,000
             jobline telephone and electronic bulletin board inquiries per
             year.

---

**GOAL 5    To improve library service to persons with special needs by providing
           programs aimed at selected groups.**

---

Objective 5.1:    To assist libraries in improving library services to the
                  disadvantaged.

   Task 5.11    Maintain expenditures of at least $1,000,000 annually by the
                library systems for library materials and services which will
                impact disadvantaged persons served by local public libraries,
                including the elderly and the limited English speaking.

   Task 5.12    Provide assistance to local libraries to improve services to
                limited English speaking and disadvantaged persons through the
                Texas State Library's consulting and continuing education
                programs, and library science collection. (See Tasks 4.11,
                4.21, 4.22, 4.23, and 4.42 for performance measures.)

   Task 5.13    Provide from $200,000 to $300,000 in grants to local public
                libraries to develop services for targeted population (e.g.,
                persons who are over 60 years of age, the impoverished, the
                unemployed persons, and persons for whom English is a second
                language, migrant workers, adults who are illiterate, and
                persons in local institutions).

   Task 5.14    Purchase 9,050 library materials annually to support library
                services for disadvantaged groups.

---

Objective 5.2:    To strengthen libraries in state residential institutions.

   Task 5.21    Increase materials available in state institutional libraries.
                Through a program of centralized acquisitions provide the
                following number of library materials annually:

| 1992 | 1993 | 1994 | 1995 |
|------|------|------|------|
| 4,100 | 4,100 | 3,200 | 3,200 |

**Objective 5.3:** To provide continuing library service from the Texas State Library to print impaired Texans.

**Task 5.31** Increase the number of new patrons registered by 3,445 per year.

**Task 5.32** Increase the number of new institutions registered by 536 per year.

**Task 5.33** Provide library service to 24,897 English-speaking individuals annually.

**Task 5.34** Provide library service to 1,055 Spanish-speaking individuals annually.

**Task 5.35** Provide library service to 1,806 institutions per year.

**Task 5.36** Provide library service to 19,983 visually impaired individuals annually.

**Task 5.37** Provide library service to 5,969 physically handicapped individuals annually.

**Task 5.38** Provide complete information, or appropriate referrals, in response to 10,000 reference questions annually.

**Task 5.39** Record on tape English and Spanish book titles at the rate of 225 each year.

**Task 5.310** Maintain an annual circulation of materials at 22 volumes per individual served.

**Task 5.311** Maintain an annual circulation of materials at 20 volumes per institution served.

---

**Objective 5.4:** To assist public libraries in improving library services to children and young adults.

**Task 5.41** Provide consulting to the library systems and public libraries on library services to children and young adults. (See Tasks 4.11, 4.23, 4.42 for performance measures.)

**Task 5.42** Conduct a survey of youth services in Texas public libraries by June 1991, and issue a report on the survey results with recommendations by December 1992.

**Task 5.43** Compile, print and distribute three manuals of programming ideas to librarians serving young adults, families, and children in day care centers.

| 1993 | 1994 | 1995 |
|------|------|------|
| Ages 11-15 | Services to families | Services to Day Care Centers |

Task 5.44   Maintain an annual library participation rate in the Texas Reading Club.

| 1992 | 1993 | 1994 | 1995 |
|------|------|------|------|
| 560  | 560  | 575  | 575  |

Task 5.45   Provide Texas Reading Club participation forms (Reading Logs) and other free Club promotional materials to public libraries, and to school libraries subject to availability of materials.

| 1992    | 1993    | 1994    | 1995    |
|---------|---------|---------|---------|
| 425,000 | 425,000 | 425,000 | 425,000 |

Objective 5.5:   To provide assistance for adult education and literacy programs in public libraries.

Task 5.51   Provide assistance to libraries through the Texas State Library's consulting and continuing education services, and library science collection to develop and improve local adult education programs. (See Tasks 4.11, 4.21, 4.22, 4.23, and 4.42 for performance measures.)

Task 5.52   Assist library systems in establishing local literacy projects in public libraries, which will result in the following number of student literacy and adult basic education hours:

| 1992    | 1993    | 1994    | 1995    |
|---------|---------|---------|---------|
| 296,702 | 296,702 | 330,000 | 330,000 |

Objective 5.6:   To make library services more accessible to handicapped individuals.

Task 5.61   Distribute to all public and university libraries a manual on finding, acquiring, and using auxiliary aids and service for library patrons who have impairments of hearing, speech, sight, and mobility, by October 1993.

Chapter 4


## NEED INDICATORS FOR STATEWIDE LIBRARY DEVELOPMENT


In determining the goals, objectives, and tasks for statewide library development, it is necessary to first establish "need indicators" which identify the areas in which library services are inadequate. Need indicators are arrived at through a procedure which:

1. <u>Determines standards</u> for library services. The standards may be national (e.g., American Library Association standards); state (Texas Library Association standards); or, where these are non-existent, they may be administratively determined by the Texas State Library.

2. <u>Determines the current status of library services</u>. This procedure may involve the use of statistical data generated through Texas State Library annual and biennial questionnaires to various types of libraries in the state; it may involve the use of data gathered by other agencies (e.g., U.S. Census Bureau); or it may involve the use of periodic surveys or performance reporting procedures which target selected service providers (e.g., institutional libraries, major resource systems) or areas of potential need (e.g., public library facilities). In all cases the most current data available to the Texas State Library is used in this Long Range Plan.

3. <u>Analyzes the current status of library services</u> compared to established standards. The analysis results in a need indicator which shows the degree to which current service falls short of established standards.

Estimated costs are calculated for each need indicator by applying a current unit cost, whenever possible, to the amount service falls short of standards. The resulting figure shows the estimated amount of funding needed to raise library service from the current level to established standards.

Need indicators and cost estimates are presented for each of the action plans found in the previous chapter. An "action plan" is defined here as a task, related to a specific objective and goal, to be carried out in the period covered by the <u>Long Range Plan for Statewide Library Development: 1992-1995</u> (Rev. July 1992). Each action plan references a goal, objective, and task in the previous chapter using the notation system established in that chapter. For example, Action Plan 1.17 refers to Goal 1, Objective 1, Task 7 in Chapter 3. Please refer to Chapter 3 for a more complete description of each action plan.

Please note that the standards which are not administratively determined include reference notes in parentheses following each standard. The reference notes begin with a number which refers to the list of references found at the end of this chapter.

Action plans involving shared automated systems (Project Partners, Title I) and cooperative multitype projects (Title III) are contingent on the level of state and federal funding. There is no need indicator, as there is no action plan, for the LSCA priority of "strengthening metropolitan public libraries which serve as national or regional resource centers."

1.11  Increase the number of persons served by Texas library systems....

1.12  Increase the percent of the state's population served by Texas library systems....

Standard

"The community library should be part of a system of libraries with which it has a clear and official relationship" (1, Standard 2.iii., p.17)

"All public libraries should be full participating members of the Texas Library System as provided by the Library Systems Act (Government Code, Chapter 441, Sections 441.121ff)." (2, Standard C., p.104)

At an estimated cost of $6.74 per patron served, $1,601,006 is needed annually to raise non-system member library service from the current level to average system member per capita support.

Need Indicator



POPULATION SERVED
SYSTEM MEMBER LIBRARIES, SFY 1990

[4—112]

## PERCENT OF STATE POPULATION SERVED
### *BY SYSTEM MEMBER LIBRARIES*

[Bar chart showing percent of state population served by system member libraries. Y-axis ranges from 86.0 to 100.0. Values: 1982 = 89.5, 1984 (unlabeled), 1986 (unlabeled), 1988 (unlabeled), 1990 = 91.8]

[4—112A]

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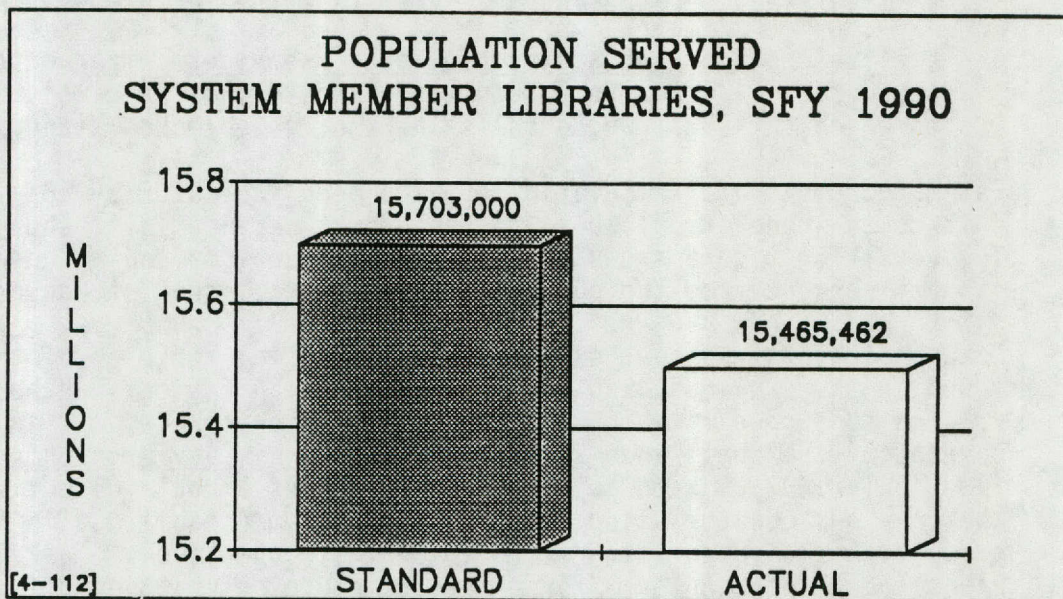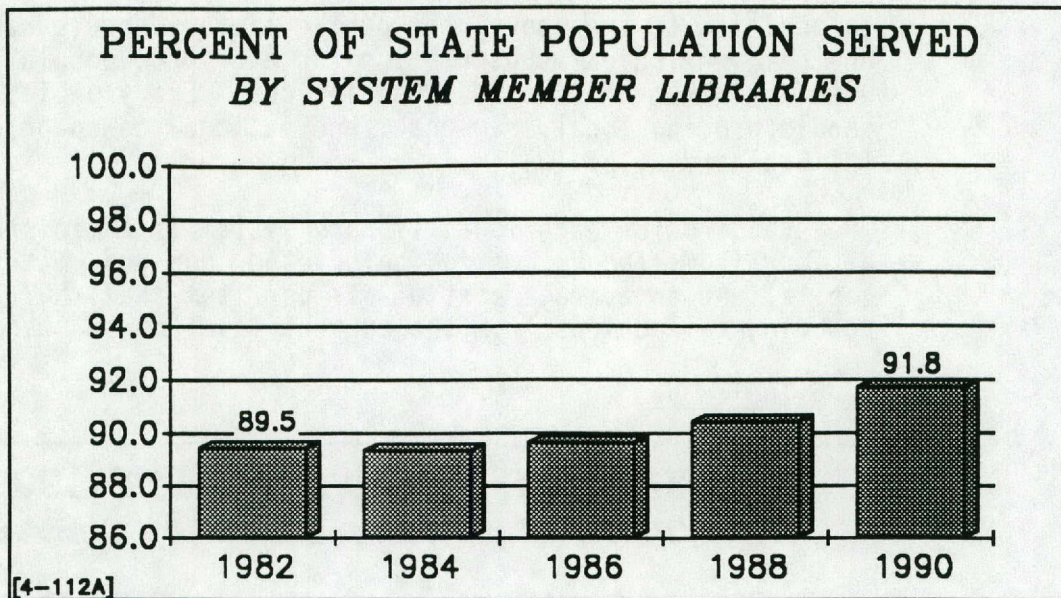
ACTION PLAN
FOR TASK

1.13 **Purchase library materials annually to support library and system services.**

Standard

"The community library should have sufficient resources to provide the most frequently requested materials from its own collection." (1, Standard 2.i., p. 16)

"All citizens should have direct access to a public library collection of current and useful materials, and indirect access, via interlibrary loan and by other means, to all of the materials in our state and the nation. Quality is more important than size; however, collections should range by population as follows:

### TEXAS LIBRARY ASSOCIATION STANDARD

| Population served by library | ------------LIBRARY MATERIALS ------------ | |
| --- | --- | --- |
| | Adequate (items) | Superior* |
| 0 - 1,999 | 10,000 | 15,000 |
| 2,000 - 4,999 | 15,000 | 20,000 |
| 5,000 - 14,999 | 2 per capita, 15,000 min. | 4 per capita |
| 15,000 - 99,999 | 2 | 4 |
| 100,000 - 499,999 | 1 | 3 |
| 500,000 - | 1 | 2 |

* Provides access to additional materials through networks and databanks.

In addition to the above, the public library should have at least one paid periodical subscription for every 200 population served, with a minimum of 25 paid subscriptions. Every public library should provide local, regional, and national newspapers."
(2, Standard G, p. 104)

The standard for each Texas library system is administratively set at four items (books, periodicals, other non-book materials) per capita. At an average cost of $17 per item, $271,563,746 is needed to bring collections from the current level up to standard.
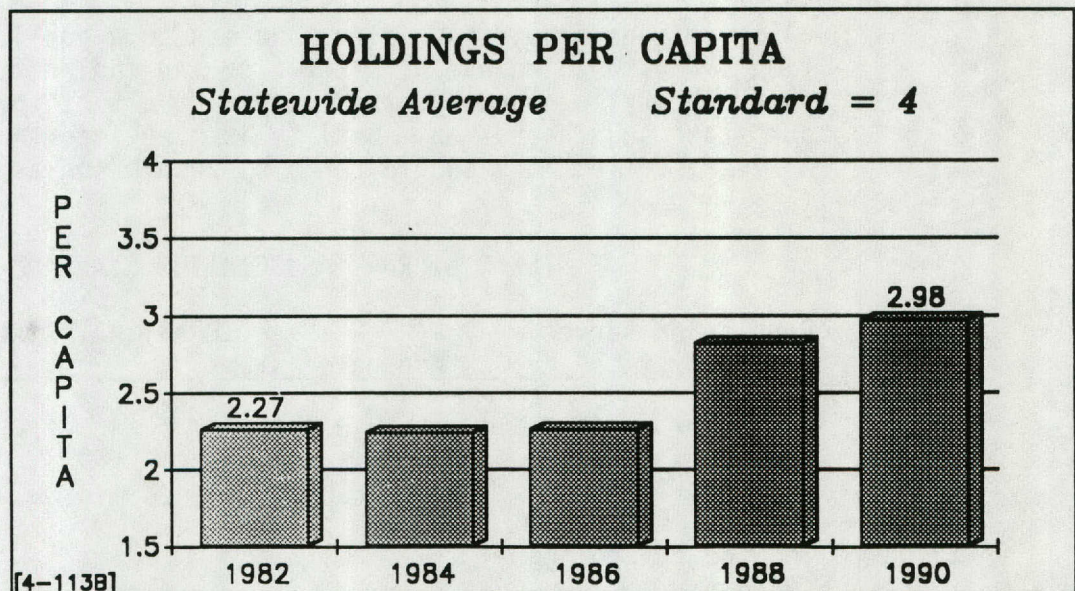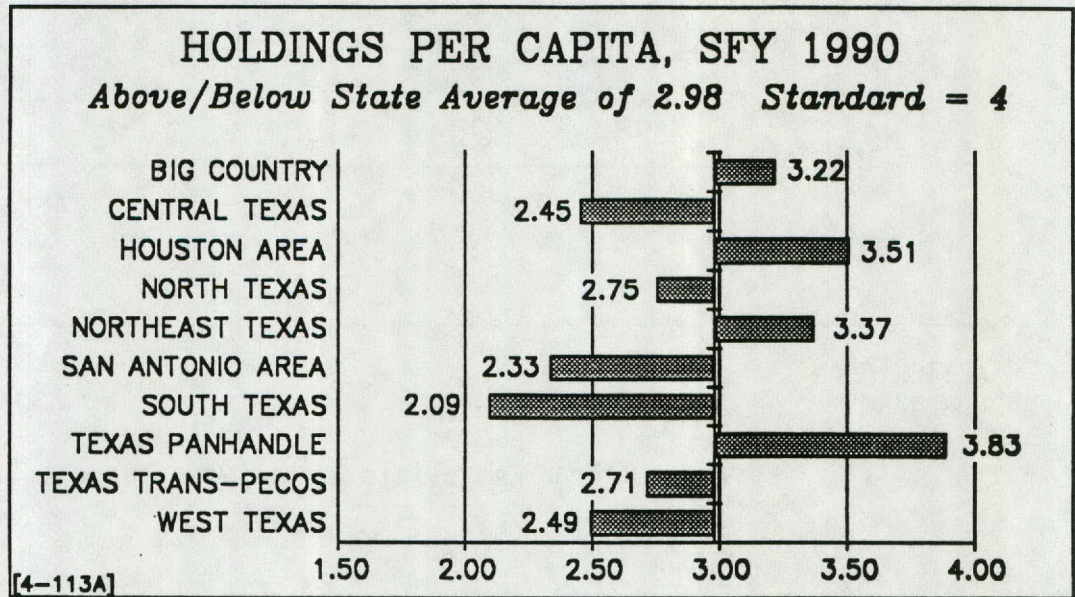
Need Indicator

## HOLDINGS PER CAPITA, SFY 1990
### Above/Below State Average of 2.98  Standard = 4

| System | Value |
|--------|-------|
| BIG COUNTRY | 3.22 |
| CENTRAL TEXAS | 2.45 |
| HOUSTON AREA | 3.51 |
| NORTH TEXAS | 2.75 |
| NORTHEAST TEXAS | 3.37 |
| SAN ANTONIO AREA | 2.33 |
| SOUTH TEXAS | 2.09 |
| TEXAS PANHANDLE | 3.83 |
| TEXAS TRANS-PECOS | 2.71 |
| WEST TEXAS | 2.49 |

[4-113A]

## HOLDINGS PER CAPITA
### Statewide Average    Standard = 4

| Year | PER CAPITA |
|------|-----------|
| 1982 | 2.27 |
| 1984 | |
| 1986 | |
| 1988 | |
| 1990 | 2.98 |

[4-113B]

1.14    Achieve annual attendance at system-supported showings of films,
        videos, and filmstrips....

Standard

"The public library sponsors group activities inside or outside the
library within the framework of its program."  (1, Standard 27,
p.33)

"A library system must have resources covering the interests in the
several communities it serves, in reasonable duplication to meet
most requests immediately."  (1, Standard 39, p.41)

An administrative standard has been set for attendance at
system-sponsored audiovisual showings to total one per capita
statewide.  At an average cost of $0.25 per viewer, $2,762,389 is
needed to bring attendance up to standard.
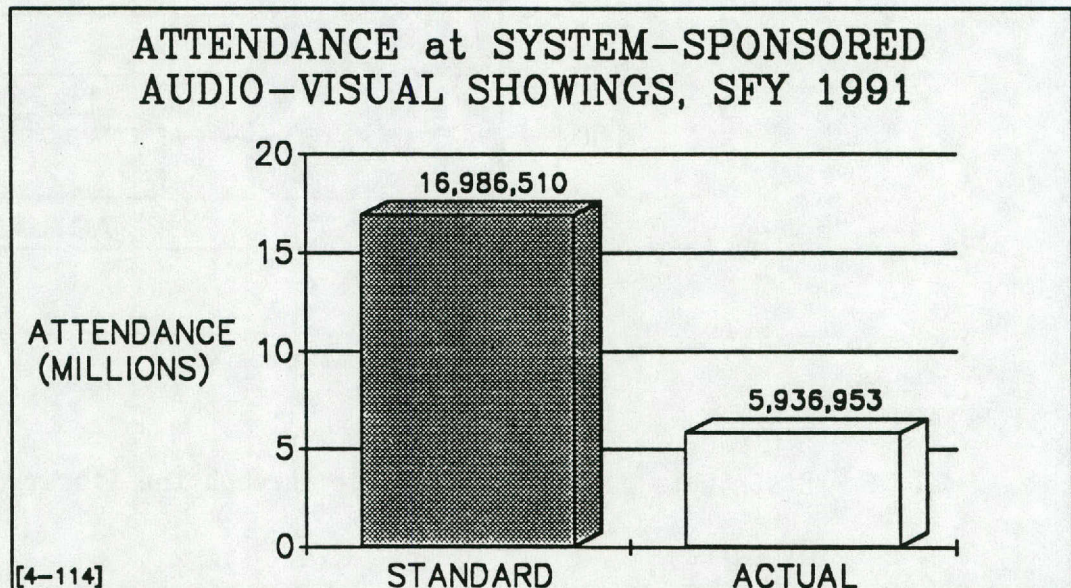
Need Indicator

ATTENDANCE at SYSTEM—SPONSORED
AUDIO—VISUAL SHOWINGS, SFY 1991

ATTENDANCE
(MILLIONS)

STANDARD: 16,986,510
ACTUAL: 5,936,953

[4—114]

1.15    Achieve annual circulations from system extension, rotating and
        circuit collections...and reciprocal borrowing....

<u>Standard</u>

"All possible administrative and organizational means should be employed to extend local and area-wide resources, and should include: regular and frequent exchange of materials among member libraries and the headquarters unit...." (1, Standard 4.ii., p.18)

An administrative standard has been set for circulations from system extension, rotating and circuit collections to total 600,000 annually. At an average cost of $0.60 per circulation, $291,767 is needed to bring service up to standard.

<u>Need Indicator</u>

## EXTENSION COLLECTION CIRCULATIONS
### *SFY 1991*

T H O U S A N D S

| | | |
|---|---|---|
| | 600,000 | |

600
500
400
300
200
100
0

113,721

[4—115]

STANDARD          ACTUAL

---
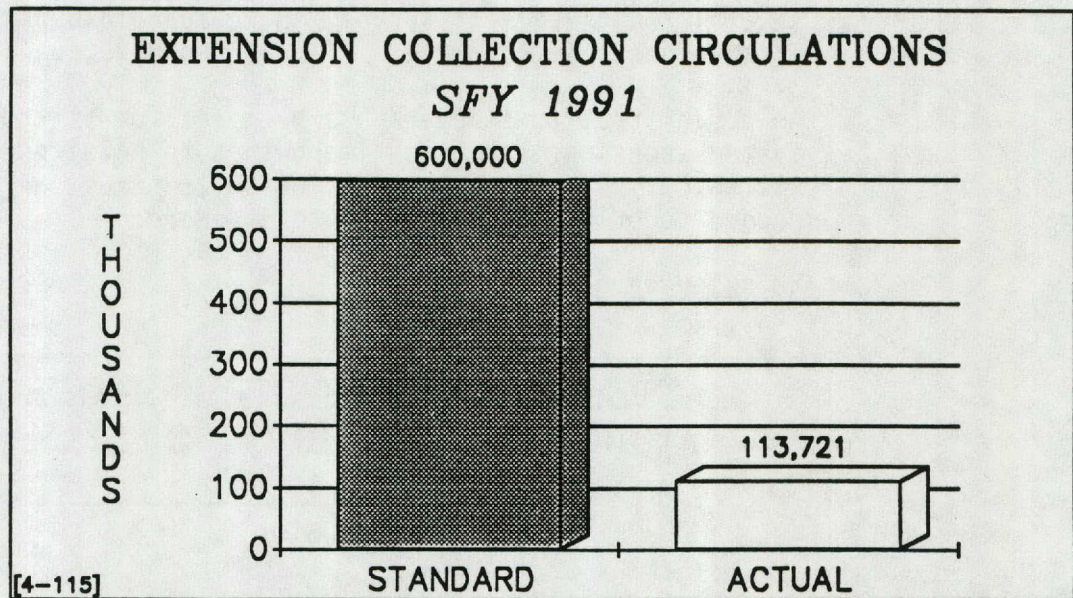
**ACTION PLAN
FOR TASK**

1.16    **Distribute publicity materials through the library systems....**

<u>Standard</u>

"The library system must develop a strong public relations program for, and in cooperation with, the community libraries which are its members." (1, Standard 28.ii, p. 34)

An administrative standard has been set for systems to distribute a total of two million pieces of publicity annually. At an estimated $0.20 per piece, $253,119 additional is needed to reach the administrative standard.

## PUBLICITY MATERIALS DISTRIBUTED
### *SFY 1991*

MILLIONS of PIECES

2,000,000

734,406

STANDARD          ACTUAL

[4-117]

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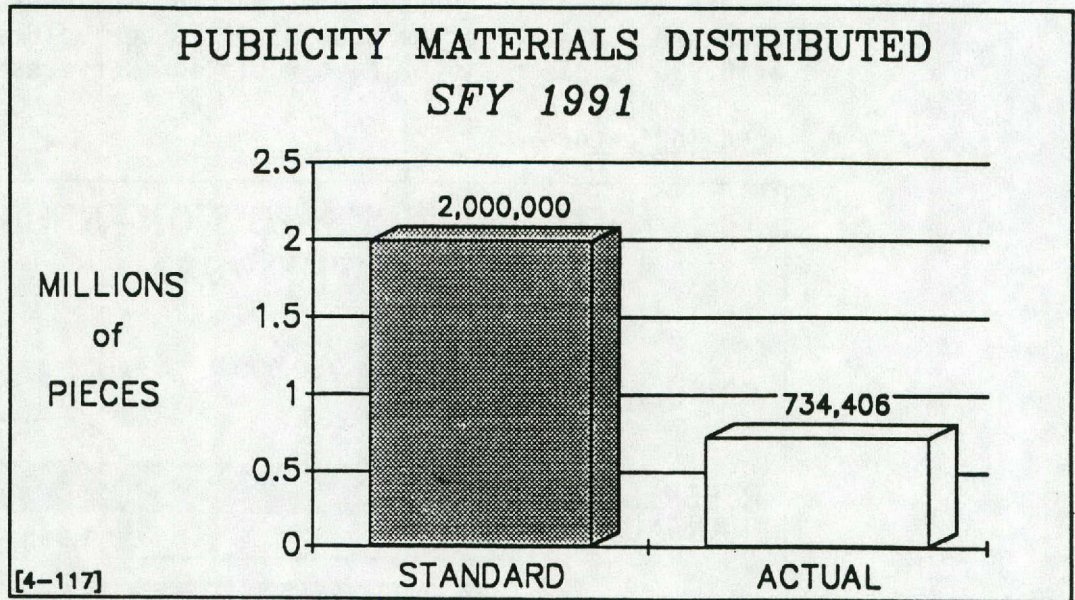
**ACTION PLAN
FOR TASK**

1.21    Compensate Major Urban Resource Libraries (MURL) for the services they provide without charge to persons outside of their tax-supporting area....

1.22    Purchase...library materials annually to support library services to non-residents.

Standard

"Headquarters units of library systems open to every resident of a natural region, should make available the essential resources and personnel of modern library services."  (1, Standard 3.i, - 3.iii., p. 17)

Persons who do not reside in the tax-supporting jurisdictions of MURL libraries should have access to the MURL collections and services free of charge.  The following standard for statewide services to non-residents by Major Urban Resource Libraries has been administratively determined:

| | |
|---|---:|
| Number of persons making on-site use of collections | 3,000,000 |
| Number of persons receiving reference services | 3,000,000 |
| Number of materials circulated to non-residents | 750,000 |

At an average cost of $6.00 per reference question, $6,327,576 is needed to bring reference services from the current level up to standard. At an average cost of $1.25 per volume circulated, $410,996 is needed to bring circulation services up to standard.

Need Indicator

## MURL SERVICES TO NON—RESIDENTS
### *SFY 1991*

| | STANDARD | ACTUAL |
|---|---|---|

CIRCULATIONS — 750,000 (STANDARD), 421,203 (ACTUAL)

REFERENCE TRANSACTIONS — 3,000,000 (STANDARD), 1,945,404 (ACTUAL)

ON—SITE USE — 3,000,000 (STANDARD), 2,054,180 (ACTUAL)

0    0.5    1    1.5    2    2.5    3
MILLIONS

[4—121]

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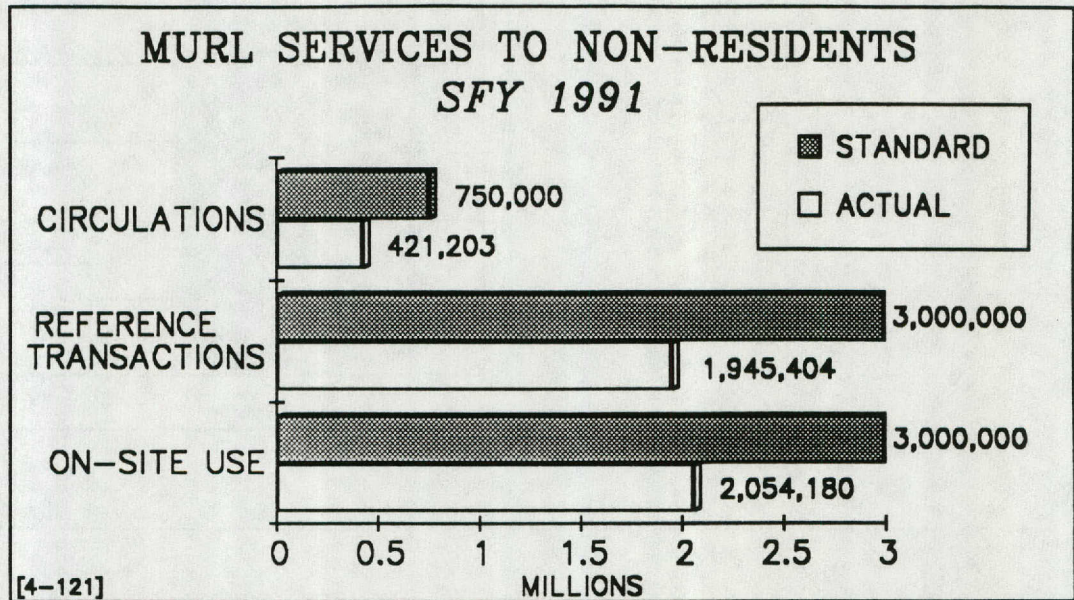
**ACTION PLAN FOR TASK**

1.31    Maintain current information on the need for public library facilities....

1.32    Award Title II grants to qualifying public libraries...in years in which Title II funds have been appropriated.

1.33    Increase the number and size of public library physical facilities through new construction, renovation or remodeling....

Standard

"Every individual should have convenient and planned access to the full range of modern library facilities provided by community, area, state, regional, and federal library agencies." (1, Standard 1.ii, p. 16, also Standards 60-66 "Physical Facilities," pp. 56-64).

"Public library facilities should offer to the community a compelling invitation to enter, read, look, listen, and learn. All buildings should be efficient, flexible, and expandable, with fixed walls kept to a minimum. They should be conveniently located and easily accessible for all segments of the population. Minimum space requirements refer to the total square footage in all library facilities, including branches, mobile, or portable facilities.

## TEXAS LIBRARY ASSOCIATION STANDARD
### (Revised to show a 5,000 sq. ft. minimum)

Population served by library              Minimum space requirements

   1 - 1,999                                    5,000
  2,000 - and up                        5,000 square feet or .75
                                                 square feet per person,
                                                 whichever is greater"

  (2, Standard H, p. 104)

### Library Building Database

The Texas State Library conducted a survey of public library buildings in 1988. Data from the survey was used to create a library building database, which is updated on an on-going basis and is current as of 1991. Of the approximately 475 public libraries in the state, 452 are in the database, a 95 percent representation rate. These libraries serve 15,043,152 persons, a figure equal to 96% of the estimated state population served by public libraries in 1990, the last year for which population served figures are available.

Table I summarizes the data obtained in the survey relating to the square footage of public library facilities in Texas. Total square footage of Texas public libraries is in excess of 6.7 million square feet. Square feet per capita averages .449 over the state. The square footage reported exceeds the 1983 total by 1,634,408, due in part to the greater number of libraries reporting and in part to construction activity over the past eight years. However, square feet per capita increased only slightly (.04 sq. ft.), indicating that new construction since 1983 was inadequate to keep pace with population growth, to replace older buildings, and to bring existing facilities up to standard.

Table II compares the survey data to the Texas Library Association (TLA) standards for public library facilities. Approximately 82.1% of the libraries responding to the survey have facilities that fall below TLA standards. Over 13.2 million Texans, 88% of the population served by the respondents, do not have access to adequate library facilities. Over 89 percent of libraries serving populations of 10,000 or more use facilities which fail to meet minimum TLA standards.

Table III shows that a total of 81 public libraries serving 1.8 million Texans do meet TLA standards for minimum floor space. Most of these libraries serve communities between 2,000 and 24,999 population. Only 6 libraries out of 94 serving populations of 25,000 or more are found to meet TLA standards.

Table IV indicates the decade or year of construction of individual buildings used as libraries. The table shows that about 18 percent of public library buildings were constructed prior to 1940, and that those facilities account for about 12 percent of the total square footage reported. Conversely, about 5 percent of the total square footage reported represents construction completed within the past five years.

Table V takes the data from Table IV and assumes a 50-year depreciation schedule. Facilities constructed prior to 1942 are assumed to be fully depreciated and in need of replacement. Those constructed after 1941 are depreciated at the rate of 2% per year. The database shows that 131 buildings used as libraries are fully depreciated and in need of replacement. Seventy-three percent of all square footage constructed prior to 1970 is now depreciated.

The 1988 survey also asked respondents to estimate their need within the next five years for new construction, expansion, or renovation of existing facilities. Here are their responses:

1.     Number of libraries in need of new facilities -     128
    new square footage needed -  1,833,501

2.     Number of libraries in need of expansion    -     183
    expansion square footage needed    -    878,062

3.     Number of libraries in need of renovation    -     163
    for handicapped access, energy conservation, etc.

4.     Total amount of new square footage needed    -  2,711,563

The data reveals a great need for public library construction, expansion and renovation in Texas. The number of libraries with facilities which fall below the standards for square footage set by the Texas Library Association (Table II); the amount of depreciated square footage in Texas libraries (Table V); and the number of libraries which express a need for new construction, expansion and renovation are indicators that Texas public library facilities are inadequate.

A total of 5,508,084 square feet of library floor space would have to be added to existing buildings to meet Texas Library Association standards. Facilities constructed prior to 1942, which total 823,923 sq. ft., are fully depreciated and in need of replacement. The cost for such additional and replacement construction at an estimated $70 per square foot would total $443,240,490. Site acquisition is not included in this estimate.

Need Indicator

## PUBLIC LIBRARY PHYSICAL FACILTIES
### *SQUARE FEET SHORTAGES*

| Year | Square Feet Shortage |
|------|---------------------|
| 1983 | 3,605,668 |
| 1988 | 4,806,404 |
| 1991 | 5,508,084 |

[4-133A]

## PUBLIC LIBRARY PHYSICAL FACILTIES
### *PERCENT BELOW STANDARD*

| Year | Percent Below Standard |
|------|------------------------|
| 1983 | 88.37% |
| 1988 | 86.14% |
| 1991 | 88.06% |

[4-133B]
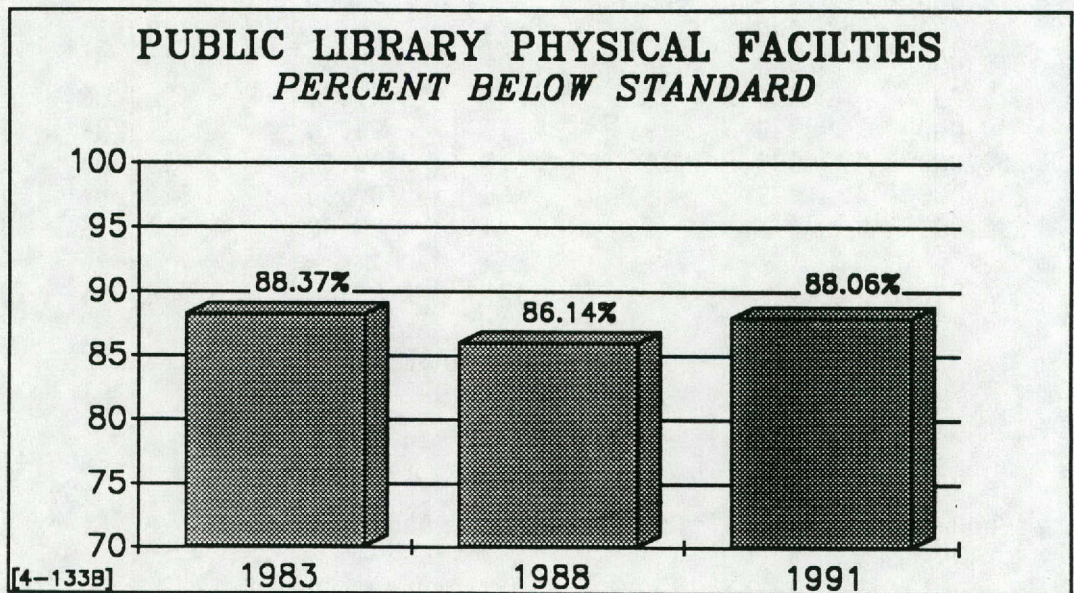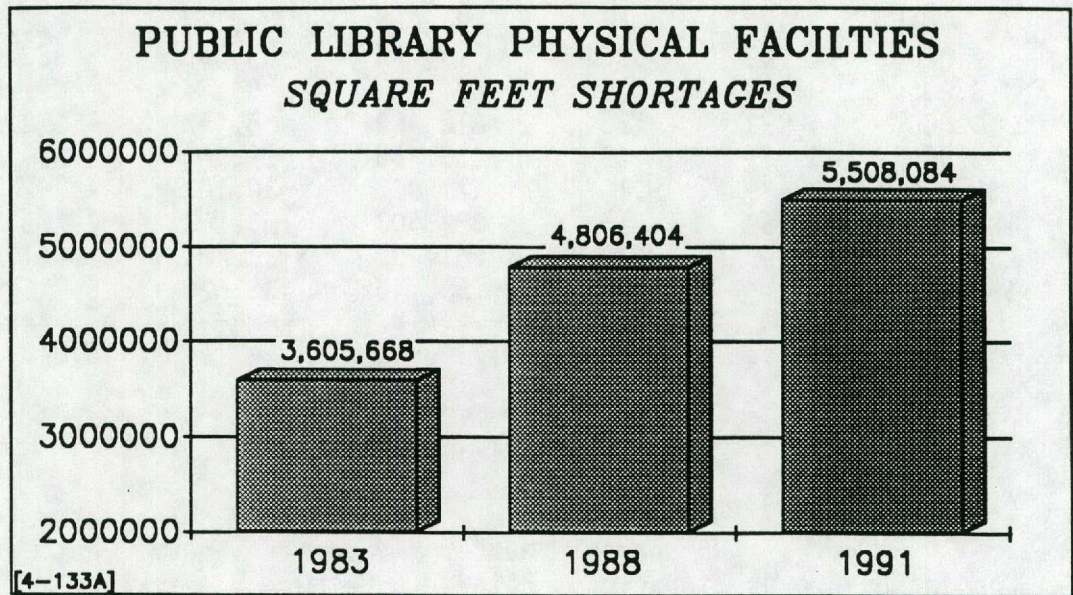
## LIBRARY BUILDING SURVEY
### TABLE I
### SUMMARY DATA, 1991

| Population Group | Number of Libraries | Total Sq. Ft. | Average Sq. Ft. | Population Served | Sq. Ft. Per Capita |
|---|---|---|---|---|---|
| 1 - 1,999 | 47 | 83,613 | 1,779 | 56,359 | 1.48358 |
| 2,000 - 4,999 | 105 | 319,708 | 3,045 | 363,077 | 0.88055 |
| 5,000 - 9,999 | 110 | 604,303 | 5,494 | 821,177 | 0.73590 |
| 10,000 - 24,999 | 96 | 810,460 | 8,442 | 1,573,454 | 0.51508 |
| 25,000 - 49,999 | 49 | 636,359 | 12,987 | 1,723,655 | 0.36919 |
| 50,000 - 99,999 | 19 | 571,963 | 30,103 | 1,392,174 | 0.41084 |
| 100,000 - 199,999 | 16 | 882,603 | 55,163 | 2,265,576 | 0.38957 |
| 200,000 - 499,999 | 5 | 687,403 | 137,481 | 1,621,744 | 0.42387 |
| 500,000 - | 5 | 2,158,140 | 431,628 | 5,225,936 | 0.41297 |
| State Totals: | 452 | 6,754,552 | 14,944 | 15,043,152 | 0.44901 |

### TABLE II
### LIBRARIES BELOW STANDARD, 1991

| Population Groups | Number of Libraries | Number Below | Percent Below | Total Square Feet Lacking | Population Served Below | Percent of Population Below |
|---|---|---|---|---|---|---|
| 1 - 1,999 | 47 | 46 | 97.87 | 151,387 | 54,680 | 97.02 |
| 2,000 - 4,999 | 105 | 83 | 79.05 | 236,188 | 277,871 | 76.53 |
| 5,000 - 9,999 | 110 | 72 | 65.45 | 173,617 | 540,962 | 65.88 |
| 10,000 - 24,999 | 96 | 82 | 85.42 | 489,054 | 1,343,003 | 85.35 |
| 25,000 - 49,999 | 49 | 45 | 91.84 | 686,288 | 1,580,475 | 91.69 |
| 50,000 - 99,999 | 19 | 18 | 94.74 | 521,284 | 1,324,326 | 95.13 |
| 100,000 - 199,999 | 16 | 16 | 100.00 | 816,583 | 2,265,576 | 100.00 |
| 200,000 - 499,999 | 5 | 5 | 100.00 | 528,907 | 1,621,744 | 100.00 |
| 500,000 - | 5 | 4 | 80.00 | 1,904,776 | 4,238,575 | 81.11 |
| State Totals: | 452 | 371 | 82.08 | 5,508,084 | 13,247,212 | 88.06 |

### TABLE III
### LIBRARIES AT OR ABOVE STANDARD, 1991

| Population Group | Number of Libraries | Number At or Above | Percent At or Above | Population Served At or Above | Percent of Population At or Above |
|---|---|---|---|---|---|
| 1 - 1,999 | 47 | 1 | 2.13 | 1,679 | 2.98 |
| 2,000 - 4,999 | 105 | 22 | 20.95 | 85,206 | 23.47 |
| 5,000 - 9,999 | 110 | 38 | 34.55 | 280,215 | 34.12 |
| 10,000 - 24,999 | 96 | 14 | 14.58 | 230,451 | 14.65 |
| 25,000 - 49,999 | 49 | 4 | 8.16 | 143,180 | 8.31 |
| 50,000 - 99,999 | 19 | 1 | 5.26 | 67,848 | 4.87 |
| 100,000 - 199,999 | 16 | 0 | 0.00 | 0 | 0.00 |
| 200,000 - 499,999 | 5 | 0 | 0.00 | 0 | 0.00 |
| 500,000 - | 5 | 1 | 20.00 | 987,361 | 18.89 |
| State Totals: | 452 | 81 | 17.92 | 1,795,940 | 11.94 |

## TABLE IV
### DECADE/YEAR OF CONSTRUCTION

| DECADE/YR BUILT | NUMBER OF BUILDINGS | PERCENT OF TOTAL UNITS | CUMULATIVE NUMBER OF BUILDINGS | CUMULATIVE PERCENT OF TOTAL UNITS | TOTAL SQUARE FEET | PERCENT OF TOTAL SQ. FT. | CUMULATIVE TOTAL SQUARE FEET | CUMULATIVE PERCENT OF TOTAL SQ. FT. |
|---|---|---|---|---|---|---|---|---|
| PRE -1940 | 120 | 18.07 | 120 | 18.07 | 777,569 | 11.51 | 777,569 | 11.51 |
| 1940-1949 | 25 | 3.77 | 145 | 21.84 | 151,712 | 2.25 | 929,281 | 13.76 |
| 1950-1959 | 72 | 10.84 | 217 | 32.68 | 501,203 | 7.42 | 1,430,484 | 21.18 |
| 1960-1969 | 132 | 19.88 | 349 | 52.56 | 1,144,171 | 16.94 | 2,574,655 | 38.12 |
| 1970-1979 | 162 | 24.40 | 511 | 76.96 | 2,109,512 | 31.23 | 4,684,167 | 69.35 |
| 1980-1989 | 145 | 21.84 | 656 | 98.80 | 2,006,745 | 29.71 | 6,690,912 | 99.06 |
| 1990 | 6 | 0.90 | 662 | 99.70 | 52,800 | 0.78 | 6,743,712 | 99.84 |
| 1991 | 2 | 0.30 | 664 | 100.00 | 10,840 | 0.16 | 6,754,552 | 100.00 |
| | === | | | | ========= | | | |
| TOTALS | 664 | | | | 6,754,552 | | | |

## TABLE V
### DEPRECIATION BY YEAR OF CONSTRUCTION

| DECADE/YR BUILT | NUMBER OF BUILDINGS | TOTAL SQUARE FEET | PERCENT DEPRECIATED | DEPRECIATED SQUARE FEET | CUMULATIVE DEPRECIATED SQUARE FEET | CUMULATIVE PERCENT OF TOTAL SQ. FT. |
|---|---|---|---|---|---|---|
| PRE -1940 | 120 | 777,569 | 100 | 777,569 | 777,569 | 11.51 |
| 1940-1949 | 25 | 151,712 | 100-84 | 138,260 | 915,829 | 13.56 |
| 1950-1959 | 72 | 501,203 | 82-64 | 355,566 | 1,271,395 | 18.82 |
| 1960-1969 | 132 | 1,144,171 | 62-44 . | 598,284 | 1,869,679 | 27.68 |
| 1970-1979 | 162 | 2,109,512 | 42-24 | 679,153 | 2,548,832 | 37.74 |
| 1980-1989 | 145 | 2,006,745 | 22- 4 | 291,503 | 2,840,335 | 42.05 |
| 1990 | 6 | 52,800 | 2 | 1,056 | 2,841,391 | 42.07 |
| 1991 | 2 | 10,840 | 0 | 0 | 2,841,391 | 42.07 |
| | === | ========= | | ========= | | ===== |
| TOTALS | 664 | 6,754,552 | | 2,841,391 | | 42.07 |

1.41    Conduct biennial planning and budgeting activities.

1.42    Monitor and revise <u>Rules for Administering the Library Systems Act</u>.

1.43    Monitor fiscal and program performance.

1.44    Prepare LSCA Grant Application.

1.45    Conduct program administration activities.

<u>Standard</u>

"The state library agency should assume a leadership role in, and provide necessary funding for, the development of statewide plans for all types of library services, for interlibrary cooperation, for research, and for demonstration and experimental programs that will lead to improved library service to all the people of the state."  (1, Standard 11.ii., p. 23)

"The state library agency should evaluate the effectiveness of library service on a regular, frequent schedule."  (1, Standard 11.vii., p. 23)

"Financial compensation must be made to libraries when their resources are used in the state's network for library service." (1, Standard 13, pp. 24-25)

Some standards are set administratively.

<u>Need Indicator</u>

The need for administrative services for the LSCA projects is specified in 34 CFR 80 Uniform Administrative Requirements for Grants, Part 76 State Administered Programs, and Part 770 Library Services, Public Library Construction and Interlibrary Cooperation.

1.51    Identify current problems and short-term solutions that can be implemented before the sunset review.

1.52    Project the library service needs of Texans for the next 15 years.

1.53    Identify necessary changes in services at the local, regional and state levels to meet projected needs.

1.54    Identify changes in statutory and administrative law,
        administrative structure, and funding patterns necessary to
        implement improved services.

1.55    Determine long-range (to 2006-2007) goals for library development
        in Texas and broad strategies within which the Library Development
        Division can work to implement those goals.

Standard

"The state library agency should assume a leadership role in, and
provide necessary funding for, the development of statewide plans
for all types of library services, for interlibrary cooperation,
for research, and for demonstration and experimental programs that
will lead to improved library service to all the people of the
state."  (1, Standard 11.ii., p. 23)

"The state library agency should constantly study and review state
laws affecting library service.  In cooperation with appropriate
legislative and professional groups, the state library agency
should propose and develop legislation encouraging, promoting, and
supporting quality public library development and interlibrary
cooperation."  (1, Standard 11.i., p. 23)

Need Indicator

The need to review, study and make recommendations for state-wide
library development is, in part, a preparation for an official
Sunset Review of the Texas State Library during 1994 and 1995.
Statutory authority for Sunset Review is found in the Texas Sunset
Act (Texas Civil Statutes, Government Code, Chapter 325); authority
to apply Sunset Review to the Texas State Library is found in Texas
Civil Statutes, Government Code, Chapter 441, Section 441.001(1).

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ACTION PLAN
FOR TASK

2.11    Increase interlibrary loan requests filled by TexNet.

2.12    Monitor and evaluate cost-effectiveness of interlibrary loan
        services....

2.13    Investigate the use and incorporation of new technologies; conduct
        cost studies and pilot projects; and write reports....

"The headquarters unit and the community libraries in a natural area should function cooperatively for library service. Member libraries in a library system should maintain reciprocal borrowers' privileges, enabling any person in the geographic area concerned to use materials in any library within the system, whether by direct access or by interlibrary loan. All possible administrative and organizational means should be employed to extend local and area-wide resources, and should include...regular and frequent exchange of materials among member libraries and the headquarters unit." (1, Standard 4.i and ii., p. 18)

"Public, school, and academic libraries should work together to provide coordinated service to students." (1, Standard 10, pp. 21-22).

The standard for library requests filled through TexNet was administratively set at one percent of total public library circulation. At an average cost of $7.84 per request filled, $3,353,074 is needed to bring ILL service from the current level up to standard.

Need Indicator

### ILL REQUESTS FILLED THROUGH TEXNET
#### SFY 1991

```
700000                    658,155
REQUESTS
FILLED    500000

          300000                              230,467

          100000
[4-214]          STANDARD            ACTUAL
```

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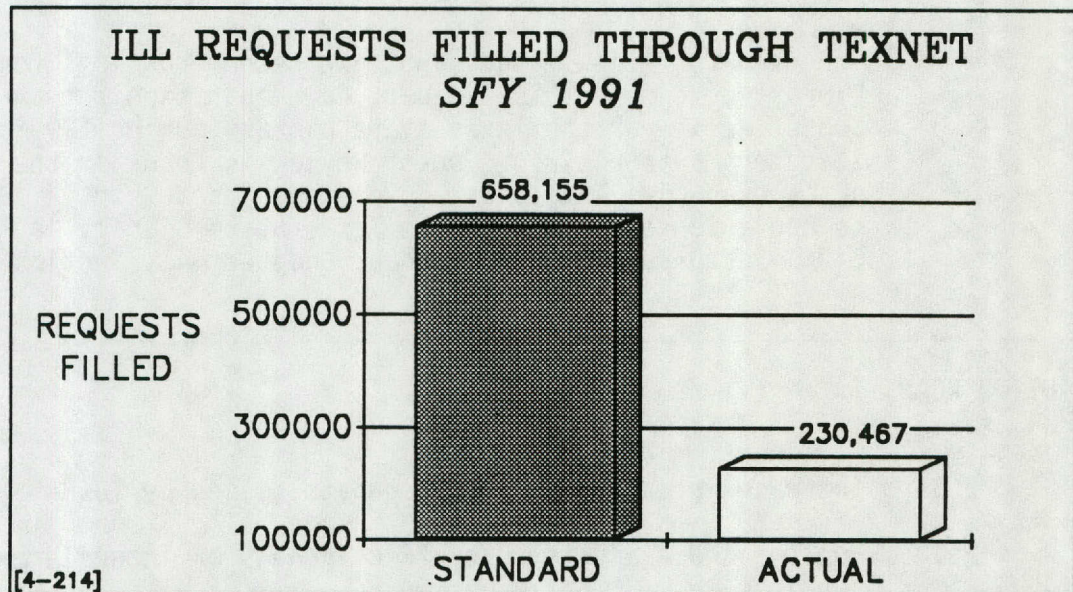
ACTION PLAN
FOR TASK

2.21    Add machine-readable bibliographic records to state or regional
        databases....

2.22   Maintain a statewide union list of serials using the OCLC union
       listing capability....

2.23   Encourage public, academic, and other libraries to submit Title
       III grant applications to add their holdings to the statewide union
       list.

Standard

"The headquarters unit makes available the necessary supporting and
bibliographic information, or access thereto, to locate facts and
specialized resources in the area, state, and the nation."  (1,
Standard 3.iv., p. 18)

An administrative standard has been set whereby 75% of all Texas
OCLC participants should also be participants in the statewide
union list of serials.  An estimated $280,000 is needed to bring
the present level of participation up to standard.

Need Indicator

## STATEWIDE UNION LIST OF SERIALS
## TEXAS OCLC PARTICIPANTS

| □ standard | ▨ actual |

|  |  |  |  |
| 130 | | | 126 |
| 120—116 | | | |
| 110 | | | |
| 100 | | | 98 |
| 90 | | | |
| 80 | 77 | | |
| 70 | | | |
| [4—224] 1986 | 1988 | 1990 | 1991 |
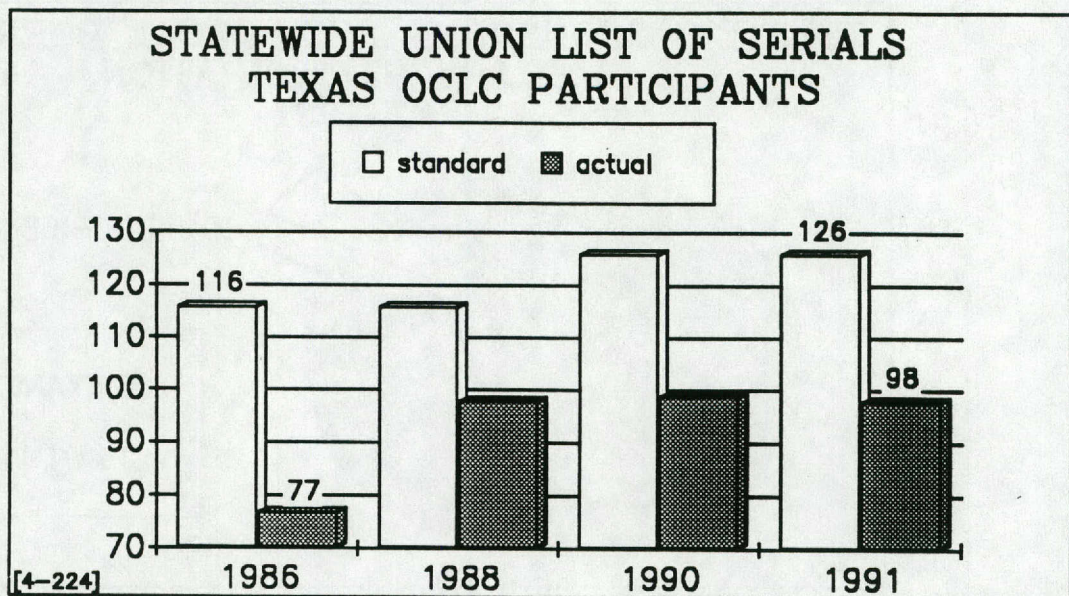
ACTION PLAN
FOR TASK

2.31   Achieve...system-supported reciprocal borrowing transactions....

2.32   Monitor the number of reciprocal borrowing agreements...between
       nearby libraries.

<u>Standard</u>

"Member libraries in a library system should maintain reciprocal
borrowers' privileges, enabling any person in the geographic area
concerned to use materials in any library within the system,
whether by direct access or interlibrary loan." (1, Standard 4.i.,
p. 18)

"All public libraries should be full participating members of the
Texas Library System as provided by the Library Systems Act (VACS
Art. 5446a). In addition, they should cooperate with other
libraries of all types in order to offer better, more economical
service." (2, Standard C, p. 104)

An administrative standard has been set to have all system member
libraries participate in formal reciprocal borrowing agreements
with other libraries. The administrative standard for net loans is
set at one percent of total circulation. At an average cost of
$1.25 per net loan, $782,547 is needed to bring current
participation levels up to standard.

<u>Need Indicator</u>

## SYSTEM—SPONSORED RECIPROCAL BORROWING LIBRARY PARTICIPATION
### *SFY 1991*

25 LIBRARIES

446 LIBRARIES

■ STANDARD

□ ACTUAL

[4—233]

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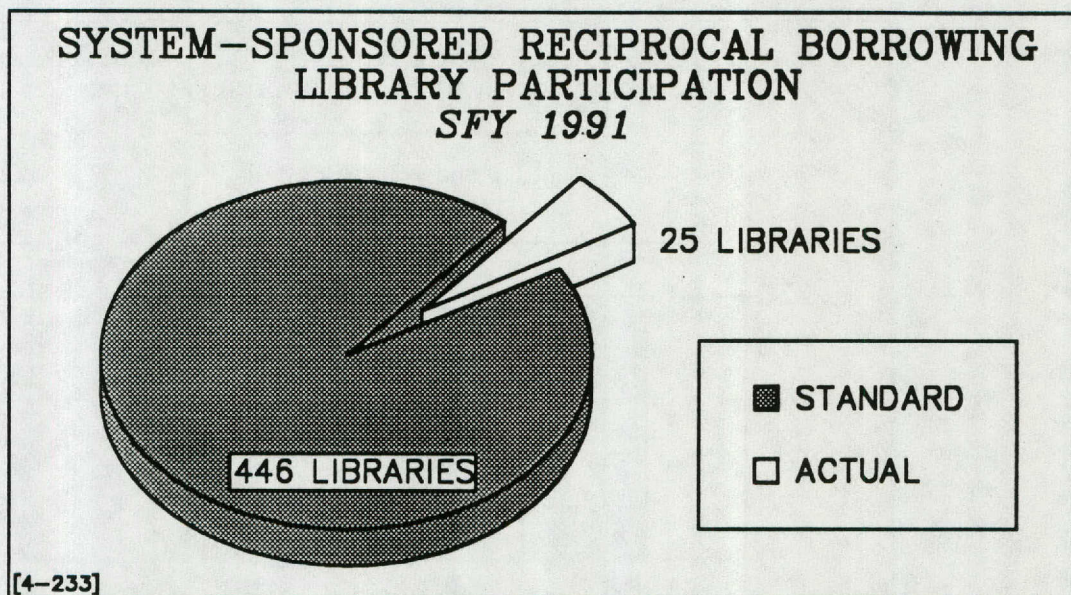
**ACTION PLAN
FOR TASK**

2.41    Award LSCA Title I matching grants...for public libraries to
purchase...or link...automated systems.

<u>Standard</u>

"All possible administrative and organizational means should be
employed to extend local and area-wide resources...." (1, Standard
4.ii., p. 18)

"Supportive services for the system should be organized for the greatest economy and efficiency...." (1, Standard, 4.iii., p. 18)

An administrative standard has been set to have 50 percent of all system member public libraries share automated systems or link existing systems for the purpose of sharing resources. At $100,000 matching funds per shared or linked system of four libraries, an estimated $4,800,000 is require to reach the standard from the present level of shared automation.

Need Indicator

## PUBLIC LIBRARIES USING SHARED AUTOMATED SYSTEMS, SFY 1991

30 LIBRARIES
(Estimate)

223 LIBRARIES

■ STANDARD

□ ACTUAL

[4—241]
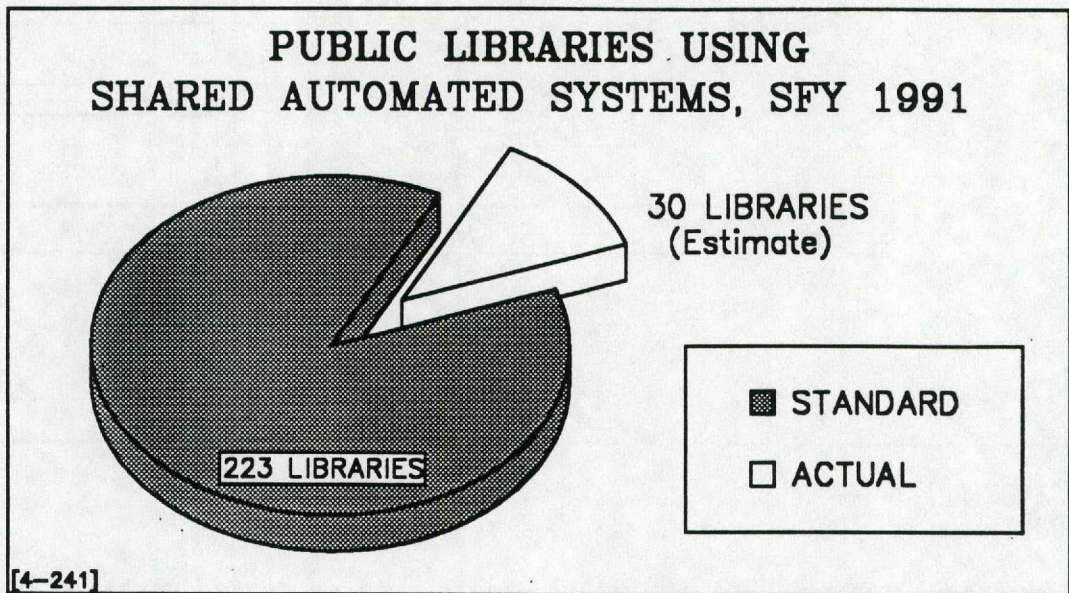
ACTION PLAN
FOR TASK

2.51    Achieve...system-supported interlibrary loan transactions
(reference referral and lateral interlibrary loan)....

Standard

"Headquarters units of library systems, open to every resident of a natural region, should make available the essential resources and personnel of modern library service." (1, Standard 3, p. 17)

An administrative standard has been set whereby all 10 public library systems should be conducting projects to share resources and information among the system headquarters and the member libraries. At an average cost of $50,000 per system, $350,000 is needed to increase the present level of service to the standard.

## SYSTEMS CONDUCTING REFERENCE REFERRAL AND LATERAL ILL PROJECTS, SFY 1991

[4-252]

NUMBER — bar chart: STANDARD = 10, ACTUAL = 3 (y-axis 0 to 12)

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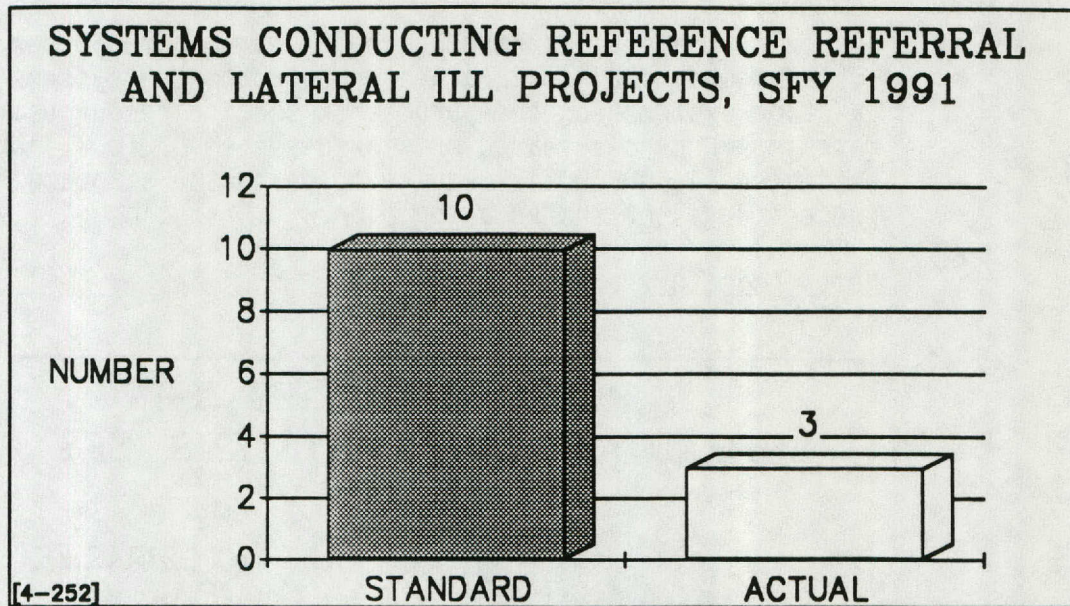
**ACTION PLAN
FOR TASK**

2.52    Award LSCA Title III grants...to conduct demonstration and
        cooperative projects among public, academic, school, and special
        libraries.

Standard

"The state library agency should assume a leadership role
in...plans for ...interlibrary cooperation...."  (1, Standard
11.ii., p.23)

An administrative standard has been set for 25 percent of all Texas
libraries to participate in multitype cooperative organizations and
activities.  At an average cost of $15,000 per library, $14,415,000
is needed to reach library cooperation standards.

## LIBRARIES PARTICIPATING IN MULTI—TYPE COOPERATION, SFY 1991

A bar chart showing NUMBER on the vertical axis (0 to 1500). The STANDARD bar is at 1,270 and the ACTUAL bar is at 309.

[4—251]

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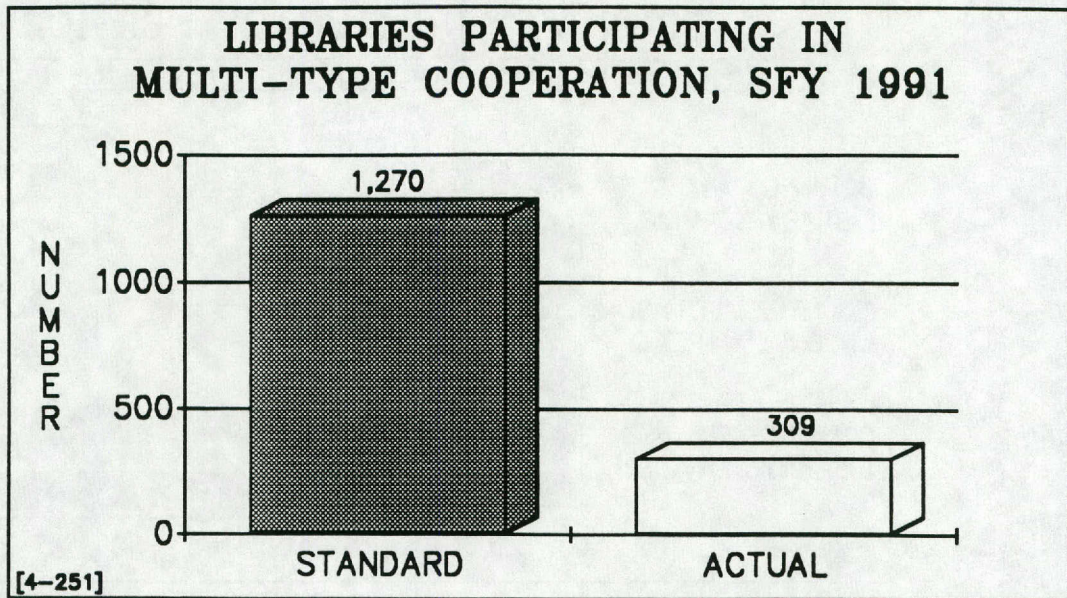
ACTION PLAN
FOR TASK

3.11 Work with the systems and with citizens and officials in unserved
counties to increase the number of counties with library
services....

3.12 Award establishment grants to newly established public
libraries....

3.13 Purchase...library materials annually to support library services
for all county residents.

Standard

"A community library should be easily accessible to every user,
connecting him with the total resources of his area, state and
nation." (1, Standard 2, p. 16)

"The community library should be part of a system of libraries with
which it has a clear and official relationship." (1, Standard
2.iii., p.17)

An administrative standard has been set for all Texas counties
to provide for and contribute to public library services for their
residents. At an average cost of $9.63 per capita, $11,039,514 is
needed to bring library service to 1,146,367 citizens who live in
counties without library service or in unserved areas of other
counties. Library building costs are not included in that amount.

Need Indicator

## COUNTY–WIDE LIBRARY SERVICE

All 254 Texas counties should have library service for all residents

COUNTIES WITHOUT
LIBRARY SERVICE
18
15
13

COUNTIES WITH SOME
UNSERVED AREAS
65
56
45

COUNTIES FUNDING
LIBRARY SERVICE
186
191
197

1983
1988
1991

0   25   50   75   100   125   150   175   200   225

[4–313A]

## UNSERVED POPULATIONS

1400000
1200000
1000000
800000
600000
400000
200000
0

TOTAL          LIVING IN OTHER          LIVING IN
                  COUNTIES            UNSERVED COUNTIES

19
1990

[4–313B]

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ACTION PLAN
FOR TASK

3.21    Provide access to direct library service through library systems'
books-by-mail programs to...unserved and underserved Texans....

3.22    Record...circulations from system-supported books-by-mail projects.

3.23    Study alternatives for providing library services to counties
without public libraries and other unserved areas.

<u>Standard</u>

"Every individual should have access to library service freely
available in his local community."  (1, Standard 1.i., p. 16)

An administrative standard has been set for books-by-mail service,
fully or partially supported by the library systems, to be made
available to every citizen living in an area without its own
library.  At $6.50 per circulation, $7,430,228 is needed to raise
existing service to standards for the 64,800 persons living in
unserved counties, and for the 1,081,567 persons living in other
unserved areas of the state.

<u>Need Indicator</u>

## SYSTEM—SUPPORTED BOOKS—by—MAIL
### *PERSONS SERVED, SFY 1991*

| | |
|---|---|
| 10000000 | |
| 1000000 | 1,146,367 |
| 100000 | Measured by circulations. |
| 10000 | |
| 1000 | 3,255 |
| | STANDARD     ACTUAL |

[4—323]

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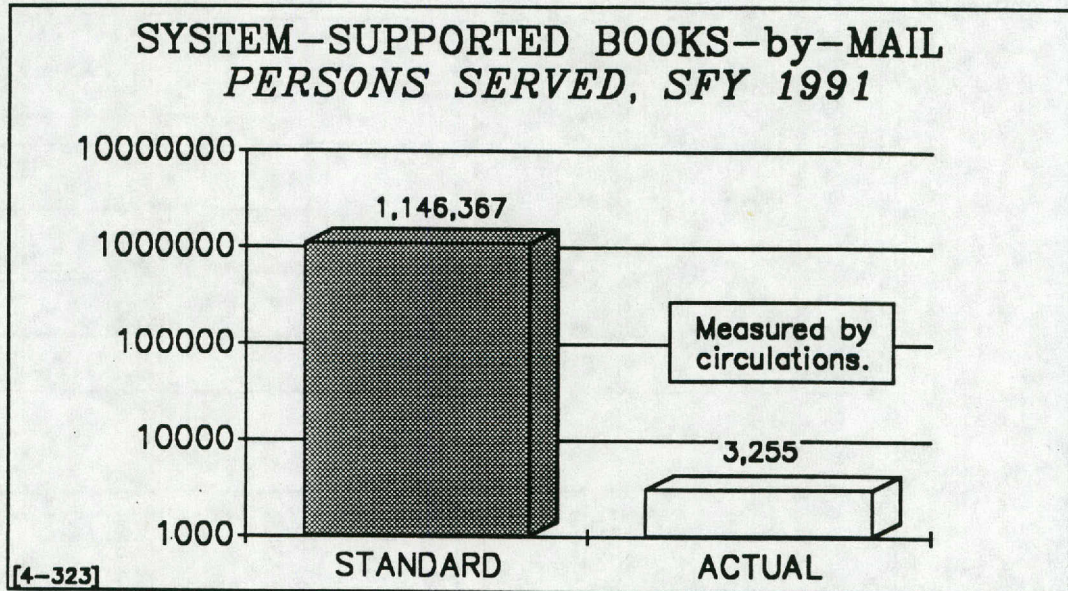
ACTION PLAN
FOR TASK

4.11    Provide specialized consulting...through the Texas State
        Library...to librarians, library staff, systems personnel and
        interested persons.

4.12    Provide...consulting through the library systems...to librarians,
        library staff, governing authorities and advisory boards.

4.13    Establish a Preservation Office....

<u>Standard</u>

"The state library agency should provide to the systems of
libraries regular and frequent advisory and consultant services to
librarians, board members, government officials, friends-of-the-
library groups, and others interested in library development and
improvement."  (1, Standard 11.iii., p. 23)

An administrative standard has been set of 7,500 consulting hours for the Texas State Library staff, and of 25,000 consulting hours per year for the library systems staff. At $30.00 per hour, $405,030 is needed to raise services from the existing number of consulting hours to the standard.

Need Indicator

## CONSULTING HOURS PROVIDED
### *SFY 1991*

[4-412]

- STANDARD
- ACTUAL

| | STANDARD | ACTUAL |
|---|---|---|
| SYSTEM STAFF | 25,000 | 14,640 |
| TSL STAFF | 7,500 | 4,359 |

## CONSULTING HOURS PROVIDED

By Systems  By TSL

| | 1986 | 1988 | 1990 | 1991 |
|---|---|---|---|---|
| By Systems | 10,617 | | | 14,640 |
| By TSL | 2,506 | | | 4,359 |

[4-412A]
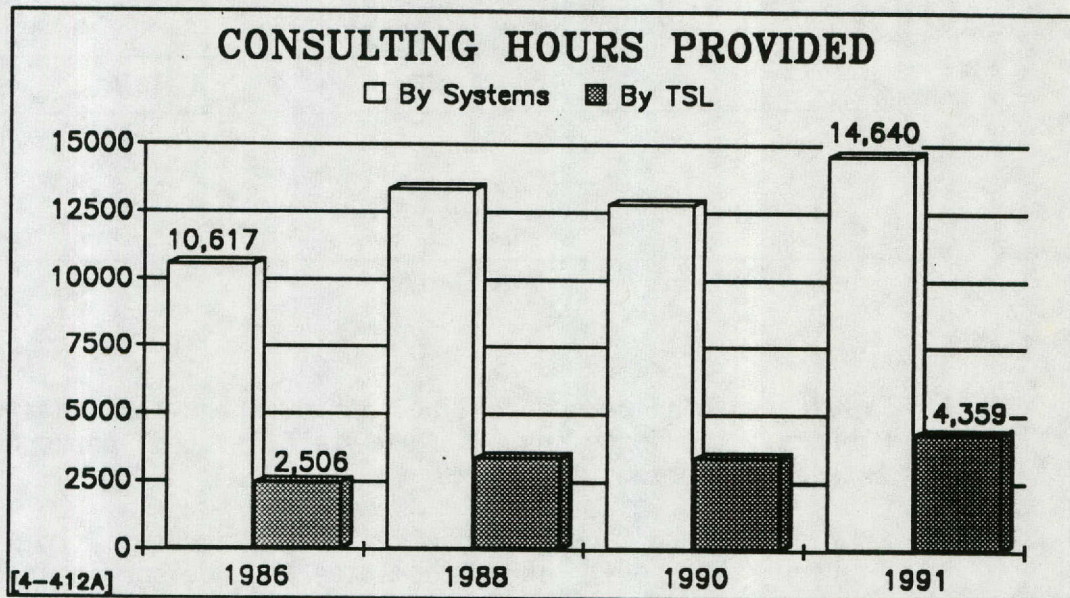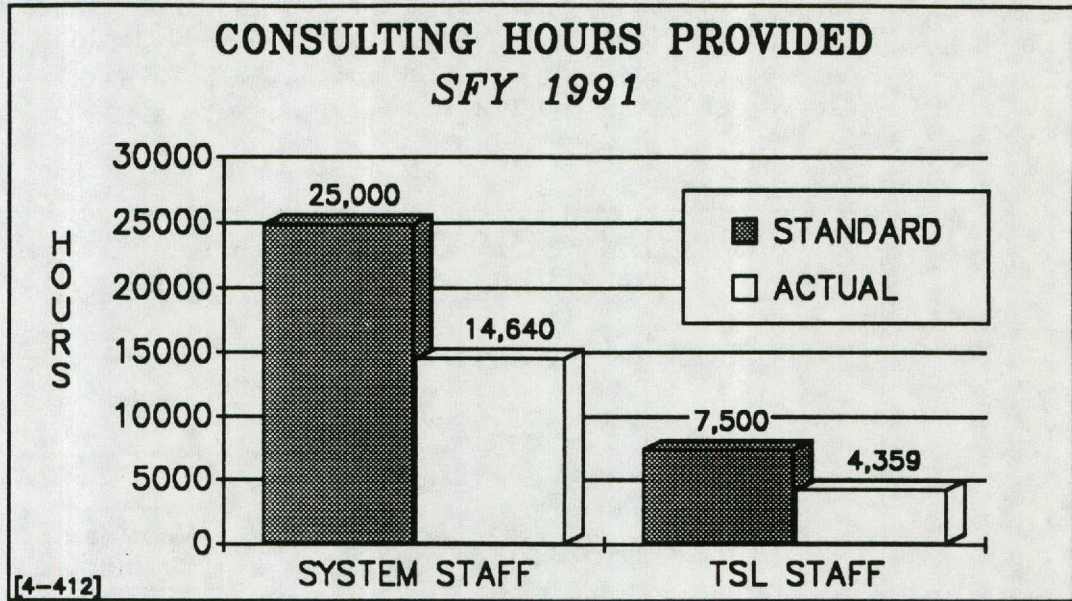
ACTION PLAN
FOR TASK

4.21   Provide continuing education student hours through the Texas State Library...to librarians, library staff, systems personnel and interested persons.

4.22    Enroll...persons at workshops offered by the Texas State Library.

4.23    Produce and distribute instructional manuals through the Texas
        State Library.

4.24    Provide...training and continuing education through the library
        systems...to librarians, library staff, governing authorities and
        advisory boards.

4.25    Increase the number of persons attending workshops offered by the
        library systems....

4.26    Serve as a clearinghouse for library continuing education
        activities...within the state....

4.27    Provide at least one workshop each biennium through the Texas State
        Library for trainers, consultants and system coordinators.

4.28    Provide...basic skills institutes each year beginning in
        FY1994 for non-degreed librarians....

Standard

"The state library agency should promote, stimulate, and provide,
as appropriate, a regular program of in-service training and
continuing education for librarians, trustees, and others concerned
with library development and interlibrary cooperation."  (1,
Standard 11.vi., p.23)

An administrative standard has been set for the Texas State Library
and the library systems to each provide 20,000 student hours of
continuing education annually.  At $13.00 per hour, $205,595 is
needed to reach standard from the existing level.

Need Indicator

## CONTINUING EDUCATION STUDENT HOURS
### SFY 1991

| Category | Student Hours |
|----------|---------------|
| BY TSL | 12,457 |
| BY SYSTEMS | 11,728 |
| STANDARD | 20,000 |

STUDENT HOURS

[4-428]

4-25

## CONTINUING EDUCATION STUDENT HOURS

☐ By Systems  ▨ By TSL

```
15000 ┤

       ┌─────┐
12500 ┤     │                                      12,457
             10,838                         11,728  ┌─────┐
10000 ┤9,608 ┌─────┐    ┌─────┐    ┌─────┐  ┌─────┐ │▨▨▨▨▨│
      ┌─────┐│▨▨▨▨▨│    │     │    │     │  │     │ │▨▨▨▨▨│
      │     ││▨▨▨▨▨│    │     │    │▨▨▨▨▨│  │▨▨▨▨▨│ │▨▨▨▨▨│
 7500 ┤     ││▨▨▨▨▨│    │▨▨▨▨▨│    │▨▨▨▨▨│  │▨▨▨▨▨│ │▨▨▨▨▨│

 5000 ┴─────┴─────┴────┴─────┴────┴─────┴──┴─────┴─┴─────┴
[4-428A]  1984        1986       1988       1990      1991
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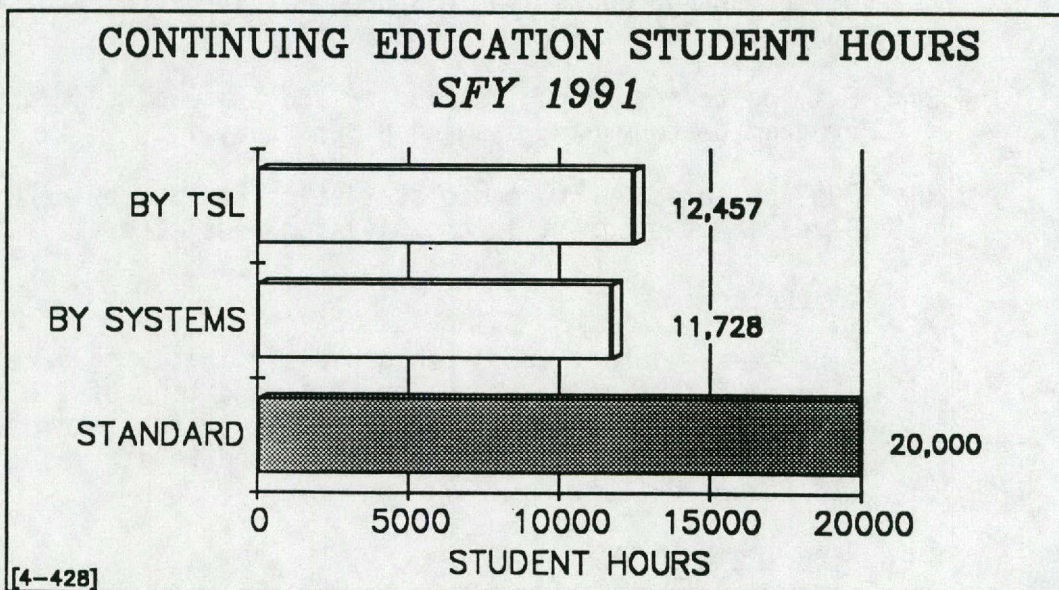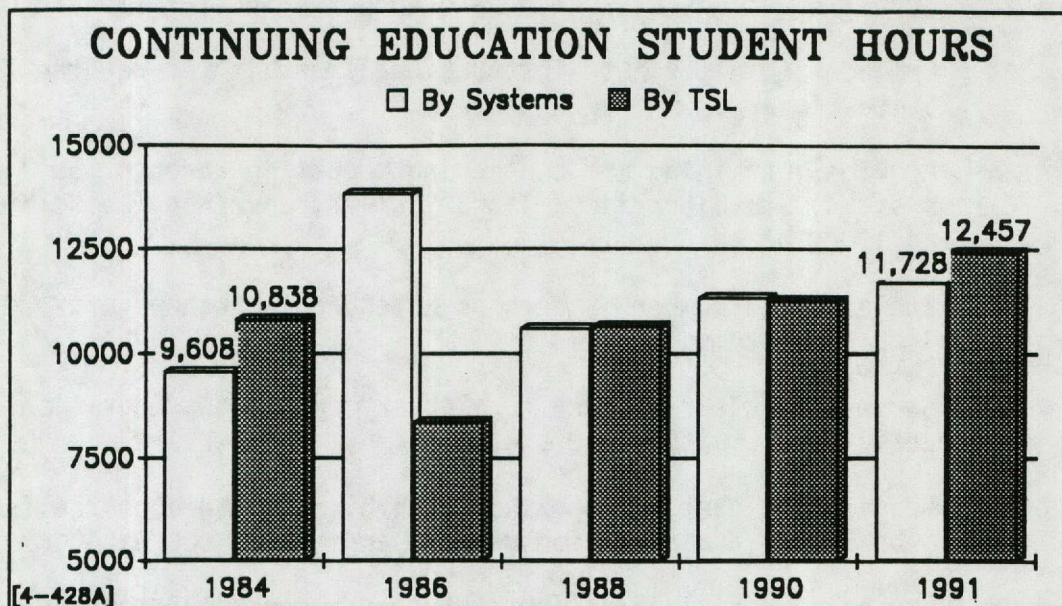
ACTION PLAN
FOR TASK

4.31    Publish <u>Texas Academic Library Statistics</u> and <u>Texas Public Library Statistics</u> annually.

4.32    Collect, edit and forward public library data to the U.S. Department of Education in support of its Federal-State Cooperative System for Public Library Data (FSCS) program.

4.33    Collect, edit and forward academic library data to the U.S. Department of Education in support of its Integrated Postsecondary Education Data System (IPEDS) program.

4.34    Examine trends in public library and Statewide Library Development program performance, issuing a report by....

4.35    Publish annual performance statistics for Statewide Library Development programs in the Division newsletter....

<u>Standard</u>

"The state library agency should disseminate, on a regular basis, information relating to the present condition of library development in the state, to significant trends across the nation, to effective practices and programs, and to statewide plans." (1, Standard 11.v., p. 23)

<u>Need Indicator</u>

In order to meet the standard for dissemination of information, there is a need to continue with the activities (4.31-4.35) listed above.

4.41     Promote and distribute resources available from the Library Science Collection....

4.42     Distribute...informational materials...through the Library Science Collection and Continuing Education Consulting Department....

4.43     Provide a jobline service...to assist librarians seeking new employment....

Standard

"The library system should have materials for, and provide services to, individuals and groups with special needs." (1, Standard 26, i., p. 33)

"The state library agency should disseminate, on a regular basis, information relating to the present condition of library development in the state, to significant trends across the nation, to effective practices an programs, and to statewide plans." (1, Standard 11. v., p. 23)

Need Indicator

An administrative objective has been set to distribute/circulate 100,000 informational materials to librarians, library staff, trustees and other interested persons. At an average cost of $2.25 per item distributed/circulated, an estimated $97,515 is needed to reach the standard from the existing level of service.

### INFORMATIONAL MATERIALS DISTRIBUTED
#### SFY 1991

| | STANDARD | ACTUAL |
|---|---|---|
| | 100,000 | 56,660 |

[4—441]

## INFORMATIONAL MATERIALS DISTRIBUTED

Chart showing informational materials distributed by year:
- 1984: 53,450
- 1986: ~44,000
- 1988: ~44,000
- 1990: ~53,500
- 1991: 56,660

[4—441A]

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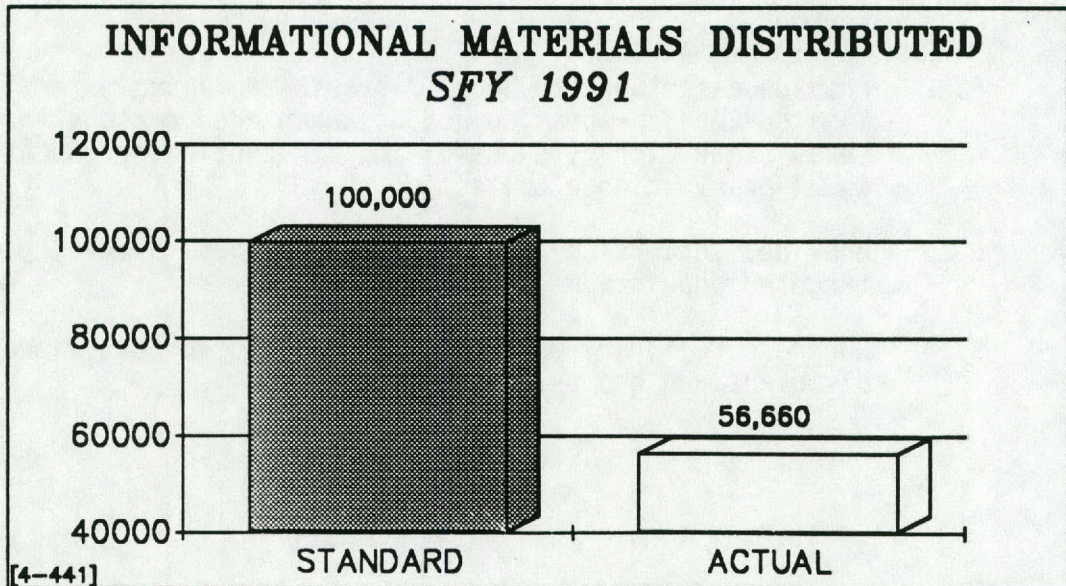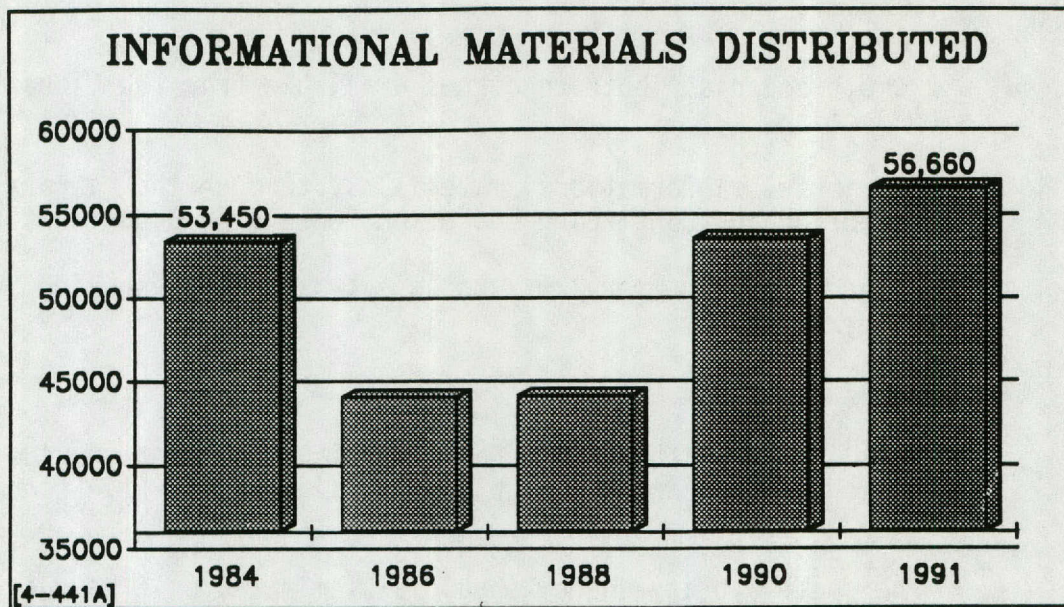
ACTION PLANS
FOR TASK

5.11  Maintain expenditures of at least...by the library systems for
      library materials and services which will impact disadvantaged
      persons....

5.12  Provide assistance to local libraries to improve services to
      limited English-speaking and disadvantaged persons through the
      Texas State Library's consulting and continuing education programs,
      and library science collection.

5.13  Provide...grants to local public libraries to develop services for
      targeted populations....

5.14  Purchase...library materials annually to support library services for
      disadvantaged groups.

"The library system should have materials for, and provide services to, individuals and groups with special needs." (1, Standard 26.i., p.33)

An administrative objective has been set to have the library systems expend at least $1,000,000 of their funds annually on materials and services impacting disadvantaged population groups.

Need Indicator



DISADVANTAGED AND UNSERVED GROUPS
*1980 CENSUS*

ELDERLY IN POVERTY — 1.9
LIMITED ENGLISH SPEAKING — 4.1
UNSERVED PERSONS — 7.0
BELOW POVERTY LEVEL — 14.5

PERCENT OF TEXAS POPULATION

[4-513]
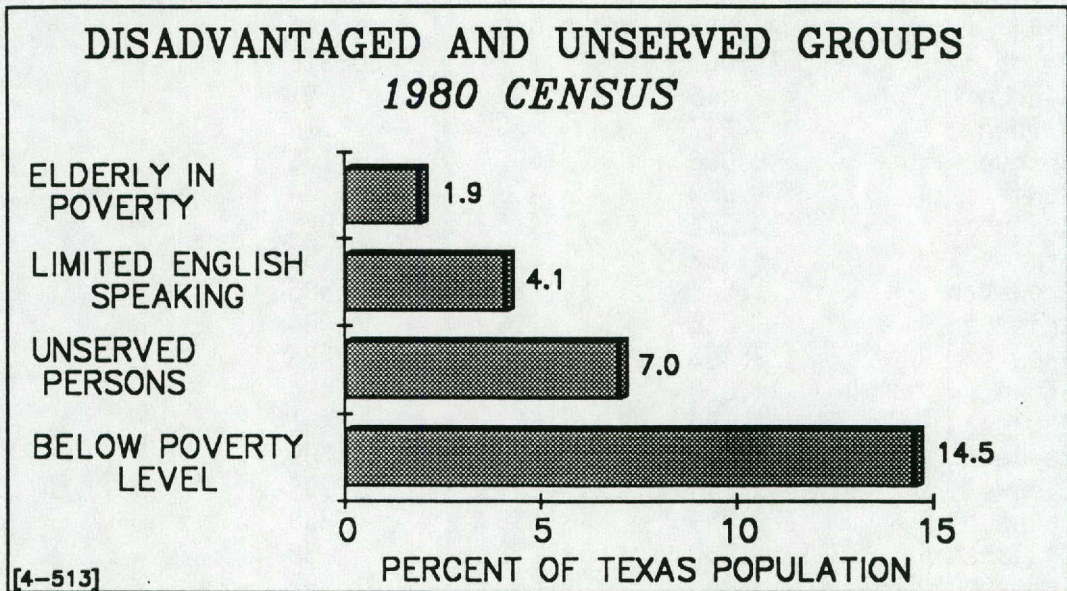
According to U.S. Census Bureau data, as well as data from other sources, a significant portion of the Texas population falls into one or more disadvantaged groups or groups that are unserved or underserved by public libraries. The following tables indicate that the disadvantaged and underserved populations are not confined to any particular regions of the state, but are distributed throughout Texas.

DISADVANTAGED AND UNDERSERVED POPULATIONS IN TEXAS BY COUNTY

| COUNTY NAME | INCIDENCE* OF POVERTY | ELDERLY* IN POVERTY | LIMITED* ENGLISH- SPEAKING | EDA** | UNDER- SERVED POPULA- TION *** | NO SERVICE*** |
|---|---|---|---|---|---|---|
| Anderson | 6,193 | 1,614 | 420 | | 0 | |
| Andrews | 1,510 | 202 | 668 | | 0 | |
| Angelina | 8,661 | 1,830 | 1,061 | | 0 | |
| Aransas | 2,229 | 284 | 498 | | 0 | |

| COUNTY NAME | INCIDENCE* OF POVERTY | ELDERLY* IN POVERTY | LIMITED* ENGLISH- SPEAKING | EDA** | UNDER- SERVED POPULA- TION *** | NO SERVICE*** |
|---|---|---|---|---|---|---|
| Archer | 588 | 144 | 7 | | 0 | |
| Armstrong | 178 | 50 | 6 | X | 0 | |
| Atascosa | 5,943 | 842 | 1,803 | X | 0 | |
| Austin | 2,804 | 910 | 331 | X | 0 | |
| Bailey | 1,669 | 155 | 484 | X | 3,124 | |
| Bandera | 895 | 272 | 91 | | 0 | |
| Bastrop | 4,310 | 933 | 630 | X | 21,700 | |
| Baylor | 652 | 221 | 81 | | 0 | |
| Bee | 5,665 | 697 | 1,686 | | 0 | |
| Bell | 23,618 | 2,440 | 2,311 | | 41,546 | |
| Bexar | 177,060 | 17,877 | 60,816 | X | 0 | |
| Blanco | 446 | 197 | 51 | | 0 | |
| Borden | 147 | 23 | 18 | | - | 900 |
| Bosque | 2,006 | 690 | 160 | | - | 14,500 |
| Bowie | 11,979 | 2,408 | 184 | X | 0 | |
| Brazoria | 13,274 | 1,416 | 3,826 | | 0 | |
| Brazos | 18,782 | 1,297 | 1,158 | | 0 | |
| Brewster | 1,547 | 228 | 586 | | 0 | |
| Briscoe | 666 | 116 | 64 | | 0 | |
| Brooks | 2,490 | 323 | 1,325 | X | 0 | |
| Brown | 4,098 | 998 | 424 | | 0 | |
| Burleson | 2,180 | 657 | 151 | X | 11,090 | |
| Burnet | 2,814 | 687 | 269 | | 0 | |
| Caldwell | 6,746 | 898 | 1,395 | | 13,890 | |
| Calhoun | 2,869 | 339 | 803 | X | 0 | |
| Callahan | 1,280 | 472 | 38 | | 0 | |
| Cameron | 66,046 | 5,046 | 41,052 | X | 27,525 | |
| Camp | 1,586 | 489 | 58 | X | 0 | |
| Carson | 589 | 121 | 50 | | 0 | |
| Cass | 5,299 | 1,265 | 36 | X | 23,790 | |
| Castro | 2,908 | 121 | 873 | | 0 | |
| Chambers | 2,618 | 275 | 175 | | 0 | |
| Cherokee | 6,409 | 1,788 | 305 | | 22,830 | |
| Childress | 1,004 | 294 | 140 | | 0 | |
| Clay | 1,147 | 340 | 1 | | 0 | |
| Cochran | 1,257 | 82 | 438 | X | 0 | |
| Coke | 355 | 134 | 53 | | 0 | |
| Coleman | 1,874 | 616 | 139 | | 0 | |
| Collin | 9,220 | 1,766 | 1,285 | | 0 | |
| Collingsworth | 1,205 | 281 | 88 | | 0 | |
| Colorado | 3,580 | 1,016 | 616 | | 0 | |
| Comal | 3,405 | 563 | 1,428 | X | 0 | |
| Comanche | 2,001 | 738 | 222 | X | 0 | |
| Concho | 618 | 120 | 130 | X | 0 | |
| Cooke | 3,121 | 776 | 102 | | 0 | |
| Coryell | 6,164 | 778 | 540 | | 32,529 | |
| Cottle | 633 | 133 | 77 | | 0 | |
| Crane | 585 | 80 | 134 | | 0 | |
| Crockett | 535 | 79 | 461 | | 0 | |
| Crosby | 2,490 | 246 | 377 | | 0 | |
| Culberson | 602 | 61 | 490 | | 0 | |

| COUNTY NAME | INCIDENCE* OF POVERTY | ELDERLY* IN POVERTY | LIMITED* ENGLISH- SPEAKING | EDA** | UNDER- SERVED POPULA- TION *** | NO SERVICE*** |
|---|---|---|---|---|---|---|
| Dallam | 1,178 | 144 | 119 | | 0 | |
| Dallas | 162,002 | 17,896 | 33,456 | | 0 | |
| Dawson | 3,449 | 436 | 994 | X | 0 | |
| Deaf Smith | 4,061 | 307 | 1,249 | | 0 | |
| Delta | 926 | 327 | 8 | X | 0 | |
| Denton | 10,412 | 1,347 | 1,045 | | 0 | |
| DeWitt | 4,302 | 1,067 | 655 | X | 3,410 | |
| Dickens | 945 | 169 | 85 | X | 0 | |
| Dimmit | 4,123 | 553 | 2,261 | X | 0 | |
| Donley | 743 | 205 | 2 | | 0 | |
| Duval | 3,351 | 539 | 1,885 | X | - | 13,000 |
| Eastland | 3,096 | 1,052 | 93 | | 0 | |
| Ector | 12,783 | 1,182 | 4,465 | | 0 | |
| Edwards | 674 | 56 | 202 | X | 0 | |
| El Paso | 101,654 | 6,698 | 67,319 | X | 17,387 | |
| Ellis | 7,353 | 1,641 | 1,031 | | 36,571 | |
| Erath | 3,495 | 1,019 | 129 | | 0 | |
| Falls | 4,120 | 1,359 | 258 | X | 10,960 | |
| Fannin | 3,765 | 1,383 | 54 | X | 14,250 | |
| Fayette | 3,127 | 1,293 | 304 | X | 0 | |
| Fisher | 955 | 296 | 146 | X | 0 | |
| Floyd | 2,709 | 268 | 614 | X | 0 | |
| Foard | 391 | 90 | 53 | X | 0 | |
| Fort Bend | 10,661 | 1,025 | 4,338 | | 0 | |
| Franklin | 896 | 243 | 30 | | 0 | |
| Freestone | 2,496 | 883 | 71 | X | 0 | |
| Frio | 4,404 | 414 | 2,006 | X | 0 | |
| Gaines | 2,771 | 238 | 908 | | 0 | |
| Galveston | 20,550 | 2,741 | 3,140 | X | 0 | |
| Garza | 970 | 199 | 190 | | 0 | |
| Gillespie | 1,893 | 562 | 423 | | 0 | |
| Glasscock | 300 | 17 | 97 | | - | 1,200 |
| Goliad | 977 | 199 | 359 | X | 0 | |
| Gonzales | 3,942 | 894 | 864 | X | 0 | |
| Gray | 2,493 | 655 | 205 | | 0 | |
| Grayson | 8,511 | 2,798 | 190 | X | 0 | |
| Gregg | 12,133 | 2,060 | 837 | | 0 | |
| Grimes | 3,409 | 853 | 168 | X | 11,600 | |
| Guadalupe | 7,196 | 1,309 | 1,705 | X | 0 | |
| Hale | 7,794 | 777 | 2,287 | | 0 | |
| Hall | 1,571 | 298 | 140 | | 0 | |
| Hamilton | 1,428 | 601 | 51 | X | 0 | |
| Hansford | 666 | 111 | 178 | X | 0 | |
| Hardeman | 1,123 | 216 | 66 | | 0 | |
| Hardin | 4,608 | 914 | 47 | X | 0 | |
| Harris | 247,823 | 21,873 | 88,055 | | 0 | |
| Harrison | 8,998 | 1,797 | 313 | X | 0 | |
| Hartley | 400 | 88 | 0 | | 0 | |
| Haskell | 1,585 | 353 | 133 | | 0 | |
| Hays | 7,877 | 568 | 1,895 | X | 0 | |

| COUNTY NAME | INCIDENCE* OF POVERTY | ELDERLY* IN POVERTY | LIMITED* ENGLISH- SPEAKING | EDA** | UNDER- SERVED POPULA- TION *** | NO SERVICE*** |
|---|---|---|---|---|---|---|
| Hemphill | 391 | 64 | 186 | | 0 | |
| Henderson | 5,445 | 1,337 | 221 | X | 0 | |
| Hidalgo | 99,081 | 7,240 | 60,606 | X | 0 | |
| Hill | 3,936 | 1,293 | 163 | X | 17,660 | |
| Hockley | 4,513 | 403 | 869 | | 0 | |
| Hood | 1,547 | 408 | 63 | | 0 | |
| Hopkins | 3,612 | 1,075 | 163 | | 0 | |
| Houston | 4,710 | 1,368 | 106 | X | 0 | |
| Howard | 4,940 | 809 | 841 | | 0 | |
| Hudspeth | 838 | 91 | 567 | X | 0 | |
| Hunt | 8,469 | 1,899 | 188 | | 0 | |
| Hutchinson | 1,901 | 517 | 181 | | 0 | |
| Irion | 169 | 51 | 47 | | - | 1,900 |
| Jack | 858 | 289 | 48 | | 0 | |
| Jackson | 2,037 | 401 | 316 | | 0 | |
| Jasper | 4,794 | 993 | 27 | X | 11,906 | |
| Jeff Davis | 410 | 67 | 164 | | 0 | |
| Jefferson | 33,141 | 4,435 | 2,442 | X | 0 | |
| Jim Hogg | 1,157 | 300 | 996 | X | 0 | |
| Jim Wells | 7,592 | 1,073 | 3,959 | | 0 | |
| Johnson | 5,410 | 1,286 | 400 | | 48,660 | |
| Jones | 2,765 | 763 | 327 | | 10,310 | |
| Karnes | 3,165 | 648 | 1,141 | X | 0 | |
| Kaufman | 5,437 | 1,181 | 385 | | 0 | |
| Kendall | 1,366 | 285 | 243 | | 0 | |
| Kenedy | 189 | 18 | 150 | | 0 | |
| Kent | 210 | 40 | 10 | | 0 | |
| Kerr | 3,455 | 682 | 576 | X | 0 | |
| Kimble | 633 | 177 | 83 | | 0 | |
| King | 68 | 5 | 10 | | 0 | |
| Kinney | 805 | 81 | 370 | X | 0 | |
| Kleberg | 6,841 | 580 | 2,037 | | 0 | |
| Knox | 1,194 | 247 | 178 | | 0 | |
| Lamar | 8,111 | 1,901 | 32 | X | 19,050 | |
| Lamb | 4,191 | 460 | 787 | | 0 | |
| Lampasas | 1,981 | 402 | 145 | X | 7,440 | |
| La Salle | 2,233 | 310 | 1,140 | X | 0 | |
| Lavaca | 3,013 | 1,331 | 298 | X | 15,750 | |
| Lee | 1,855 | 607 | 181 | X | 8,570 | |
| Leon | 2,309 | 788 | 63 | X | 0 | |
| Liberty | 6,368 | 1,241 | 116 | | 30,930 | |
| Limestone | 4,259 | 1,350 | 176 | X | 0 | |
| Lipscomb | 472 | 98 | 60 | X | 0 | |
| Live Oak | 1,522 | 292 | 551 | | 0 | |
| Llano | 1,142 | 386 | 75 | | 0 | |
| Loving | 0 | 0 | 8 | | - | 100 |
| Lubbock | 28,821 | 2,452 | 4,318 | | 0 | |
| Lynn | 2,211 | 277 | 459 | X | 0 | |
| Madison | 1,815 | 493 | 269 | X | 0 | |
| Marion | 2,781 | 579 | 6 | X | - | 9,500 |

| COUNTY NAME | INCIDENCE* OF POVERTY | ELDERLY* IN POVERTY | LIMITED* ENGLISH- SPEAKING | EDA** | UNDER- SERVED POPULA- TION *** | NO SERVICE*** |
|---|---|---|---|---|---|---|
| Martin | 736 | 44 | 271 | | 0 | |
| Mason | 737 | 199 | 121 | | 0 | |
| Matagorda | 4,698 | 860 | 1,093 | | 0 | |
| Maverick | 12,357 | 850 | 9,749 | X | 0 | |
| McCulloch | 1,776 | 493 | 446 | | 0 | |
| McLennan | 28,093 | 4,435 | 1,899 | X | 0 | |
| McMullen | 73 | 14 | 28 | | - | 1,000 |
| Medina | 5,045 | 767 | 1,879 | X | 13,150 | |
| Menard | 650 | 157 | 69 | X | 0 | |
| Midland | 7,049 | 633 | 2,212 | | 0 | |
| Milam | 4,930 | 1,358 | 421 | | 0 | |
| Mills | 847 | 288 | 67 | | - | 4,400 |
| Mitchell | 1,902 | 335 | 341 | | 0 | |
| Montague | 2,196 | 786 | 59 | | 9,280 | |
| Montgomery | 9,785 | 1,707 | 863 | | 0 | |
| Moore | 1,661 | 156 | 676 | X | 0 | |
| Morris | 2,125 | 526 | 39 | X | 11,390 | |
| Motley | 559 | 100 | 20 | X | 0 | |
| Nacogdoches | 8,200 | 1,393 | 385 | | 0 | |
| Navarro | 6,182 | 1,755 | 290 | | 0 | |
| Newton | 2,708 | 602 | 0 | X | 0 | |
| Nolan | 2,637 | 523 | 429 | | 0 | |
| Nueces | 44,365 | 4,355 | 16,567 | X | 34,970 | |
| Ochiltree | 763 | 100 | 301 | | 0 | |
| Oldham | 175 | 21 | 16 | | 0 | |
| Orange | 8,285 | 1,140 | 281 | X | 38,380 | |
| Palo Pinto | 2,841 | 756 | 327 | X | 9,960 | |
| Panola | 3,009 | 883 | 102 | | 0 | |
| Parker | 4,632 | 1,105 | 424 | X | 0 | |
| Parmer | 2,402 | 115 | 771 | | 6,650 | |
| Pecos | 2,506 | 272 | 1,395 | | 0 | |
| Polk | 4,682 | 1,027 | 359 | X | 0 | |
| Potter | 12,779 | 1,880 | 1,866 | | 0 | |
| Presidio | 2,102 | 388 | 1,276 | X | 0 | |
| Rains | 804 | 271 | 0 | X | 0 | |
| Randall | 3,971 | 482 | 315 | | 82,320 | |
| Reagan | 673 | 58 | 266 | | 0 | |
| Real | 845 | 113 | 91 | X | - | 2,800 |
| Red River | 4,107 | 1,074 | 84 | X | 0 | |
| Reeves | 3,813 | 406 | 2,168 | X | 0 | |
| Refugio | 1,670 | 300 | 503 | | 0 | |
| Roberts | 114 | 23 | 0 | | 0 | |
| Robertson | 3,821 | 1,149 | 202 | X | 0 | |
| Rockwall | 1,164 | 297 | 149 | | 0 | |
| Runnels | 2,329 | 594 | 293 | | 0 | |
| Rusk | 5,711 | 1,509 | 199 | | 0 | |
| Sabine | 1,842 | 584 | 9 | X | 8,730 | |
| San Augustine | 2,108 | 519 | 7 | X | 0 | |
| San Jacinto | 2,646 | 562 | 34 | X | 12,150 | |
| San Patricio | 10,463 | 1,186 | 4,769 | X | 0 | |
| San Saba | 1,465 | 310 | 112 | X | 0 | |

| COUNTY NAME | INCIDENCE* OF POVERTY | ELDERLY* IN POVERTY | LIMITED* ENGLISH-SPEAKING | EDA** | UNDER-SERVED POPULA-TION *** | NO SERVICE*** |
|---|---|---|---|---|---|---|
| Schleicher | 430 | 86 | 98 | | 0 | |
| Scurry | 2,136 | 445 | 394 | | 0 | |
| Shackelford | 470 | 144 | 46 | | 0 | |
| Shelby | 4,913 | 1,532 | 22 | X | 17,970 | |
| Sherman | 288 | 54 | 49 | | 0 | |
| Smith | 16,865 | 2,829 | 1,048 | X | 72,890 | |
| Sommervell | 451 | 166 | 33 | X | 0 | |
| Starr | 13,698 | 1,166 | 8,431 | X | 0 | |
| Stephens | 1,416 | 309 | 71 | X | 0 | |
| Sterling | 194 | 18 | 39 | | - | 1,500 |
| Stonewall | 388 | 136 | 34 | | 0 | |
| Sutton | 881 | 139 | 478 | | 0 | |
| Swisher | 2,431 | 221 | 323 | | 0 | |
| Tarrant | 79,124 | 10,788 | 12,066 | X | 100,920 | |
| Taylor | 12,394 | 1,962 | 1,660 | | 12,690 | |
| Terrell | 291 | 59 | 137 | X | 0 | |
| Terry | 3,322 | 384 | 998 | | 0 | |
| Throckmorton | 392 | 115 | 7 | | - | 2,000 |
| Titus | 2,736 | 835 | 245 | | 11,410 | |
| Tom Green | 10,114 | 1,779 | 2,381 | | 0 | |
| Travis | 57,504 | 4,553 | 8,486 | | 83,066 | |
| Trinity | 1,893 | 612 | 5 | X | 0 | |
| Tyler | 2,590 | 701 | 17 | X | 0 | |
| Upshur | 3,919 | 1,117 | 45 | X | 0 | |
| Upton | 854 | 101 | 221 | | 0 | |
| Uvalde | 6,250 | 640 | 2,592 | X | 0 | |
| Val Verde | 10,482 | 942 | 5,843 | X | 0 | |
| Van Zandt | 3,987 | 1,084 | 142 | | 0 | |
| Victoria | 8,893 | 1,195 | 2,606 | | 0 | |
| Walker | 6,247 | 958 | 637 | | 23,441 | |
| Waller | 2,711 | 663 | 102 | | 0 | |
| Ward | 1,872 | 357 | 673 | | 0 | |
| Washington | 3,365 | 1,118 | 176 | X | 0 | |
| Webb | 32,492 | 2,806 | 22,082 | X | 0 | |
| Wharton | 6,806 | 1,615 | 1,170 | | 0 | |
| Wheeler | 991 | 286 | 18 | | 0 | |
| Wichita | 13,965 | 2,380 | 1,105 | | 6,080 | |
| Wilbarger | 3,064 | 712 | 193 | | 0 | |
| Willacy | 6,065 | 623 | 3,031 | X | 0 | |
| Williamson | 7,383 | 1,599 | 1,312 | | 59,140 | |
| Wilson | 2,936 | 711 | 817 | X | 0 | |
| Winkler | 1,189 | 177 | 559 | | 0 | |
| Wise | 3,235 | 726 | 453 | | 0 | |
| Wood | 3,429 | 903 | 58 | | 0 | |
| Yoakum | 1,449 | 114 | 531 | | 0 | |
| Young | 2,146 | 570 | 96 | | 4,506 | |
| Zapata | 1,874 | 262 | 1,433 | X | 0 | |
| Zavala | 4,503 | 523 | 3,294 | X | - | 12,000 |
| | ========= | ======= | ======= | | ========= | ====== |
| TOTAL | 2,054,894 | 272,189 | 582,955 | | 1,081,567 | 64,800 |

*Source of data is <u>1980 Census of Population</u>. The definitions for the disadvantaged categories are reiterated in the Basic State Plan, Parts A and B.

Criteria for judging adequacy of library service in those areas where there are high concentrations of economically disadvantaged and limited English speaking Texans are same criteria which are identified in Part C, Sections 1 and 2 of the Basic State Plan.

**\*\*Qualified Areas under the Public Works and Economic Development Act of 1965** as amended May, 1978, U.S. Department of Commerce, Economic Development Administration.

\*\*\*Underserved populations are those persons residing in areas of a county which does not support public library service. Counties without service lack public libraries supported with tax funds. Library services are generally unavailable to either group except through payment of non-resident use fees. These data are for 1990.

## DISADVANTAGED POPULATIONS BY SYSTEM

| SYSTEM | INCIDENCE OF POVERTY | ELDERLY BELOW POVERTY LEVEL | CHILDREN BELOW POVERTY LEVEL | LIMITED ENGLISH- SPEAKING |
|---|---|---|---|---|
| Big Country Library System | 60,887 | 13,628 | 19,744 | 9,657 |
| Central Texas Library System | 214,228 | 34,263 | 63,979 | 23,159 |
| Houston Area Library System | 433,706 | 54,512 | 158,833 | 109,264 |
| Northeast Texas Library System | 336,284 | 59,306 | 120,299 | 41,705 |
| North Texas Library System | 138,914 | 23,776 | 45,090 | 16,866 |
| San Antonio Area Library System | 259,035 | 29,000 | 114,613 | 98,470 |
| South Texas Library System | 332,896 | 32,530 | 155,658 | 177,490 |
| Texas Panhandle Library System | 44,997 | 6,514 | 17,267 | 7,736 |
| Texas Trans-Pecos Library System | 113,763 | 8,270 | 53,749 | 74,102 |
| West Texas Library System | 101,153 | 10,390 | 41,996 | 24,536 |

## PERCENTAGE OF DISADVANTAGED PERSONS BY SYSTEM

| SYSTEM | INCIDENCE OF POVERTY | ELDERLY BELOW POVERTY LEVEL | CHILDREN BELOW POVERTY LEVEL | LIMITED ENGLISH- SPEAKING |
|---|---|---|---|---|
| National Average* | 13.0% | 15.7% | 17.9% | 6.4% |
| Big Country Library System | 13.88% | 20.00% | 16.31% | 2.22% |
| Central Texas Library System | 15.82% | 22.00% | 17.75% | 1.71% |
| Houston Area Library System | 11.04% | 18.23% | 13.40% | 2.78% |
| Northeast Texas Library System | 11.79% | 19.39% | 14.55% | 1.48% |
| North Texas Library System | 9.70% | 16.48% | 11.09% | 1.18% |
| San Antonio Area Library System | 19.20% | 21.83% | 26.41% | 7.30% |
| South Texas Library System | 25.84% | 25.92% | 33.75% | 13.78% |
| Texas Panhandle Library System | 12.16% | 15.86% | 15.39% | 2.09% |
| Texas Trans-Pecos Library System | 21.37% | 22.65% | 28.66% | 13.92% |
| West Texas Library System | 14.89% | 16.71% | 19.89% | 3.61% |

*Based on percent of persons within each category in comparison with total U.S. Population.

ACTION PLAN
FOR TASK

5.21    Increase materials available in state institutional libraries
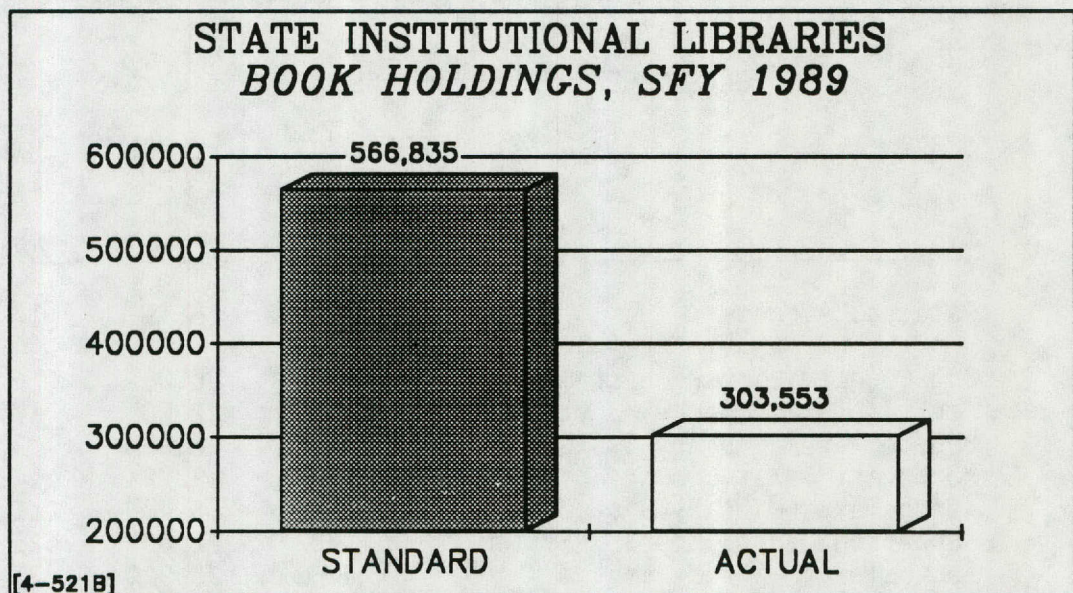        through a program of centralized acquisitions....

Standard

The standards used to evaluate libraries serving the different
types of state institutions are found on the pages immediately
following each type of institution.  The standard used for "Other
Institutions" is an adaptation of that used for adult correctional
institutions

Need Indicator

There are over 49,600 (Aug. 1989) persons residing in state
institutions, which vary widely as to the number of residents and
the amount of money available to provide library materials.  Since
there is no coordinating authority among state agencies concerned
with residential institutions, the Texas State Library must provide
leadership for library service within these facilities.

The results of a 1989 survey of libraries in state residential
institutions clearly reveals the existence of substandard
conditions in every area of library service.  Details of the survey
are shown in the following tables.

To bring just two deficient areas up to standard would require
adding 231 staff members at $28,000 each, including benefits, for a
total of $6,468,000, and purchasing 263,282 books at $17.00 each,
for a total of $4,475,794.



STATE INSTITUTIONAL LIBRARIES
*BOOK HOLDINGS, SFY 1989*

STANDARD: 566,835 — ACTUAL: 303,553

[4-521B]

| LOCATION | POPULATION | BOOKS(a) STANDARD | EXISTING | NEED | PERIODICALS(b) STANDARD | EXISTING | NEED | NEWSPAPERS(c) STANDARD | EXISTING | NEED |
|---|---|---|---|---|---|---|---|---|---|---|
| Texas Dept. of Corrections | 38,398 | 191,990 | 222,415 | 0 | 2,451 | 112 | 2,339 | 20 | 28 | 0 |
| **TDC UNITS** | | | | | | | | | | |
| Beto I | 2,507 | 12,535 | 15,766 | 0 | 208 | . | . | 20 | . | . |
| Beto I MROP | 614 | 12,000 | 7,445 | 4,555 | 90 | . | . | 20 | . | . |
| Beto II | 996 | 12,000 | 5,214 | 6,786 | 114 | . | . | 20 | . | . |
| Central | 695 | 12,000 | 4,540 | 7,460 | 95 | . | . | 20 | . | . |
| Clemens | 1,009 | 12,000 | 8,343 | 3,657 | 114 | . | . | 20 | . | . |
| Coffield | 2,932 | 14,660 | 14,061 | 599 | 235 | . | . | 20 | . | . |
| Darrington | 1,650 | 12,000 | 8,756 | 3,244 | 154 | . | . | 20 | . | . |
| Diagnostic | 1,275 | 12,000 | 1,560 | 10,440 | 131 | . | . | 20 | . | . |
| Eastham | 2,092 | 12,000 | 11,249 | 751 | 182 | . | . | 20 | . | . |
| Ellis I | 2,029 | 12,000 | 8,940 | 3,060 | 178 | . | . | 20 | . | . |
| Ellis II | 1,850 | 12,000 | 12,127 | 0 | 167 | . | . | 20 | . | . |
| Ferguson | 2,186 | 12,000 | 9,034 | 2,966 | 188 | . | . | 20 | . | . |
| Gatesville: Reception | . | 12,000 | 779 | 11,221 | 70 | . | . | 20 | . | . |
| Gatesville: Riverside | 1,075 | 12,000 | 3,001 | 8,999 | 118 | . | . | 20 | . | . |
| Gatesville: Terrace | . | 12,000 | 2,964 | 9,036 | 70 | . | . | 20 | . | . |
| Gatesville: Valley | . | 12,000 | 2,578 | 9,422 | 70 | . | . | 20 | . | . |
| Goree | 1,095 | 12,000 | 6,685 | 5,315 | 120 | . | . | 20 | . | . |
| Hilltop: Hackberry | . | 12,000 | 2,264 | 9,736 | 70 | . | . | 20 | . | . |
| Hilltop: Hilltop | 1,162 | 12,000 | 2,323 | 9,677 | 124 | . | . | 20 | . | . |
| Hilltop: Sycamore | . | 12,000 | 2,187 | 9,813 | 70 | . | . | 20 | . | . |
| Huntsville | 1,764 | 12,000 | 9,069 | 2,931 | 162 | . | . | 20 | . | . |
| Jester I | 314 | 12,000 | 2,288 | 9,712 | 71 | . | . | 20 | . | . |
| Jester II | 319 | 12,000 | 3,174 | 8,826 | 71 | . | . | 20 | . | . |
| Jester III | 808 | 12,000 | 5,227 | 6,773 | 102 | . | . | 20 | . | . |
| Michael | 2,284 | 12,000 | 12,307 | 0 | 194 | . | . | 20 | . | . |
| Mountain View | 597 | 12,000 | 5,873 | 6,127 | 89 | . | . | 20 | . | . |
| Pack I | 808 | 12,000 | 5,528 | 6,472 | 102 | . | . | 20 | . | . |
| Pack II | 1,118 | 12,000 | 5,853 | 6,147 | 121 | . | . | 20 | . | . |
| Professional | . | 12,000 | 786 | 11,214 | 70 | . | . | 20 | . | . |
| Ramsey I | 1,536 | 12,000 | 8,850 | 3,150 | 147 | . | . | 20 | . | . |
| Ramsey II | 975 | 12,000 | 8,218 | 3,782 | 112 | . | . | 20 | . | . |
| Ramsey III | 1,187 | 12,000 | 7,417 | 4,583 | 125 | . | . | 20 | . | . |
| Retrieve | 875 | 12,000 | 5,700 | 6,300 | 106 | . | . | 20 | . | . |
| Skyview | 297 | 12,000 | 1,332 | 10,668 | 70 | . | . | 20 | . | . |
| Wynne | 2,349 | 12,000 | 10,977 | 1,023 | 198 | . | . | 20 | . | . |
| TOTALS | 38,398 | 423,195 | 222,415 | 204,445 | 4,308 | . | . | 700 | . | . |

Note: Lower case letters refer to standards.
"." indicates value was not available.

| LOCATION | POPULATION | FILM MEDIA(d) | | | RECORDINGS(e) | | | PROFESSIONAL LIBRARIAN(f) | | |
|---|---|---|---|---|---|---|---|---|---|---|
| | | STANDARD | EXISTING | NEED | STANDARD | EXISTING | NEED | STANDARD | EXISTING | NEED |
| Texas Dept. of Corrections | 38,398 | 9,825 | . | . | 9,825 | . | . | 1 | 0 | 1 |
| ============================ | | | | | | | | | | |
| TDC UNITS | | | | | | | | | | |
| ========= | | | | | | | | | | |
| Beto I | 2,507 | 852 | . | . | 852 | . | . | 1 | 0 | 1 |
| Beto I MROP | 614 | 379 | . | . | 379 | . | . | 1 | 0 | 1 |
| Beto II | 996 | 474 | . | . | 474 | . | . | 1 | 0 | 1 |
| Central | 695 | 399 | . | . | 399 | . | . | 1 | 0 | 1 |
| Clemens | 1,009 | 477 | . | . | 477 | . | . | 1 | 0 | 1 |
| Coffield | 2,932 | 958 | . | . . | 958 | . | . | 1 | 0 | 1 |
| Darrington | 1,650 | 638 | . | . | 638 | . | . | 1 | 0 | 1 |
| Diagnostic | 1,275 | 544 | . | . | 544 | . | . | 1 | 0 | 1 |
| Eastham | 2,092 | 748 | . | . | 748 | . | . | 1 | 0 | 1 |
| Ellis I | 2,029 | 732 | . | . | 732 | . | . | 1 | 0 | 1 |
| Ellis II | 1,850 | 688 | . | . | 688 | . | . | 1 | 0 | 1 |
| Ferguson | 2,186 | 772 | . | . | 772 | . | . | 1 | 0 | 1 |
| Gatesville: Reception | . | 300 | . | . | 300 | . | . | 1 | 0 | 1 |
| Gatesville: Riverside | 1,075 | 494 | . | . | 494 | . | . | 1 | 0 | 1 |
| Gatesville: Terrace | . | 300 | . | . | 300 | . | . | 1 | 0 | 1 |
| Gatesville: Valley | . | 300 | . | . | 300 | . | . | 1 | 0 | 1 |
| Goree | 1,095 | 499 | . | . | 499 | . | . | 1 | 0 | 1 |
| Hilltop: Hackberry | . | 300 | . | . | 300 | . | . | 1 | 0 | 1 |
| Hilltop: Hilltop | 1,162 | 516 | . | . | 516 | . | . | 1 | 0 | 1 |
| Hilltop: Sycamore | . | 300 | . | . | 300 | . | . | 1 | 0 | 1 |
| Huntsville | 1,764 | 666 | . | . | 666 | . | . | 1 | 0 | 1 |
| Jester I | 314 | 304 | . | . | 304 | . | . | 1 | 0 | 1 |
| Jester II | 319 | 305 | . | . | 305 | . | . | 1 | 0 | 1 |
| Jester III | 808 | 427 | . | . | 427 | . | . | 1 | 0 | 1 |
| Michael | 2,284 | 796 | . | . | 796 | . | . | 1 | 0 | 1 |
| Mountain View | 597 | 374 | . | . | 374 | . | . | 1 | 0 | 1 |
| Pack I | 808 | 427 | . | . | 427 | . | . | 1 | 0 | 1 |
| Pack II | 1,118 | 505 | . | . | 505 | . | . | 1 | 0 | 1 |
| Professional | . | 300 | . | . | 300 | . | . | 1 | 0 | 1 |
| Ramsey I | 1,536 | 609 | . | . | 609 | . | . | 1 | 0 | 1 |
| Ramsey II | 975 | 469 | . | . | 469 | . | . | 1 | 0 | 1 |
| Ramsey III | 1,187 | 522 | . | . | 522 | . | . | 1 | 0 | 1 |
| Retrieve | 875 | 444 | . | . | 444 | . | . | 1 | 0 | 1 |
| Skyview | 297 | 300 | . | . | 300 | . | . | 1 | 0 | 1 |
| Wynne | 2,349 | 812 | . | . | 812 | . | . | 1 | 0 | 1 |
| | ====== | ====== | == | == | ====== | == | == | == | == | == |
| TOTALS | 38,398 | 17,930 | . | . | 17,930 | . | . | 35 | 0 | 35 |

Note: Lower case letters refer to standards.
"." indicates value was not available.

| LOCATION | POPULATION | ----- OTHER STAFF(f) ----- | | | ------- PROGRAM(g) ------- | | | INFORMATION SERVICES(h) | INTERLIBRARY LOAN (i) |
|---|---|---|---|---|---|---|---|---|---|
| | | STANDARD | EXISTING | NEED | STANDARD | EXISTING | NEED | | |
| Texas Dept. of Corrections | 38,398 | 5 | 25 | 0 | 6 | 2 | 4 | Y | N |
| =========================== | | | | | | | | | |
| TDC UNITS | | | | | | | | | |
| ========= | | | | | | | | | |
| Beto I | 2,507 | 5 | . | . | 6 | . | . | . | . |
| Beto I MROP | 614 | 5 | . | . | 6 | . | . | . | . |
| Beto II | 996 | 5 | . | . | 6 | . | . | . | . |
| Central | 695 | 5 | . | . | 6 | . | . | . | . |
| Clemens | 1,009 | 5 | . | . | 6 | . | . | . | . |
| Coffield | 2,932 | 5 | . | . | 6 | . | . | . | . |
| Darrington | 1,650 | 5 | . | . | 6 | . | . | . | . |
| Diagnostic | 1,275 | 5 | . | . | 6 | . | . | . | . |
| Eastham | 2,092 | 5 | . | . | 6 | . | . | . | . |
| Ellis I | 2,029 | 5 | . | . | 6 | . | . | . | . |
| Ellis II | 1,850 | 5 | . | . | 6 | . | . | . | . |
| Ferguson | 2,186 | 5 | . | . | 6 | . | . | . | . |
| Gatesville: Reception | . | 2 | . | . | 6 | . | . | . | . |
| Gatesville: Riverside | 1,075 | 5 | . | . | 6 | . | . | . | . |
| Gatesville: Terrace | . | 2 | . | . | 6 | . | . | . | . |
| Gatesville: Valley | . | 2 | . | . | 6 | . | . | . | . |
| Goree | 1,095 | 5 | . | . | 6 | . | . | . | . |
| Hilltop: Hackberry | . | 2 | . | . | 6 | . | . | . | . |
| Hilltop: Hilltop | 1,162 | 5 | . | . | 6 | . | . | . | . |
| Hilltop: Sycamore | . | 2 | . | . | 6 | . | . | . | . |
| Huntsville | 1,764 | 5 | . | . | 6 | . | . | . | . |
| Jester I | 314 | 3 | . | . | 6 | . | . | . | . |
| Jester II | 319 | 3 | . | . | 6 | . | . | . | . |
| Jester III | 808 | 5 | . | . | 6 | . | . | . | . |
| Michael | 2,284 | 5 | . | . | 6 | . | . | . | . |
| Mountain View | 597 | 5 | . | . | 6 | . | . | . | . |
| Pack I | 808 | 5 | . | . | 6 | . | . | . | . |
| Pack II | 1,118 | 5 | . | . | 6 | . | . | . | . |
| Professional | . | 2 | . | . | 6 | . | . | . | . |
| Ramsey I | 1,536 | 5 | . | . | 6 | . | . | . | . |
| Ramsey II | 975 | 5 | . | . | 6 | . | . | . | . |
| Ramsey III | 1,187 | 5 | . | . | 6 | . | . | . | . |
| Retrieve | 875 | 5 | . | . | 6 | . | . | . | . |
| Skyview | 297 | 2 | . | . | 6 | . | . | . | . |
| Wynne | 2,349 | 5 | . | . | 6 | . | . | . | . |
| | ====== | == | == | == | === | == | == | | |
| TOTALS | 38,398 | 150 | . | . | 210 | . | . | | |

Note: Lower case letters refer to standards.

"." indicates value was not available.

| LOCATION | POPULATION | --- MATERIALS BUDGET(j) --- STANDARD | EXISTING | NEED | ---- READER STATIONS(k) --- STANDARD | EXISTING | NEED | ---- LIBRARY SIZE(l) ----- STANDARD | EXISTING | NEED |
|---|---|---|---|---|---|---|---|---|---|---|
| Texas Dept. of Corrections | 38,398 | 4,300,576 | 793,511 | 3,507,065 | 5,760 | . | . | 403,200 | . | . |
| ============================ | | | | | | | | | | |
| TDC UNITS | | | | | | | | | | |
| ========= | | | | | | | | | | |
| Beto I | 2,507 | 280,784 | . | . | 376 | . | . | 26,320 | . | . |
| Beto I MROP | 614 | 68,768 | . | . | 92 | . | . | 6,440 | . | . |
| Beto II | 996 | 111,552 | . | . | 149 | . | . | 10,430 | . | . |
| Central | 695 | 77,840 | . | . | 104 | . | . | 7,280 | . | . |
| Clemens | 1,009 | 113,008 | . | . | 151 | . | . | 10,570 | . | . |
| Coffield | 2,932 | 328,384 | . | . | 440 | . | . | 30,800 | . | . |
| Darrington | 1,650 | 184,800 | . | . | 248 | . | . | 17,360 | . | . |
| Diagnostic | 1,275 | 142,800 | . | . | 191 | . | . | 13,370 | . | . |
| Eastham | 2,092 | 234,304 | . | . | 314 | . | . | 21,980 | . | . |
| Ellis I | 2,029 | 227,248 | . | . | 304 | . | . | 21,280 | . | . |
| Ellis II | 1,850 | 207,200 | . | . | 278 | . | . | 19,460 | . | . |
| Ferguson | 2,186 | 244,832 | . | . | 328 | . | . | 22,960 | . | . |
| Gatesville: Reception | . | . | . | . | . | . | . | . | . | . |
| Gatesville: Riverside | 1,075 | 120,400 | . | . | 161 | . | . | 11,270 | . | . |
| Gatesville: Terrace | . | . | . | . | . | . | . | . | . | . |
| Gatesville: Valley | . | . | . | . | . | . | . | . | . | . |
| Goree | 1,095 | 122,640 | . | . | 164 | . | . | 11,480 | . | . |
| Hilltop: Hackberry | . | . | . | . | . | . | . | . | . | . |
| Hilltop: Hilltop | 1,162 | 130,144 | . | . | 174 | . | . | 12,180 | . | . |
| Hilltop: Sycamore | . | . | . | . | . | . | . | . | . | . |
| Huntsville | 1,764 | 197,568 | . | . | 265 | . | . | 18,550 | . | . |
| Jester I | 314 | 35,168 | . | . | 47 | . | . | 3,290 | . | . |
| Jester II | 319 | 35,728 | . | . | 48 | . | . | 3,360 | . | . |
| Jester III | 808 | 90,496 | . | . | 121 | . | . | 8,470 | . | . |
| Michael | 2,284 | 255,808 | . | . | 343 | . | . | 24,010 | . | . |
| Mountain View | 597 | 66,864 | . | . | 90 | . | . | 6,300 | . | . |
| Pack I | 808 | 90,496 | . | . | 121 | . | . | 8,470 | . | . |
| Pack II | 1,118 | 125,216 | . | . | 168 | . | . | 11,760 | . | . |
| Professional | . | . | . | . | . | . | . | . | . | . |
| Ramsey I | 1,536 | 172,032 | . | . | 230 | . | . | 16,100 | . | . |
| Ramsey II | 975 | 109,200 | . | . | 146 | . | . | 10,220 | . | . |
| Ramsey III | 1,187 | 132,944 | . | . | 178 | . | . | 12,460 | . | . |
| Retrieve | 875 | 98,000 | . | . | 131 | . | . | 9,170 | . | . |
| Skyview | 297 | 33,264 | . | . | 45 | . | . | 3,150 | . | . |
| Wynne | 2,349 | 263,088 | . | . | 352 | . | . | 24,640 | . | . |
| | ====== | ========= | == | == | ===== | == | == | ======= | === | == |
| TOTALS | 38,398 | 4,300,576 | . | . | 5,759 | . | . | 403,130 | . | . |

Note: Lower case letters refer to standards.
"." indicates value was not available.

## STANDARDS FOR ADULT CORRECTIONAL INSTITUTIONS
(Adapted from "Library Standards for Adult Correctional Institutions" (6))

A. **Books** - 12,000 volumes or 5 per capita

B. **Periodicals** - 60-80 periodicals (70 used) for the first 300 residents; one per 16 thereafter.

C. **Newspapers** - Minimum of 20 titles

D. **Film Media** - One title per capita for first 300; one title per four capita thereafter.

E. **Sound recordings** - One title per capita for first 300; one title per four capita thereafter.

F. **Staff** - One professional librarian, plus other staff as follows:

100 - 300 population   - 1 library technician, and 1 library clerk

301 - 500 population   - 1 assistant librarian, 1 library technician, and 1 library clerk

501 +     population   - 2 assistant librarians, 1 library technician, and 2 or 3 library clerks

G. **Programming** - Because the standards do not quantify the Programming activities, it was determined that this standard would be met if six (6) of the following twelve (12) types of programming were conducted: exhibits and displays, bookcart and bedside book delivery, summer reading club, booktalks, field trips, storytelling, discussion groups, media programs, music programs, art or drama programs, current events programs, and puppet shows.

H. **Information and reference services** - Information and reference services sufficient to meet the user's immediate needs for facts or data should be available.

I. **Interlibrary Loan** - Access to other community collections shall be provided.

J. **Budget (Materials)** - No less than the cost of two books, two magazines, and two tapes or recordings per capita.

K. **Seating** - Seating for 15 percent of population, @ 35 sq. ft. per station.

L. **Library Size** - Calculated on the basis of twice the square footage needed for seating.

| LOCATION | POPULATION | BOOKS(a) STANDARD | BOOKS(a) EXISTING | BOOKS(a) NEED | PERIODICALS(b) STANDARD | PERIODICALS(b) EXISTING | PERIODICALS(b) NEED | NEWSPAPERS(c) STANDARD | NEWSPAPERS(c) EXISTING | NEWSPAPERS(c) NEED |
|---|---|---|---|---|---|---|---|---|---|---|
| Brownwood State School | 229 | 4,580 | 1,250 | 3,330 | 120 | 37 | 83 | 20 | 9 | 11 |
| Gainesville State School | 240 | 4,800 | 1,950 | 2,850 | 120 | 25 | 95 | 20 | 6 | 14 |
| Giddings State Home and School | 267 | 5,340 | . | . | 180 | 22 | 158 | 30 | 2 | 28 |
| Vernon State Hospital--South | 495 | 9,900 | 300 | 9,600 | 300 | 70 | 230 | 50 | 7 | 43 |
| West Texas Children's Home | 178 | 4,000 | . | . | 120 | 10 | 110 | 20 | 1 | 19 |
| TOTALS | 1,409 | 28,620 | 3,500 | 15,780 | 840 | 164 | 676 | 140 | 25 | 115 |

| LOCATION | POPULATION | FILM MEDIA(d) STANDARD | FILM MEDIA(d) EXISTING | FILM MEDIA(d) NEED | RECORDINGS(e) STANDARD | RECORDINGS(e) EXISTING | RECORDINGS(e) NEED | PROFESSIONAL LIBRARIAN(f) STANDARD | PROFESSIONAL LIBRARIAN(f) EXISTING | PROFESSIONAL LIBRARIAN(f) NEED |
|---|---|---|---|---|---|---|---|---|---|---|
| Brownwood State School | 229 | 2,977 | 130 | 2,847 | 1,832 | 0 | 1,832 | 1 | 0 | 1 |
| Gainesville State School | 240 | 3,120 | 360 | 2,760 | 1,920 | 5 | 1,915 | 1 | 0 | 1 |
| Giddings State Home and School | 267 | 3,471 | 70 | 3,401 | 2,136 | 0 | 2,136 | 1 | 0 | 1 |
| Vernon State Hospital--South | 495 | 6,435 | 132 | 6,303 | 3,960 | 126 | 3,834 | 1 | 0 | 1 |
| West Texas Children's Home | 178 | 2,314 | . | . | 1,424 | . | . | 1 | 0 | 1 |
| TOTALS | 1,409 | 18,317 | 692 | 15,311 | 11,272 | 131 | 9,717 | 5 | 0 | 5 |

| LOCATION | POPULATION | OTHER STAFF(f) STANDARD | OTHER STAFF(f) EXISTING | OTHER STAFF(f) NEED | PROGRAM(g) STANDARD | PROGRAM(g) EXISTING | PROGRAM(g) NEED | INFORMATION SERVICES(h) | INTERLIBRARY LOAN (i) |
|---|---|---|---|---|---|---|---|---|---|
| Brownwood State School | 229 | 3 | 0 | 3 | 6 | 4 | 2 | Y | N |
| Gainesville State School | 240 | 3 | 1 | 2 | 6 | 7 | 0 | Y | N |
| Giddings State Home and School | 267 | 3 | 1 | 2 | 6 | 5 | 1 | Y | N |
| Vernon State Hospital--South | 495 | 3 | 1 | 2 | 6 | 3 | 3 | Y | N |
| West Texas Children's Home | 178 | 2 | . | . | 6 | 2 | 4 | Y | N |
| TOTALS | 1,409 | 14 | 3 | 9 | 30 | 21 | 10 | | |

Note: Lower case letters refer to standards.
"." indicates value was not available.

| LOCATION | POPULATION | ---- AV EQUIPMENT(j) ----- | | | --- MATERIALS BUDGET(k) ---- | | | --- READER STATIONS(l) --- | | |
|---|---|---|---|---|---|---|---|---|---|---|
| | | STANDARD | EXISTING | NEED | STANDARD | EXISTING | NEED | STANDARD | EXISTING | NEED |
| Brownwood State School | 229 | 50 | 0 | 50 | 25,648 | 7,264 | 18,384 | 27 | 18 | 9 |
| Gainesville State School | 240 | 50 | 35 | 15 | 26,880 | 3,680 | 23,200 | 29 | 24 | 5 |
| Giddings State Home and School | 267 | 75 | 18 | 57 | 29,904 | 1,539 | 28,365 | 32 | 45 | 0 |
| Vernon State Hospital--South | 495 | 125 | 40 | 85 | 55,440 | 4,353 | 51,087 | 59 | . | . |
| West Texas Children's Home | 178 | 50 | 30 | 20 | 19,936 | 0 | 19,936 | 21 | 40 | 0 |
| TOTALS | 1,409 | 350 | 123 | 227 | 157,808 | 16,836 | 140,972 | 168 | 127 | 14 |

| LOCATION | POPULATION | ---- LIBRARY SIZE(m) ---- | | |
|---|---|---|---|---|
| | | STANDARD | EXISTING | NEED |
| Brownwood State School | 229 | 1,350 | 900 | 450 |
| Gainesville State School | 240 | 1,450 | 7,290 | 0 |
| Giddings State Home and School | 267 | 1,600 | 1,334 | 266 |
| Vernon State Hospital--South | 495 | 2,950 | 3,000 | 0 |
| West Texas Children's Home | 178 | 1,050 | 1,500 | 0 |
| TOTALS | 1,409 | 8,400 | 14,024 | 716 |

Note: Lower case letters refer to standards.
"." indicates value was not available.

## STANDARDS FOR JUVENILE CORRECTIONAL INSTITUTIONS
(Adapted from "Library Standards for Juvenile Correctional Institutions" (5))

A. **Books** - 4,000 titles or 20 volumes per capita.

B. **Magazines** - 40-80 titles/100 residents (60 titles used).

C. **Newspapers** - 10 titles/ 100 residents.

D. **Film media** - 13 titles per resident; combines the filmstrip standard (10/resident) and the super 8 and 8mm standard (3/resident).

E. **Sound recordings** - 6 - 10 per capita (8 used).

F. **Staff** - One professional librarian, plus additional staff as follows:

    100 - 200 population  -  1 library technician, and 1 library clerk

    201 - 500 population  -  1 assistant librarian, 1 library technician, and 1 library clerk

    500 +   population  -  2 assistant librarians, 1 library technician, and 2 or 3 library clerks

G. **Programming** - Because the standards do not quantify the Programming activities, it was determined that this standard would be met if six (6) of the following twelve (12) types of programming were conducted: exhibits and displays, bookcart and bedside book delivery, summer reading club, booktalks, field trips, storytelling, discussion groups, media programs, music programs, art or drama programs, current events programs, and puppet shows.

H. **Information and reference services** - The library shall provide information services to locate facts as needed by the users and advisory service to bring the user and that material best suited to his need together.

I. **Interlibrary loan** - Interlibrary loan arrangements with the local public library, the local school libraries, the public library system and/or the state library agency shall be provided.

J. **AV equipment** - The library should have sufficient av equipment to meet the needs of its users to utilize the media collection. An administrative standard has been set requiring 25 pieces of audiovisual equipment for every 100 residents.

K. **Materials Budget** - The annual budget for materials shall be no less than the cost of two books, two magazine subscriptions, and two tapes or recordings per person at the current average list price.

L. **Reading space** - Large enough to seat 10-15 percent (12 used) of the population, @ 25 sq. ft. per station, but never fewer than the largest class group.

M. **Square Feet** - An administrative standard has been set calculating the square feet needed at twice the required reading space.

# TEXAS MENTAL HEALTH INSITUTIONS
## SFY 1989

| LOCATION | POPULATION | BOOKS(a) STANDARD | EXISTING | NEED | PERIODICALS(b) STANDARD | EXISTING | NEED | NEWSPAPERS(c) STANDARD | EXISTING | NEED |
|---|---|---|---|---|---|---|---|---|---|---|
| Austin State Hospital | 986 | 5,000 | 4,468 | 532 | 25 | 3 | 22 | 15 | 1 | 14 |
| Big Spring State Hospital | 1,980 | 9,900 | 3,606 | 6,294 | 25 | 0 | 25 | 15 | 0 | 15 |
| Corsicana State Home | 87 | 5,000 | . | . | 25 | 14 | 11 | 15 | 0 | 15 |
| Kerrville State Hospital | 430 | 5,000 | 4,790 | 210 | 25 | 9 | 16 | 15 | 2 | 13 |
| Rusk State Hospital | 480 | 5,000 | 7,837 | 0 | 25 | 1 | 24 | 15 | 4 | 11 |
| San Antonio State Hospital | 535 | 5,000 | 5,815 | 0 | 25 | 29 | 0 | 15 | 2 | 13 |
| Terrell State Hospital | 512 | 5,000 | 10,880 | 0 | 25 | 30 | 0 | 15 | 35 | 0 |
| Waco Center for Youth | 73 | 5,000 | 150 | 4,850 | 25 | . | . | 15 | . | . |
| Wichita Falls State Hospital | 530 | 5,000 | 5,818 | 0 | 25 | 30 | 0 | 15 | 3 | 12 |
| TOTALS | 5,613 | 49,900 | 43,364 | 11,886 | 225 | 116 | 98 | 135 | 47 | 93 |

| LOCATION | POPULATION | OTHER AV(d) STANDARD | EXISTING | NEED | RECORDINGS(e) STANDARD | EXISTING | NEED | PROFESSIONAL LIBRARIAN(f) STANDARD | EXISTING | NEED |
|---|---|---|---|---|---|---|---|---|---|---|
| Austin State Hospital | 986 | 472 | 142 | 330 | 986 | 178 | 808 | 2 | 1 | 1 |
| Big Spring State Hospital | 1,980 | 720 | 0 | 720 | 1,980 | 60 | 1,920 | 2 | 0 | 2 |
| Corsicana State Home | 87 | 87 | . | . | 500 | . | . | 1 | 0 | 1 |
| Kerrville State Hospital | 430 | 333 | 227 | 106 | 500 | 90 | 410 | 1 | 0 | 1 |
| Rusk State Hospital | 480 | 345 | 91 | 254 | 500 | 12 | 488 | 1 | 0 | 1 |
| San Antonio State Hospital | 535 | 359 | 153 | 206 | 535 | 247 | 288 | 1 | 0 | 1 |
| Terrell State Hospital | 512 | 353 | 232 | 121 | 512 | 95 | 417 | 1 | 0 | 1 |
| Waco Center for Youth | 73 | 73 | . | . | 500 | . | . | 1 | 0 | 1 |
| Wichita Falls State Hospital | 530 | 358 | 93 | 265 | 530 | 1,300 | 0 | 1 | 0 | 1 |
| TOTALS | 5,613 | 3,100 | 938 | 2,002 | 6,543 | 1,982 | 4,331 | 11 | 1 | 10 |

| LOCATION | POPULATION | OTHER STAFF(f) STANDARD | EXISTING | NEED | PROGRAM(g) STANDARD | EXISTING | NEED | INFORMATION SERVICES(h) | INTERLIBRARY LOAN (i) |
|---|---|---|---|---|---|---|---|---|---|
| Austin State Hospital | 986 | 2 | 1 | 1 | 6 | 10 | 0 | Y | Y |
| Big Spring State Hospital | 1,980 | 5 | 2 | 3 | 6 | 0 | 6 | Y | N |
| Corsicana State Home | 87 | 1 | 1 | 0 | 6 | 6 | 0 | Y | N |
| Kerrville State Hospital | 430 | 3 | 1 | 2 | 6 | 5 | 1 | Y | Y |
| Rusk State Hospital | 480 | 3 | 2 | 0 | 6 | 4 | 2 | N | N |
| San Antonio State Hospital | 535 | 3 | 1 | 2 | 6 | 5 | 1 | Y | N |
| Terrell State Hospital | 512 | 3 | 2 | 1 | 6 | 7 | 0 | Y | Y |
| Waco Center for Youth | 73 | 1 | 0 | 1 | 6 | 4 | 2 | N | N |
| Wichita Falls.State Hospital | 530 | 3 | 2 | 1 | 6 | 8 | 0 | Y | Y |
| TOTALS | 5,613 | 24 | 12 | 11 | 54 | 49 | 12 | | |

Note: Lower case letters refer to standards.
"." indicates value was not available.

| LOCATION | POPULATION | AV EQUIPMENT(j) | | | MATERIALS BUDGET(k) | | | READER STATIONS(l) | | |
|---|---|---|---|---|---|---|---|---|---|---|
| | | STANDARD | EXISTING | NEED | STANDARD | EXISTING | NEED | STANDARD | EXISTING | NEED |
| Austin State Hospital | 986 | 250 | 26 | 224 | 110,432 | 2,172 | 108,260 | 118 | 40 | 78 |
| Big Spring State Hospital | 1,980 | 500 | 61 | 439 | 221,760 | 0 | 221,760 | 238 | 20 | 218 |
| Corsicana State Home | 87 | 25 | 0 | 25 | 9,744 | 675 | 9,069 | 10 | 12 | 0 |
| Kerrville State Hospital | 430 | 100 | 0 | 100 | 48,160 | 655 | 47,505 | 52 | 14 | 38 |
| Rusk State Hospital | 480 | 125 | 14 | 111 | 53,760 | 250 | 53,510 | 58 | 35 | 23 |
| San Antonio State Hospital | 535 | 125 | 20 | 105 | 59,920 | 775 | 59,145 | 64 | 38 | 26 |
| Terrell State Hospital | 512 | 125 | 15 | 110 | 57,344 | 3,789 | 53,555 | 61 | 40 | 21 |
| Waco Center for Youth | 73 | 25 | . | . | 8,176 | 50 | 8,126 | 9 | 10 | 0 |
| Wichita Falls State Hospital | 530 | 125 | 21 | 104 | 59,360 | 1,035 | 58,325 | 64 | 30 | 34 |
| TOTALS | 5,613 | 1,400 | 157 | 1,218 | 628,656 | 9,401 | 619,255 | 674 | 239 | 438 |

| LOCATION | POPULATION | LIBRARY SIZE(m) | | |
|---|---|---|---|---|
| | | STANDARD | EXISTING | NEED |
| Austin State Hospital | 986 | 5,900 | 1,379 | 4,521 |
| Big Spring State Hospital | 1,980 | 11,900 | 627 | 11,273 |
| Corsicana State Home | 87 | 1,500 | 360 | 1,140 |
| Kerrville State Hospital | 430 | 2,600 | 558 | 2,042 |
| Rusk State Hospital | 480 | 2,900 | 1,018 | 1,882 |
| San Antonio State Hospital | 535 | 3,200 | 1,296 | 1,904 |
| Terrell State Hospital | 512 | 3,050 | 1,650 | 1,400 |
| Waco Center for Youth | 73 | 1,500 | 150 | 1,350 |
| Wichita Falls State Hospital | 530 | 3,200 | 855 | 2,345 |
| TOTALS | 5,613 | 35,750 | 7,893 | 27,857 |

Note:  Lower case letters refer to standards.
"." indicates value was not available.

## STANDARDS FOR MENTAL HEALTH FACILITIES
(Adapted from "Standards...for...Mental Health Facilities" (7))

A. **Books** - 5,000 titles or 5 volumes per capita, whichever is greater.

B. **Magazines** - 25 titles. Each closed living area to have at least 5 subscriptions.

C. **Newspapers** - Major state and national publications, plus newspapers from communities served by the facility. Administratively set at a minimum of 15.

D. **Audiovisual material** - One title per capita up to 300; thereafter one title per 4 additional clients.

E. **Sound recordings** - 500 titles or one per capita, whichever is greater.

F. **Staff** - One library director, plus additional staff as follows:

|  |  |  |
|---|---|---|
| to 400 population | - | 1 support staff |
| 401 - 600 population | - | 1 paraprofessional, and 2 support staff |
| 601 - 1,000 population | - | 1 librarian, and 2 support staff |
| 1,001 - population | - | 1 librarian, 2 paraprofessional staff, and 3 support staff |

G. **Programming** - Because the standards do not quantify Programming activities, it was determined that this standard would be met if six (6) of the following twelve (12) types of programming were conducted: exhibits and displays, bookcart and bedside book delivery, summer reading club, booktalks, field trips, storytelling, discussion groups, media programs, music programs, art or drama programs, current events programs, and puppet shows.

H. **Information and reference services** - The library shall provide reference/information and referral services, including using resources beyond the library's collection.

I. **Interlibrary loan** - The library shall provide interlibrary loan services through formal and informal arrangements with all types of libraries.

J. **AV equipment** - Administratively set at 25 pieces of audiovisual equipment for every 100 residents.

K. **Materials Budget** - The materials budget has been administratively set at no less than the cost of two books, to magazine subscriptions, and two tapes or recordings per person at the current average list price.

L. **Reading space** - Large enough to seat 10-15 percent of the client population. An administrate standard has been set at 12 percent, @ 25 sq. ft. per station.

M. **Library Size** - The library shall have a minimum of 1,500 sq.ft., or an administrate standard of twice the square footage needed for seating, whichever is greater.

TEXAS MENTAL RETARDATION INSTITUTIONS
SFY 1989

| LOCATION | POPULATION | BOOKS(a) STANDARD | EXISTING | NEED | PERIODICALS(b) STANDARD | EXISTING | NEED | NEWSPAPERS(c) STANDARD | EXISTING | NEED |
|---|---|---|---|---|---|---|---|---|---|---|
| Abilene State School | 807 | 4,035 | 5,480 | 0 | 27 | 0 | 27 | 5 | 0 | |
| Brenham State School | 508 | 2,540 | 950 | 1,590 | 27 | 0 | 27 | 5 | 0 | |
| Denton State School | 600 | 3,000 | . | . | 27 | . | . | 5 | . | . |
| Fort Worth State School | 361 | 2,500 | . | . | 27 | 4 | 23 | 5 | 2 | |
| Lufkin State School | 509 | 2,545 | 0 | 2,545 | 27 | 0 | 27 | 5 | 0 | |
| San Angelo State School | 408 | 2,500 | 0 | 2,500 | 27 | 0 | 27 | 5 | 0 | 5 |
| TOTALS | 3,193 | 17,120 | 6,430 | 6,635 | 162 | 4 | 131 | 30 | 2 | 2 |

| LOCATION | POPULATION | FILM MEDIA (d) STANDARD | EXISTING | NEED | RECORDINGS(e) STANDARD | EXISTING | NEED | TOYS(f) STANDARD | EXISTING | NEED |
|---|---|---|---|---|---|---|---|---|---|---|
| Abilene State School | 807 | 600 | 1,543 | 0 | 1,614 | 1,680 | 0 | 1,614 | 350 | 1,264 |
| Brenham State School | 508 | 600 | 70 | 530 | 1,016 | 0 | 1,016 | 1,016 | 0 | 1,01 |
| Denton State School | 600 | 600 | . | . | 1,200 | . | . | 1,200 | . | . |
| Fort Worth State School | 361 | 600 | 30 | 570 | 722 | 0 | 722 | 722 | 0 | 722 |
| Lufkin State School | 509 | 600 | 760 | 0 | 1,018 | 492 | 526 | 1,018 | 1,220 | |
| San Angelo State School | 408 | 600 | 200 | 400 | 816 | 0 | 816 | 816 | 0 | 81 |
| TOTALS | 3,193 | 3,600 | 2,603 | 1,500 | 6,386 | 2,172 | 3,080 | 6,386 | 1,570 | 3,81 |

| LOCATION | POPULATION | PROFESSIONAL LIBRARIAN(g) STANDARD | EXISTING | NEED | OTHER STAFF(g) STANDARD | EXISTING | NEED | PROGRAM(h) STANDARD | EXISTING | NEED |
|---|---|---|---|---|---|---|---|---|---|---|
| Abilene State School | 807 | 2 | 1 | 1 | 5 | 1 | 4 | 6 | 2 | 4 |
| Brenham State School | 508 | 1 | 0 | 1 | 4 | 0 | 4 | 6 | 2 | 4 |
| Denton State School | 600 | 1 | 0 | 1 | 4 | . | . | 6 | 0 | 6 |
| Fort Worth State School | 361 | 1 | 0 | 1 | 3 | 1 | 2 | 6 | 1 | 5 |
| Lufkin State School | 509 | 1 | 0 | 1 | 4 | 1 | 3 | 6 | 3 | 3 |
| San Angelo State School | 408 | 1 | 0 | 1 | 4 | 1 | 3 | 6 | 7 | 0 |
| TOTALS | 3,193 | 7 | 1 | 6 | 24 | 4 | 16 | 36 | 15 | 22 |

Note: Lower case letters refer to standards.
"." indicates value was not available.

| LOCATION | POPULATION | INFORMATION SERVICES(i) | INTERLIBRARY LOAN(j) | ---- AV EQUIPMENT(k) ---- | | | --- MATERIALS BUDGET(l) ---- | | |
|---|---|---|---|---|---|---|---|---|---|
| | | | | STANDARD | EXISTING | NEED | STANDARD | EXISTING | NEED |
| Abilene State School | 807 | Y | Y | 72 | 91 | 0 | 90,384 | 0 | 90,384 |
| Brenham State School | 508 | N | N | 44 | 14 | 30 | 56,896 | 0 | 56,896 |
| Denton State School | 600 | N | N | 52 | . | . | 67,200 | 0 | 67,200 |
| Fort Worth State School | 361 | Y | N | 36 | 7 | 29 | 40,432 | 6,283 | 34,149 |
| Lufkin State School | 509 | N | N | 44 | 48 | 0 | 57,008 | 1,322 | 55,686 |
| San Angelo State School | 408 | Y | N | 36 | 0 | 36 | 45,696 | 0 | 45,696 |
| TOTALS | 3,193 | | | 284 | 160 | 95 | 357,616 | 7,605 | 350,011 |

| LOCATION | POPULATION | --- READER STATIONS(m) --- | | | ----- LIBRARY SIZE(n) ----- | | |
|---|---|---|---|---|---|---|---|
| | | STANDARD | EXISTING | NEED | STANDARD | EXISTING | NEED |
| Abilene State School | 807 | 97 | 3 | 94 | 4,860 | 1,200 | 3,660 |
| Brenham State School | 508 | 61 | 16 | 45 | 3,060 | 480 | 2,580 |
| Denton State School | 600 | 72 | . | . | 3,600 | . | . |
| Fort Worth State School | 361 | 43 | 5 | 38 | 2,160 | 180 | 1,980 |
| Lufkin State School | 509 | 61 | 3 | 58 | 3,060 | 728 | 2,332 |
| San Angelo State School | 408 | 49 | 10 | 39 | 2,460 | 200 | 2,260 |
| TOTALS | 3,193 | 383 | 37 | 274 | 19,200 | 2,788 | 12,812 |

Note: Lower case letters refer to standards.
"." indicates value was not available.

# STANDARDS FOR INSTITUTIONS FOR THE MENTALLY RETARDED
(Adapted from "Standards for Libraries...for the Mentally Retarded" (4))

A. **Books** - Minimum of 2,500 titles or 5 per client.

B. **Magazines** - 25 - 30 titles (27 used), plus multi copies.

C. **Newspapers** - 5 titles.

D. **Film media** - 600 titles (filmstrips, 500; 8mm and Super 8, 100).

E. **Sound recordings** - 500 recordings or 2 per capita.

F. **Toys** - Two toys per capita.

G. **Staff** -
Librarians:

| | | | |
|---|---|---|---|
| 200 | - | 600 population | 1 libr director |
| 601 | - | 1,200 population | 1 libr direct + 1 assistant lbrn (MLS) |
| 1,201 | - | population | 1 libr direct + 2 assistant lbrns (MLS) |

Other staff:

| | | | |
|---|---|---|---|
| 200 - 400 population | 3 | 1,201 - 1,600 population | 8 |
| 401 - 800 population | 4 | 1,601 - 2,000 population | 8 - 11 |
| 801 - 1,000 population | 5 | 2,001 - population | 11 - 12 |
| 1,001 - 1,200 population | 7 | | |

H. **Programming** - Because the standards do not quantify the programming activities, it was determined that this standard would be met if six (6) of the following twelve (12) types of programming were conducted: exhibits and displays, bookcart and bedside book delivery, summer reading club, booktalks, field trips, storytelling, discussion groups, media programs, music programs, art or drama programs, current events programs, and puppet shows.

I. **Information and reference services** - Services shall include the provision of information services to locate facts needed by the users, including literature searches and referrals to other libraries or information agencies.

J. **Interlibrary loan** - Services shall include interlibrary loan services.

K. **Audiovisual equipment** -

| Per 100 Clients | | Per 500 Clients | |
|---|---|---|---|
| Record players | 3 | 16mm film projectors | 1 |
| Tape recorders | 1 | 8mm film projectors | 1 |
| Tape players | 2 | Overhead projectors | 1 |
| Sound slide viewers | 1 | Projector screen | 1 |
| Sound filmstrip projectors | 1 | | |

L. **Materials Budget** - The budget has been administratively set at no less than the cost of two books, two magazine subscriptions, and two tapes or recordings per person at the current list price.

M. **Seating** - 10 to 15 percent (12 used) of the user population.

N. **Facilities** - 10 percent of the user population, at 60 square feet per user, up to 10,000 square feet.

| LOCATION | POPULATION | BOOKS(a) STANDARD | EXISTING | NEED | PERIODICALS(b) STANDARD | EXISTING | NEED | NEWSPAPERS(c) STANDARD | EXISTING | NEED |
|---|---|---|---|---|---|---|---|---|---|---|
| San Antonio State Chest Hospital | 71 | 12,000 | 4,383 | 7,617 | 70 | 2 | 68 | 20 | 1 | 19 |
| Texas School for the Blind | 184 | 12,000 | 6,090 | 5,910 | 70 | 55 | 15 | 20 | 1 | 19 |
| Texas School for the Deaf/East | 390 | 12,000 | 4,466 | 7,534 | 76 | 50 | 26 | 20 | 2 | 18 |
| Texas School for the Deaf/South | 390 | 12,000 | 8,525 | 3,475 | 76 | 75 | 1 | 20 | 2 | 18 |
| TOTALS | 1,035 | 48,000 | 23,464 | 24,536 | 292 | 182 | 110 | 80 | 6 | 74 |

| LOCATION | POPULATION | FILM MEDIA(d) STANDARD | EXISTING | NEED | RECORDINGS(e) STANDARD | EXISTING | NEED | PROFESSIONAL LIBRARIAN(f) STANDARD | EXISTING | NEED |
|---|---|---|---|---|---|---|---|---|---|---|
| San Antonio State Chest Hospital | 71 | 300 | 98 | 202 | 300 | . | . | 1 | 1 | 0 |
| Texas School for the Blind | 184 | 300 | 231 | 69 | 300 | 500 | 0 | 1 | 1 | 0 |
| Texas School for the Deaf/East | 390 | 323 | 2,459 | 0 | 323 | 300 | 23 | 1 | 0 | 1 |
| Texas School for the Deaf/South | 390 | 323 | 385 | 0 | 323 | 0 | 323 | 1 | 1 | 0 |
| TOTALS | 1,035 | 1,246 | 3,173 | 271 | 1,246 | 800 | 346 | 4 | 3 | 1 |

| LOCATION | POPULATION | OTHER STAFF(f) STANDARD | EXISTING | NEED | PROGRAM(g) STANDARD | EXISTING | NEED | INFORMATION SERVICES(h) | INTERLIBRARY LOAN (i) |
|---|---|---|---|---|---|---|---|---|---|
| San Antonio State Chest Hospital | 71 | 2 | 1 | 1 | 6 | 1 | 5 | Y | N |
| Texas School for the Blind | 184 | 2 | 2 | 0 | 6 | 0 | 6 | Y | Y |
| Texas School for the Deaf/East | 390 | 3 | 0 | 3 | 6 | 10 | 0 | Y | Y |
| Texas School for the Deaf/South | 390 | 3 | 2 | 1 | 6 | 9 | 0 | Y | Y |
| TOTALS | 1,035 | 10 | 5 | 5 | 24 | 20 | 11 | | |

| LOCATION | POPULATION | MATERIALS BUDGET(j) STANDARD | EXISTING | NEED | READER STATIONS(k) STANDARD | EXISTING | NEED | LIBRARY SIZE(l) STANDARD | EXISTING | NEED |
|---|---|---|---|---|---|---|---|---|---|---|
| San Antonio State Chest Hospital | 71 | 7,952 | 156 | 7,796 | 11 | 8 | 3 | 770 | 561 | 209 |
| Texas School for the Blind | 184 | 20,608 | 3,528 | 17,080 | 28 | . | . | 1,960 | 6,300 | 0 |
| Texas School for the Deaf/East | 390 | 43,680 | 4,500 | 39,180 | 59 | 20 | 39 | 4,130 | 900 | 3,230 |
| Texas School for the Deaf/South | 390 | 43,680 | 4,500 | 39,180 | 59 | 60 | 0 | 4,130 | 2,440 | 1,690 |
| TOTALS | 1,035 | 115,920 | 12,684 | 103,236 | 157 | 88 | 42 | 10,990 | 10,201 | 5,129 |

Note: Lower case letters refer to standards.
"." indicates value was not available.

5.31    Increase the number of new patrons registered....

5.32    Increase the number of new institutions registered....

5.33    Provide library service to...English-speaking individuals....

5.34    Provide library service to...Spanish-speaking individuals....

5.35    Provide library service to...institutions....

5.36    Provide library service to...visually impaired individuals....

5.37    Provide library service to...physically handicapped....

5.38    Provide complete information, or appropriate referrals, in response
        to...reference questions....

5.39    Record on tape English and Spanish book titles....

5.310   Maintain an annual circulation of materials...per individual served.

5.311   Maintain an annual circulation of materials...per institution served.

Standard

"The library system should have materials for, and provide services
to, individuals and groups with special needs."  (1, Standard
26.i., p.33)

An administrative standard has been set to serve all blind and
physically handicapped Texas residents who are interested in
receiving library service.  At a cost of $44 per patron, $503,360
is needed to reach the standard from the existing level of service.

Need Indicator



BLIND AND PHYSICALLY HANDICAPPED
*PATRONS SERVED, SFY 1991*

| | STANDARD | ACTUAL |
|---|---|---|
| | 37,700 | 26,260 |

[4—539A]

## BLIND AND PHYSICALLY HANDICAPPED
### *PATRONS SERVED*

Chart showing patrons served by year:

| Year | Patrons Served |
|------|----------------|
| 1984 | 19,611 |
| 1986 | ~20,200 |
| 1988 | ~22,000 |
| 1990 | ~24,400 |
| 1991 | 26,260 |

[4—539B]

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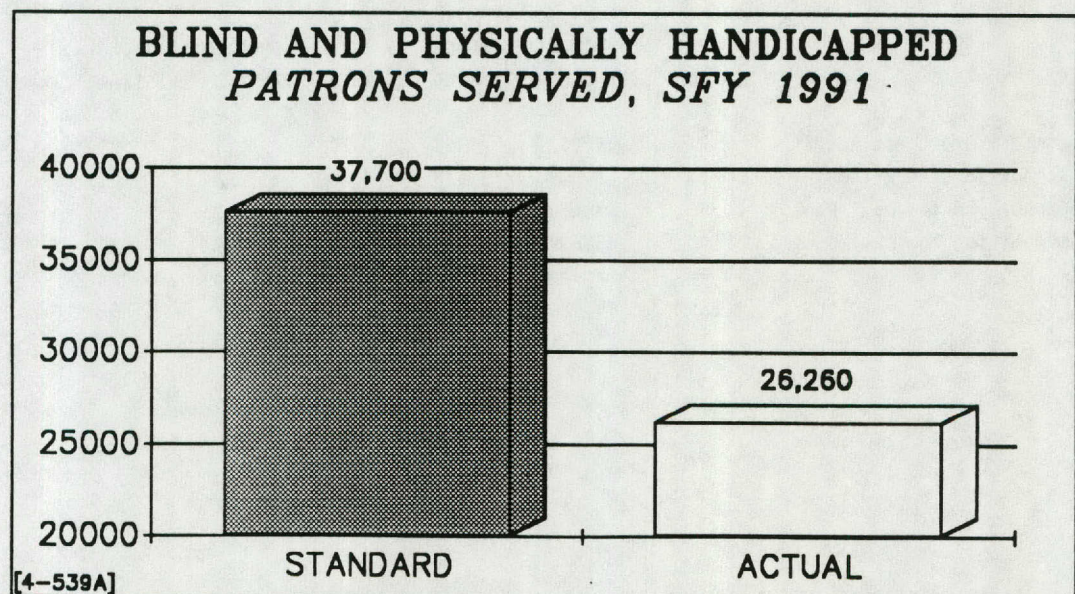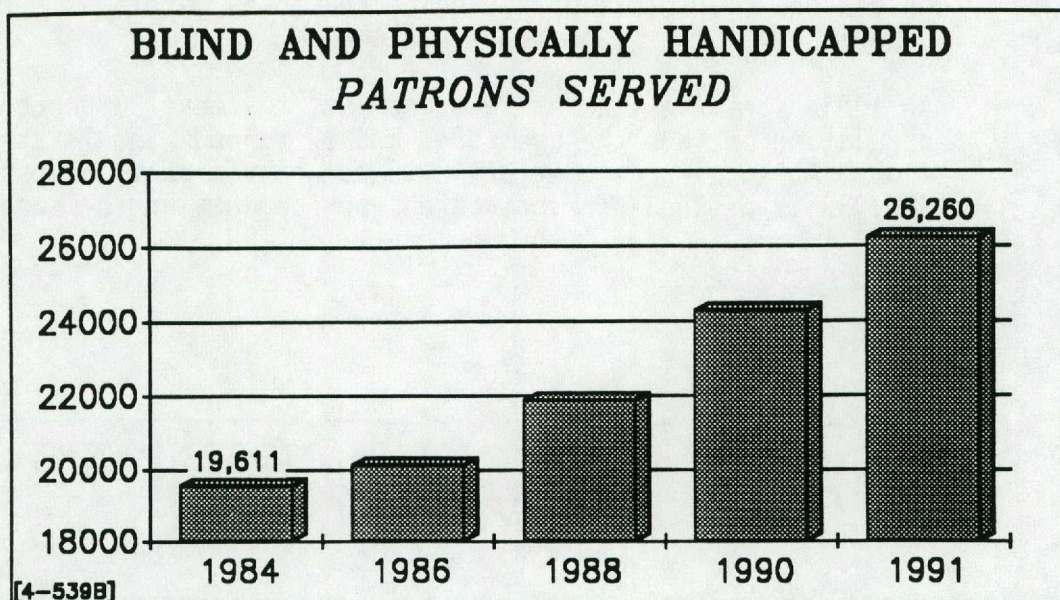
ACTION PLAN
FOR TASK

5.41    Provide consulting to the library systems and public libraries on
        library services to children and young adults.

5.42    Conduct a survey of youth services in Texas public libraries...
        and issue a report...with recommendations....

5.43    Compile, print and distribute... manuals of programming ideas
        to librarians serving young adults, families, and children in day
        care centers.

5.44    Maintain an annual library participation rate in the Texas Reading
        Club.

5.45    Provide Texas Reading Club participation forms (Reading Logs)...to
        public libraries, and to school libraries subject to availability
        of materials.

        Standard

        "The library system serves individuals and groups with special
        needs."  (1, Standard 26, p.33)

The library has a positive program "of guidance in the use of educational, informational, and recreational materials." (1, Standard 24.i., p. 32)

An administrative standard has been set to serve 33 percent of the population between the ages of 5 and 13 through the Texas Reading Club. At an average cost of $0.15 per participant, an estimated $60,359 is needed to bring current performance up to standard.

Need Indicator

## TEXAS READING CLUB PARTICIPANTS
### SFY 1991

824,377

Measured by reading logs supplied.

421,984

STANDARD          ACTUAL

[4-546A]

## TEXAS READING CLUB PARTICIPANTS
### Percent of Standard Attained

42

51.2

1982    1984    1986    1988    1990    1991

[4-546B]
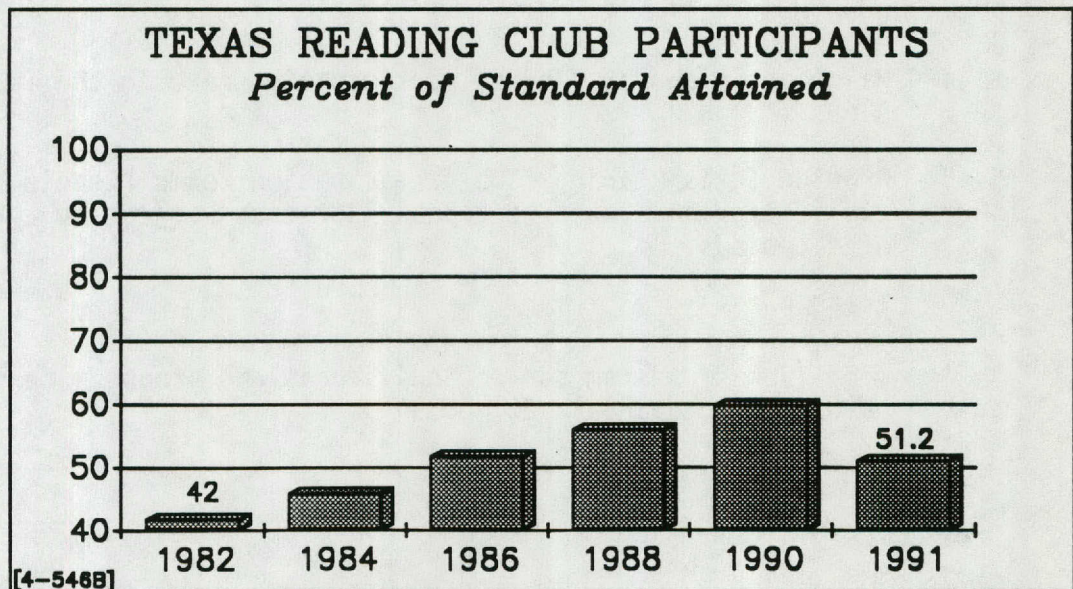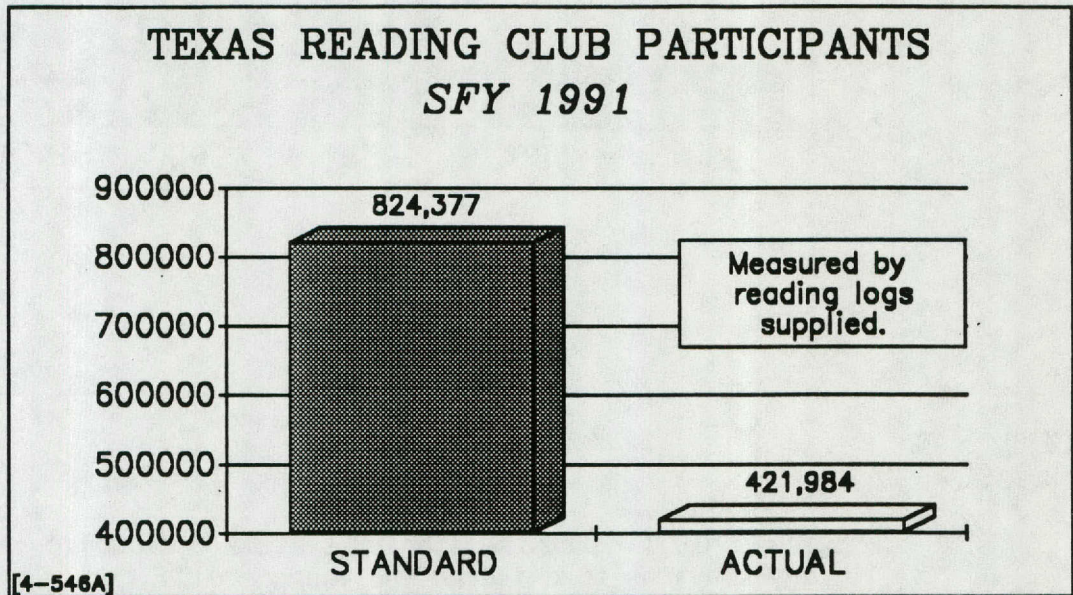
5.51    Provide assistance to libraries...to develop and improve local
        adult education programs.

5.52    Assist library systems in establishing local literacy projects in
        public libraries....

5.61    Distribute...a manual on finding, acquiring, and using auxiliary
        aids and service for library patrons who have impairments of
        hearing, speech, sight, and mobility....

Standard

"The library system serves individuals and groups with special
needs."  (1, Standard 26, p.33)

Need Indicator

According to the 1980 Census, 4,081,281 adults in Texas have not
completed high school.  Research data from the Adult Performance
Level Project demonstrates a high correlation between years of
school completed and functional literacy, defined as the ability to
read, comprehend, write, and compute at a level sufficient for
successful adult living.  The Texas Education Agency estimates that
2,845,514 Texans cannot read or write at the most rudimentary
level.

An administrative standard has been set for the regional library
systems to support literacy programs in public libraries at the
rate of one million student hours per year.  At $.75 per student
hour, $531,302 additional is required to reach this level of
instructional offering.

## LITERACY PROGRAM STUDENT HOURS
### SFY 1991
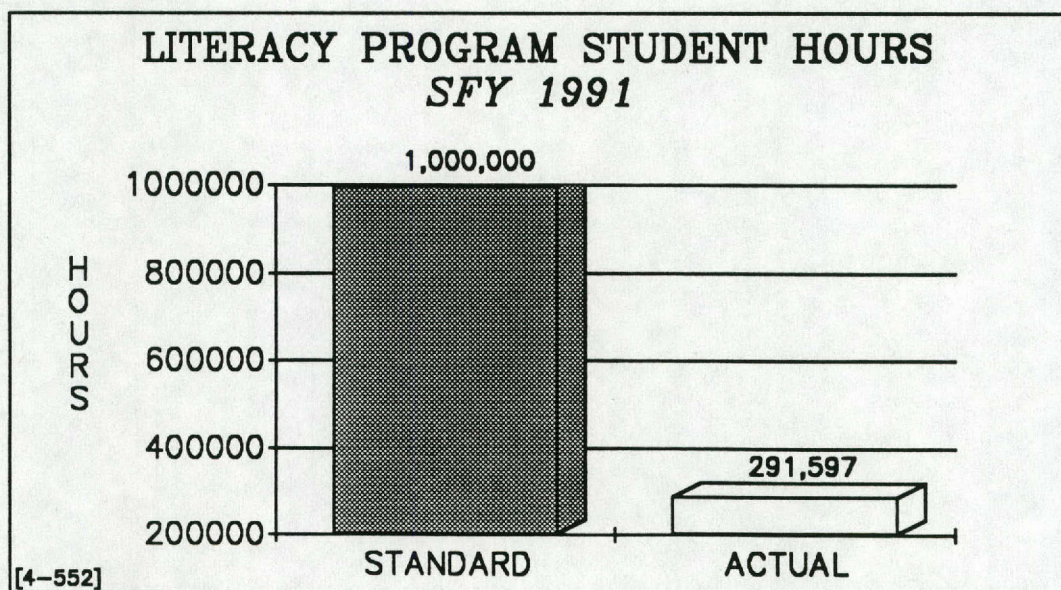


[4—552]

## SYSTEMS LITERACY PROGRAMS
### *STUDENT HOURS*



[4—552B]

# REFERENCES

4-57
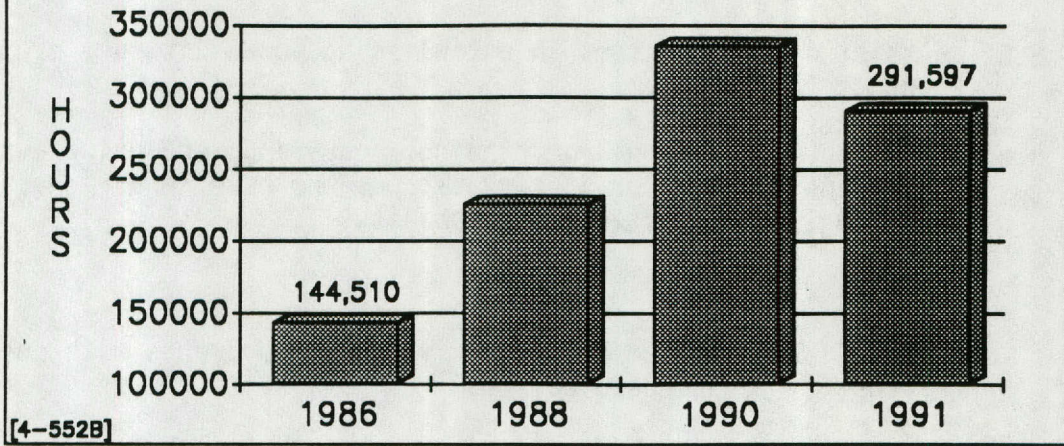
1. <u>Minimum Standards for Public Library Systems, 1966</u> (American Library Association, 1967).

2. "<u>Texas Library Association Standards and Guidelines for Texas Public Libraries</u>" (Texas Library Association, 1983).

3. <u>ALA Interim Standards for Small Public Libraries</u>.

4. <u>Standards for Libraries at Institutions for the Mentally Retarded</u> (American Library Association, 1981).

5. <u>Library Standards for Juvenile Correctional Institutions</u> (American Correctional Association and the American Library Association, 1975).

6. <u>Library Standards for Adult Correctional Institutions</u> (American Library Association/American Correctional Association (ASCLA) Joint Committee on Institutional Libraries, 1981).

7. <u>Standards and Guidelines for Client Library Services in Residential Mental Health Facilities</u> (Association of Specialized and Cooperative Library Agencies, 1987).
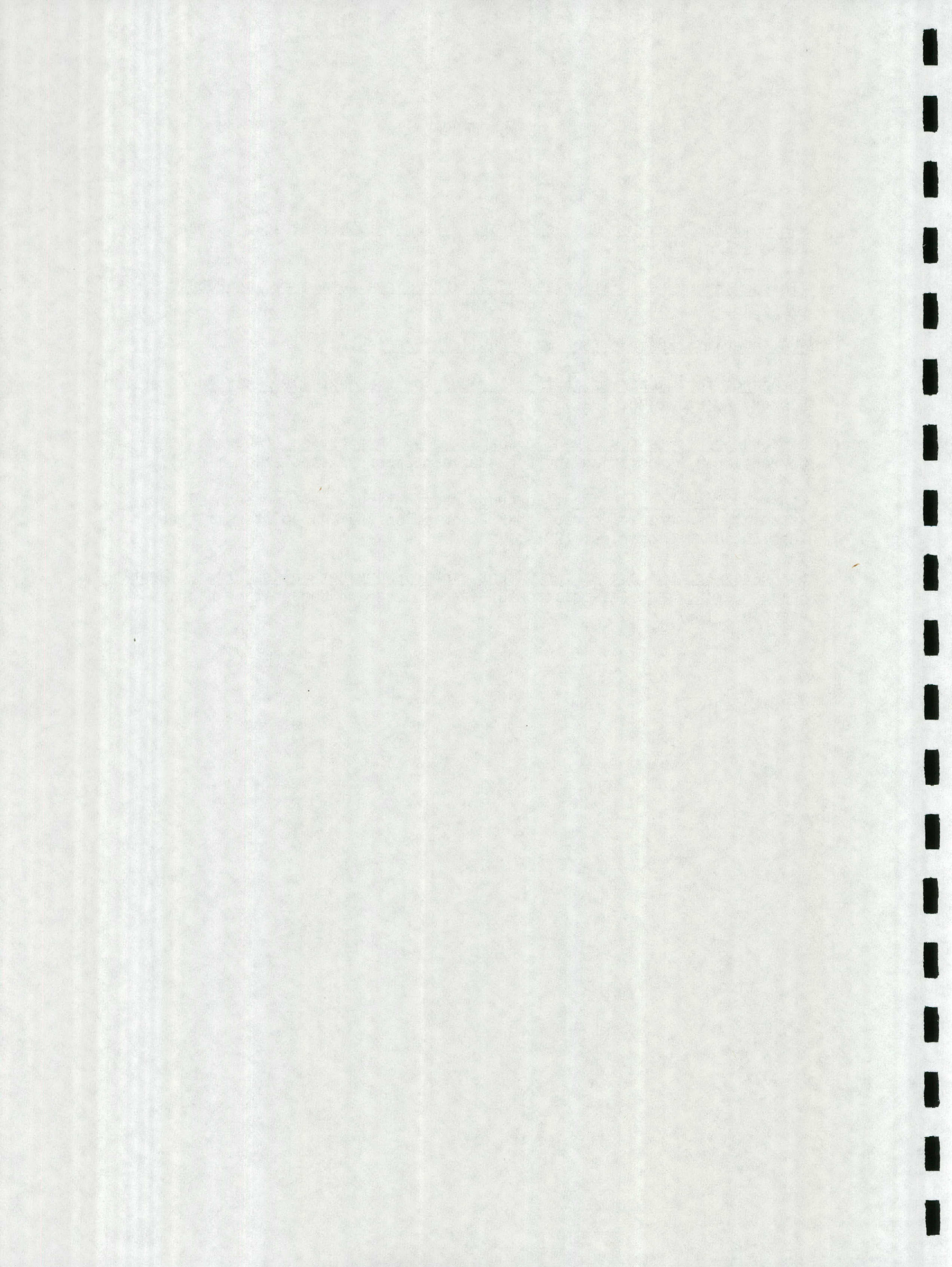
# AUTOMATION AND RESOURCE SHARING PLAN IN TEXAS 1992 — 1995
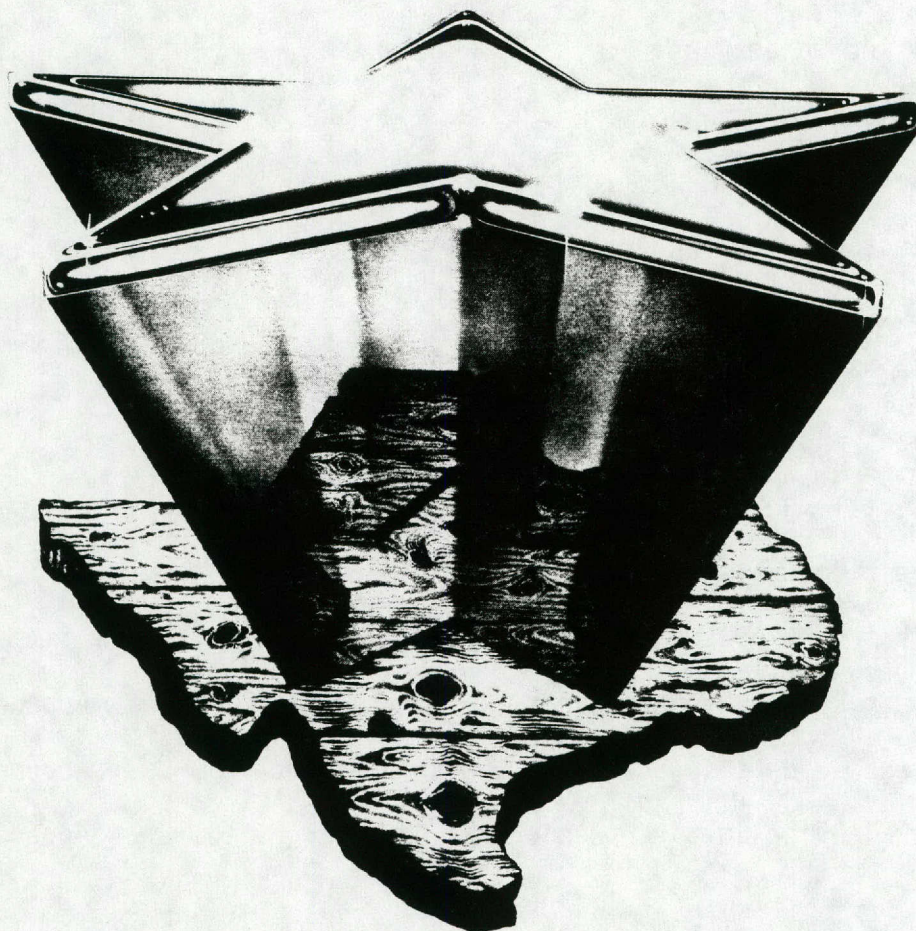
## (Revised July 1992)

**Library Development Division**

**Texas State Library**

# AUTOMATION AND RESOURCE SHARING PLAN
Texas State Library
FY 1992 to 1995
(Revised July 1992)

## TABLE OF CONTENTS

## AUTOMATION AND RESOURCE SHARING PLAN
Texas State Library
FY 1992 to 1995
(Revised July 1992)


## INTRODUCTION


This plan was prepared in accordance with Public Law 101-254, the Library Services and Construction Act Amendments of 1990, to comply with Section 304 of the Act. It was prepared to inform Texas citizens and librarians of the programs and services offered by their State Library. Comments and input regarding the automation and resource sharing program presented in this document are encouraged.

The Texas resource sharing program is not a single identifiable program. Rather, it is a combination of a number of distinct projects working together to form a statewide resource sharing program. By weaving the thread of resource sharing through many activities, a wider range of services can be offered to more libraries. It also enables resource sharing to continue to develop even if one of the component projects experiences funding, performance or other problems.

### History

Before 1988, the Resource Sharing Plan followed the discussion issues listed in the Library Services and Construction Act. The format was greatly revised for the FY88 to FY90 *Long Range Plan* to explain the component projects more clearly, and to show how they are organized into a cohesive and rational overall program of development. The projects were renamed at that time to make them easier to identify and provide a reference to their purpose.

In addition to renaming existing projects, new projects (Leadership, Neighbor, and Partners) were proposed. These projects were designed to develop the policies, standards, and technical capabilities needed to maintain an effective resource sharing program as new technology for shared and linked systems becomes available.

It is the policy of the State Library to concentrate funding for automation in projects that promote resource sharing. Therefore, "Automation" was added to the title of the Resource Sharing Plan in 1989.


### Philosophy

The basic tenets of the Automation and Resource Sharing Plan are

- that resource sharing in Texas should be built on a foundation of local networks rather than a statewide database beyond that which we already have from participation in OCLC;

- that automated library systems should be designed with the fewest barriers possible to sharing information, to future networking, and to taking advantage of future technological advances; and

-   that major automated files which represent large investments, such as bibliographic and patron files, should be transportable to upgraded systems.

The goal of resource sharing in Texas is to support the Library Development Division's mission of ensuring that needed library services and materials are accessible to every resident, that access is provided in a cost-effective manner, and that the cost is distributed fairly.

## A Foundation of Local Networks

Resource sharing requires three basic components: a method of locating information or materials, a method of communicating the request to the owning library or information source, and a method of bringing the user and the materials or information together. A number of states have chosen to create statewide databases or even statewide automated systems as the method of locating materials and communicating requests. This is a very effective method where the geographic area covered is small and the delivery system fast and inexpensive. Because Texas is so large, a statewide database would include items in libraries that a user could not easily get to themselves or that could not be delivered to the user within a reasonable time and cost. A statewide database would also be very large and cumbersome, since there are so many libraries and books in Texas. Therefore, resource sharing based on networks within smaller geographic areas (the size of many other entire states) is more appropriate for Texas. Access to materials not found within the local library or local network is then provided at a higher level through the statewide interlibrary loan network.

Sharing of materials should begin at the local level with nearby libraries entering into reciprocal borrowing agreements. Project Neighbor is the component of the Automation and Resource Sharing Plan that encourages reciprocal borrowing agreements.

As needs grow, libraries should enter the second level of resource sharing by establishing shared automated systems or linking existing systems. Sharing or linking of systems facilitates reciprocal borrowing and enables lateral interlibrary lending. Project Partners provides grants to fund shared or linked systems for resource sharing.

For needs which cannot be met locally, libraries can enter the third level of resource sharing which utilizes the OCLC statewide database for interlibrary loan of materials on a referral basis, state or national online resources, or one of the reference referral centers for answers to reference queries. This level is supported through projects Build, List, TexNet, and Loan. Project List produces the Texas Union List of Serials. Project TexNet maintains eleven interlibrary loan centers, through which Texas public, special, and academic libraries can obtain materials on interlibrary loan that are not available locally. Project Loan reimburses libraries that are net lenders through TexNet.

## Future Flexibility

The second tenet of the Automation and Resource Sharing Plan looks forward to increasingly sophisticated library technology. In the 1960's, only the very largest and best funded libraries, mostly academic, could even begin to think of automation, and each library generally had to develop its own system. In the early 1970's, commercial mainframe and minicomputer systems became available and automating was possible for many large libraries. Since then, less expensive systems have become available on smaller computers, and within the last five years, many library functions have been automated on microcomputer systems. Rapid advances are providing increased processing power and storage capacity at lower costs, in more sophisticated programming, and in improved telecommunications.

When library processes were first being automated, each library and each commercial system developed its own way of doing things. This made it extremely difficult to move information between libraries or between systems. A need was recognized for national and international standards for machine-readable library files, which have since been developed. Standards are also being created for hardware and software that, if adhered to, will make it much easier to communicate between libraries. One of the goals of Project Leadership is to adopt standards for machine-readable records, software and hardware. By following these standards, Texas libraries will increase their future ability to network at minimum expense.

## Conservation of Capital Investments

The third tenet of the Automation and Resource Sharing Plan is to help libraries ensure that capital investments made in automated files will retain their value as libraries move to newer or larger automated systems. The cost of automating manual bibliographic files is often almost as much as hardware and software costs for large libraries, and much more than the hardware and software for small ones. Hardware and software wear out and become obsolete or inadequate as the library grows. A bibliographic record can last as long as the title is in the collection, provided the record is in a form that can be moved from system to system. Project Leadership identifies standards for automated systems and their files that will guard against future duplication of effort in producing machine-readable records.

## Automation and Resource Sharing Policy

The highest priority in state funding of library automation is support for projects that contribute to resource sharing. The money available for automation is small compared to the amount necessary to automate the state's libraries. By using it for projects which support resource sharing, the benefits will be more widely recognized.

The first level of local reciprocal borrowing is non-automated (Project Neighbor), and the third level of resource sharing is partially in place and funded on a continuing basis (List, TexNet, and Loan). Therefore, State Library automation funding will be concentrated on automation projects at the second (Partners) and third (Build and Link) levels, in which each participating library makes its materials available directly, through interlibrary loan, and through online resource sharing to users of the other participating libraries. The specific policies for each resource sharing project are found in the individual project descriptions which follow, and the grant guidelines for each program, which are included in the *Annual Program*.

| Level of Resource Sharing | Implementation |
|---|---|
| 1 | Project Neighbor/reciprocal borrowing Systems |
| 2 | Project Neighbor/lateral interlibrary loan<br>Project Leadership<br>Project Partners<br>Major Resource Systems |
| 3 | Project TexNet<br>Project Build<br>Project List<br>Project Loan<br>Project Link |

The Library Development Division's largest grant program, the System Operations Grants for the Major Resource Systems serving local public libraries, include automation and resource sharing projects among their wide variety of activities. With the approval of the State Library, systems design a wide range of projects to meet their two major responsibilities, promoting cooperation among local libraries and improving local public library service. The automation and resource sharing activities of the systems include:

Assistance to Individual Libraries. Library systems do provide varying levels of assistance to individual libraries' automation efforts, which will be included under the Project Leadership Technical Standards when they take effect. Systems may require reciprocal borrowing or other resource sharing for local libraries to obtain assistance. Systems may also devise reimbursement programs for reciprocal borrowing under Project Neighbor.

Union Catalog Projects. Libraries participating in union catalog projects funded by systems will be required to share resources. This might include local interlibrary loan, sharing bibliographic records for cataloging, and reciprocal borrowing.

Current Cataloging. Systems may assist member libraries with projects that provide current cataloging in conformance with Project Leadership Standards. When a system provides this service, the system long range automation plan must address the issues of storage and maintenance of the records. Systems may fund retrospective conversion only when there are plans to use the records in an automated system in the immediate future.

Microcomputer Assistance. Many systems purchase microcomputers and software for member libraries. They also provide consulting, workshops, and hands-on training to assist local libraries. In general, system support for these activities does not require resource sharing. However, some microcomputer applications will come under Project Leadership.

## GOAL

The goal for resource sharing in Texas is:

> To improve delivery of materials and information to library users by supporting and encouraging libraries to share resources.

This is Goal 2 of the mission and goals as stated in the *Long Range Plan for Statewide Library Development, 1992-1995 (Revised July 1992).*

## OBJECTIVES

The objectives and need for the projects in this Automation and Resource Sharing Plan are also identified as part of this goal in Chapters 3 and 4 of the *Long Range Plan for Statewide Library Development.* Each of the projects described in this plan contributes to the achievement of one or more of these objectives.

Objective 2.1: To provide interlibrary loan services and answers to informational inquiries through a network of public, academic, and special libraries.

Task 2.11  Increase interlibrary loan requests filled by TexNet.

| 1992 | 1993 | 1994 | 1995 |
|------|------|------|------|
| 230,000 | 225,000 | 235,000 | 240,000 |

Task 2.12  Monitor and evaluate the cost-effectiveness of interlibrary loan services. Meet with the staff of each interlibrary loan center at least once each year.

Task 2.13  Investigate the use and incorporation of new technologies; conduct studies and pilot projects; and write reports as necessary.

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Objective 2.2: To provide statewide information about the location of library materials in Texas through the creation and expansion of bibliographic databases.

Task 2.21  Add machine-readable bibliographic records to state or regional databases at the rate of 58,000 per year.

Task 2.22  Maintain a statewide union list of serials using the OCLC union listing capability. Smaller union list groups and individual libraries my be profiled into this statewide union list and receive financial assistance in adding their holdings to this database. The number of locations (summary holdings statements) shown on the union list will be:

| 1992 | 1993 | 1994 | 1995 |
|------|------|------|------|
| 618,000 | 630,000 | 642,000 | 655,000 |

Task 2.23    Encourage public, academic, and other libraries to submit
             Title III grant applications to add their holdings to the
             statewide union list.  This task is contingent on the level of
             state and federal funding.

---

Objective 2.3:    To encourage public libraries to loan materials without charge
                  to the borrower through the formation of reciprocal borrowing
                  agreements and city-county contracts.

Task 2.31    Achieve 6,000 system-supported reciprocal borrowing transactions
             annually.

Task 2.32    Monitor the number of reciprocal borrowing agreements
             established between nearby libraries.

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Objective 2.4:    To facilitate reciprocal borrowing by encouraging shared
                  integrated automated systems.

Task 2.41    Award LSCA Title I matching grants totaling from $100,000 to
             $200,000 annually for public libraries to purchase shared
             automated library systems, or to link existing automated systems.
             This task is contingent on the level of state and federal funding.

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Objective 2.5:    To encourage provision of regional and local cooperative
                  services for meeting common user needs through joint planning,
                  informal cooperation, and contractual arrangements among public,
                  academic, school, and special libraries.

Task 2.51    Achieve 5,626 system-supported interlibrary loan transactions
             (reference referral and lateral interlibrary loan) annually.

Task 2.52    Award LSCA Title III grants totaling from $150,000 to $300,000
             annually to conduct demonstration and cooperative projects among
             public, academic, school, and special libraries.  This task is
             contingent on the level of state and federal funding.

## OVERVIEW

This summary is designed to give the reader a brief and quick overview of the Texas State Library's Automation and Resource Sharing Plan for 1992-1995. Please consult the individual project descriptions which follow for specific details.

Project Neighbor       Nearby local libraries will enter into optional agreements with each other to allow their patrons free direct borrowing from their collections or to provide interlibrary loan from their collection.

Project Leadership       Standards for library automation projects which are funded by state or federal grants. The standards will be optional for those projects paid for with local funds.

Project Partners       Matching-fund grants for both multitype and public library cooperatives to assist them in automating their libraries for enhanced resource sharing. These grants could be used to expand or purchase a shared automated library system or to link separate, stand-alone systems.

Project Build       Funds provided to build the database of Texas library holdings on OCLC. This database will continue to serve as the primary location tool for the state's interlibrary loan network.

Project List       The current Texas Union List of Serials (UTXL) will be maintained and enhanced. This database provides convenient access to information about the periodical holdings of the major public and academic libraries.

Project TexNet       The TexNet interlibrary loan network will continue to provide interlibrary lending services through agreements with the major Texas public libraries.

Project Loan       The program of reimbursing Texas libraries for lending materials to Texas public, academic, and special libraries through the state interlibrary loan network will be maintained.

Project Link       A statewide communications network will be developed to provide access to local, state and national resources to Texas libraries.

# PROJECT NEIGHBOR

COMMENTARY    The basic premise for Project Neighbor is that materials sharing
should begin with libraries in close proximity to each other.
Materials sharing can be accomplished through reciprocal borrowing
or lateral interlibrary loan.

Often the best way to provide the typical library user access to
materials not owned by their host library is to allow them to have
free and direct borrowing privileges in the other libraries in
their community.  This type of access is often referred to as
"direct borrowing" or "reciprocal borrowing."

Sometimes direct borrowing is not appropriate.  In those instances,
interlibrary loan between neighboring libraries (lateral
interlibrary loan) may be a good alternative.

By enabling the patrons to fully use the materials in nearby
libraries, a number of benefits will occur:

*    the materials can be obtained as quickly as the patron is
     willing to go get them; with interlibrary loan, the patrons
     must wait until their library sends their request, the lending
     library responds affirmatively, the post office delivers the
     item and the host library notifies the patron that it can be
     picked up;

*    there is less need to have union catalogs of libraries'
     holdings, although these can be helpful to the patron; while
     it is very important to know what libraries own with
     interlibrary loan, it is very expensive to build these types
     of union catalogs and this cost can be avoided when the
     patrons can go get the materials close by;

*    there is less need for a powerful, computerized communication
     system, which is crucial to timely delivery of materials in
     interlibrary loan; all that is necessary in a local community
     is the ability to telephone the neighboring library to check
     on the availability of an item.

In its July 1986 report, the Texas Library Association Planning
Committee strongly recommended the following objective as one of a
number designed to reach their primary, overall goal of meeting the
library needs of Texas residents:

     Goal 1 - Objective B:
     [The Texas Library Association should] promote the development
     of statewide reciprocal borrowing by conducting a study designed
     to identify the level at which such a procedure could be
     effectively implemented.

Although the Texas State Library and Archives Commission may
endorse this type of approach, this resource sharing plan does not
go quite as far as the TLA plan does.  There are two reasons for
this.  First, the State Library believes that it is more likely

that a patron will want to be able to borrow directly from a nearby library than to borrow from a more distant one. Second, the State Library staff has recommended the implementation and funding of reciprocal borrowing projects a number of times in the past decade and these proposals have been actively opposed and defeated by Texas public librarians. It is the staff's belief that a statewide direct borrowing system might be better built if it is based upon a strong foundation of locally developed and operated agreements.

DESCRIPTION    The fundamental plan for Project Neighbor is simply that local libraries will enter into agreements to serve each other's patrons directly. It is entirely optional for any library to participate in such an agreement.

It is expected that the libraries that enter into such an agreement will be within easy driving distance of each other. This will probably mean that they are no more than 40 miles apart, since it is unlikely that patrons would drive further than that.

The libraries that enter into such agreements with each other can be all of the same type (e.g., all public libraries) or they could be of different types (e.g., three public, one school, two academic and two special libraries).

It would be up to each community to determine whether or not participating libraries would be reimbursed. In many cases it is likely that the libraries would agree not to seek reimbursement. In other cases, they will agree to reimburse each other from their library budgets at an agreed upon rate. In still other cases, the libraries might seek to be reimbursed by the Major Resource System, if their system offers such a program. These reimbursements will be between the libraries involved and will not be charges which the patron is expected to pay. The patron would not be charged for using the library or checking out materials.

The Texas State Library's role in Project Neighbor will be to encourage the development of these direct borrowing agreements among libraries, offering workshops and training on the subject and providing suggested or sample agreements which can serve as guides.

Title III, Project Partners, and Project Neighbors grants funded through the State Library will be required to meet the reciprocal borrowing guidelines found in Appendix A3.

The Major Resource Systems can, at their own choosing, provide additional assistance to the libraries in their regions. This assistance could be in the form of developmental consulting or it could involve providing the funds which will reimburse the local libraries. It will be up to each system, using its own decision making structure, to determine how it wants to help.

TIMELINE    Any library can participate whenever it chooses to do so. Some Texas libraries already have formal or informal agreements with others. The project will be ongoing, without a termination date.

## PROJECT LEADERSHIP

COMMENTARY    Under Project Leadership, the Texas State Library has developed a
              set of standards for Texas library automation projects.  These
              standards provide a consistent approach for future resource sharing
              and will help assure local libraries that they can transport their
              databases to future technologies at minimum cost.

              It is important that certain key elements be standardized to enable
              Texas libraries to exchange information with each other in both
              on-line and off-line environments.  Although Texas libraries can
              automate without adhering to any standards, there will be
              situations in the future which could penalize libraries that
              automate without regard to the accepted bibliographic or
              communication standards.

DESCRIPTION   Project Leadership involves the establishment of two types of
              standards:  (1) technical standards which address the issues of
              compatibility, accessibility, and exchangeability of data in an
              automated environment, and (2) resource sharing standards which
              discuss access to the library's collection by other libraries and
              patrons in both automated and non-automated situations.

              In developing the technical standards, the staff of the Texas State
              Library obtained the advice of Texas librarians who have technical
              automation expertise.  The resulting standards can be found in
              Appendix A1.

              Examples of technical automation topics covered by the standards
              are:  cataloging and encoding, machine readable records, authority
              control, system capabilities, command languages, Open System
              Interconnection (OSI), communications standards, coded labels,
              optical media, linked systems, and remote access.

              Automation projects funded by state or federal funds through the
              State Library will be required to meet Project Leadership
              automation standards.  The standards will be optional for those
              libraries which are automating with local or private funding.
              However, by following the standards, these libraries can be more
              confident that their system could be integrated into any future
              state resource sharing communication system.  They can also be more
              assured that their machine readable database, an asset which
              represents a large investment in time and money, will be able to be
              moved to a new automated system when their current one becomes too
              small or technically obsolete.

TIMELINE         Drafts of the automation standards were sent to a wide range of
                 Texas librarians and automation vendors for their suggestions,
                 comments and support.  Public hearings were held at the Texas
                 Library Association Annual Conferences in 1989 and 1990.  In May
                 1990 the standards were recommended for adoption by the LSCA
                 Advisory Council, and were adopted by the Texas State Library and
                 Archives Commission in July 1990.  They will apply to Major
                 Resource Systems grants beginning in FY93, and to all other grants
                 in FY92.

                 The standards are subject to modification to reflect changing
                 needs, developing technologies, and emerging national trends.  The
                 Texas State Library encourages suggestions and opinions from MRC
                 Directors, System Coordinators, System Automation Consultants,
                 consortia and organizations involved in library automation
                 activity, and individuals.  Proposed amendments which result from
                 these suggestions will be forwarded to the LSCA Advisory Council
                 for consideration.  Changes approved by the Texas State Library and
                 Archives Commission will take affect at the beginning of the State
                 fiscal year following approval, unless otherwise provided for.
                 Suggested changes to these standards should be submitted in writing
                 by the first of June each year to Library Development Division,
                 Texas State Library, Box 12927, Austin, Texas 78711.  The complete
                 updating procedure is found in Appendix A2.

# PROJECT PARTNERS

COMMENTARY      The role of Project Partners is to provide supplemental funding
                assistance for automation projects which facilitate interlibrary
                resource sharing.  Automated library systems, whether stand-alone
                systems in a single library or multi-library shared systems, are
                very expensive to purchase and maintain.  While automation
                facilitates resource sharing, the greatest benefits of library
                automation projects accrue directly to the specific libraries and
                their patrons, rather than to any sort of resource sharing
                service.  Therefore, the large cost of automation projects can not
                be justified on resource sharing objectives alone.  The state's
                role is to provide matching funds to those Project Neighbor
                libraries that desire to share resources in an automated
                environment.  In this way, additional funding of modest proportions
                can be directed to aid local communities in providing a higher
                level of service to other libraries' patrons.

                Depending on the individual circumstances in each community, it may
                not be appropriate or timely to consider a shared automated library
                system.  Project Partners funding also allows public libraries
                which already own separate, stand-alone automated library systems
                to apply for funds to acquire the technology to link their
                computers together.  Although this level of technology is not yet
                available in the marketplace in a standardized form, there is much
                work currently being done to develop such a capability.  Therefore,
                the initial plans for Project Partners have been structured to
                permit this to occur when the technology catches up with the
                vision.

DESCRIPTION     The basic plan for Project Partners is to provide matching grants
                of federal funds to nearby local libraries to purchase and operate
                an integrated automated library system; this might involve either
                the purchase of a new automated system or the expansion of an
                existing system.  It also provides grants to link separate computer
                systems when the marketplace can provide standardized linkages
                which meet the requirements of Project Leadership.

                Specific grant guidelines can be found in the LSCA Annual Program.
                A "point system" will be used to rank the applications received;
                those with the highest points will be funded.

                Some of basic requirements for a matching automation grant are:

                -    participating libraries must have a Project Neighbor
                     reciprocal borrowing agreement among themselves;

                -    the grant will provide funds to match local funding up to
                     $100,000;

                -    participating libraries must have individual five year
                     automation plans, as well as a five year plan for the project;

-   the libraries' governing authorities must sign formal agreements with each other committing sufficient resources to maintain, operate and staff the automated system according to the requirements of the five year plan;

-   the system must be procured in an open fashion, in conformance with state and local law;

-   the system must conform to the standards established in Project Leadership;

-   the system must have sufficient functional capabilities so that the patron can search the database, determine the location and availability of the desired material and initiate a request or hold for this material.

The State Library provides consulting assistance to automation projects in the planning and procurement phases. Such consulting assistance is also available to Project Partners cooperatives.

LSCA Title I funds will be budgeted to provide the matching funds for shared public library automation projects. Projects involving other types of libraries will be eligible to apply for Title III funding for their matching funds. This distinction between these types of projects is necessary because of the federal requirements for these monies. Project Partners applicants may receive matching funds over a two year period, subject to the approval of the LSCA Advisory Council and the availability of funds.

The Major Resource Systems can, at their own choosing, provide additional assistance to the libraries in their regions. This assistance could be in the form of consulting or training. It could also involve providing additional funds to public library cooperatives. It will be up to each system, using their own decision making structure to determine how it wants to help. While the emphasis of the grants is to buy a portion of the computer hardware and software, funds can also be used for retrospective conversion and other tasks necessary to build the machine readable database. The costs of any consultants or staffing or remodeling would be paid from local funds.

TIMELINE

The Texas State Library has already funded a number of shared automation projects over the past ten years (in Victoria, Plano, Amarillo, Grayson County, and El Paso). However, these projects are not under the requirements outlined above because they received their funding previously. The requirements have since been incorporated into the Title III grant guidelines.

While no termination date has been set for Project Partners funding, it can be expected to be available for about ten years, depending upon (1) the continuation of federal funding, (2) the amount of state funds appropriated and (3) the continued technological viability of this approach.

# PROJECT BUILD

COMMENTARY       The goal of Project Build is to continue building the database
                 showing the holdings of the Texas public libraries which serve as
                 TexNet Interlibrary Loan Centers. This database is the backbone of
                 Project TexNet.

                 Once the nearby library collections available under Project
                 Neighbor and Project Partners have been searched and the needed
                 material is still not located, the TexNet interlibrary loan
                 component of resource sharing is available. TexNet allows the host
                 library to obtain the materials from a more distant library. For
                 those libraries that can not participate in Project Neighbor and
                 Project Partners because of fiscal, political or geographic
                 reasons, TexNet interlibrary loan is the only link their patrons
                 have to the vast collections housed in other libraries.

                 In order for TexNet to be a reasonably speedy and cost effective
                 service, databases must be available which show the locations of
                 the desired material. Without the knowledge that the book or
                 journal is held by a specific library, the librarian must send the
                 borrowing requests "blind." This results in a great deal of work
                 with a lower probability of success.

                 For over twelve years, the major public and academic libraries in
                 Texas have used the OCLC database for cataloging and as a means to
                 show other libraries what they own. In March 1985, this database
                 contained almost 14 million holdings for the 164 Texas libraries
                 that catalog on the system; additional holdings have been added
                 since that time. In addition, there are a number of Texas
                 libraries that have entered serials holding information into the
                 database, but do not use the system for cataloging.

                 The OCLC database is the backbone of TexNet, especially since OCLC
                 also provides the communication mechanism to transmit the requests
                 and the responses. It also contains the holdings information for
                 the major library collections around the country.

                 In order to guarantee that the holdings of the TexNet Center
                 libraries are included in this database, the State Library funded
                 the Interlibrary Loan Center Bibliographic Network Project for
                 about ten years. This project (often called "BibNet") funded some
                 of the costs for ten of the TexNet Centers libraries to catalog
                 their materials on the OCLC system.

DESCRIPTION      Project Build can provide funds to reimburse major Texas public
                 libraries for the cost of adding their cataloging records to the
                 OCLC database. This is a continuation of the Interlibrary Loan
                 Center Bibliographic Network Project, or "BibNet."

In this process of building an online database of Texas library holdings, the capability of producing an off-line database is also being created. The records created by cataloging on OCLC are saved to computer tape. The tapes of any number of libraries could be merged together and, with additional processing, be used to create a combined catalog on microfilm, microfiche, compact disk, laser disk, or on another online system.

Since a number of other states have created statewide databases using the new laser technology, the Texas State Library has studied this as an option. The following outlines why currently there are no plans to develop such an off-line database:

* tape processing costs: Texas libraries own so many items that there would be a significant cost to process all the tapes. The tapes would, at minimum, require both deduplication and merging. It would also be important to "flip" them to AACR2 cataloging and do authority control.

* mastering costs: Once all the records have been processed, the next step is to master these onto the microfiche, compact disk or whatever medium was selected. For a database of this size (estimated at over 5 million records after dedupping and merging), the current technology does not provide a suitable format, even with the recent advances in low cost storage. A microfiche database would contain thousands of separate fiche. A single compact disk can hold about 650,000 records and a 12 inch laser disk holds about a million. The costs for mastering such disks (about $10,000) would be incurred for each of the separate disks required.

* equipment costs: To search the compact or laser disk, each library would have to own a microcomputer; this micro would have to be set up in a convenient place for the interlibrary loan librarian and/or the patrons to use and it would have to be available at convenient times. While more and more Texas public libraries are getting this equipment, there are still a large number that do not have it. In addition to the basic micro, the library would have to own a disk drive for that particular disk format. With the database taking up more than one disk, it would be much more convenient to have multiple disk drives, although it would not be absolutely necessary. The costs for all this equipment could easily total over $5,000 for each complete unit; large libraries would also need a number of units, for the multiple branch locations.

* communication system: If a library were to have the necessary equipment and the state database on compact or laser disk, it would only enable them to search and locate the items that their patrons want. They would then need to go to a communication system to transmit the request to the possible lending libraries. Of course, all the lending libraries would have to be connected to this same communication system.

It would be important for the communication system to also provide management, storage and statistical functions as well as the ability simply to transmit and receive messages. Such systems are available to use with databases on compact or laser disk, but they require still more equipment and use costs.

*   redundancy (duplication of effort): The current resource sharing system (see Project TexNet) is based on the OCLC system; over 170 Texas libraries are members of OCLC, which offers them an online database of the holdings of over 13,000 libraries in the U.S. and forty-six foreign countries, as well as a multi-functional communication system. Without a significant savings in cost, it does not appear wise to produce an off-line database and construct another communication system to provide a lower level of service than is available through the OCLC system. Using the OCLC system has the added advantage of being a resource sharing network based upon a service that a large number of Texas libraries are buying on their own to prepare their cataloging. Considering the relatively low level of inter-library lending compared with total circulation, it is more appropriate to use an existing network, such as OCLC, than to spend larger amounts to create an alternative system.

TIMELINE          Project Build is an ongoing program of the State Library. From FY78 through FY91 support was given to adding the holdings of the ten largest public libraries to the OCLC database. There is no anticipated termination date because it is important to keep building the database of Texas library holdings for resource sharing purposes. However, because of funding reductions, this project was not funded in FY92 or FY93.

## PROJECT LIST

COMMENTARY
Access to journal articles is a very important aspect to any interlibrary loan program, especially for academic and special libraries. A great deal of time and money is wasted trying to obtain photocopies of articles from libraries that do not have the particular journal issue that contains the desired article.

The generally accepted solution to this problem is to develop a union list of serials which shows the combined holdings of the participating libraries. Local or regional union lists are valuable when the patron can determine that a nearby library owns the title and issue that is being sought. Statewide lists are valuable when the librarian is searching for material to obtain on interlibrary loan.

In its July 1986 report, the Texas Library Association Planning Committee strongly recommended the following objective as one of a number designed to reach their primary, overall goal of meeting the library needs of Texas residents:

Goal 1 - Objective A:
[The Texas Library Association should] promote the development of an online, statewide union list of serials through the appointment of a task force or the awarding of a research grant.

The Texas Union List of Serials (UTXL) is a statewide union list maintained on the OCLC database and produced on microfiche. It was created in 1985 using the OCLC serials subsystem. As of June 1991, the microfiche showed over 109,700 titles held by 98 participating Texas public, academic and special libraries; over 618,000 locations were listed. It is the only statewide union list of serials being maintained currently.

DESCRIPTION
Project List is a continuation of the Texas Union List of Serials (UTXL). Although the primary purpose of the project is to support the interlibrary borrowing of periodical photocopies, there are a number of potential corollary benefits which result from this union list information. One additional benefit is having information about other libraries' holdings when making decisions about purchasing or terminating serial titles. These lists are also quite helpful between Project Neighbor participants when patrons wish to travel to a nearby library to get the material directly.

The UTXL union list can be searched online by any OCLC member library in the state or nation. A microfiche copy of the list was produced annually through FY91.

Groups of libraries can apply for a Title III grant to pay for the staff, equipment and data entry costs to create a regional union list and add their records to UTXL at the same time.

TIMELINE
In accordance with the original design of the UTXL, funding for FY92 and beyond will be set at a maintenance level of about $1,500.

PROJECT TEXNET

COMMENTARY    The cornerstone of the Texas State Library Automation and Resource
              Sharing Plan has been a strong and effective interlibrary loan
              network.  This is a statewide interlibrary loan network embodied in
              TexNet.

              The plans and goals of Project Neighbor and Project Partners are
              valid as initial starting places to fill a patron's information
              needs.  However, if the material is not available in the patron's
              community, then the library must be able to obtain the material
              through an interlibrary loan network capable of accessing distant
              libraries across the state and nation.  For example, in FY91 the
              TexNet Centers filled only 47% of the requests received from
              libraries in their region.  Another 41% of requests were filled by
              libraries outside of the requesting libraries' local areas, and 10%
              of those were filled by out-of-state libraries.  This indicates the
              vital importance of having an interlibrary loan network that
              reaches far beyond the local community.

              The State Library plans to continue funding an interlibrary loan
              network capable of easily sending and receiving requests to distant
              libraries, even in the long term future.  The State Library will
              also continue funding a program for those libraries which are too
              small, isolated, or without funds to obtain their own access to
              this network.

              The current interlibrary loan network is called Project TexNet, a
              continuation of the Texas State Library Communications Network (or
              TSLCN).  TSLCN was instituted in the late 1960's to enable the
              rapid and efficient relaying of interlibrary loan messages among
              Texas libraries.

              An obvious prerequisite to an efficient and effective interlibrary
              loan program is the need for a communication system to enable
              participating libraries to transmit requests and responses to each
              other.  Without a standardized communication network, participating
              libraries would be burdened with the need to purchase additional
              equipment and to train staff in the various operating systems.  In
              addition, if the communication system is not linked to the
              bibliographic database showing the libraries' holdings, some way
              must be found to avoid the labor-intensive task of entering the
              bibliographic information into the communications system.

              To address this problem, the TSLCN adopted the OCLC Interlibrary
              Loan Subsystem as its communications system in 1979.  About the
              same time, major Texas academic libraries also began using this
              subsystem to exchange information about interlibrary lending.

              The OCLC Interlibrary Loan subsystem offers numerous beneficial
              features to full members:

1) the ability to search the entire OCLC database of over 25 million records to locate, and verify the necessary bibliographic information on library materials; online union lists of serials are also available; this means that almost no other verification/location tools need to be purchased or used by borrowing libraries;

2) the ability to load this bibliographic data into the communications workform automatically;

3) the ability to query five libraries sequentially with each request;

4) the ability to request and respond to circumstances as they arise (e.g., renewals, loans at a future date, non-delivery of materials);

5) the ability to print incoming requests easily in a batch mode, to load locally defined data such as addresses automatically, and to save keystrokes by using the new microcomputer terminals;

6) the ability to store and search library lending policies online;

7) the ability to obtain detailed, monthly statistical reports of lending and borrowing by institution; as well as customized statistical reports;

8) the availability of detailed documentation and ongoing training.

In spite of its numerous benefits, the OCLC system is not without certain problems:

1) although the system provides information about the holdings of many libraries, there is no indication of whether a particular item is actually available for loan in a particular library;

2) since some libraries are not diligent about updating their holdings information, the database contains inaccurate or out-of-date information;

3) the system is complex and requires extensive training and some retraining of staff; it cannot be thought of as a "user-friendly" system;

4) because of the major changes which are occurring in the telecommunications industry, there is the potential of dramatic increases in the costs and the possibility for disruption of services; however, this problem would be an even larger concern if we were utilizing a non-OCLC based communication system; because of the size of their telecommunication network, OCLC, Inc. can bring to bear greater political clout and technical expertise than would otherwise probably be available;

5) because the cost of participation in OCLC as a full member is not inexpensive, many small libraries cannot afford membership; this means that (a) their holdings are not known and thus not available for loan and (b) staff must be placed in TexNet Interlibrary Loan Centers to handle the requests for the nonmembers.

OCLC now offers service to nonmember libraries through the Group Access Capability (GAC) database. The formation of a Texas-wide GAC has been proposed. This would allow non-OCLC member libraries to list their holdings on the GAC database on OCLC and borrow and lend materials directly with other GAC members, while retaining the feature of having requests that cannot be filled within the GAC referred by an ILC. The major advantages to this include: 1) elimination of the middleman (ILC) for most requests, providing faster turnaround time for patrons; 2) improving turnaround time and facilitating reciprocal borrowing by making the holdings of more nearby libraries available; 3) making more resources available to all Texans and more evenly distributing the responsibility for resource sharing by adding the holdings of non-OCLC libraries to the GAC; 4) spending funds more effectively by eliminating the middleman and reducing duplication of effort.

The initial GAC proposal included the following points:

a) the initial GAC was to be formed in FY94, beginning with OCLC member libraries;

b) the holdings of libraries with 50,000+ titles would be gradually add to the database; these libraries were to become lending GAC members;

c) libraries borrowing 500+ items a year would join the GAC as borrowing members gradually;

d) reduce the costs and volume of business of the ILCs as alternative use increased.

This proposal has been presented at a statewide conference, and to the System Coordinators, Major Resource Center Library Directors, the TexNet librarians, and others for comments. Based on questions and concerns received the proposal will be revised and redistributed to the library community with additional information about the benefits of implementing a GAC for interlibrary loan in Texas. No implementation will take place in FY93.

DESCRIPTION     Project TexNet is the system of contracts and policies by which
                public libraries, and to a lesser degree academic and special
                libraries, receive interlibrary loan and referral services.

                In TexNet, there are three types of participants:

                (1)  TexNet Interlibrary Loan Referral Centers (ILC):  the State
                     Library negotiates with major libraries to fund the staff,
                     fringe benefits, operating expenses and indirect costs
                     required to fill or refer the interlibrary loan requests;
                     currently, ten public libraries located across the state are
                     selected by the Library and Archives Commission to serve this
                     role.  The other criteria for participation are in the
                     contract which specifies the policies and procedures these
                     Centers must follow.

                (2)  Service Area Libraries:  these are the public, academic, and
                     special libraries in an ILC's service area which use that ILC
                     to fill or refer their interlibrary loan requests.

                (3)  Other Libraries:  these are the academic and other libraries
                     that fill the requests sent to them by an ILC.  Some of these
                     libraries are involved in Project Loan.  (See Project Loan for
                     details on the reimbursement of these libraries for providing
                     net loans.)

                Local public, special and academic libraries are able to place a
                toll free telephone call to their designated ILC and request books
                or photocopies needed by their patrons.  Requests can be for known
                items or can be phrased as subject inquiries.  If the material is
                owned by the ILC, it will be loaned directly; if the material is
                not owned, they will use the OCLC Interlibrary Loan Subsystem to
                refer the request to another library.

TIMELINE        There is a well-established timeline for funding and operating the
                TexNet interlibrary loan network.  During the Spring of each year,
                the budgets for each Center and the network as a whole are set for
                the following fiscal year.

                The funding of an interlibrary loan network structure which allows
                distant libraries to send and receive requests is seen as a
                permanent part of the State Library's Automation and Resource
                Sharing Plan.

# PROJECT LOAN

COMMENTARY     Project Loan is a continuation of a procedure whereby Texas
               libraries are reimbursed for loans made to other Texas libraries
               through TexNet.  Beginning in 1982, the Texas State Library entered
               into contracts with Texas academic libraries to reimburse them for
               the loans they made to Texas libraries through a TexNet Center.
               Since 1984, academic libraries have been reimbursed only for the
               actual net loans made over OCLC.  Although Project Loan was
               expanded in 1990 to include all types of libraries, only academic
               libraries have been eligible or willing to participate so far.  The
               reimbursement rate is currently $4.00 per net loan.

               These reimbursement contracts were started when the volume of
               interlibrary loan requests over OCLC from TexNet Centers to
               academic libraries began to have a significant impact on the staff
               and collections in these libraries.  It was also a time when the
               costs of providing interlibrary loan service were rising rapidly,
               primarily due to the high inflationary increases of salary and
               operating costs.

               This program has been very valuable in keeping access to the major
               academic collections free and open in Texas.  As mentioned
               previously, the state has also been fortunate in having so many
               libraries which abide by the liberal AMIGOS Interlibrary Loan Code.

               During the period that this reimbursement has been given, the
               predominant trend in other states has been for public and private
               universities to impose stiff fees on incoming interlibrary loan
               requests.  These fees generally range from a minimum of $5.00 to
               over $20.00; some libraries even impose charges when they cannot
               fill the request.

               Most Texas academic libraries have not imposed such fees.  The few
               that do charge fees usually limit the charge to requests coming
               from corporate special libraries.  There is only one known
               university library that seeks to collect lending fees from most
               other Texas libraries.

               Generally speaking, it is much better to have as many libraries as
               possible in the list of possible lenders.  There are two advantages
               to this: (a) there will be a greater likelihood of finding the
               desired title in the database, since each library could have
               materials that are unique, and (b) there will be more choices of
               locations to enter into the lender string and this could enable the
               materials to be delivered faster, without placing a heavier burden
               on the largest, most used institutions.  Therefore, the approach
               taken by Project Loan is to encourage the many Texas libraries that
               are on OCLC to be responsive to our Project TexNet interlibrary
               loan requests.

DESCRIPTION     Each summer, the State Library uses statistical reports from OCLC
                to analyze the volume of OCLC interlibrary loan traffic among Texas
                libraries and the TexNet referral centers and estimates the total
                number of net loans for each of the libraries.  This estimate is
                used to prepare a contract which is sent in August, to begin in
                September.

                Following the close of a state fiscal year, OCLC statistical
                reports are used to determine the number of net loans for each
                library with which there is a contract.  Each library is then
                reimbursed the maximum amount allowed by their contract.

                The reimbursement rate is set for each biennium at the time the
                state budget is prepared.  The actual expenditures generally are 10
                to 15 percent less than the budgeted amount.

                To participate in Project Loan, any Texas library (except for the
                TexNet Centers, which are not eligible) must meet the following
                guidelines:

                1.   they must be capable of receiving interlibrary loan requests
                     over OCLC;

                2.   they must agree to attempt to fill all the public and academic
                     library requests which are referred by any TexNet Center;

                3.   they must request that a reimbursement contract be issued and
                     agree to abide by the minimal state contracting requirements
                     associated with this project; and,

                4.   there must be a reasonable volume of net lending (approximate-
                     ly 100 net loans annually) to justify the administrative costs
                     of the paperwork and bookkeeping.

TIMELINE        Project Loan will continue with the current schedule whereby the
                total budget is set in the Spring, the actual contract amounts for
                each participating library are determined in the Summer, the
                contracts start in September and an annual payment is made by the
                following November, after the close of the fiscal year.

COMMENTARY  The major building blocks are available for a statewide system that could allow people in the smallest towns in Texas access to most of the public and academic library holdings and other information statewide, to send electronic requests for the material, and, in some cases, to receive the materials or information electronically.

These building blocks include automated catalogs of most of the public and academic library holdings in Texas, including the holdings of the State Library; a statewide telecommunications network (THEnet), which is part of a federally-sponsored international network (Internet) that allows access to national and foreign library holdings and other information; and the growing availability of information and materials in electronic formats.

Only about 15 of the largest public libraries in the state have online access to the national bibliographic database and interlibrary loan system (OCLC), and even fewer provide access to electronic databases. Currently, OCLC is superior to a network for interlibrary loan of books because items can be located in a single database and the request automatically routed to several owning libraries. OCLC does not provide the other services that a statewide network with national and international access would.

While networked systems are few, about two-thirds of the population of the state is served by public libraries with integrated automated library systems. About three-quarters of the volumes held by public libraries are in libraries with automated systems. The majority of monographs and serials in Texas academic libraries are also automated. This means that most time-consuming and expensive work in automating libraries, converting the bibliographic and patron records, has been done.

The public libraries which have integrated automated library systems are only about 15% of the public libraries. But almost all of the 400 other public libraries have microcomputers, currently used for administrative tasks, which could be used to access an electronic network with little or no additional investment.

We also have available a statewide telecommunications network, THEnet (Texas Higher Education Network), which is part of the Internet. The Internet is an international "network of networks." The U.S. portion of the network began as networks maintained by the Department of Defense and the National Science Foundation to share high-speed computing facilities. Most academic and research institutions now have links to the Internet. In 1991, Congress passed legislation creating a National Research and Education Network (NREN) which will succeed the Internet; libraries and elementary and secondary schools are to be included in the NREN.

The Texas Education Agency has recently mounted a network on THEnet, TENET (Texas Education Network), which is serving elementary and secondary schools and agencies, staff and parents connected with them. Since this network includes school libraries, we might want to work with TEA to add services specifically for public libraries, rather than mounting a separate network. At least five Texas academic library catalogs are already available on the Internet: Texas A&M, UT Arlington, UT Dallas, UT Austin, and Sam Houston State University. It is also possible to make periodical indexes, encyclopedias, and other databases available statewide on the network.

The number of people using home computers and telecommunications to obtain information from their homes or offices is growing rapidly. Texas academic libraries have taken the lead in making their catalogs and other resources available to their students and faculty through home and office microcomputers; public libraries will soon be following. State Library catalogs and databases for the blind and physically handicapped, state records, archives, and information services will be automated by FY94, and can be made available on the network. Automated information from other state agencies could also be made available to the public through their libraries on the network.

In short, the national library community is moving rapidly into a networked environment and Texas libraries are following. Only a coordinated effort can make the most effective use of the technology. The State Library will take the lead to coordinate that effort.

DESCRIPTION    There are four challenges in providing information for Texans:

1)  building a physical infrastructure for the delivery of information,

2)  building an intellectual infrastructure to organize and retrieve the needed information,

3)  making political and economic arrangements to distribute the costs equitably, and

4)  teaching people to use the information effectively.

The State Library will work with the Department of Information Resources and the General Services Commission to link Texas public, academic, and school libraries to each other and to the National Research and Education Network. Network links are essentially high-speed telephone connections (cable, microwave or satellite) that allows a local microcomputer to act as a terminal for a larger computer somewhere else.

The State Library will work with other state agencies and local academic, school, special, and public libraries to provide the library catalogs, periodical indexes, databases, and full-text information sources on the network, and to provide the organizing structures and training to allow end-users the best use of the available information. Since access to the network essentially allows a user to use thousands of different computers in many different places, "front-ends" (end-user interfaces) must be developed to help people find and use the information easily.

The State Library will also work with state agencies, vendors, and local academic, school, special, and public libraries to create a pricing and policy structure that fairly distributes the staff and other costs of maintaining the network and the information available.

The State Library will coordinate the training of current library staff who have no training, and continuing education for professional library staff so that all Texas libraries have staff who can make maximum use of the information available in all formats.

TIMELINE    In FY93, Library Development Division staff will work with the appropriate state agencies, local libraries, and other state library staff to develop a network plan, which will include both the technical and policy structures for the network. Appropriate groups within the Planning Process for Statewide Library Development will also be consulted to ensure the compatibility of the network with other long-range plans for library development.

Also in FY93, continuing education activities will be identified to familiarize local library staffs with the network concept, available resources, and how to use them.

In FY94, the network will begin initial operation with electronic mail service and access to resources already available on the Internet. Training in using the network will be included.

In FY95, we may begin adding access to other local library resources, such as catalogs and local databases, and to other state information sources, and mounting commercial databases and other information resources.

**PROJECT LEADERSHIP**
**LIBRARY AUTOMATION STANDARDS**

**STANDARDS**

*The standards address a limited number of topics which a library will consider
when automating. As a result, they are not suitable by themselves for use in
dealing with vendors, but may be included as part of a more comprehensive set of
automation specifications drawn up by the local library. Although there are a
number of standards which the library must meet, those standards are
sufficiently limited in number and scope to allow the library great latitude in
meeting local needs.*

*Use of the word "shall" means that the standard is required; use of the word
"should" means that the standard is desirable, but not required. Use of the
terms "recommended," or "highly recommended" is an indication of the level of
importance attached to the standard.*

**1.0    APPLICABILITY**

1.1     All Texas libraries are encouraged to adhere to these standards
        voluntarily.

1.2     Library automation projects receiving state or federal grant funds from
        the Texas State Library shall adhere to these standards, except as
        provided for in 1.2.1 and 1.2.2.

1.2.1   Projects that use computers for applications that do not create and
        maintain a bibliographic database are exempt from these standards.
        Examples of exempt uses include standard office and accounting
        functions such as word processing, desktop publishing and spreadsheets,
        and reference materials on CD-ROM or on-line.

1.2.2   Libraries may request exemption from a particular standard by
        submitting written justification with the grant application. State
        Library staff will evaluate the request and recommend whether the
        exemption should be allowed if the project is funded.

1.3     Consulting and continuing education services from the Texas State
        Library will promote these standards.

**2.0    LONG RANGE AUTOMATION PLAN**

2.1     All library automation projects shall have a written five-year plan.

2.1.1   Projects involving more than one library shall have a plan for the
        project as a whole, and an individual plan for each of the
        participating libraries.

2.1.2   Major resource or regional library systems funding projects to which
        these standards apply shall have a system long range automation plan.
        Individual libraries participating in system automation projects shall
        also have individual plans. The long range plans shall include the
        topics relevant to the project being considered in Standards 2.2 and
        2.3.

2.2     Long range automation plans should include, but not be limited to,
        needs, goals, objectives, tasks, and benefits; projected collection
        growth; projected service area growth; number of titles represented by
        machine readable records; hardware; software; hardware and software
        support; training support; retrospective bibliographic conversion;
        project administration and staffing; telecommunications; site
        preparation (computer room and workstation locations); implementation,
        including patron and item conversion and labeling; capital and
        operating costs, including staffing, utilities, and supplies; and
        timeline.

2.3     In addition to the considerations in Standard 2.2, long range
        automation plans for projects involving more than one library should
        include an evaluation of collection sizes, strengths, and overlaps;
        cost allocation methods; and governance structure of the project.


**3.0    CREATING RECORDS**

        (This standard covers the intellectual content of the record.)

3.1     It is the goal of these standards that access points (headings) for all
        records conform to the latest edition of the *Anglo-American Cataloguing
        Rules* (AACR), and that descriptive cataloging for all records conform
        to the latest edition of AACR, whenever possible, or to a previous
        national cataloging standard.

3.1.1   The standard for original cataloging shall be the *Anglo-American
        Cataloguing Rules*, Second Edition, 1988 Revision (AACR2). The minimum
        level for original descriptive cataloging shall be AACR2, Level I, plus
        series statement. It is recommended that AACR2, Level II, be used for
        all original descriptive cataloging. Libraries are encouraged to
        enhance this standard with the Library of Congress's and the National
        Library of Medicine's application of AACR2.

3.1.2    It is highly recommended that existing records and those used for copy cataloging which do not meet current or previous national cataloging standards be upgraded to the latest edition of AACR. The minimum level of descriptive cataloging should be AACR2, Level I, plus series statement. Headings in records created under previous cataloging standards should be upgraded to the latest edition of AACR.

3.1.3    Abbreviated records are acceptable for ephemeral materials, materials which are on-order or in-process, materials which are awaiting full cataloging or have a short shelf life, or if the primary purpose is to enhance patron access. Records intended to be permanent in nature should be upgraded, whenever possible, to Standard 3.1.1 or 3.1.2.

3.1.4    It is highly recommended that monograph records added through retrospective conversion projects meet the Association of Research Libraries' *Guidelines for Retrospective Conversion of Bibliographic Records for Monographs*, adopted November 1985.

3.2    Subject headings shall be assigned from any controlled vocabulary subject heading system/thesaurus provided for in *USMARC Format for Bibliographic Data* (Field 600, Second Indicator, pp.2-3), for example: *Library of Congress Subject Headings* (LCSH), *Library of Congress Subject Headings for Children's Literature*, *Sears Subject Headings*, National Library of Medicine's *Medical Subject Headings* (MeSH), *National Agricultural Library Subject Headings*.

3.2.1    It is recommended that libraries use *Library of Congress Subject Headings*, latest edition, if appropriate.

3.3    Holdings statements for serials shall contain the data elements required in *ANSI Serial Holdings Statements* (Z39.44), Level 3 (Summary Level). Libraries may elect to provide more detailed holdings. Display of the holdings information is covered in Standard 6.4.5.

3.4    It is highly recommended that authority control be practiced according to the criteria found in Standard 5.2.

3.5    Local cataloging decisions shall be documented.


**4.0    MACHINE READABLE RECORDS**

(This standard covers converting the cataloging record to machine readable form.)

4.1    *USMARC Format for Bibliographic Data* shall be the standard for encoding bibliographic data in all formats. Other nationally recognized variations of MARC may also be used, for example, OCLC/MARC or RLIN/MARC.

4.2 It is recommended that records contain one or more of the following numeric identifiers, if available: LCCN, ISBN, ISSN, OCLC record number, Standard Technical Report Number, and Government Printing Office stock number. It is highly recommended that the identifier(s) accurately reflects the bibliographic item held by the library.

4.3 It is recommended that records in shared bibliographic databases show which participating library contributed the record.

4.4 If a system uses an automated authority control subsystem, *USMARC Format for Authority Data* is the standard for encoding authority records.

4.5 Local encoding decisions shall be documented.

## 5.0 THE BIBLIOGRAPHIC DATABASE

(This standard covers bringing together machine readable records to form a database.)

### 5.1 Bibliographic Records

5.1.1 All records entering the database shall follow the standards found in "Creating Records" (Standard 3.0), and "Machine Readable Records" (Standard 4.0).

5.1.2 A database used as a local catalog shall include all cataloged holdings, including print and non-print monographs and serials, except as provided for in Standard 5.1.3. Automation projects unable to meet this standard by the end of the grant period may apply for an exemption by supplying a statement of intent to comply with this objective and a reasonable schedule indicating when the objective will be achieved.

5.1.3 Libraries merging records into a union catalog may define the scope of the database. For example, a group of libraries may wish to include only audiovisual, genealogy or technical document records in their union catalog.

### 5.2 Authority Control

5.2.1 It is highly recommended that the Library of Congress Name Authority file be applied to all records entering the database. The control may be automated or manual. Other name authority files may supplement the LC Name Authority file.

5.2.2 It is highly recommended that subject headings be under authority control appropriate to the controlled vocabulary used. The control may be automated or manual.

5.2.3 If a system uses an automated authority control subsystem, *USMARC Format for Authority Data* shall be used.

### 5.3 Maintenance

5.3.1 The database shall be maintained to ensure that individual bibliographic records accurately reflect the collection. Generally, additions and deletions to the collection and changes in holdings and locations should be recorded within three (3) months. Generation of off-line products should include additions, deletions and changes current as of three (3) months prior to generation.

### 6.0 THE SYSTEM

### 6.1 General

6.1.1 The system shall contain the functions of database creation and maintenance, and circulation or a public access catalog. It is strongly recommended that libraries install multi-purpose systems, with circulation, public access catalog, cataloging, and acquisitions subsystems.

6.1.2 In a multiple terminal installation, the system shall support multiple users accessing the different subsystems at one time.

6.1.3 A shared system shall provide policy and parameter files for individual library members, for example, loan periods, fines, sort options, claim cycles, etc.

6.1.4 Standards 6.4 (The Catalog), 6.5 (Circulation), 6.6 (Linked Systems), 6.8 (Coded Labels), 6.9 (Remote Access), and 7.0 (Optical Media) apply only to systems using these components or having these features.

### 6.2 Open System Interconnection (OSI)

6.2.1 It is highly recommended that all systems comply with all layers of the International Standard Organization's *Open System Interconnection* (ISO #7498) as standards become available.

### 6.3 Machine Readable Database

6.3.1 The communications format for accepting and outputting records shall be *USMARC Format for Bibliographic Data*, including *USMARC Specifications for Record Structure, Character Sets, Tapes*, or a nationally recognized variation such as OCLC/MARC or RLIN/MARC.

6.3.2 The system shall accept, store and output the data elements defined in "National Level Record, Minimal Level Record Requirements," Appendix A of *USMARC Format for Bibliographic Data*. It is highly recommended that as many of the data elements as possible from the full MARC record be stored to preserve future options.

6.3.3 The system shall be able to add records by tape, floppy disk, or electronic transfer, or by input from local terminals.

6.3.4     If a system uses an automated authority control subsystem, that subsystem shall accept and output records in *USMARC Format for Authority Data.*

6.3.5     Output records shall be the current version of the record after all updates have been made.

6.3.6     Changes in USMARC formats shall be supported within 18 months of implementation by the Library of Congress.

6.3.7     For CD-ROM catalog projects, input, output, and storage of MARC records need not take place on-site if cataloging or database maintenance services are contracted to another library, consortium, or vendor, as long as the other provisions of Standard 6.3 are met.

**6.4     The Catalog**

6.4.1     The bibliographic database shall be searchable by personal and corporate authors, titles, series, and subjects. It is recommended that the database also be searchable by local call number, LCCN, ISBN/ISSN, OCLC record number, Standard Technical Report Number, and Government Printing Office stock number.

6.4.2     The system shall provide either Boolean, keyword or browsing searches. It is recommended that all three types of searches be available.

6.4.3     It is recommended that the system be able to narrow searches by the use of language, date and format criteria.

6.4.4     The catalog shall display ownership, location and, except for CD-ROM catalogs, circulation status of monographs and serials.

6.4.5     Holdings statements for serials may be displayed in a format and contain data elements determined by the local library. Content of the holdings statement is covered in Standard 3.3.

6.4.6     It is highly recommended that "see" and "see also" cross references be included in all catalogs. The cross references may be apparent or transparent to the user.

**6.5     Circulation**

6.5.1     Adequate security for patron and circulation files shall be applied. Personal patron data and current circulation activity shall be restricted to authorized individuals.

6.5.2     The system shall not maintain patron/item linkages beyond those needed for current circulation, fine assessment or resolution, or those needed under very specialized circumstances, for example: control of rare and valuable materials, and service to patrons with special needs.

6.5.3     A unique identification number shall be assigned to each patron record and to each item in the system. It is highly recommended that the number be structured to uniquely identify the local library.

6.5.4     The circulation system shall show ownership, location and availability of individual items.

## 6.6     Linked Systems

(For the purpose of these standards, a linked system is defined as separate online public access catalogs in different libraries, from either the same or different vendors, which are electronically interfaced.)

6.6.1     Linked systems shall provide access from one system to another through the terminals of the local system.

6.6.2     Linked systems shall allow automatic and user controlled routing of commands from one system to another.

6.6.3     No more than two command languages shall be used for terminal to computer interaction. For example, when three or more different automated systems are linked, there should be a common command language so that patrons need learn no more than the command language of their own library's system and the common language.

## 6.7     Terminals

6.7.1     Terminals shall support the full 96 ASCII character set. Terminals supporting an expanded character set may be used.

6.7.2     Provision shall be made to substitute for or suppress non-displaying MARC characters.

## 6.8     Coded Labels

6.8.1     It is highly recommended that systems use CODABAR or Code 39 label formats.

## 6.9     Remote Access

6.9.1     The system shall not require specific or special terminal characteristics. The system shall support one or more common terminal emulators, for example, VT100, ADM, ADDS.

6.9.2     Asynchronous telecommunications shall be supported at line speeds of 1200 baud or higher in conformance with applicable EIA, CITT, and Bell standards.

6.9.3     The library shall publicize the availability of remote access. Information needed by a patron to gain access shall be made available according to local policy.

**7.0**   **Optical Media**

**7.1**   It is highly recommended for union catalog projects that optical media comply with the standards outlined in the Sony/Philips *Yellow Book* and that the file structure follow "High Sierra" standards.

## PROJECT LEADERSHIP LIBRARY AUTOMATION STANDARDS

### Updating Procedure

The standards are viewed as being dynamic in nature, subject to modification to reflect changing needs, developing technologies, national trends, and community acceptance. Changes made for the purpose of clarification or editorial changes are exempt from this procedure.

Examples of topics which have already been identified for inclusion at some future time include: changing "recommended" or "highly recommended" to "shall"; or adding serials control systems, interlibrary loan systems, acquisitions systems, non-serial data elements, and Open System Interconnection (OSI).

Individuals or groups who wish to recommend changes to one or more of the standards may do so by following this procedure and timeline. To initiate the process, submit recommendations in writing by June 1 to Edward Seidenberg, Director, Library Development Division, Texas State Library, Box 12927, Austin, Texas 78711.

June 1       - Suggested written changes due at the Texas State Library.

September 1 - State Library staff reviews suggested changes. Those recommended for further consideration are disseminated widely (MRC directors, system coordinators, system automation consultants, members of the Advisory Panel, and consortia and organizations representing a majority of library automation activity in state). Changes proposed by the State Library staff will also be disseminated.

November 1  - Written responses due at the Texas State Library.

January 1   - Revised recommended changes, if necessary, will again be disseminated widely, as above.

March 1     - Written responses are due at the Texas State Library.

April 1     - Recommended changes are widely disseminated as above, and to the LSCA Advisory Council. Mass mailings to all Texas libraries may be done when significantly dramatic changes are proposed.

May         - The LSCA Advisory Council considers changes at its regular May meeting and makes recommendations for adoption.

July        - Texas State Library and Archives Commission takes action on Council's recommendations.

September 1 - Approved changes take affect, unless otherwise provided for.

## TEXAS STATE LIBRARY
## GENERAL GUIDELINES for RECIPROCAL BORROWING

### APPLICATION

These guidelines apply to those programs (currently Title III, Project Partners, Project Neighbor) which require reciprocal borrowing services. Reciprocal borrowing agreements funded by State Library grants must be written agreements signed by the appropriate local officials.

### DEFINITION

"Reciprocal borrowing" is a service established by an agreement among libraries to allow each other's primary client groups on-site use of facilities and direct borrowing privileges without direct charges, when those patrons would not be eligible to borrow materials in the absence of the agreement.

### OBJECTIVE

The purpose of reciprocal borrowing is to offer patrons of cooperating libraries greater access to normally circulating library materials than is afforded through the channel of interlibrary loan, by providing them borrowing privileges in libraries where such privileges would not otherwise be available without charge. It is not the purpose of reciprocal borrowing to provide patrons with such unlimited access to other libraries as to eliminate their need or desire to use their home library.

A reciprocal borrowing program does not relieve any participating library from the duty to develop its own collection to meet the ordinary library resource needs of its primary clientele.

### ELIGIBILITY

Any person who is considered by a library to be a member of its primary client group is eligible. In public libraries that would be the residents of political subdivisions which support the public library; in schools or academic libraries any enrolled student, faculty, or staff would be considered primary clientele; and special libraries would include employees of the parent organization. Cooperating libraries may expand eligibility to include other types or categories of patrons, for example, those holding non-resident cards. Patrons receiving reciprocal borrowing privileges must be registered and in good standing at their own library, and at all participating libraries.

Each participating library must share resources by offering reciprocal borrowing services to all eligible patrons of the other cooperating libraries. In an off-line automated system environment (e.g., CD-ROM catalogs) this requirement can be met by instituting a "pass" system in which libraries have passes allowing patrons to receive checkout privileges at other project libraries. A pass system may not be used to restrict any categories of eligible borrowers (for example, to prohibit students from using reciprocal borrowing services).

## SERVICES

Reciprocal borrowing means that another library's primary client group may use the facilities and collection on-site, and may check out materials available on the shelf from the general circulating collection, with the same circulation privileges as the local primary client group. Reciprocal borrowing does not necessarily entitle a patron from another library to receive other library services, such as placing of "holds," database searches, interlibrary loan, checkout of reserve materials, or privileges granted only to faculty or graduate students, or other special categories of borrowers.

## FEES, DEPOSITS, CHARGES

There can be no fees, deposits, or charges assessed directly to reciprocal borrowers other than those assessed directly to a library's own primary client group. Examples of permitted direct charges include: reserving library materials, replacement of lost borrower cards, and fines for overdue, lost or damaged materials. Fines, fees and charges should be assessed in the same manner and at the same rate as for a library's own patrons.

While reciprocal borrowing must be free to patrons, a system of reimbursement may exist among the participating libraries. It is up to the cooperating libraries to determine whether or not participating libraries will be reimbursed. Member libraries might agree to reimburse each other. These reimbursements will be between the libraries involved and will not be charges which the patron is expected to pay. If funds are available the State Library may offer Project Neighbors reimbursements to net lenders. The patron would not be directly charged for using the library or checking out materials, except as stated above.

EVALUATION AND CRITERIA

Application guidelines, evaluation procedures, and reporting requirements for all projects are included in the Annual Program which is reviewed and approved by the Texas State Library and Archives Commission. All evaluation and expenditure reports are cited in the contract which is sent to each subgrantee. Attachment 1 is a copy of the Systems Contract; contracts for other projects are similar.

Each public library system is required to submit project evaluation reports and disadvantaged services reports according to the instructions outlined in Attachment 2. Project Evaluation Reports and Uniform Statistical Reports will be submitted by recipients of MURL, Establishment, and Disadvantaged subgrants according to the instructions outlined in Attachment 3. Title III Interlibrary Cooperation projects and Project Partners projects will submit similar reports, if funded. Failure to submit these evaluation reports will result in suspension of the contract.

Attachment 4 is the monthly statistical Standardized Reporting Form and Local/Systems Objectives Report distributed to the regional public library systems. Data submitted on these forms provide the State Library with information relating to the number and type of liaison contacts, number and type of materials acquired, number of persons viewing audio-visual materials, and other statistics relevant to administration and evaluation of the systems program.

The Annual Report for Local Fiscal Year and System Membership Application Form (Attachment 5) is distributed annually to all public libraries in Texas. The data collected assists the State Library in comparing and evaluating the development of public libraries and in determining each library's eligibility for membership in the Texas Library System.

Attachment 6 is the property inventory instructions and form. All nonexpendable property purchased with grant funds and with an unit acquisition price of $300 or more must be reported. In addition, the disposition report form and instructions for property purchased with federal and state funds is included as Attachment 7. Subgrantees are required to inventory grant purchased property every two years. The guidelines for inventorying equipment and library materials purchased with grant funds are found in Attachment 8.

Each subgrantee is required to submit quarterly Financial Status Reports, which are used to monitor the financial progress of the grant and the rate of grant expenditures (Attachment 9). All fiscal and programmatic requirements conform to the "Common Rule for Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments", Office of Management and Budget Circular A-87, and HHS Guide OASC-10.

In addition to staff review of the quarterly financial reports and evaluation reports, the State Library may designate an evaluation team to validate these reports through on-site visitations. The team will review, with the project director and other local participants, the project accomplishments, problems, and management procedures. Written reports are filed with the State Library and subgrantee following each visitation. Summary copies are distributed to other appropriate persons and groups participating in the project. An outline of the questions included on the on-site visitation report is sent prior to the visitation (Monitoring Guide: General Policies, Attachment 10).

Dissemination of subgrant evaluation reports is accomplished through the Texas State Library's <u>Library Services and Construction Act Annual Report</u>. This document contains copies of all final subgrantee evaluation reports. Copies of the <u>Library Services and Construction Act Annual Report</u> are provided to members of the Library Services and Construction Act Advisory Council, Texas State Library and Archives Commission, Texas State Library Clearinghouse, and to interested parties upon request.

Attachment 1

Contract #

## CONTRACT FOR LIBRARY SYSTEMS SERVICES

This Contract and Agreement is entered into by and between the Texas State Library and Archives Commission and the Local Governmental Unit pursuant to the authority granted and in compliance with the provisions of the Texas Government Code §441.121 et. seq., the *Library Systems Act*; Texas Government Code §441.006, *General Powers and Duties*; and Public Law 101-254, the *Library Services and Construction Act*,.

I.  CONTRACTING PARTIES:

    The Receiving Agency:   Texas State Library and Archives Commission

    The Performing Agency:

II. STATEMENT OF SERVICES TO BE PERFORMED:

A.  The Receiving Agency agrees to make a grant of monies to be used for the purpose of providing services to the Major Resource System as approved in the System's Annual Program of Services for 1993.

B.  The Performing Agency agrees to adhere to all regulations cited in the *Rules for Administering the Library Systems Act* and the *Uniform Grant and Contract Management Standards for State Agencies*.

C.  The Performing Agency may charge expenditures against this grant only if they conform to the system annual program of services and budget, as approved by the Receiving Agency, and are for reimbursement of expenses incurred or obligated during the grant period. Grant funds may not be encumbered after August 31, 1993. By October 31, 1993, a final Financial Status Report will be submitted to the Receiving Agency and all unexpended funds will be returned or a final request for funds due will be submitted.

D.  The Performing Agency agrees to audit all funds received under this contract. Such audit shall be conducted in accordance with Office of Management and Budget Circular A-128, *Audits of State and Local Governments*. The audit will be provided to the Receiving Agency no later than 180 days following the close of the city fiscal year.

    An audit report must be provided for each fiscal year in which funds from this grant are expended. For purposes of identification this grant must be designated in the audit report as Contract #

E.  Program income must be added to grant funds received under this contract and reported in the quarterly Financial Status Report.

F.  The Performing Agency may not use monies received under this grant to replace local funds during the period of the grant.

G.  Any publication or presentation resulting from or primarily related to the work conducted under this contract shall contain the following disclaimer:

> The activity which is the subject of this report was supported in whole or in part by the U.S. Department of Education. However, the opinions expressed herein do not necessarily reflect the position or policy of the U.S. Department of Education and no official endorsement by the U.S. Department of Education should be inferred.

Promotional materials, bibliographies, and other such short pieces should give the following acknowledgment:

> Published with funds granted by the Texas State Library under the Texas *Library Systems Act* (Texas Government Code, §441.121 et. seq.), and the *Library Services and Construction Act* (P.L. 101-254).

H.  The Performing Agency is free to copyright any books, publications or other materials developed as a result of this grant; however, the Receiving Agency reserves a royalty-free, nonexclusive and irrevocable right to reproduce, publish, or otherwise use and to authorize others to use, the work for government purposes.

I.  The Performing Agency certifies by this contract that it is in full compliance with the assurances set forth in the Annual Plan for System Service grant application submitted to the Receiving Agency which requested federal and/or state assistance.

J.  The Performing Agency agrees to retain all financial and programmatic records, supporting documents, statistical records, and any other records pertinent to this grant for a period of five (5) years. Such records shall be made accessible to the Secretary of Education, the Comptroller General of the United States, the State of Texas, or any of their duly authorized representatives, for the purpose of audits or examinations and to make excerpts or transcripts of any books, documents, papers, and other records of the Performing Agency.

K.  The Performing Agency agrees to maintain inventory records of nonexpendable personal property purchased with grant funds having a unit acquisition cost of $300 or more. The Performing Agency will submit a listing of all property purchased with grant funds which cost $300 or more to the Receiving Agency on the Form TSL 51-12, "Property Inventory Record", by October 31, 1993. The Performing Agency agrees to conduct a physical inventory of such property every two years as set forth in the *Uniform Grant and Contract Management Standards for State Agencies*. The Performing Agency further agrees that title to equipment and library materials purchased under this contract and having a unit acquisition cost of $300 or more, shall be vested in the Texas State Library. Title to library materials and equipment, with a unit cost of less than $300 purchased under this contract, shall be vested in the library for which the equipment and library materials were purchased as provided for in the *Rules for Administering the Library Systems Act*.

L.  The Performing Agency agrees to secure the specific written approval of the Receiving Agency before obligating or expending grant funds for costs requiring grantor agency approval.  The Receiving Agency authorizes the Performing Agency to expend grant funds for the following prior approval costs.

Automatic Data Processing Costs
None

Building and Related Costs
None

Equipment
None

Insurance and Indemnification
None

Professional Services
None

M.  The Performing Agency agrees to provide the Receiving Agency with two (2) sets of all promotional materials produced under this contract.

N.  The Performing Agency agrees to submit the System Project Evaluation Report Form and the Disadvantaged Services Report Form.  The System Project Evaluation Reports are for the periods:  (1) September 1, 1992 to February 28, 1993, due March 25, 1993 and (2) March 1, 1993 to August 31, 1993, due September 25, 1993.  The Disadvantaged Services Report is for the period September 1, 1992 to August 31, 1993 and is due September 24, 1993.

O.  The Performing Agency agrees to submit the Local/System Objectives Report, the Uniform Statistical Reporting Form, and the Workshop Reporting Form to the Receiving Agency at the end of each quarter.

P.  The Performing Agency agrees to submit five (5) Financial Status Reports to the Receiving Agency during the contract period.  A Financial Status Report must be submitted for each project funded under this contract.

Q.  The Performing Agency will submit the reports required in Sections O and P according to the following schedule:

| Reporting Period | Due Date |
|---|---|
| September 1, 1992 - November 30, 1992 | December 31, 1992 |
| December 1, 1992 - February 28, 1993 | March 25, 1993 |
| March 1, 1993 - May 31, 1993 | June 25, 1993 |
| June 1, 1993 - August 31, 1993 | September 24, 1993 |

A final Financial Status Report will be submitted by October 31, 1993.

R.  The Performing Agency agrees to notify the Receiving Agency in writing within seven (7) days of the employment or resignation of professional staff paid in whole or in part with grant funds.

S.  The Performing Agency agrees to comply with the terms and conditions of this contract and acknowledges that failure to comply can result in grant suspension.  Failure to submit required reports for a prior year grant can result in suspension of this grant.  Suspension shall be effective fifteen (15) days after receiving written notification from the Receiving Agency. During the suspension, the Performing Agency shall be reimbursed for those costs which cannot be reasonably avoided provided they are allowable under the grant agreement.

T.  The Performing Agency affirms that it has not given, offered to give, nor intends to give at any time hereafter any economic opportunity, future employment, gift, loan, gratuity, special discount, trip, favor or service to a public servant in connection with this contract.  The Performing Agency further affirms that its employees or agents shall neither solicit nor accept gratuities, favors or anything of monetary value from contractors, potential contractors or parties to subagreements.

U.  The Contracting Parties may terminate this contract by giving written notice at least thirty (30) days prior to the effective dates of such termination.  Termination procedures shall adhere to the provisions of the *Uniform Grant and Contract Management Standards for State Agencies.*

V.  The Performing Agency shall administer this grant in accordance with the *Rules for Administering the Library Systems Act* and the *Uniform Grant and Contract Management Standards for State Agencies* which shall be considered a part of this contract.


## III. PAYMENT FOR SERVICES:

The Receiving Agency shall pay for services received from federal appropriation items or accounts of the Receiving Agency from which like expenditures would normally be paid, based upon a "Request for Advance or Reimbursement" submitted by the Performing Agency on SF 270.  The request will be only for the amount of funds required to meet disbursement needs for a one-month period, but should not be less than $250 per request.


## IV. TERM OF CONTRACT:

This Contract is to begin September 1, 1992 and shall terminate August 31, 1993.


## V.  CONTRACT AMOUNT:

The total amount of this contract shall not exceed: $


Source of Funds in this Contract:

## V. BASES FOR CALCULATING REIMBURSABLE COSTS

| EXPENSE CATEGORY | Adm. | Cnslg | Cont. Edu. | Automation | Video | 16MM Films | Coll. Dev. | Publicity | Adult Literacy | TOTAL |
|---|---|---|---|---|---|---|---|---|---|---|
| Personnel | | | | | | | | | | |
| Fringe Benefits | | | | | | | | | | |
| Travel | | | | | | | | | | |
| Equipment | | | | | | | | | | |
| Supplies | | | | | | | | | | |
| Contractual | | | | | | | | | | |
| Other | | | | | | | | | | |
| TOTAL DIRECT CHARGES | | | | | | | | | | |
| Indirect Charges | | | | | | | | | | |
| TOTAL | | | | | | | | | | |

Funds may be transferred among the above projects and expense categories without amending this contract if cumulative transfers do not exceed ten (10) percent of the total budget or the expense category or project is not zero funded. These provisions do not allow the total amount of the contract to be exceeded.

The undersigned Receiving Agency does hereby certify that (1) the services specified above are necessary and essential for activities that are properly within the statutory functions and programs of the affected agencies of state and local governments; (2) the services, supplies or materials contracted for are not required by Section 21 of Article 16 of the Constitution of Texas to be supplied under contract given to the lowest bidder; and (3) the arrangements and payments contracted for are in compliance with the provisions for Programs of the Department of Education, the Rules and Regulations and the General Provisions of the Library Services and Construction Act, P.L. 101-254 and the State Library Plan for operation under the Library Services and Construction Act.

RECEIVING AGENCY                          PERFORMING AGENCY


Texas State Library                       _____


By:_____              By:_____
                                          Signature (Must be an official
                                          empowered to enter into contracts)


William D. Gooch                          _____
Typewritten Name Above                    Typewritten or Printed Name Above

Director and Librarian                    _____
          Title                                     Title


_____                  _____
          Date                                      Date

Approved:


_____
Fiscal Officer


Type or print name of local fiscal        Type or print name of individual
officer responsible for account into      designated as the person entrusted
which these funds are to be paid.         with the safekeeping of the property
                                          acquired with grant funds.


_____                  _____
Name of Fiscal Officer                    Name of Property Manager


_____                  _____
Title (Must be an official of             Position of Property Manager
the Performing Agency)


_____                  _____
        ADDRESS                                   ADDRESS


_____                  _____
   TELEPHONE NUMBER                          TELEPHONE NUMBER

# Texas State Library

*Lorenzo de Zavala State Archives and Library Building*
*1201 Brazos*

**William D. Gooch**
*Director and Librarian*

# M E M O R A N D U M

TO:         System Coordinators

FROM:       Mark Smith, Library Systems Administrator

DATE:       September 1, 1992

SUBJECT:    System Evaluation Reports


Attached are the forms you will use to satisfy semiannual and annual reporting requirements to the Texas State Library in SFY 1993.  These forms and instructions are designed to provide for more uniform reporting from the ten systems, and to ensure that the information requirements of the Texas State Library and the Department of Education are met.

Two forms are attached to this memo along with instructions for each.  One is the System Project Evaluation Report form, one of which is to be prepared for each system project, semiannually and annually.  The second is the Disadvantaged Services Report form which is to be submitted annually.  Your first Project Evaluation Reports will be due for the first half of SFY 1993 and should be received no later than March 25, 1993.  The annual Project Evaluation Reports and Disadvantaged Services Reports, which cover the entire 12 month period, are due on September 24, 1993.

As you know, these reports will be included as a part of the LSCA Report which is sent to the Commission, the LSCA Advisory Council, as well as to the Department of Education.  For this reason, we request that your reports be:
1. complete, accurate, and clear;  2. an original document; 3. printed on computer or typewriter with at least a 1 1/2 inch to 2 inch margin on both sides.  Any problems in this regard will be referred back to you for remedy.

In addition to the forms and instructions, I have provided two examples of what we would expect in a completed form from you.

As has been our previous practice, we ask that the following items be sent as addenda to your Project Evaluation Reports:

  1.  Examples of original promotional materials produced with system funds
      (printed materials, video PSA's, audio PSA's, etc.)

  2.  One copy of all original media productions produced with system funds
      (videotapes, filmstrips, etc.)

System Coordinators
Page 2
September 1, 1992

3.  One copy of all interim and final consultant study reports (including those conducted for member libraries with system funds), data processing contracts, requests for proposals, and consultant proposals which are awarded contracts, excluding those documents submitted separately to the State Library.

4.  One copy of all minutes of system committee and advisory council meetings, excluding those received with the annual plan of service proposal.

Information on system workshops, including an evaluation, list of participants and packet materials, is due quarterly.

Please call if you have any questions.

INSTRUCTIONS

Regional Public Library Systems
Project Evaluation Reports

INTRODUCTION

The System Project Evaluation Report form was designed to satisfy the following objectives:

a. To create a form which would satisfy the reporting requirements of the Department of Education.

b. To encourage systems to evaluate project results in the context of project objectives.

c. To encourage systems to consider the unit cost of the services they provide.

The semiannual report, covering the first six months of the state fiscal year, is to be submitted by March 25th according to the System contract. The annual report, <u>covering all 12 months of the state fiscal year</u>, is to be submitted by September 24th. Failure to file evaluation reports can result in grant suspension. Systems are encouraged to provide copies of evaluation reports to system advisory council and planning committee members and to other librarians and citizens who might request them.

A separate report form is to be completed for each system project. For the purposes of this report, "projects" are defined as the separate cost centers identified in the "Bases for Calculating Costs" section of the system contract. The "Project Name" at the top of the report form should be the same as that used in the contract.

## INSTRUCTIONS FOR REPORT FORM

Specific instructions for the five sections of the System Project Evaluation Report form are as follows:

1. <u>Overall objective of this project</u>:

   State the overall project objective clearly and succinctly. You may use the same statement which you provided in Part IV., Section 1. of your approved Plan of Service proposal if you wish.

2. <u>Summary of project results</u>:

   Briefly summarize project accomplishments, either to date, in the case of the semiannual report, or for the year, in the case of the annual report. Indicate any special circumstances which impacted the achievement of project objectives, either negatively or positively.

3. <u>Specific project objectives</u>:

   Restate the individual objectives, from both the Standardized Reporting Form and the Local Objectives Reporting Form, which apply to the project. These may no longer be amended during the course of fiscal year.

4.    Specific project results:

For each objective identified in Section 3, indicate the result to
date (usually a number), the variance (annual report) or projected
variance (semiannual report) between the project objective and the
project result, the unit cost incurred in meeting the objective (if
applicable), and a brief summary of important activities relating to
that objective, including special circumstances which impacted the
achievement of project objectives, or the unit cost.  For the semi-
annual report do not report a variance based on the actual result to
date, but, as noted above, on a projection of the year-end result.
For the annual report, if project objectives are significantly under
shot or overshot, the Activity Summary must provide an explanation
of why this was the case.

The formula to be used in determining variance is as follows:

$$\frac{\text{Result, or Projected Result}}{\text{Objective}} - 1 = \text{Variance, or Projected Variance}$$

Systems may use whatever methods seem reasonable in projecting
project results for the semiannual report.

The formula to be used in determining the unit cost of a system
service is as follows:

$$\frac{\text{Applicable costs to date}}{\text{Results to date}} = \text{Unit cost to date}$$

Some objectives may be difficult to unit cost for one reason or
another (e.g., cost per student hour of literacy training).  In other
cases, cost data may not be available.  These circumstances should be
indicated on the form as "n.a.".  Systems should make every effort to
supply as much accurate unit cost data as possible.

A detailed methodology for unit costing selected standardized
statistics appears below.

5.    Significant developments:

In this section system evaluators should indicate any significant
accomplishments or occurrences during the evaluation period which
are not covered in the preceding four sections.  Important changes
or improvements in project implementation over previous years should
be noted.  Any other information important to the understanding of
project results to date should be provided in this section.


ADDENDA TO THE SYSTEM PROJECT EVALUATION REPORT

The following should be sent as addenda to your System Project Evaluation
Report:

1.  Examples of original promotional materials produced with system funds (printed materials, video PSA's, audio PSA's, etc.)

2.  One copy of all original media productions produced with system funds (videotapes, filmstrips, etc.)

3.  One copy of all interim and final consultant study reports (including those conducted for member libraries with system funds), data processing contracts, requests for proposals, and consultant proposals which are awarded contracts, excluding those documents submitted separately to the State Library.

4.  One copy of all minutes of system committee and advisory council meetings, excluding those received with the annual plan of service proposal.

Please note that information on system workshops, including an evaluation, list of participants and packet materials, is due quarterly.

## UNIT COSTING METHODOLOGY

At a minimum, systems should include unit cost information in their System Project Evaluation Reports for the following 13 standardized statistics. For each of the 13 we have stipulated a standardized computation method which will make it possible to analyze and compare unit cost data received from the systems.

You will note in relation to these computation methods that the general approach was to factor out capital expenditures from these costs. Of course, it would be better to arrive at a standardized depreciation schedule for films, books, projectors, etc., and to figure depreciation into the unit cost calculations. This method was rejected as being too difficult and time-consuming for the time being. The unit costs for these activities (film showings, books-by-mail circulation, etc.) will really be unit operating costs, rather than unit costs per se.

Unit cost data requirements in System Project Evaluation Reports will be as follows:

1.  Cost per book purchased

    Computed: Cost of "books received (#1 on SRF) for period in question: number of "books received" (#1 on SRF) for period in question. Do not factor in labor or other costs.

2.  Cost per 16mm film purchased

    Computed: Cost of "films received" (#2 on SRF) for period in question: number of "films received" (#2 on SRF) for period in question. Do not factor in labor or other costs.

3.  Cost per periodical subscription

    Computed:  Cost of "periodical subscriptions" (#3 on SRF) for period
    in question:  by number of same.  Do not factor in labor or other
    costs.

4.  Cost per videocassette received

    Computed:  Cost of "videocassettes received" (#4 on SRF) for period in
    question:  number of same.  Do not factor in labor or other costs.

5.  Cost per book leased

    Computed:  Cost of lease plan contract (prorated as necessary) for
    period in question:  number of new lease books received for period in
    question.  Do not factor "basic collection" books into unit cost
    calculations to avoid costing these books more than once.

6.  Cost per books-by-mail book circulated

    Computed:  Total operating expense of books-by-mail project for period
    in question:  number of circulations for period in question.  Do not
    factor in the cost of books-by-mail books.

7.  Cost per film showing

    Computed:  Total operating expense of film project for the period in
    question:  number of showings for the period in question.  Do not
    factor in the cost of films and equipment.  Do factor in the cost of
    replacement footage and equipment maintenance.  Do not attempt to cost
    showings by MRC and by other libraries separately.

8.  Cost per film attendee

    Computed:  Total operating expense of film project for the period in
    question:  the total attendance for the period in question.  Do not
    factor in the cost of films and equipment.  Do factor in the cost of
    replacement footage and equipment maintenance.  Do not attempt to cost
    attendance by MRC patrons and by those of other libraries separately.

9.  Cost per videocassette viewer

    Computed:  Total operating expense of videocassette project for the
    period in question:  the total number of videocassette viewers for the
    period in question.  Do not factor in the cost of videocassettes or
    equipment.

10. Cost per reference referral answered

    Computed: Total operating expense of reference referral project for
    the period in question:  the total number of reference referrals
    answered for the period in question.  Do not factor in the cost of
    equipment.

11. Cost per workshop attendee

   Computed:  Total operating expense of the continuing education project
   for the period in question:  the total number of workshop attendees
   for the period in question.

12. Cost per student hour

   Computed:  Total operating expense of the continuing education project
   for the period in question:  the total number of student hours for the
   period in question.

13. Cost per consultant hour logged during in-person, telephone, or mail
   consultations.

   Computed:  Total operating expense of the consulting project for the
   period in question:  the total number of consultant hours logged for
   the period in question.

For answers to questions relating to unit costing, projecting project results,
or any other issues or concerns relating to the System Project Evaluation Report,
system evaluators are encouraged to contact Mark L. Smith (512/463-5527).

REGIONAL PUBLIC LIBRARY SYSTEMS
PROJECT EVALUATION REPORT:   SFY 1993

System _____     Semiannual Report |‾| Annual Report|‾|

Project Name _____     Date Submitted: _____

I.  Overall objective of this project:

_____

II.  Summary of project results:

_____

III.  Specific project objectives and results:

    A.

       <u>Result to Date</u>        <u>Projected Variance</u>        <u>Unit Cost</u>

       <u>Activity Summary</u>:

Project _____

Page _____ of _____

III.  <u>Objectives and Results</u> (continued)

<u>Result to Date</u>                <u>Projected Variance</u>                <u>Unit Cost</u>

<u>Activity Summary</u>:

IV.  Significant developments:

E X A M P L E

REGIONAL PUBLIC LIBRARY SYSTEMS
PROJECT EVALUATION REPORT:   SFY 1993

System __Texas Tumbleweed Library System__     Semiannual Report |X̄| Annual Report |X̄|

Project Name __Film Services__                 Date Submitted:__ March 15, 1993 __

I.  Overall objective of this project:

The objective of the TTLS Film Services Program is to supply, on a shared
basis, film hardware and software to meet the basic A-V programming needs
of member libraries.  The program supplies member libraries with films and
projection equipment which they might not otherwise be able to purchase with
limited local funds.  The system also provides assistance in adapting film
programming ideas to individual libraries and encourages the use and
maintenance of films through occasional training sessions.

II. Summary of project results:

Utilization of film services by the MRC was higher than anticipated in the first
half of SFY 1993, while use by members was somewhat lower.  The latter is
attributed to difficulties in purchasing new film hardware.  A newly implemented
Christmas film circuit resulted in increased utilization of Christmas films in
the first half of SFY 1993.

III.  Specific project objectives and results:

A.  Purchase 72 films in SFY 1993

| Result to Date | Projected Variance | Unit Cost |
|---|---|---|
| 48 | +13% | $342 |

Activity Summary:  TTLS was able to take advantage of special discounts by
film companies to purchase more films in the first half of SFY 1993 than
anticipated.

B.  Record 3,152 film showings by MRC

| Result to Date | Projected Variance | Unit Cost |
|---|---|---|
| 1,634 | +4% | $ 3.84* |

Activity Summary:  A special lunchtime film series in the fall helped boost
MRC totals for film showings.

Project __Film Services__

Page ___2___ of ___3___

III. __Objectives and Results__ (continued)

C. Record 19,336 film showings by system

| Result to Date | Projected Variance | Unit Cost |
|---|---|---|
| 8,961 | -7% | $ 3.84* |

__Activity Summary__: The inability to purchase new and replacement projectors for member libraries may have accounted, in part, for lower than anticipated performance.

---

D. Record film attendance of 100,477 by MRC

| Result to Date | Projected Variance | Unit Cost |
|---|---|---|
| 52,847 | +5% | $ .27** |

__Activity Summary__: See IIIB

---

E. Record film attendance of 428,747 by system members

| Result to Date | Projected Variance | Unit Cost |
|---|---|---|
| 201,311 | -6% | $ .27** |

__Activity Summary__: See IIIC above

---

F. Distribute 150 copies of updated film catalog

| Result to Date | Projected Variance | Unit Cost |
|---|---|---|
| -0- | -0- | $12.53*** |

__Activity Summary__: Catalog is being printed.

* Film showing statistics for MRC and members were combined to arrive at unit cost figure.
** Film attendance statistics for MRC and members were combined to arrive at unit cost figure.
*** Includes labor and printing costs.

Project ___Film Services_____

Page _____3_____of_____3_____

IV. Significant developments:

Plans to purchase two projectors for new member libraries and ten replacement projectors for existing system members were delayed due to bid problems with the City Purchasing Department. As of the end of the first half of SFY 1993 the system was still awaiting delivery of this equipment.

SFY 1993 saw the initiation of a Christmas film circuit which made more films available to more libraries than was formerly the case when these films were only available on a spot-booking basis. Christmas film circuit films accounted for 1,842 showings and 8,408 attendance during the holiday season. These results were up 24% and 27% respectively from last year's totals.

The policy of continuing to increase the size of the rotating film packets was in evidence in the first half of SFY 1993. Two films were added to each packet in September, bringing the total to 20. Plans are to add two more in March, for a total of 22 films per packet.

The Audiovisual Committee of TTLS met twice during the first half of SFY 1993. At the first meeting, new films were previewed and revisions to system film policies discussed. At the second meeting the Committee made budget recommendations to the Planning Committee for film services in SFY 1993.

INSTRUCTIONS

REGIONAL PUBLIC LIBRARY SYSTEMS
DISADVANTAGED SERVICES REPORT:   SFY 1993

The Disadvantaged Services Report form is designed to satisfy the reporting requirements of the Department of Education in identifying those areas of the system program of service which impact disadvantaged groups in the state.  The report is to be submitted annually, by September 24th, according to your contract. Systems are encouraged to provide copies to system advisory council and planning committee members and to other librarians and citizens who might request them.

Specific instructions for the two sections of the Disadvantaged Services Report are as follows:

1.   Summary of System Activities Impacting the Disadvantaged:

Briefly summarize, using only the space provided, the activities of your system in the preceding year which impacted the disadvantaged.  You should note any special circumstances which arose in the course of these activities.  You should also note whether your activities increased or decreased over the previous year.  Following the narrative summary, you should indicate the total amount of system funds expended in activities impacting the disadvantaged.  This total should match the total of the "Expenditures" column in Section 2.

2.   Specific Activities by Target Group and Project:

System activities impacting the disadvantaged are to be categorized by target group and system project, and listed in Section 2 along with the amounts expended and the results for each.

Descriptors used under the "Target Group" heading should match the main (underlined) headings in the following list.  Because these descriptors correspond to specific and distinct priorities of the Library Services and Construction Act, other descriptors should not be used.  Subheadings under some of the descriptors are provided to clarify the meaning of the descriptor.  Do not, however, use the subheading as a descriptor in Section 2, but only the main heading.

The target group descriptors are as follows:

1.   Persons Without Public Library Services
     a.   Persons in unserved counties.
     b.   Other rurally-isolated persons.

2.   Culturally Disadvantaged
     a.   Young adults.
     b.   Mentally ill (not institutionalized).
     c.   Deinstitutionalized.
     d.   Single parent families.
     e.   Drug abusers.
     f.   Alcohol abusers.
     g.   Delinquents (not institutionalized).
     h.   Abused or neglected young adults, preschoolers, or children.

Instructions
Regional Public Library Systems
Disadvantaged Services Report
Page 2

3.  Socioeconomically Disadvantaged
    a.  Migrant Workers.
    b.  Unemployed.
    c.  Women.
    d.  Low income persons.

4.  Educationally Disadvantaged
    a.  Children of socioeconomically disadvantaged adults.
    b.  Preschoolers of socioeconomically disadvantaged adults.
    c.  Those in need of adult education or coping skills.
    d.  Developmentally disabled (learning disabled, retarded, etc.).

5.  Physically Handicapped

6.  Institutionalized

7.  Limited English-Speaking

8.  Elderly

9.  Persons in Need of Information and Referral Services

10. Functionally Illiterate Persons

In using these descriptors in Section 2 you may abbreviate if you wish.

The column headed "System Project" should reference the cost center in your contract under which the service to a targeted group was provided (e.g., "Collection Development," "Film Services").

The column headed "Expenditures" should break down expenditures for each activity into expenditures of state funds and expenditures of federal funds. Please total these two sub-columns separately at the bottom of the column. Please do not include expenditures of local library funds on services to targeted groups in the Disadvantaged Services Report.

The "Project Result" column of Section 2 should provide a brief statement of what resulted from the activity listed (e.g., "1,500 circulations to rurally-isolated," "500 student hours in literacy classes," "3 films on improving job hunting skills purchased").

For answers to questions relating to the Disadvantaged Services Report, you are encouraged to consult with Mark L. Smith (512/463-5527).

## REGIONAL PUBLIC LIBRARY SYSTEMS
## DISADVANTAGED SERVICES REPORT:   SFY   1993

System_____

Date Submitted _____

1.   Summary of System Activities Impacting the Disadvantaged:

Total Expended _____

2.   Specific Activities by Target Group and Project:

| Target Group | System Project | Expenditures LSCA_____State _____ | Project Result_____ |
|---|---|---|---|

E X A M P L E

**REGIONAL PUBLIC LIBRARY SYSTEMS**
**DISADVANTAGED SERVICES REPORT:    SFY 1993**


System ___Texas Tumbleweed Library System___

Date Submitted ___September 15, 1993___


1.  Summary of System Activities Impacting the Disadvantaged:

    TTLS serves a region in which 42% of the population is of Spanish origin.
    Many of these persons could be considered disadvantaged as indicated by high
    poverty rates.  It is estimated that 6.4% of the population of TTLS is
    limited English-Speaking.  Six counties in TTLS had unemployment rates in
    excess of 9% in July, 1991, with two counties having rates as high as 17%
    and 21%.  Accordingly, TTLS makes an effort to target many of its projects
    to serve the disadvantaged.  In SFY 1993 consultations with member libraries
    serving predominantly low income and limited English-Speaking populations
    resulted in four visits at a cost of $416.  A workshop entitled "Selecting
    Spanish-language Materials" was presented on March 23, 1993 at which 13
    system libraries were represented.  Seven Spanish language films were added
    to system collections at a cost of $2,488.  In addition, Spanish-language
    books at a cost of $34,611 were purchased with system funds.  In other
    services to the disadvantaged, TTLS provided books-by-mail service to the
    rurally-isolated residents of Mesquite County, circulating 1,183 books at a
    cost of $3,647.  To support literacy training in the system, $40,000 in
    literacy grants were awarded to seven member libraries.  During the year,
    361 large print books were purchased at a cost of $6,290.  System member
    libraries used collection development funds to purchase 5,774 books which
    were targeted for the educationally disadvantaged.


                              Total Expended ___$186,588___


2.  Specific Activities by Target Group and Project:

| Target Group | System Project | Expenditures LSCA | State | Project Result |
|---|---|---|---|---|
| a. Socioeconomically Disadvantaged | Administration Consulting & CE | 0 | $416 | 4 libraries consulted |
| b. Limited English- Speaking | Administration Consulting & CE | 0 | 140 | 13 libraries participated 84 credit hours awarded |

2. Specific Activities (continued)

| Target Group | System Project | Expenditures LSCA | State | Project Result |
|---|---|---|---|---|
| c. Limited English-Speaking | Film Services | 0 | 2,488 | 7 films purchased |
| d. Limited English-Speaking | Collection Development | 34,611 | 0 | 1,983 books purchased |
| e. Persons without Service | Unserved County | 0 | 3,647 | 1,183 books circulated |
| f. Functionally Illiterate | Literacy | 40,000 | 0 | 1,796 library materials purchased 9,328 student hours 10 tutor training workshops |
| g. Elderly | Service to the Elderly | 6,290 | 0 | 361 large print books purchased 15,783 circu-lations in 65 libraries |
| h. Educationally Disadvantaged | Collection Development | 28,710 | | 1,645 books purchased |
| | | | 70,286 | 4,129 books purchased |
| | TOTALS | $109,611 | $76,977 | |

## Attachment 3

MURL PROJECT REPORTS
SFY 1993

### INSTRUCTIONS

MURL libraries are required to file <u>MURL Project Evaluation Reports</u> and <u>MURL Uniform Statistical Reports</u>.

### DUE DATES

A <u>Project Evaluation Report</u> is to be submitted semiannually; a <u>Uniform Statistical Report</u> (including Explanation of Variance, if needed) is to be submitted quarterly. Failure to file reports when due may result in grant suspension.

| Reporting Period | Due Date | Type of Report |
|---|---|---|
| First Quarter | 12/7/1992 | Uniform Statistical Report |
| Second Quarter | 3/5/1993 | Uniform Statistical Report |
| Semiannual | 3/25/1993 | Program Evaluation Report |
| | | |
| Third Quarter | 6/7/1993 | Uniform Statistical Report |
| Fourth Quarter | 9/6/1993 | Uniform Statistical Report |
| Annual | 9/24/1993 | Program Evaluation Report |

### PROJECT EVALUATION REPORT (Semi-annual and Annual)

The report form was designed to satisfy the following objectives:

a.  To create a form which would satisfy the reporting requirements of the U.S. Department of Education.
b.  To encourage grant recipients to evaluate project results in the context of project objectives.
c.  To encourage recipients to utilize quantitative measures in stating objectives and to employ quantitative evaluation techniques.

Each report shows project performance for the reporting period. The annual report shows activity for the second 6 months and summarizes performance data for the entire year. The annual report will be submitted to the U.S. Department of Education as your Final Project Report.

Report Form:

I.  <u>Overall Objective of this Project</u> - State the overall project objective(s) for the <u>year</u> clearly and succinctly. For example:

> The objective of the MURL Grant Project for SFY1993 is to utilize $10,000 in MURL Grant funding to support the work of the Local History Department in serving persons throughout the metroplex. Library materials will be purchased for the collection, and services will be provided by the library free of charge to non-residents.

II. <u>Year-to-Date Summary of Project Results</u> - Briefly summarize project accomplishments for the period you are reporting on. The annual report should both report on activity for the second six months, and provide year-to-date data on accomplishments for the grant period. Indicate any special circumstances which impacted on the achievement of objectives, either negatively or positively.

Include a brief statement on the current budget status of your grant, showing amount spent, amount still encumbered, and balance. Use the most up-to-date figures available, which might prove to be those from your own records.

III. <u>Specific Project Objectives and Results</u>

<u>Objective</u>

List specific end-of-year project objectives. Please note that libraries must report statistics on one or more of the following free services offered non-residents: one-site use of the collection, reference services, or circulation of library materials. Exclude ILL activity when reporting on circulation of library materials, as ILL is a separately funded program. Other objectives should be reported in quantitative terms whenever possible. Objectives are to be taken from your grant application performance measures, and no substantive objective included in your application may be omitted.

<u>Year-to-Date Result</u>

Indicate the results for the period reported on - This will be a number, even if "zero", or a brief statement in the case of a non-quantitative objective. The annual report should both report on activity for the second six months, and summarize and cumulate project accomplishments for the grant year.

<u>Activity Summary</u>

Provide a brief summary of important activities relating to the given objective, including special circumstances which impacted the achievement of project objectives.

**NOTE:** Include an explanation if project accomplishments are significantly at variance (+/- 5% or more) with project objectives.


**UNIFORM STATISTICAL REPORT (Quarterly)**

Libraries are required to submit quarterly statistical reports on MURL grant activity, including an Explanation of Variance. The purpose is to meet reporting requirements set by the Texas State Legislature; to aid in reporting MURL activity to the U.S. Congress through the U.S. Department of Education; and to help ensure uniformity in reporting MURL statistics. <u>These statistics pertain only to the MURL program of serving non-residents</u>.

The reports are subject to audit by the State of Texas, so be accurate and keep verifying documentation.

Libraries must report on one or more of the categories under MATERIALS
ACQUISITION; and on one or more of the service categories marked with a double
(**) asterisk.  We request that you report on other applicable categories.
Enter statistics on the uniform statistical report form even if they have been
included in the Project Evaluation Report.

General

- Do not correct or amend the previous quarter's figures.  If corrections are
  necessary, adjust the current report.  If you desire, you can note at the
  bottom of the page information regarding the corrections.

- Report statistics appropriate to the period being reported:  For example, if
  you receive 1,000 books in January, and 1,000 books in March you would report
  1,000 books received the second quarter, and 1,000 books received the third
  quarter.

- Please be careful to avoid double-counting of statistics, while at the same
  time avoiding gaps in counting.

Instructions

- End-of-Year Target.  This figure is taken from your grant application and
  shows the end-of-the-year objective that you said that you would achieve if
  the grant application were funded.  These figures may not be revised.

- Year-to-Date Total.  Sum quarterly figures for the quarters reported to-date.

- Percent of Target Attained.  The percent of the program target reached for the
  quarters reported to-date is calculated using this formula:

$$\frac{\text{Y-T-D Total}}{\text{End-Of-Year Target}} \times 100$$

- Explanation of Variance.  If the Percent of Target Attained falls outside of
  specified limits a written explanation is required using the form Explanation
  of Variance.  Further information and instructions are found on the form.

Lines 1-5:  Materials Acquisition

Please report only materials actually received.  Do not report materials which
have been ordered since many orders are cancelled.   Do report in the first
quarter of any fiscal year materials received in the new fiscal year but which
were ordered and payed under the previous year's grant.  This will ensure a
continuous count of all materials obtained with grant funds.

Line 1:  Books received

LIBGIS states that a monographic volume is a "physical unit of any printed,
typewritten, handwritten, mimeographed, or processed work contained in one
binding, or portfolio, hardbound or paperbound, which has been cataloged,
classified, and/or made ready for use."  Under this definition, Books In Print and
Subject Guide To Books In Print would be counted as multi-volume sets.

Line 2:  Subscriptions purchased

Count the number of volumes of periodicals purchased with grant funds (e.g., a one-year subscription = 1, a three-year subscription = 3). Report the number at the time the subscription is purchased.

Line 3:  Videocassettes received

Please report the number of videocassettes purchased with grant funds.

Line 4:  Microform volumes received

For periodicals and newspapers on microform, count the number of volumes (years) received. For monographs on microform, count the number of volumes received. For any other publication on microform, count the number of volumes or years, if possible. In the case of census records on microfilm, it will be necessary to count the number of rolls received. In the case of business services or other similar information on microfiche, substitute the number of titles received.

Line 5:  Other materials received

Count any library materials (e.g., audio cassettes, art prints, filmstrips, microcomputer software for public use, etc.) which are not specified above. Exclude equipment, catalog card sets, and supply items.

Lines 6:  Film attendance

Please include the number of persons attending film programs.

Line 7:  Videocassette viewers

Please report the number of citizens viewing videocassettes both in the library and at home. It is very desirable that libraries checking out video tapes for home viewing request that patrons report viewer count in a manner similar to 16mm films. If viewer count is simply not available, then report one circulation as one viewer; however, do not report a charge-out transaction when viewer count is available.

Line 8:  Filmstrip viewers

Please report the number of persons viewing filmstrips, both in the library and outside of the library.

Line 9:  Other program attendance

If the library sponsors or prepares cultural exhibits, puppet shows, adult programs, or displays for the public, please report the number of persons who attended these special events. Do not count the persons in this category if they have already been reported on Lines 6-8 above.

Line 10:  Circulation...reciprocal borrowing

If your library has a reciprocal borrowing agreement with one or more other libraries, please report the number of materials you loaned under these agreements.

Line 11:  Circulation...non-residents

Please report the number of times materials were circulated from any part of the collection to non-residents.  Such circulation statistics would include large-print materials, Spanish language materials, cassettes and art prints, etc. Exclude material reported on Line 10.  Libraries must report on one or more of the categories in Lines 11-13.

DO NOT report interlibrary loans which involve TexNet, as this activity is a separately funded and reported program.

Line 12:  On-site use of collection

Report the number of non-residents using the collection.  Libraries must report on one or more of the categories in Lines 11-13.

Line 13:  Reference services

Report on references services extended to non-residents in-house, by telephone, or by mail.  MURL libraries must report on one or more of the categories in Lines 11-13.

## REPORT FORMS

Feel free to use a computer in preparing either report; however, all reports must closely follow the forms supplied with these instructions.  Your annual Project Evaluation Report will be bound with annual reports from other libraries and submitted to Washington as your Final Project Report.  The Uniform Statistical Report will be used by the State Library, the State Legislative Budget Board, and the State Auditor.

For assistance in completing these reports call Richard E. Getz, Grants Coordinator, at (512)463-5532.

MURL PROJECT EVALUATION REPORT, SFY 1993

E X A M P L E

MURL Library: <u>Metropolitan MURL Library</u>     Semiannual |‾|     Annual |X̄|

Submitted By: <u>Grant Green, Project Manager</u>     Date: <u>September 25, 1993</u>

I.   Overall objective of this project

The objective of the MURL Grant Project for SFY 1993 is to utilize $9,337
in MURL Grant funding to support the work of the Telephone Reference
Department and the Local History Department in serving persons throughout
the metroplex.  Library materials will be purchased for these collections,
and services will be provided by these departments to non-residents, free
of charge.

_____

II.  Year-to-date summary of project results

By the end of the grant period, $8,656 (92%) of the grant funds had been
expended for reference and local history materials, the remaining funds had
been encumbered, leaving a balance of $0.

154 volumes had been purchased for the telephone reference collection and
114 volumes for the local history collections, giving a grand total of 268
volumes purchased, seven less than planned.

A survey of telephone reference services to non-residents revealed that the
objective of 2,920 information requests for the grant period had been
exceeded by 3.2 percent.  A survey of non-resident on-site use of the local
history collections indicated that the objective of 5,840 non-residents
utilizing these collections had been exceeded by 5.9 percent.

_____

III. Specific project objectives and results

<u>Objective A</u>

Purchase 145 volumes for the telephone reference collection.

<u>Year-To-Date Result</u>

133 volumes were purchased during the second six months, giving a grand
total of 154 for the year.

III. Specific project objectives and results (Continued)

<u>Activity Summary</u>

The Telephone Reference Department's goal of spending all of its MURL Grant allotment by the end of the year was met.  Based on current encumbrances, the goal of 145 volumes is likely to be exceeded by 9 volumes.

---

<u>Objective B</u>:

Purchase 130 volumes for the local history collection.

<u>Year-To-Date Result</u>

102 volumes were purchased during the second six months, giving a grand total of 114 for the year.

<u>Activity Summary</u>

Higher than expected unit costs for local history (Texana and genealogy) materials have resulted in the objective not being met by 16 volumes.

---

<u>Objective C</u>

Receive 1,460 requests for telephone reference information from non-residents each six months for an annual total of 2,920 requests.

<u>Year-To-Date Result</u>

1,608 information requests were received during this reporting period, giving a total of 3,012 for the year.

<u>Activity Summary</u>

During the third week of March, non-resident use of telephone reference services was surveyed.  This percentage was two points higher than the survey results for the first six months.  Applying the survey results to the total requests for the second half of the year resulted in a estimate of 1,608 non-resident requests received.  The airing of radio public service announcements concerning telephone reference service, heard

III. Specific project objectives and results (Continued)

throughout the Metroplex in February and March, would appear to account for some of the increase in telephone reference requests by non-residents in the second half of the year.

---

<u>Objective D</u>

Have 2,920 non-residents make on-site use of the local history collections each six months for an annual total of 5,840 non-resident users.

<u>Year-To-Date Result</u>

2,914 non-resident users were estimated to have used the collections on-site this reporting period, for a grand total of 6,183 for the year.

<u>Activity Summary</u>

The results from six sample days scattered throughout the reporting period showed that 23% of the on-site use of local history collections was made by non-residents. Applying this percentage to the sample results for total use during the second six months yields an estimate of 2,914 users for the second reporting period. This estimate is down from 3,269 in the first period. This decline can be attributed to slightly lower overall library use during March and April. Overall, the Local History Department has exceeded its target for the year by 343 non-resident on-site users.

## MURL PROJECT EVALUATION REPORT, SFY 1993

MURL Library_____    Semi-Annual  |‾|      Annual  |‾|

Submitted By:_____    Date Submitted:  _____

I.  Overall objective of this project

_____

II.  Year-to-date summary of project results

_____

III.  Specific project objectives and results

    A.  <u>Objective</u>

        <u>Year-To-Date Result</u>

        <u>Activity Summary</u>

_____

MURL Library _____

Page _____ of _____

III.  <u>Objectives and Results</u> (continued)

B.  <u>Objective</u>

<u>Year-To-Date Result</u>

<u>Activity Summary</u>

C.  <u>Objective</u>

<u>Year-To-Date Result</u>

<u>Activity Summary</u>

## MURL UNIFORM STATISTICAL REPORT, SFY 1993
## QUARTERLY REPORT

Library: _____

|  | End-of-Year Target | QTR 1 | QTR 2 | QTR 3 | QTR 4 | Year-to-Date Total | Percent of Target Attained |
|---|---|---|---|---|---|---|---|
|  | *(Statistics for MURL Project only)* | | | | | | |

MATERIALS ACQUISITION

1) *Books received
2) *Subscriptions prchd
3) *Videocassettes rcd
4) *Microform vols rcd
5) *Other materials rcd

TOTAL materials received

MEDIA SERVICES/SPECIAL
PROGRAMS

6) Film attendance
7) Videocassette viewers
8) Filmstrip viewers
9) Other program
      attendance

TOTAL viewers/attendance

CIRCULATION
(Exclude ILL activity)

10) Circulation...
      Reciprocal borrowing
11) **Circulation...
         Non-Residents

TOTAL circulations

12) **On-site use of
         collection

13) **Reference services

* Reports are required on all material received.
** Reports are required on one or more of these services.

**Attachment 4**

UNIFORM STATISTICAL REPORT FOR REGIONAL SYSTEMS - 1993

Name of Reporting System:_____

Reporting Month: _____

|  | YEARLY TARGET AS OF 8/31/93 | THIS MONTH'S PERFORMANCE | CUMULATIVE PERFORMANCE YEAR-TO-DATE |
|---|---|---|---|

MATERIALS ACQUISITION INFORMATION

| 1. Number of Books Received | _____ | _____ | _____ |
|---|---|---|---|
| 2. Number of 16mm Films Received | _____ | _____ | _____ |
| 3. Number of Periodical Subscriptions Purchased | _____ | _____ | _____ |
| 4. Number of Video Cassettes Received | _____ | _____ | _____ |
| 5. Number of 16mm Films Leased | _____ | _____ | _____ |
| 6. Number of Books Leased | _____ | _____ | _____ |
| 7. Number of Volumes of Microform Received | _____ | _____ | _____ |
| 8. Other Materials Received | _____ | _____ | _____ |
| *   Total 1-8 | _____ | _____ | _____ |

MEDIA SERVICES

| 9. Number of Film Showings | _____ | _____ | _____ |
|---|---|---|---|
| 10. Number of Persons Attending Film Showings | _____ | _____ | _____ |
| 11. Number of Video Showings | _____ | _____ | _____ |
| 12. Number of Persons Attending Videocassette Showings | _____ | _____ | _____ |
| 13. Number of Persons Attending System-Sponsored Programs | _____ | _____ | _____ |
| *   Total 10 + 12 + 13 | _____ | _____ | _____ |

|  | YEARLY TARGET AS OF 8/31/93 | THIS MONTH'S PERFORMANCE | CUMULATIVE PERFORMANCE YEAR-TO-DATE |
|---|---|---|---|

## CIRCULATION SERVICES

14. Number of Books Circulated to the Public

15. Number of Other Materials Circulated to the Public (Audioc. + Circuit VC)

16. Number of Materials Circulated Through Reciprocal Borrowing Programs

\*     Total 14 + 15

## INTERLIBRARY LOAN SERVICES

17. Number of Reference Referrals Answered

18. Number of Lateral ILL Request Filled

\*     Total 17 + 18

## TECHNICAL ASSISTANCE

19. Number of Workshops Held

20. Number of Persons Attending Workshops

\*21. Number of Student Hours at Workshop

\*22. Number of Consultant Hours

\*23. Number of Pieces of Publicity Distributed

## LITERACY OR ESL PROJECT

24. Number of Persons Attending Literacy or ESL Sessions

\*25. Number of Student Hours in Literacy or ESL Sessions

| | YEARLY TARGET AS OF 8/31/93 | THIS MONTH'S PERFORMANCE | CUMULATIVE PERFORMANCE YEAR-TO-DATE |
|---|---|---|---|

AUTOMATED PROJECT

26. Number of Bibliographic Records in the Database, 9/1/91    _____    _____    _____

*27. Number of Bibliographic Records Created    _____    _____    _____

28. Number of Bibliographic Records Deleted    _____    _____    _____

29. Number of Patron Records in the Database, as of 9/1/91    _____    _____    _____

*30. Number of Patron Records Created    _____    _____    _____

31. Number of Patron Records Deleted    _____    _____    _____

*32. Number of Materials Circulated (Automated)    _____    _____    _____

*33. Number of Lateral Interlibrary Loans (Automated)    _____    _____    _____

*34. Number of Reciprocal Borrowing Transactions (Automated)    _____    _____    _____

TECHNOLOGICAL SUPPORT

*35. Number of Pieces of Equipment Purchased    _____    _____    _____

*36. Number of Libraries or Branches Assisted    _____    _____    _____

Send Completed Form For Each Month To:    Texas State Library
Library Development Division
Box 12927
Austin, Texas 78711

# UNIFORM STATISTICAL REPORTING FORM FOR SYSTEMS

## I N S T R U C T I O N   S H E E T

This form is an attempt to collect uniform statistics from all ten regional public library systems. The information supplied on this standardized form will be used to report to the Legislative Budget Board progress made toward meeting system objectives. Please complete this form for each month of the fiscal year and submit the three forms for the preceding three months at the close of each quarter. For example, forms for September, October, and November will be due on December 30 to the State Library.

Asterisks which appear next to lines on the form indicate those measures which are legally binding. While meeting all stated performance measures is important, particular attention should be paid to those items marked with an asterisk.

GENERAL INSTRUCTIONS FOR COMPLETING THIS STATISTICAL REPORTING FORM

- Do not attempt to correct or amend the previous month's reporting form. If corrections are necessary, make the appropriate adjustments in the following month's report. If you desire, you can note at the bottom of the page information regarding the corrections.

- Report the statistics appropriate to the specific month being reported: For example, if you receive 1,000 books in January and 3,000 books in February, you would report 1,000 books received in January and 3,000 books received in February. There is a separate column for cumulating the data.

- Please be careful to avoid double-counting of statistics, while at the same time avoiding gaps in counting.

- Once you establish statistical targets for the year, you may not revise them. Variations from the target (either above or below the goal) may be explained in the narrative evaluation.

SPECIFIC INSTRUCTIONS FOR COMPLETING THE STATISTICAL REPORTING FORM

Lines 1-8: Number of Materials Received

Please report only materials which have actually been received at a library. Do not report materials which have been ordered since many orders are cancelled. Because we need to ensure that all materials purchased or leased with system funds are counted, report in the first months of any fiscal year those materials which were ordered and invoiced under the previous year's grant. For example, if $1,000 worth of materials ordered with the FY 1992 system grant were received in November, 1992 (during FY 1993), those materials would be reported in the November, 1992 report. This will ensure a continuous count of all materials obtained with grant funds. Be sure to include all materials purchased for the MRC and member libraries as well as materials purchased for specific projects (e.g., Resource Sharing, Consulting).

Line 1:  Number of Books Received

LIBGIS states that a monographic volume is a "physical unit of any printed, typewritten, handwritten, mimeographed, or processed work contained in one binding, or portfolio, hardbound or paperbound, which has been cataloged, classified, and/or made ready for use."  Under this definition, *Books In Print* would be counted as separate volumes or pieces of library material.

Line 3:  Number of Periodical Subscriptions Purchased

Count the number of volumes of periodical purchased with system funds (e.g., a one-year subscription = 1, a three-year subscription = 3).  Report the number at the time the subscription is purchased (i.e., do not attempt to report periodical received by member libraries).

Line 4:  Number of Video Cassettes Received

Report the number of videocassettes purchased with system funds by the MRC or member libraries.

Line 6:  Number of Books Leased

Report the number of new materials which will actually be received by each library from the commercial vendor.  You can report this statistic once at the beginning of the year based on the total of each library's contract with the vendor.  Do not count the "base collection" which the library has on hand at the start of the fiscal year.

Line 7:  Number of Volumes of Microform Received

For periodicals and newspapers on microform, count the number of volumes (years) received.  For monographs on microform, count the number of volumes received. For any other publications on microform, count the number of volumes or years, if possible.  For census records on microfilm, count the number of rolls received.  For business services or other such information on microfiche, substitute the number of titles received.

Note:  This measure does not include the microforms produced by the system or the MRC, such as a COM catalog of MRC holdings.

Line 8:  Other Materials Received

Count any library materials (e.g., audio cassettes, art prints, filmstrips, microcomputer software for public use, etc.) which are not specified above. Exclude equipment, catalog card sets, and supply items.

Lines 9-10:  Number of Film Showings and Number of Persons Attending

Report the number of film showings and the number of persons attending film programs.  16mm film showings and attendance count should be reported for all system-owned films and for all films leased with system funds.  The count of film showings should include both in-house programs and out-of-library circulations.

Lines 11-12:  Number of Videocassette Showings and Number of Persons Attending

Report the number of videocassette showings and the number of persons attending videocassette programs.  Showings and attendance count should be reported for all system-owned videos and for all leased videos obtained with system funds. The count of film showings should include both in-house programs and out-of-library circulations.  If viewer count is not available, then report one circulation as one viewer.

Line 13:  Number of Persons Attending System-Sponsored Programs

If the system sponsors or prepares cultural exhibits, puppet shows, adult programs, or displays for the public, the system should report the number of persons who attended these special events.  Do not count the persons in this category if they have already been reported under #10 (Persons Attending Film Showings) or #12 (Persons Attending Videocassette Showings).

Line 14:  Number of Books Circulated to the Public

Report the number of system-owned materials circulated to the public.  Such circulation statistics would include the books-by-mail, large-print, Spanish language materials, and extension loan collections. This includes out-of-library circulations by local libraries.

Line 15:  Number of Other Materials Circulated to the Public

Please report the number of system-owned cassettes, art prints, or other materials circulated to the public.  Include out-of-library circulations by the local library.

Line 16:  Number of Materials Circulated to the Public through Reciprocal
          Borrowing (Non-Automated)

If your system has a reciprocal borrowing component in your plan of service, report the number of materials loaned to residents under this component.  (See the note for Line #18 below).  Do not report reciprocal borrowing transactions which resulted from the use of an automated circulation system purchased with system funds; report those transactions on line #34.

Line 17:  Number of Reference Referrals Answered

This measure should be used to report on the number of reference questions initiated by the public which were referred to the system office from the local library and answered by the reference back-up project.  Do not include any questions which involve the TexNet Interlibrary Loan Center; report only those questions which are not answered by the ILL staff.  Report only the number of requests which were filled.  If one request required five items being sent to the local patron, report only one request filled.  Do not report the five items on any line in this report.

Line 18:   Number of Lateral Interlibrary Loans Filled

Report the number of interlibrary loans which occur among the member libraries as part of a specific system program.  Do not report any interlibrary loans through TexNet.

Note: If the material which is loaned is mailed or delivered to another library, report this under lateral interlibrary loans; if the patron of one library goes to another library and borrows an item, report this under reciprocal borrowings (line #16 or line #34).

Do not report lateral interlibrary loans which are charged through an automated circulation system which was purchased with system funds; report those transactions on line #33.

Line 19: Number of Workshops Held

If a single workshop for librarians, trustees, Friends members, or public officials is held in multiple locations, then report each location as a separate workshop.  A workshop on puppetry held in three locations is counted as three workshops.  If a workshop is cosponsored with another system or TSL, report this on the appropriate space on the form.  "Cosponsorship" implies joint planning and financing; it would not apply to cases where one system simply allows persons from another system to attend that system's workshop.  Note:  The system advisory council orientation sessions and conferences are to be considered as workshops.  When a system reports a joint workshop, that system may report a prorated share of persons and student hours on lines 21 and 22.

Line 20:   Number of Persons Attending Workshops

Count all the persons attending the workshops in all the locations in which the workshop was held.  Do not include in this category the number of system staff who attend workshops, but do include MRC staff. If the workshop is cosponsored with another system or the State Library, then the decision should be reached in advance of the workshop as to which organization receives credit for which portion of the persons attending.  It is logical that each system participating in a jointly planned and funded workshop (such as Basic Skills) will get credit for the participants from the member libraries in its system.  If persons from one system attend another system's workshop which is not cosponsored, the sponsoring system should report these persons, even though they were from another system.

Formal training of volunteer literacy tutors in a workshop setting should be treated as a system workshop and reported as such on the standardized reporting form, if the system is paying for the workshop or had a role in arranging for the workshop (for example, arranging for meeting space, helping to publicize the workshop, etc.) If the system does not have a direct role in arranging for the tutor training (if the local library or some other group does this), the session should not be counted as a system workshop.  The cost of a tutor training session should be charged to the Literacy Project cost center, not the Continuing Education Project cost center.

Line 21:   Number of Student Hours

Multiply the number of contact hours (i.e., the hours in which substantive instruction is being given) by the number of persons attending the workshop.  In the case of system advisory council orientation and conferences, exclude hours spent observing Commission meetings, listening to political figures, etc. Exclude system staff attending the workshop.  Do not count lunch and breaks. Avoid double counting of jointly sponsored workshops by making a prior agreement on which organization reports or how the student hours are to be prorated.

Line 22:   Number of Consultant Hours Logged

Report the number of hours which system staff spend in providing consulting services in person, by phone, or by mail.  In-person consulting includes on-site visits as well as contacts made at the system office.  Hours spent in preparation, research, report writing, travel, etc., should all be counted as "consultant hours."  Include consultant hours logged by all system staff and other personnel who are doing specialized consulting.  Include presentations, group sessions, and speeches, such as presentations made to a civic organization, Friends group, commissioners' court, or county library association.  Telephone or mail consultations are specific requests for assistance which can be provided over the telephone or by mail.  Do not include routine mailings and telephone conversations with system members to schedule appointments, discuss collection development orders, discuss film booking problems, share information, etc.  Systems may want to count the number of persons receiving consulting on their Local Objectives Report.

Line 23:   Number of Pieces of Publicity Distributed

Report the total number of pieces of promotional, public relations, and other printed materials which the system distributed.  Posters, bookbags, bookmarks, brochures, flyers, news releases, bumper stickers, buttons, signs, and stationery produced or purchased by the system should be included.  Do not include books-by-mail catalogs or updates.

Line 24:   Number of Persons Attending Literacy or ESL Sessions

Report the number of persons attending each tutoring or class session.  Identify only those persons in literacy sessions at the specific locations (e.g., branch libraries) targeted by the major resource system's literacy program.

Note: This is not the number of individuals enrolled for the program, but the attendance at each session.

Line 25:   Number of Student Hours in Literacy or ESL Sessions

Multiply the number of contact hours at the local library (hours during which students and instructors are meeting in tutoring or class sessions) by the number of students in attendance at that session.

Line 26:   Number of Bibliographic Records in the Database

Report the number of machine-readable bibliographic records representing holdings of system member libraries which are contained in your system's database at the end of each month in line 27 (b).  Patron records are reported in Line #30.

Line 27:   Number of Bibliographic Records Added to the Database

Report the number of machine-readable bibliographic records representing holdings of participating libraries that your system added to the database during the month.  Count records for all types of library materials.

Line 28:   Number of Bibliographic Records Deleted from the Database

Report the number of machine-readable bibliographic records representing holdings of participating libraries which were deleted from the automated system during the month.

Line 29:   Number of Patron Records in the Database

Report in line 30 (a) the number of machine-readable records of system member library patrons which are contained in your system's automated circulation system, as of the first day of the state fiscal year (September 1). Report the actual number of records at the end of each month in line 29 (b).

Line 30:   Number of Patron Records Added to the Database

Report the number of machine-readable records of library patrons which your system added to the data base during the fiscal year.  Enter the total number of records for all patrons of all libraries participating in the project.

Line 31:   Number of Patron Records Deleted from the Database

Report the number of machine-readable patron records which your system deleted from the automated system during the fiscal year.

Line 32:   Number of Materials Circulated (Automated)

Report the number of circulation transactions recorded by your automated circulation system during the fiscal year.  Include serial and film booking transactions if your circulation system has these modules.  The definition of a "circulation" is a transaction which is defined as such by your circulation system and may include in-house usage, loans of variable periods, renewals, and reserves which are charged through the system.

Line 33:   Number of Lateral Interlibrary Loans (Automated)

Report the number of interlibrary loans which occur among the member libraries which are recorded through the automated circulation system.  Do not report any interlibrary loans through TexNet.  It is critical that no double counting occur.  If an interlibrary loan is recorded on TexNet, it should not be reported here.

If a lateral interlibrary loan occurred without the use of a system-purchased automated circulation system, report the transaction only on Line #19.  Lateral loans assume that the material loaned was mailed or delivered to the borrowing library; if a patron picks up the material at the lending library, include it in Line #34.

Line 34:  Number of Reciprocal Borrowing Transactions (Automated)

Report the number of materials loaned to patrons of other libraries as a result
of the automated circulation system.  Do not double count reciprocal loans
reported on Line #16 of this report.  Line #16 refers to reciprocal loans which
occur in systems without an automated shared circulation system paid in part
with state or federal funds.  In order to be reported on this line, the
reciprocal borrowing transaction must be recorded through the automated
circulation system.

Line 35:  Number of Items of Equipment Purchased for Member Libraries

Report the number of items of equipment purchased for member libraries from all
projects.  Count equipment purchased as a unit consisting of several parts as
one item unless the parts can normally be purchased separately and can be used
independently.  For example, a computer CPU, monitor and keyboard, purchased
together, would count as one item.  Items purchased separately each count as one
item.  For example, a computer CPU, a monitor and a keyboard, purchased as
replacements or additions for different libraries, would count as three items.

Line 36:  Number of Libraries or Branches Assisted with Technological Support

Report the number of individual libraries or branches for which items of
equipment were purchased from all projects.  Count each library or branch only
once, even if it received more than one item of equipment.

LOCAL/SYSTEMS OBJECTIVES REPORT

System:_____     Month:_____

Project Title:_____ State Fiscal Year:_____

Please include your locally determined objectives on this form. There is no
need to duplicate objectives which are included on the Standardized Reporting
Form. The objectives listed on this form should be realistic, attainable, and
quantified and should (1) clearly identify the proposed services; (2) state the
number of service units to be provided; (3) state the time frame; (4) clearly
define the target population; and (5) define the performance or workload
measures for each stated objective.

At the close of each month, you should report progress made that month toward
meeting your quantitative objectives in the section entitled, "Performance
Report - Month." Also enter the cumulative total for the year in the section
entitled, "Performance Report - Year to the Date."

Please note that there must be objectives for each project for which there are
no measures on the Standardized Reporting Forms. Targets may not be revised
during the fiscal year; variance above or below the target should be explained
in the evaluation reports.

| Statement of Objectives | Performance Report | |
|---|---|---|
| | Month | Year to Date |
| 1. | | |
| 2. | | |
| 3. | | |
| 4. | | |
| 5. | | |
| 6. | | |
| 7. | | |
| 8. | | |
| 9. | | |
| 10. | | |

# ANNUAL REPORT
# FOR LOCAL FISCAL YEAR 1992

*This form is due at the Texas State Library three months after your 1992 fiscal year ends. All data applies to your library's 1992 fiscal year.*

**The local fiscal year covered by this report began**_____ **and ended**_____.

Library Name_____ County_____
    (As you wish it to appear in the directory)

Mailing Address_____ - _____
                street or p.o. box        city           zip code          +4

Street Address _____ - _____
    (if different)        street          city           zip code          +4

Phone _____
                area code          number          extension

Telefax _____
                area code          number

Head Librarian _____
                first name          last name

Person completing_____
    form (if different)    first name          last name                position

Board Chair _____
                first name          last name

Mailing Address_____ - _____
                street          city           zip code          +4

Friends President _____
                first name          last name

Mailing Address_____ - _____
                street          city           zip code          +4

## Outlets and Users

Number of branch libraries _____

Number of bookmobiles in use _____

Number of other public service outlets (collections in
    nursing homes and jails, stations, etc.) _____

Has the main library building(s) or any branch library been renovated, expanded, or
    new construction completed within the period covered by this report?

_____Yes          _____No

## Categories of Expenditures

**Salaries and Wages**

Library Staff | **1 a**

Plant Operation, Security and
Maintenance Staff | **1 b**

**Employee Benefits**

Library Staff | **2 a**

Plant Operation, Security and
Maintenance Staff | **2 b**

Subtotal Wages and Benefits  (add 1a thru 2b) | **3**

**Collection**

Print Materials (exclude serial
subscriptions and microforms) | **4**

Serial Subscriptions
(include all physical formats) | **5**

Microforms
(except serial subscriptions) | **6**

Audiovisual Materials | **7**

Other Materials | **8**

Subtotal Collection  (add 4 thru 8) | **9**

**Miscellaneous**

Furniture and Equipment | **10**

Other Operating Expenses | **11**

Subtotal Miscellaneous  (add 10 + 11) | **12**

Total Direct Operating Expenditures  (add 3 + 9 + 12) | **13**

Indirect Costs
(Optional; attach documentation if claimed) | **14**

Total Operating Expenditures  (add 13 + 14) | **15**

Capital Outlay
(Do not include expenditures reported above) | **16**

## Local Financial Effort

Of the amount shown in Library Collection Expenditures
(Item 9), how much was expended from <u>local funds only</u>?          17 _____

Of the amount shown in Total Operating Expenditures
(Item 15), how much was expended from

   • Local funds only (include government sources)?          18 _____

   • Local government sources <u>only</u>?          19 _____

Note: See Instructions (page 6) for definitions of "local funds" and "local government sources."

## Library Income By Source

"Operating Income" is money received by the library for the current and recurrent costs of operation, including grants for special projects. "Capital Income" is money intended for major capital expenditures, construction, renovation, endowment fund deposits, or other extraordinary items. (Exclude interlibrary loan and system operation grants from both of these categories).

|  | OPERATING INCOME | CAPITAL INCOME |
| --- | --- | --- |
| City or Cities | 20 a _____ | 20 b _____ |
| County or Counties | 21 a _____ | 21 b _____ |
| School Districts | 22 a _____ | 22 b _____ |
| Foundation & Corporate Grants | 23 a _____ | 23 b _____ |
| Federal Library Services & Construction Act Funds | 24 a _____ | 24 b _____ |
| Other Federal Funds | 25 a _____ | 25 b _____ |
| State Funds (do not include system grants) | 26 a _____ | 26 b _____ |
| Other Local Sources (interest, fines, donations from individuals) | 27 a _____ | 27 b _____ |
| **TOTAL INCOME** | 28 a _____ | 28 b _____ |

If the library received funds from a city or county other than the one in which the library is located, list the appropriate cities or counties separately and indicate the total of the funds received from each city or county.

Cities or Counties Funding the Library                                    Amount Received

_____          $ _____

_____          $ _____

_____          $ _____

## LIBRARY COLLECTION

|  |  | Titles | Volumes, Items or Physical Units |
|---|---|---|---|
| Books and Serials (exclude microforms) | 29 | _____ | _____ |
| Uncataloged Paperbacks | 30 | _____ | _____ |
| Government Documents (if in separate collection and exclude microforms) | 31 | _____ | _____ |
| Microforms (include government documents) | 32 | _____ | _____ |
| Audio Materials | 33 | _____ | _____ |
| Films | 34 | _____ | _____ |
| Video Materials | 35 | _____ | _____ |
| Machine-Readable Materials | 36 | _____ | _____ |
| Other Library Materials | 37 | _____ | _____ |
| TOTALS | 38 | _____ | _____ |
| Number of subscriptions currently received (periodicals and newspapers in any format) | 39 | _____ | |

## LOCAL LIBRARY SERVICE

| | | |
|---|---|---|
| Number of library circulation transactions | 40 | _____ |
| Number of reference transactions received by your library | 41 | _____ |
| Number of persons attending programs/presentations provided by the library | 42 | _____ |
| Number of materials used in the library | 43 | _____ |
| Number of library visits | 44 | _____ |
| How long is your standard check-out period for books? | 45 | _____ days |

## ADULT EDUCATION

Did your library offer any of the following adult education services? (Check all that apply.)

_____ ABE - Adult Basic Education classes

_____ GED - General Education Development classes

_____ ESL - English as a Second Language classes

_____ Literacy tutoring or small groups

_____ ESL - English as a Second Language tutoring or small groups

_____ Family Literacy

_____ Workplace Literacy

## CHILDREN'S SERVICES

Number of circulations of juvenile materials
(children's materials in all formats, excluding young adult materials) _____

Did your library offer any of the following services for children? (Check all that apply.)

_____ Baby Lapsit Programs for parents and babies (6 to 18 months)

_____ Toddler Programs for parents and toddlers (18 to 36 months)

_____ Preschool Storytime for children (3 to 5 years)

_____ Storytimes for Day Care Centers, Nursery Schools, or Preschools

_____ School-age Programs (Do not include Summer Reading Program)

_____ Library tours for children

_____ Computer classes for children

_____ Programs in elementary schools

Number of persons (juvenile and adult) attending children's programs
provided by the library _____

## LIBRARY STAFFING AND SALARIES

|  | Number of Full-Time Equivalents* |
|---|---|
| Persons Holding Title of Librarian | |
| • with master's degree from program accredited by ALA | 46 _____ |
| • other persons holding title of librarian | 47 _____ |
| All other paid staff | 48 _____ |
| Total library paid staff | 49 _____ |

*Divide hours scheduled per week by 40 hours

How many hours last year did volunteers (including community
service, Green Thumb, etc.) work in your library? 50 _____

What was the Head Librarian's annual rate of salary? 51 $ _____

How many hours per week is the Head Librarian
currently employed in library duties? 52 _____ hours per week

## RESOURCE SHARING

|  | Number of Requests |
|---|---|
| Interlibrary loan requests (exclude informational requests) filled by other libraries **for your library users** | |
| • Through a State sponsored Interlibrary Loan Office | 53 _____ |
| • Requests filled by any other method | 54 _____ |
| Interlibrary loan requests **provided to other** libraries | 55 _____ |

Does your library participate in any reciprocal borrowing agreement?
*(Reciprocal borrowing is an agreement between libraries that allows patrons from each library to borrow materials from the other without payment of a nonresident use fee.)*

_____Yes          _____No

If your library participates in a reciprocal borrowing arrangement, please list the libraries with which you have an agreement. _____

_____

_____

Number of reciprocal loans provided to patrons of other libraries   56 _____

Does your library charge a non-resident fee or deposit to persons living outside the library's service area?

_____Yes          _____No

If yes,

Outside what areas (city, county, school district, etc.) does the fee apply? _____

_____

How many fee-paying non-resident borrowers are registered? _____

How many materials were circulated to fee-paying non-resident borrowers?_____

What is the annual cost of a non-resident card?                $ _____

(If there is other than a flat annual charge, please attach a fee schedule.)

What was the total revenue from non-resident fees last year?   $ _____

Does this revenue go to       _____       the library
                              _____       the city, county, or school district
                              _____       other (Where? _____ )

Does your library circulate materials to persons living outside the library's tax-supporting service area without a fee or deposit?

_____Yes          _____No

If yes,

To what areas or groups do you provide free service?_____

_____

How many non-resident borrowers are registered without charge?_____

How many materials were circulated to non-resident borrowers without charge? _____

## LIBRARY HOURS

Total number of hours during the year that the library was open.   57 _____ per year

The purpose of this question is to find out how many overlapping hours of library service were available to your patrons last year. This total should be reduced for any hours that any of the facilities were closed to the public (e.g., holidays, weather emergencies, staff development days, construction, repairs, etc.). Report every hour that any facility is open to the public during all of last year.

Count main library, branches, and bookmobiles in the following way. If, for all 52 weeks, the main library was open 50 hours a week and the two branches were open 42 hours a week (regardless of whether or not all are open at the same or different times), the total should be reported as 6,968 hours (50 + 42 + 42 = 134 times 52 weeks = 6,968).

## SCHEDULE OF HOURS OF THE MAIN LIBRARY
## OR LIBRARY SYSTEM HEADQUARTERS

*(If the library closes for the lunch hour, be sure to reflect this in the schedule.)*

REGULAR-SCHEDULE | SUMMER-SCHEDULE

Sunday _____

Monday_____

Tuesday_____

Wednesday _____

Thursday _____

Friday _____

Saturday _____

WEEKLY TOTAL_____

Sunday _____

Monday_____

Tuesday_____

Wednesday _____

Thursday _____

Friday _____

Saturday _____

WEEKLY TOTAL_____

# LIBRARY USE CHARGES AND FEES

Rule 1.72 of the Rules for Administering the Library Systems Act requires a public library to "provide library services without charge or deposit to all persons residing in the library's tax supporting political subdivision."

§ 1.72 *Public Library Service*

    (b) *The following charges are permitted at the discretion of the library's governing authority: reserving library materials; use of meeting rooms; replacement of lost borrower cards; fines for overdue, lost, or damaged materials in accordance with local library policies; postage; in-depth reference services on a contractual basis; photocopying; telefacsimile services; library parking; service to non-residents; sale of publications; rental and deposits on equiipment; and charges for the use of materials and machine-readable data bases not owned by the library, major resource center, or regional library system for which the vendor or supplier has charged a borrowing fee.*

Please describe charges assessed to residents for any library services <u>NOT listed in Rule 1.72 above</u>. Also, please identify the fee structure. Use an additional page if necessary.

_____

_____

Does your library charge deposits or use fees to any of the groups below that reside within the library's service area? (Check any applicable groups):

_____New Residents     _____Temporary Residents     _____College Students     _____Military

If the answer is yes to any of the four choices, please submit a copy of the policy authorizing this charge if the policy is not already on file with the State Library.

# BRANCH AND/OR BOOKMOBILE INFORMATION

(Attach a separate sheet if more space is necessary. A library may submit its own published listing of branch hours and locations, if such a list is available. Population estimates listed below should be provided on published list.)

_____Branch

_____Bookmobile

Library Name_____

Mailing Address_____ - _____
|                | street or p.o. box | city | zip code | +4 |

Street Address _____ - _____
| (if different) | street or p.o. box | city | zip code | +4 |

Phone _____
|         | area code | number | extension |

Telefax _____
|          | area code | number |

Name of Librarian_____
|              | first name | last name |

_As part of a national program to collect data about public libraries, the U.S. Department of Education would like your best estimate of the size of the population served by each branch library and bookmobile._

This is an estimate of the service population of this branch or bookmobile. (Check one)

| a. _____ Less than 1,000 | f. _____ 25,000 – 49,999 |
| b. _____ 1,000 – 2,499 | g. _____ 50,000 – 99,999 |
| c. _____ 2,500 – 4,999 | h. _____ 100,000 – 249,999 |
| d. _____ 5,000 – 9,999 | i. _____ 250,000 – 499,999 |
| e. _____ 10,000 – 24,999 | j. _____ 500,000 or more |

| REGULAR-SCHEDULE | SUMMER-SCHEDULE |
|---|---|
| Sunday _____ | Sunday _____ |
| Monday _____ | Monday _____ |
| Tuesday _____ | Tuesday _____ |
| Wednesday_____ | Wednesday_____ |
| Thursday _____ | Thursday _____ |
| Friday_____ | Friday_____ |
| Saturday_____ | Saturday_____ |
| WEEKLY TOTAL _____ | WEEKLY TOTAL _____ |

# SYSTEM MEMBERSHIP APPLICATION FORM
Authorization to Apply for New or Continuing System Membership

LIBRARY NAME:_____CITY_____

*This Authorization for application should be completed only for the following reasons:*

- Your library is applying for new membership in the Texas Library System

- Your library wishes to continue its membership in the Texas Library System for the upcoming state fiscal year (SFY 1994).

**All signatures are necessary.** Current members of the Texas Library System MUST obtain all necessary signatures if they wish to continue their System membership during SFY 1994.

Signatures of city secretaries, county clerks, and so forth **are not valid** substitutions for the signatures of mayors, city managers, or county judges.

IF you are unable to obtain all necessary signatures before this form is due at the State Library, THEN send the State Library all other pages **except this Authorization** and indicate approximately when the Authorization for Application will be forthcoming. After obtaining the required signatures, mail this page to the Texas State Library at your earliest convenience.

> *By signing this form, the applying library is certifying that the information presented in its Annual Report for Local Fiscal Year 1992 is complete and accurate.*

## AUTHORIZATION

_____          _____
SIGNATURE of Mayor, City Manager,          Typewritten or printed name
or County Judge, or School Superintendent
(Circle applicable one)


_____          _____
SIGNATURE of Head Librarian                Typewritten or printed name


_____          _____
SIGNATURE of Library Board Chair           Typewritten or printed name

**Attachment 6**

# Texas State Library

**M E M O R A N D U M**

William D. Gooch
*Director and Librarian*

TO:        Local Recipients of Texas State Library Grants

FROM:      Sharon Conable, Grants Administrator
           Library Development Division

DATE:      January 2, 1992

SUBJECT:   Property Inventory Procedures for Property Purchased Locally With
           Grant Funds from Texas State Library

Attached is Form TSL 51-12, "Property Inventory Record." All non-expendable property with a unit acquisition cost of $300 or more must be listed on the attached form and forwarded to the Texas State Library following purchase. This includes all such property purchased with program income. Property purchased with program income must be assigned a federal and/or state percentage share depending on the grant from which this income originates.

Non-expendable personal property purchased by the grant recipient, includes equipment, books, films, videocassettes, computer software, and other print and non-print library materials with an acquisition cost per unit of $300 or more. Do not co-mingle different types of media on one form; separate records need to be kept for each type of media. When State Library staff asks you to verify your inventory every two years, you will be sent one printout for equipment and furniture and different printouts for the different types of media you have acquired.

When submitting an inventory sheet for equipment and furnishings, please begin the "Property Description" column with a glossary term. In other words, a cassette tape player would be listed as "AUDIO TAPE DEVICE, Sony cassette tape player." Glossary terms are available in the attached publication. If no glossary term is appropriate, suggest one but avoid using brand names.

The column "Location of Property" identifies the site where the property is actually being used. If the property is placed in a location other than the Major Resource Center central library (e.g., branch libraries, area libraries, community libraries, etc.), fill in the name of the library having actual physical possession of the property or the library to which the property is assigned for an extended period. If the property is on a rotating circuit, then list the originating library, e.g., sponsoring MRC, as the location. Then write "packet" next to location.

Memo
January 2, 1992
Page 2


In virtually every case, property is purchased from a single contract, and we can discern whether federal or state funds are used by the contract number. However, in a few cases, the expense for a property item will be shared between two contracts. If this occurs, please add a note to the form explaining the basis for allocating the cost between contracts.

It is perfectly allowable for a subgrantee to submit inventory information on another form, such as a locally computer-generated record. However, the subgrantee must continue submitting <u>all</u> date elements required on the attached form in order for the contract requirements to be met.

<u>It is essential that the Grant Contract Number assigned by the Texas State Library be included on the form in the blank indicated</u>. If there is no Manufacturer's Serial Number on each separate piece of property purchased, please include a unique inventory control number assigned locally. Please indicate the condition of <u>new</u> items as such under the column headed "Condition."

# PROPERTY INVENTORY RECORD *
## (Purchase Price More Than $300.00)

1. City or County _____

2. Contract Number _____
   (as assigned by Texas State Library)

3. This inventory is for : ☐ Equipment/Furniture ☐ Films ☐ Videocassettes ☐ Computer Software ☐ Monographs ☐ Other (please designate)
   (Submit only one category of library material on each inventory form.)

| Glossary Term | Description | Mfr.'s Serial # or Other Unique ID # | Purchase Price | Purchase Date (Year/Month/Day) | Location of Property | Condition/ Status |
|---|---|---|---|---|---|---|
| | | | $ | | | |
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* All non-expendable personal property with a unit acquisition price of more than $300.00, including equipment, books, films, videocassettes, computer software, and other print and non-print library materials purchased by sub-grantees, must be listed and forwarded to the Library Development Division, Texas State Library, Box 12927, Capitol Station, Austin, Texas 78711 after purchase.

# Texas State Library

**William D. Gooch**
*Director and Librarian*

**M E M O R A N D U M**

TO:       Local Recipients of Texas State Library Grants (Excluding Systems)

FROM:     Sharon Conable, Grants Administrator
          Library Development Division

DATE:     January 2, 1992

SUBJECT:  Disposition of Nonexpendable Personal Property Purchased With Grant
          Funds Under Contract from the Texas State Library

## Policy on Disposition of Property

When non-expendable personal property is acquired by a grant recipient wholly or
in part with federal or state funds or with program income derived from the use
of federal or state funds, title shall be vested in the grant recipient.

The recipient shall retain the property in the project as long as there is need
for the property to accomplish the purpose of the project, whether or not the
project continues to be supported by grant funds. When there is no longer a
need for the property to accomplish the purposes of the project, the recipient
may use the property in connection with other library services, with priority
being given to other federal or state supported library activities. When the
property no longer is needed, the grant recipient may request disposition
instructions from the State Library. The State Library will authorize one of
the following alternatives:

(1) The subgrantee may be permitted to retain title. If the property had an
    acquisition cost of more than $1,000, then title may be locally retained
    after compensating the state or federal government an amount computed by
    applying the federal or state percentage of participation in the cost of
    the project to the fair market value of the property.

(2) The subgrantee may be directed to sell the property. If the property had a
    unit acquisition cost of less than $1,000 and is of no further use value,
    the subgrantee may be authorized to sell the property in a manner which
    provides for fair competition to the extent practicable and results in the
    highest possible returns. Proceeds from the sale of interlibrary loan
    property held by a Major Resource Center shall be deposited as program
    income for the current interlibrary loan contract. Proceeds from the sale
    of all other property entrusted to a Major Resource Center from system,

Memo
January 2, 1992
Page 2

disadvantaged, or other grants should be deposited into the program income account for the current systems grant. If state funds were originally used to purchase the property, then the sale proceeds would be deposited into the program income account for the state systems grant. Similarly proceeds from the sale of the federally-purchased property would be deposited into the federal account.

If the property had a unit acquisition cost of $1,000 or more, the recipient may sell the property and reimburse the federal or state government an amount which is computed by applying the percentage of the federal or state share in the property to the sales proceeds. The recipient may, however, deduct and retain from that amount $100, or 10 percent of the proceeds, whichever is greater, to cover selling and handling expenses.

(3) The subgrantee may be directed to transfer the property title to another subgrantee. In this case, the subgrantee shall be entitled to compensation computed by applying the subgrantee's percentage of participation in the cost of the program or project to the current fair market value of the property, plus any reasonable shipping or interim storage costs incurred. This right to transfer title applies to non-expendable personal property having a unit acquisition cost of $1,000 or more. The State Library will issue disposition instructions to the subgrantee within 120 calendar days after the end of the project period. If the State Library fails to issue disposition instructions within the 120 calendar days, the subgrantee may sell the property and reimburse the state or federal government in accordance with (2) above.

## Policy on Trade-Ins

Property may be exchanged for replacement property if needed. The replacement may take place either through trade-in or through sale and application of the proceeds to the acquisition cost of the replacement items. If the original property item is traded in, the subgrantee should file with the State Library a Property Disposition Form and should note that the property is being replaced. The "Sale Price" will be the "amount received for trade-in" which according to Education Division General Administrative Regulations (EDGAR) means the "amount that would have been paid for the replacement equipment without a trade-in minus the amount paid with the trade-in." The term refers to the actual difference not necessarily the trade-in value shown on an invoice.

Assume, for example, a subgrantee wishes to purchase a new typewriter to replace an existing typewriter. If the cost of the new typewriter is $800 without trade-in and the cost of the new typewriter with trade-in is $600, then the sale price or the "amount received for trade-in" is $200 ($800 minus $600 equals $200).

Enclosure: Property Disposition Report Form

# Texas State Library

**William D. Gooch**
*Director and Librarian*

## M E M O R A N D U M

TO:        Recipients of Texas State Library System Operations Grants

FROM:      Sharon Conable, Grants Administrator
           Library Development Division

DATE:      January 2, 1992

SUBJECT:   Disposition of Nonexpendable Personal Property Purchased With Grant
           Funds Under Contract from the Texas State Library

### Policy on Disposition of Property Acquired Through FY 1985

When non-expendable personal property is acquired by a grant recipient wholly or
in part with federal or state funds or with program income derived from the use
of federal or state funds, title shall be vested in the grant recipient.

The recipient shall retain the property in the project as long as there is need
for the property to accomplish the purpose of the project, whether or not the
project continues to be supported by grant funds.  When there is no longer a
need for the property to accomplish the purposes of the project, the recipient
may use the property in connection with other library services, with priority
being given to other federal or state supported library activities.  When the
property no longer is needed, the grant recipient may request disposition
instructions from the State Library.  The State Library will authorize one of
the following alternatives:

(1)  The subgrantee may be permitted to retain title.  If the property had an
     acquisition cost of more than $1,000, then title may be locally retained
     after compensating the state or federal government an amount computed by
     applying the federal or state percentage of participation in the cost of
     the project to the fair market value of the property.

(2)  The subgrantee may be directed to sell the property.  If the property had a
     unit acquisition cost of less than $1,000 and is of no further use value,
     the subgrantee may be authorized to sell the property in a manner which
     provides for fair competition to the extent practicable and results in the
     highest possible returns.  Proceeds from the sale of interlibrary loan
     property held by a Major Resource Center shall be deposited as program
     income for the current interlibrary loan contract.  Proceeds from the sale
     of all other property entrusted to a Major Resource Center from system,

entrusted to a Major Resource Center from system, disadvantaged, or other grants should be deposited into the program income account for the current systems grant. If state funds were originally used to purchase the property, then the sale proceeds would be deposited into the program income account for the state systems grant. Similarly proceeds from the sale of the federally-purchased property would be deposited into the federal account.

If the property had a unit acquisition cost of $1,000 or more, the recipient may sell the property and reimburse the federal or state government an amount which is computed by applying the percentage of the federal or state share in the property to the sales proceeds. The recipient may, however, deduct and retain from that amount $100, or 10 percent of the proceeds, whichever is greater, to cover selling and handling expenses.

(3) The subgrantee may be directed to transfer the property title to another subgrantee. In this case, the subgrantee shall be entitled to compensation computed by applying the subgrantee's percentage of participation in the cost of the program or project to the current fair market value of the property, plus any reasonable shipping or interim storage costs incurred. This right to transfer title applies to non-expendable personal property having a unit acquisition cost of $1,000 or more. The State Library will issue disposition instructions to the subgrantee within 120 calendar days after the end of the project period. If the State Library fails to issue disposition instructions within the 120 calendar days, the subgrantee may sell the property and reimburse the state or federal government in accordance with (2) above.

Policy on Disposition of Property Acquired After FY 1985

When non-expendable personal property with a unit acquisition cost of $300 or more is acquired by a grant recipient wholly or in part with federal or state funds or with program income derived from the use of federal or state funds, title shall be vested in the Texas State Library. Title to property with a unit acquisition cost of less than $300 shall be vested in the system member library for which the property was purchased.

The recipient shall retain the property in the project as long as there is need for the property to accomplish the purpose of the project, whether or not the project continues to be supported by grant funds. When there is no longer a need for the property to accomplish the purposes of the project, the recipient may use the property in connection with other library services, with priority being given to other federal or state supported library activities. When the property no longer is needed, the grant recipient may request disposition instructions from the State Library.

For property with a unit acquisition cost of $300 or more, the State Library will authorize one of the following alternatives:

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January 2, 1992
Page 3

1) The subgrantee may be permitted to obtain title. If the property had an acquisition cost of more than $300, then title may be obtained by the subgrantee after compensating the state or federal government an amount computed by applying the federal or state percentage of participation in the cost of the project to the fair market value of the property.

2) The subgrantee may be directed to sell the property. If the property had a unit acquisition cost of $300 or more and is of no further use value, the subgrantee may be authorized to sell the property in a manner which provides for fair competition to the extent practicable and results in the highest possible returns. Proceeds from the sale of the property must be remitted to the Texas State Library. The recipient may, however, deduct and retain $100 or 10 percent of the proceeds, whichever is greater, to cover selling and handling expenses.

3) The subgrantee may be directed to transfer the property to another subgrantee. This right to transfer title applies to non-expendable personal property having a unit acquisition cost of $300 or more. The State Library will issue disposition instructions to the subgrantee within 120 calendar days after the end of the project period. If the State Library fails to issue disposition instructions within the 120 calendar days, the subgrantee may sell the property in accordance with (2) above.

When property with a unit acquisitions cost of less than $300 is purchased for a system member library, title is vested in that library. The library shall retain the property as long as it is needed to accomplish the purpose of the project. When the property is of no further use, the library may sell it without compensation to either state or federal government.

Policy on Trade-Ins

Property may be exchanged for replacement property if needed. The replacement may take place either through trade-in or through sale and application of the proceeds to the acquisition cost of the replacement items. If the original property item is traded in, the subgrantee should file with the State Library a Property Disposition Form and should note that the property is being replaced. The "Sale Price" will be the "amount received for trade-in" which according to Education Division General Administrative Regulations (EDGAR) means the "amount that would have been paid for the replacement equipment without a trade-in minus the amount paid with the trade-in." The term refers to the actual difference not necessarily the trade-in value shown on an invoice.

Assume, for example, a subgrantee wishes to purchase a new typewriter to replace an existing typewriter. If the cost of the new typewriter is $800 without trade-in and the cost of the new typewriter with trade-in is $600, then the sale price or the "amount received for trade-in" is $200 ($800 minus $600 equals $200).

Enclosure: Property Disposition Report Form

# DISPOSITION REPORT FOR PROPERTY PURCHASED WITH FEDERAL AND STATE GRANT FUNDS

1. City or County _____

2. Contract Number _____
   (as assigned by Texas State Library)

| Property Description | Mfr.'s Serial # or Other Unique ID # | Location of Property | Purchase Price | Purchase Date (Year/Month/Day) | Date of Sale | Sale Price | Other Disp. (Descripe) | Reimbursement Due Texas State Library |
|---|---|---|---|---|---|---|---|---|
| | | | $ | | | $ | | $ |
| | | | | | | | | |
| | | | | | | | | |
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1. Reimbursement checks for property purchased with federal and state funds should be make payable to the Texas State Library and forwarded to this agency unless the recipient is notified to deposit the check in a program income account for an ongoing Texas State Library Grant program. A copy of the Disposition Report must accompany the check.
2. If the property had a purchase price of less than $1000 per unit, or, if the property has no further use value, no reimbursement is necessary.
3. For all property not covered by (2), the property shall be: (a) sold and the Texas State Library shall be reimbursed in an amount computed by applying the percentage of federal or state share to the sale price, or; (b) retained by the recipient for its own use and the Texas State Library shall be reimbursed in an amount computed by applying the percentage of federal or state share in the property to its current market value; or (c) transferred to another location if the Texas state Library exercises its right to transfer the property.

* These procedures do not apply to property purchased by the Texas State Library and loaned to libraries in Texas for an indefinite period of time. This property is subject to different disposition procedures, which are available by writing the Texas Sate Library.

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**Attachment 8**

TEXAS STATE LIBRARY PROPERTY INVENTORY GUIDELINES
EQUIPMENT

Introduction

Since September 1973, the Texas State Library has made cash grants to local
agencies of government with funds appropriated through the State Library Systems
Act and Titles I and III of the federal Library Services and Construction Act.
These cash grants have frequently included budgetary authorization for the
purchase of tangible personal property considered necessary to carry out
successfully the purposes of the grant program.  Under terms of the grant
agreement, local agencies agreed to:

●  submit an inventory to the Texas State Library of the tangible personal
   property purchased in whole or part with state and federal grant funds, or
   program income derived from the use of grant funds;

●  conduct a physical inventory for the property at the request of the State
   Library to determine the condition and location of the property;

●  dispose of the property in accordance with instructions from the State
   Library;

●  maintain inventory records which list and describe the property;

●  ensure that a control system is in effect to guarantee adequate safeguards
   to prevent loss, damage, or theft of the personal property; and

●  ensure that the property is kept in good condition and that the property
   is used for the purposes of the grant program.

Inventory Objectives

This inventory is being conducted by the Texas State Library and the local
agencies which purchased grant-funded property.  Specific objectives for this
physical inventory of property are:

●  to verify the accuracy and completeness of the descriptive record for each
   property item;

●  to verify the existence, current utilization, and continued need for
   grant-funded property; and

●  to reconcile the property records against the audited expenditures for
   property.

## Definitions

The Texas State Library requires that local agencies provide inventory records for non-expendable personal property purchased with grant funds. Local agencies must also provide inventory records for property acquired with program income generated as a result of the grant. Non-expendable personal property is defined as property having a unit acquisition cost of $300.00 or more and a life expectancy of more than one year. This definition includes equipment, furnishings, computer software, books, video-cassettes, films, and other library materials.

Prior to September 1, 1982, subgrantees were required to file inventory records for all equipment and furnishings with a unit acquisitions cost of $50.00 or more and all videocassettes and films, including bonus films. While local agencies no longer need to file inventory records for new purchases under $300.00, they must continue maintaining and updating the inventory records for the earlier purchases. Provisions for State Library contracts #6 - #177 stipulated the former inventory and disposition practices which are still binding on local agencies.

## Scope of Inventory Project

The Texas State Library is limiting this phase of the inventory project to equipment and furnishings. Instructions for conducting inventories of library materials are available from the State Library in separate guidelines.

The property phase of the inventory project will be due to the State Library nine months from the receipt of these guidelines. Local agencies are to contact the Library Development Division staff if any problems arise.

To verify the condition and location of the property assigned by local agencies to other libraries in the state, the Texas State Library staff suggests that you survey the depository libraries. It is not required that you physically verify the condition of the property; rather, you can rely upon the written response of other library directors entrusted with the safekeeping of your equipment.

Within the nine month period, after you complete your inventory, you should return to the State Library one of the print-outs listed below with the status and condition for each item clearly marked. You may return either list.

## Specific Instructions

With these instructions, the Texas State Library is sending a print-out by contract number of the property purchased with grant funds. Corresponding contracts from two sources of funds (e.g., Contract 124a with state funds and Contract 124c with federal funds for library system services) are treated as separate grants. This print-out will facilitate reconciliation of the amount of property listed on the inventory records with the amount of grant funds expended for tangible personal property as reported in the final Financial Status Report or the audit report.

By nine months from the date the guidelines are received, you should return the updated printout to the State Library one print-out. On this print-out you should:

● correct any erroneous information;

● furnish information pertaining to the condition or status of the property and/or to the disposition of the property;

On the enclosed property inventory forms, you should:

● add new property inventory listings which might have been omitted from the inventory records on file at the State Library.

Follow character limitations mentioned elsewhere in these guidelines whenever possible.

Use the terms given in the attached Glossary whenever possible. If no appropriate term is given for the item, furnish an appropriate term, but avoid using brand names.

The specific headings on the property inventory print-outs correspond to the information requested on the Property Inventory Forms mailed in each grant agreement packet. Specific definitions for each data element follow:

Description of Property. The Texas State Library identified for each item of property a glossary term. Following this glossary term are the terms used by the local agency to describe the property. When available, the model number is used to further describe the property. If you are adding new property, please try to limit your description to 136 characters.

Identification Number. This number must ensure that the property can be uniquely identified from other similar property. Either a manufacturer's serial number or a unique inventory control number assigned locally will be sufficient. This field can satisfactorily handle a number of 13 characters. If you have two numbers separate them by means of a slash (/). Where more than 13 numbers were provided for an item, the characters after 13 were dropped. If more that 13 characters are critical for local control functions, we suggest that one set of characters be added to the Property Description field.

Contract Number. This is the number assigned by the Texas State Library. The alpha designation is essential to identifying the source of funds, so be sure to differentiate between corresponding contracts, e.g., Contract 124a and 124c.

Vendor. The vendor designation on the property inventory print-out corresponds to the category "Source of Property" on the Property Inventory Form. In this column identify the vendor, supplier or agent directly reimbursed for delivery of the property. Since this information was not requested prior to Contract 76, you are not required to report it for Contracts 6 through 52.

Purchase Price. The purchase or acquisition cost, according to federal regulations, means "the net invoice price of the equipment, including the cost of modifications, attachments, accessories, or auxiliary apparatus necessary to make the equipment usable for the purpose for which it was acquired. Other charges such as the cost of installation, transportation, taxes, duty or protective in-transit insurance shall be included in or excluded from the unit acquisitions cost in accordance with the regular accounting practices of the organizations purchasing the equipment. If the item is acquired by trading in another item and paying an additional amount, 'acquisition' cost means the amount received for trade-in plus the additional outlay."

Date of Purchase. This date pertains to the date the property was purchased or acquired. This date may vary according to local accounting and property management systems, but usually it is the date the merchandise was received. However, alternative dates, such as the invoice date, are acceptable.

Local Funds. This column corresponds to the two columns on the Property Inventory Form which are labeled "% Federal" and "% State". Since most property was purchased with funds from a single contract, the State Library only listed on the print-out a percentage if the property item was not exclusively state or federally funded. Therefore, you do not need to add any information to this column unless:

- local funds were used to pay a portion of the property item's cost. In this case the subgrantee would add the percent of local funds used (e.g., "10% local").

- the property item was purchased with funds from two different contracts. For example, if a projector was charged to both Contract 124a and 124c, then the subgrantee should designate in this column of the alphabetically arranged print-out that "45% state, 55% federal" funds were used.

In cases where grant property was traded-in for new property, see Trade-In instructions elsewhere in these guidelines.

Condition/Status. You must designate one of the following codes for Condition (1-5) and Status (6-8) for each item of property listed on the inventory. The eight codes are the following:

Condition (list one for each item)

1.  Number 1 means that the property item is new and therefore in excellent condition.

2.  Number 2 means that the property is in good condition. It is in working condition and is currently in use exclusively for grant-related purposes.

3.  Number 3 means that the property is in good condition. It is in working condition and is currently being shared between the grant program and other local library services.

4. Number 4 means that the property is in good condition. It is in working condition and is currently not being used for any grant-related purposes. However, it is being used for local library services.

5. Number 5 means that the property is damaged. It is broken or in disrepair. Subgrantees should indicate on the annual inventory form whether an effort will be made to repair the item or whether the item will be sold or disposed of in accordance with guidelines.

Status (list one for each item)

6. Number 6 means the property item is missing (e.g., stolen or lost). Stolen items should be reported to the local police and a copy of the police report submitted to the State Library.

7. Number 7 means the property item is stored (e.g., not in use). Subgrantees should indicate whether the property will be used in the immediate future (e.g., film projector which is used as a substitute) or whether the property is no longer serving a useful or necessary purpose. In the latter case, subgrantees should indicate whether the item will be sold or disposed of in accordance with the guidelines.

8. Number 8 means the property item has been disposed of (e.g., sold or traded-in) according to the guidelines. Documentation regarding disposition should be submitted to the State Library immediately after the transaction.

When you return the completed print-out to the State Library, you must include a code from each of the two groups for each piece of property. If a designation from either condition or status grouping is not appropriate, then insert "0." For example, a missing typewriter would be "0/6" since its condition is unknown. A new typewriter would be "1/0" since its condition is new and its status does not fall into missing, stored, or disposed.

Physical Location. This column must be completed for each property item. If property is located in an office or unit not under the direct governance of the local library (e.g., school library), then the location should be more specifically cited.

Date of Sale. If the property was sold, then the date on which the property was transferred to the new owner should be noted on the inventory records. See Disposition Instructions for more information regarding the sale of property.

Sale Price. Identify in this column the price for which the property was sold. Do not include selling costs, such as advertising costs in this column. See Disposition Instructions for more information regarding the sale of property.

Refund Paid TSL. Identify in this column the amount of the refund due the Texas State Library from the sale of property. See Disposition Instructions for more information regarding how to determine the amount of refund.

Other Disposition - Briefly Describe. If the property has been stolen, lost, or destroyed for whatever reason, indicate in this column a description of the problem. If the property was stolen, a copy of the police report must be on file with the Texas State Library. If the State Library's print-out already indicates a number 6 under the Condition/Status column, then a police report is already on file with the State Library.

## Policy on Trade-Ins

Property may be exchanged for replacement property if needed. The replacement may take place either through trade-in or through sale and application of the proceeds to the acquisition cost of the replacement items. If the original property item is traded in, the subgrantee should file with the State Library a Property Disposition Form and should note that the property is being replaced. The "Sale Price" will be the "amount received for trade-in" which according to Education Division General Administrative Regulations (EDGAR) means the "amount that would have been paid for the replacement equipment without a trade-in minus the amount paid with the trade-in. The term refers to the actual difference not necessarily the trade-in value shown on an invoice.

Assume, for example, a sub-grantee wishes to purchase a new typewriter to replace an existing typewriter. If the cost of the new typewriter is $800 without trade-in and the cost of the new typewriter with trade-in is $600, then the sale price or the "amount received for trade-in is $200 ($800 minus $600 equals $200).

## Policy on Disposition of Property

When non-expendable personal property is acquired by a grant recipient wholly or in part with federal or state funds or with program income derived from the use of federal or state funds, title shall be vested in the grant recipient.

The recipient shall retain the property in the project as long as there is need for the property to accomplish the purpose of the project, whether or not the project continues to be supported by grant funds. When there is no longer a need for the property to accomplish the purposes of the project, the recipient may use the property in connection with other library services, with priority being given to other federal or state supported library activities. When the property no longer is needed, the grant recipient may request disposition instructions from the State Library. The State Library will authorize one of the following alternatives:

    (1) The subgrantee may be permitted to retain title. If the property had an acquisition cost of more than $1,000, then title may be locally retained after compensating the state or federal government an amount computed by applying the federal or state percentage of participation in the cost of the project to the fair market value of the property.

    (2) The subgrantee may be directed to sell the property. If the property had a unit acquisition cost of less than $1,000 and is of no further use value, the subgrantee may be authorized to sell the property in a manner which provides for fair competition to the extent practicable and results in the highest possible returns. Proceeds from the sale of interlibrary loan property held by a Major Resource Center shall be deposited as program income for the current interlibrary loan contract. Proceeds from the sale of all other property

entrusted to a Major Resource Center from system, disadvantaged, or other grants should be deposited into the program income account for the current systems grant. If state funds were originally used to purchase the property, then the sale proceeds would be deposited into the program income account for the state systems grant. Similarly proceeds from the sale of the federally purchased property would be deposited into the federal account. For grant recipients having no current grant from the State Library, the proceeds from the sale of property with a unit acquisitions cost of less than $1,000 may be retained for local use with no further obligation to either the state or federal government.

If the property had a unit acquisition cost of $1,000 or more, the recipient may sell the property and reimburse the federal or state government an amount which is computed by applying the percentage of the federal or state share in the property to the sales proceeds. The recipient may, however, deduct and retain from that amount $100, or 10 percent of the proceeds, whichever is greater, to cover selling and handling expenses.

(3) The subgrantee may be directed to transfer the property title to another subgrantee. In this case, the subgrantee shall be entitled to compensation computed by applying the subgrantee's percentage of participation in the cost of the program or project to the current fair market value of the property, plus any reasonable shipping or interim storage costs incurred. This right to transfer title applies to non-expendable personal property having a unit acquisition cost of $1,000 or more. The State Library will issue disposition instructions to the subgrantee within 120 calendar days after the end of the project period. If the State Library fails to issue disposition instructions within the 120 calendar days, the subgrantee may sell the property and reimburse the state or federal government in accordance with (2) above.

Reconciliation Instructions

For a variety of reasons, it is possible that some variance will occur between the amount of audited expenditures for property and the amount included on the property inventory records. The grant recipient must account to the State Library for the variance.

One means for explaining the variance would involve drawing a sample of vouchers and summarizing from the sample the amount of property with a per unit acquisition cost below $50 (or $300 after September 1, 1982) and the amount of auxiliary costs (e.g., cost of installation, transportation, taxes, duty or protective in-transit insurance) which might have been excluded from the purchase prices listed on the inventories. If the variance between the audited and inventoried expenditures is consistent with the variance found on the sample, then a reasonable explanation is available.

Feel free to identify any other means which seems appropriate for explaining the variance between the amount expended for property in the audit and inventory records. If you have any questions, please contact Grants Administrator, Library Development Division, Texas State Library, Box 12927, Austin, Texas 78711 or call 512/463-6626. Office of Management and Budget Circular A-102, Attachment N. Property Management Standards is attached.

TEXAS STATE LIBRARY PROPERTY INVENTORY GUIDELINES
EQUIPMENT
(System Operations Grants)


Introduction

Since September 1973, the Texas State Library has made cash grants to local
agencies of government with funds appropriated through the State Library Systems
Act and Titles I and III of the federal Library Services and Construction Act.
These cash grants have frequently included budgetary authorization for the
purchase of tangible personal property considered necessary to carry out
successfully the purposes of the grant program. Under terms of the grant
agreement, local agencies agreed to:

- submit an inventory to the Texas State Library of the tangible personal
  property purchased in whole or part with state and federal grant funds,
  or program income derived from the use of grant funds;

- conduct a physical inventory for the property at the request of the State
  Library to determine the condition and location of the property;

- dispose of the property in accordance with instructions from the State
  Library;

- maintain inventory records which list and describe the property;

- ensure that a control system is in effect to guarantee adequate safeguards
  to prevent loss, damage, or theft of the personal property; and

- ensure that the property is kept in good condition and that the property
  is used for the purposes of the grant program.


Inventory Objectives

This inventory is being conducted by the Texas State Library and the local
agencies which purchased grant-funded property. Specific objectives for this
physical inventory of property are:

- to verify the accuracy and completeness of the descriptive record for each
  property item;

- to verify the existence, current utilization, and continued need for
  grant-funded property; and

- to reconcile the property records against the audited expenditures for
  property.

## Definitions

The Texas State Library requires that local agencies provide inventory records for non-expendable personal property purchased with grant funds. Local agencies must also provide inventory records for property acquired with program income generated as a result of the grant. Non-expendable personal property is defined as property having a unit acquisition cost of $300.00 or more and a life expectancy of more than one year. This definition includes equipment, furnishings, computer software, books, video-cassettes, films, and other library materials.

Prior to September 1, 1982, subgrantees were required to file inventory records for all equipment and furnishings with a unit acquisitions cost of $50.00 or more and all videocassettes and films, including bonus films. While local agencies no longer need to file inventory records for new purchases under $300.00, they must continue maintaining and updating the inventory records for the earlier purchases. Provisions for State Library contracts #6 - #177 stipulated the former inventory and disposition practices which are still binding on local agencies.

## Scope of Inventory Project

The Texas State Library is limiting this phase of the inventory project to equipment and furnishings. Instructions for conducting inventories of library materials are available from the State Library in separate guidelines.

The property phase of the inventory project will be due to the State Library nine months from the receipt of these guidelines. Local agencies are to contact the Library Development Division staff if any problems arise.

To verify the condition and location of the property assigned by local agencies to other libraries in the state, the Texas State Library staff suggests that you survey the depository libraries. It is not required that you physically verify the condition of the property; rather, you can rely upon the written response of other library directors entrusted with the safekeeping of your equipment.

Within the nine month period, after you complete your inventory, you should return to the State Library the print-out or diskette with the status and condition for each item indicated.

## Specific Instructions

With these instructions, the Texas State Library is sending a print-out by contract number which lists the inventory records you have filed with the state. For some systems, this information will be provided on a diskette. Corresponding contracts from two sources of funds (e.g., Contract 124a with state funds and Contract 124c with federal funds for library system services) are treated as separate grants. This print-out will facilitate reconciliation of the amount of property listed on the inventory records with the amount of grant funds expended for tangible personal property as reported in the final Financial Status Report and/or the audit report for each grant.

By nine months from the date the guidelines are received, you should return to the State Library the print-out or diskette. On this print-out or diskette you should:

● correct any erroneous information;

● furnish information pertaining to the condition or status of the property and/or to the disposition of the property;

On the enclosed property inventory forms, you should:

● add new property inventory listings which might have been omitted from the inventory records on file at the State Library.

Follow character limitations mentioned elsewhere in these guidelines whenever possible.

Use the terms given in the attached Glossary whenever possible. If no appropriate term is given for the item, furnish an appropriate term, but avoid using brand names.

The specific headings on the property inventory print-outs correspond to the information requested on the Property Inventory Forms mailed in each grant agreement packet. Specific definitions for each data element follow:

Description of Property. The Texas State Library identified for each item of property a glossary term. Following this glossary term are the terms used by the local agency to describe the property. When available, the model number is used to further describe the property. If you are adding new property, please try to limit your description to 136 characters.

Identification Number. This number must ensure that the property can be uniquely identified from other similar property. Either a manufacturer's serial number or a unique inventory control number assigned locally will be sufficient. This field can satisfactorily handle a number of 13 characters. If you have two numbers, separate them by means of a slash (/). Where more than 13 numbers were provided for an item, the characters after 13 were dropped. If more than 13 characters are critical for local control functions, we suggest that one set of characters be added to the Property Description field.

Contract Number. This is the number assigned by the Texas State Library. The alpha designation is essential to identifying the source of funds, so be sure to differentiate between corresponding contracts, e.g., Contract 124a and 124c.

Vendor. The vendor designation on the property inventory print-out corresponds to the category "Source of Property" on the Property Inventory Form. In this column identify the vendor, supplier or agent directly reimbursed for delivery of the property. Since this information was not requested prior to Contract 76, you are not required to report it for Contracts 6 through 52.

Purchase Price. The purchase or acquisition cost, according to federal regulations, means "the net invoice price of the equipment, including the cost of modifications, attachments, accessories, or auxiliary apparatus necessary to make the equipment usable for the purpose for which it was acquired. Other charges such as the cost of installation, transportation, taxes, duty or protective in transit insurance shall be included in or excluded from the unit acquisition cost in accordance with the regular accounting practices of the organization purchasing the equipment. If the item is acquired by trading in another item and paying an additional amount, 'acquisition' cost means the amount received for trade-in plus the additional outlay."

Date of Purchase. This date pertains to the date the property was purchased or acquired. This date may vary according to local accounting and property management systems, but usually it is the date the merchandise was received. However, alternative dates, such as the invoice date, are acceptable.

Local Funds. This column corresponds to the two columns on the Property Inventory Form which are labeled "% Federal" and "% State". Since most property was purchased with funds from a single contract, the State Library only listed on the print-out a percentage if the property item was not exclusively state or federally funded. Therefore, you do not need to add any information to this column unless:

● local funds were used to pay a portion of the property item's cost. In this case the subgrantee would add the percent of local funds used (e.g., "10% local").

● the property item was purchased with funds from two different contracts. For example, if a projector was charged to both Contract 124a and 124c, then the subgrantee should designate in this column of the alphabetically arranged print-out that "45% state, 55% federal" funds were used.

In cases where grant property was traded-in for new property, see Trade-In instructions elsewhere in these guidelines.

Condition/Status. You must designate one of the following codes for Condition (1-5) and Status (6-8) for each item of property listed on the inventory. The eight codes are the following:

Condition (list one for each item)

1. Number 1 means that the property item is new and therefore in excellent condition.

2. Number 2 means that the property is in good condition. It is in working condition and is currently in use exclusively for grant-related purposes.

3. Number 3 means that the property is in good condition. It is in working condition and is currently being shared between the grant program and other local library services.

4. Number 4 means that the property is in good condition. It is in working condition and is currently not being used for any grant-related purposes. However, it is being used for local library services.

5. Number 5 means that the property is damaged. It is broken or in disrepair. Subgrantees should indicate on the biennial inventory form whether an effort will be made to repair the item or whether the item will be sold or disposed of in accordance with guidelines.

Status (list one for each item)

6. Number 6 means the property item is missing (e.g., stolen or lost). Stolen items should be reported to the local police and a copy of the police report submitted to the State Library.

7. Number 7 means the property item is stored (e.g., not in use). Subgrantees should indicate whether the property will be used in the immediate future (e.g., film projector which is used as a substitute) or whether the property is no longer serving a useful or necessary purpose. In the latter case, subgrantees should indicate whether the item will be sold or disposed of in accordance with the guidelines.

8. Number 8 means the property item has been disposed of (e.g., sold or traded-in) according to the guidelines. Documentation regarding disposition should be submitted to the State Library immediately after the transaction.

When you return the completed print-out to the State Library, you must include a code from each of the two groups for each piece of property. If a designation from either condition or status grouping is not appropriate, then insert "0." For example, a missing typewriter would be "0/6" since its condition is unknown. A new typewriter would be "1/0" since its condition is new and its status does not fall into missing, stored, or disposed.

Physical Location. This column must be completed for each property item. If the property is located at the Major Resource Center library, you should note it as the major resource center city (e.g., Abilene, Amarillo). It has also has been determined to helpful when conducting future inventories to indicate where in the MRC library the property is located (e.g., ILL Office). In the event property is located in an office or unit not under the direct governance of the MRC (e.g., school library), then the location should be more specifically cited.

Date of Sale. If the property was sold, then the date on which the property was transferred to the new owner should be noted on the inventory records. See Disposition Instructions for more information regarding the sale of property.

Sale Price. Identify in this column the price for which the property was sold. Do not include selling costs, such as advertising costs in this column. See Disposition Instructions for more information regarding the sale of property.

Refund Paid TSL. Identify in this column the amount of the refund due the Texas State Library from the sale of property. See Disposition Instructions for more information regarding how to determine the amount of refund.

Other Disposition - Briefly Describe. If the property has been stolen, lost, or destroyed for whatever reason, indicate in this column a description of the problem. If the property was stolen, a copy of the police report must be on file with the Texas State Library. If the State Library's print-out already indicates a number 6 under the Condition/Status column, then a police report is already on file with the State Library.

## Policy on Trade-Ins

Property may be exchanged for replacement property if needed. The replacement may take place either through trade-in or through sale and application of the proceeds to the acquisition cost of the replacement items. If the original property item is traded in, the subgrantee should file with the State Library a Property Disposition Form and should note that the property is being replaced. The "Sale Price" will be the "amount received for trade-in" which according to Education Division General Administrative Regulations (EDGAR) means the "amount that would have been paid for the replacement equipment without a trade-in minus the amount paid with the trade-in. The term refers to the actual difference not necessarily the trade-in value shown on an invoice.

Assume, for example, a sub-grantee wishes to purchase a new typewriter to replace an existing typewriter. If the cost of the new typewriter is $800 without trade-in and the cost of the new typewriter with trade-in is $600, then the sale price or the "amount received for trade-in is $200 ($800 minus $600 equals $200).

## Policy on Disposition of Property Acquired Through FY 1985

When non-expendable personal property is acquired by a grant recipient wholly or in part with federal or state funds or with program income derived from the use of federal or state funds, title shall be vested in the grant recipient.

The recipient shall retain the property in the project as long as there is need for the property to accomplish the purpose of the project, whether or not the project continues to be supported by grant funds. When there is no longer a need for the property to accomplish the purposes of the project, the recipient may use the property in connection with other library services, with priority being given to other federal or state supported library activities. When the property no longer is needed, the grant recipient may request disposition instructions from the State Library. The State Library will authorize one of the following alternatives:

(1) The subgrantee may be permitted to retain title. If the property had an acquisition cost of more than $1,000, then title may be locally retained after compensating the state or federal government an amount computed by applying the federal or state percentage of participation in the cost of the project to the fair market value of the property.

(2) The subgrantee may be directed to sell the property. If the property had a unit acquisition cost of less than $1,000 and is of no further use value, the subgrantee may be authorized to sell the property in a manner which provides for fair competition to the extent practicable and results in the highest possible returns. Proceeds from the sale of interlibrary loan property held by a Major Resource Center shall be deposited as program income for the current interlibrary loan contract. Proceeds from the sale of all other property entrusted to a Major Resource Center from system, Title III, disadvantaged, or other grants should be deposited into the program income account for the current systems grant. If state funds were originally used to purchase the property, then the sale proceeds would be deposited into the program income account for the state systems grant. Similarly proceeds from the sale of the federally purchased property would be deposited into the federal account.

If the property had a unit acquisition cost of $1,000 or more, the recipient may sell the property and reimburse the federal or state government an amount which is computed by applying the percentage of the federal or state share in the property to the sales proceeds. The recipient may, however, deduct and retain from that amount $100, or 10 percent of the proceeds, whichever is greater, to cover selling and handling expenses.

(3) The subgrantee may be directed to transfer the property title to another subgrantee. In this case, the subgrantee shall be entitled to compensation computed by applying the subgrantee's percentage of participation in the cost of the program or project to the current fair market value of the property, plus any reasonable shipping or interim storage costs incurred. This right to transfer title applies to non-expendable personal property having a unit acquisition cost of $1,000 or more. The State Library will issue disposition instructions to the subgrantee within 120 calendar days after the end of the project period. If the State Library fails to issue disposition instructions within the 120 calendar days, the subgrantee may sell the property and reimburse the state or federal government in accordance with (2) above.

Policy on Disposition of Property Acquired After FY 1985

When non-expendable personal property with a unit acquisition cost of $300 or more is acquired by a grant recipient wholly or in part with federal or state funds or with program income derived from the use of federal or state funds, title shall be vested in the Texas State Library. Title to property with a unit acquisition cost of less than $300 shall be vested in the system member library for which the property was purchased.

The recipient shall retain the property in the project as long as the property is needed to accomplish the purpose of the project. This provision applies even if the project is not currently supported by grant funds. When there is no longer a need for the property to accomplish the purposes of the project, the recipient may use the property in connection with other library services, with priority being given to other federal or state supported library activities. When the property no longer is needed, the grant recipient may request disposition instructions from the State Library.

For property with a unit acquisition cost of $300 or more, the State Library will authorize one of the following alternatives:

1) The subgrantee may be permitted to obtain title. If the property had an acquisition cost of more than $300, then title may be obtained by the subgrantee after compensating the state or federal government an amount computed by applying the federal or state percentage of participation in the cost of the project to the fair market value of the property.

2) The subgrantee may be directed to sell the property. If the property had a unit acquisition cost of $300 or more and is of no further use value, the subgrantee may be authorized to sell the property in a manner which provides for fair competition to the extent practicable and results in the highest possible returns. Proceeds from the sale of the property must be remitted to the Texas State Library. The recipient may, however, deduct and retain $100 or 10 percent of the proceeds, whichever is greater, to cover selling and handling expenses.

3) The subgrantee may be directed to transfer the property to another subgrantee. This right to transfer title applies to non-expendable personal property having a unit acquisition cost of $300 or more. The State Library will issue disposition instructions to the subgrantee within 120 calendar days after the end of the project period. If the State Library fails to issue disposition instructions within the 120 calendar days, the subgrantee may sell the property in accordance with (2) above.

When property with a unit acquisitions cost of less than $300 is purchased for a system member library, title is vested in that library. The library shall retain the property as long as it is needed to accomplish the purpose of the project. When the property is of no further use, the library may sell it. The proceeds from the sale of property may be retained for local use with no further obligation to either state or federal government.

Reconciliation Instructions

For a variety of reasons, it is possible that some variance will occur between the amount of audited expenditures for property and the amount included on the property inventory records. The grant recipient must account to the State Library for the variance.

One means for explaining the variance would involve drawing a sample of vouchers and summarizing from the sample the amount of property with a per unit acquisition cost below $50 (or $300 after September 1, 1982) and the amount of auxiliary costs (e.g., cost of installation, transportation, taxes, duty or protective in-transit insurance) which might have been excluded from the purchase prices listed on the inventories. If the variance between the audited and inventoried expenditures is consistent with the variance found on the sample, then a reasonable explanation is available.

Feel free to identify any other means which seems appropriate for explaining the variance between the amount expended for property in the audit and inventory records. If you have any questions, please contact Grants Administrator, Library Development Division, Texas State Library, Box 12927/Capitol Station, Austin, Texas 78711 or call 512/463-6626.

TEXAS STATE LIBRARY
LIBRARY MATERIALS INVENTORY
GUIDELINES

**Introduction**

Since September 1973, the Texas State Library has made cash grants to local
agencies of government with funds appropriated through the State Library Systems
Act and Titles I and III of the federal Library Services and Construction Act.
These cash grants have frequently included budgetary authorization for the purchase
of tangible personal property considered necessary to carry out successfully the
purposes of the grant program.  Under terms of the grant agreement, local agencies
agreed to:

- submit an inventory to the Texas State Library of the tangible personal
  property purchased in whole or part with state and federal grant funds,
  or program income derived from the use of grant funds;

- conduct a physical inventory for the property at the request of the State
  Library to determine the condition and location of the property;

- dispose of the property in accordance with instructions from the State
  Library;

- maintain inventory records which list and describe the property;

- ensure that a control system is in effect to guarantee adequate safeguards
  to prevent loss, damage, or theft of the personal property; and

- ensure that the property is kept in good condition and that the property
  is used for the purposes of the grant program.

Inventory Objectives

This inventory is being conducted by the Texas State Library and the local
agencies which purchased grant-funded library materials.  Specific objectives
for this physical inventory of property are:

- to verify the accuracy and completeness of the descriptive record for
  each item;

- to verify the existence, current utilization, and continued need for
  grant-funded materials; and

- to reconcile the property records against the audited expenditures for
  materials.

Library Materials Inventory Guidelines
Page 2

## Definitions

The Texas State Library requires that local agencies provide inventory records for non-expendable material purchased with grant funds. Local agencies must also provide inventory records for materials acquired with program income generated as a result of the grant. Non-expendable material is defined as material having a unit acquisition cost of $300.00 or more and a life expectancy of more than one year. This definition includes computer software, books, video-cassettes, films, and other library materials.

Prior to September 1, 1982, subgrantees were required to file inventory records for all equipment and furnishings with a unit acquisitions cost of $50.00 or more and all videocassettes and films, including bonus films. While local agencies no longer need to file inventory records for new purchases under $300.00, they must continue maintaining and updating the inventory records for the earlier purchases. Provisions for State Library contracts #6 - #177 stipulated the former inventory and disposition practices which are still binding on the local agencies.

## Scope of Inventory Project

The Texas State Library is limiting this phase of the inventory project to films and other library materials. This materials report is due to the State Library within six months from receipt of these guidelines. Local agencies are to contact the State Library, Library Development Division staff if any problems arise.

If any library materials are on deposit at member libraries, the Texas State Library staff suggests that you survey the depository libraries to verify the condition and location of materials. It is not necessary that you physically verify the condition; you can rely upon the written response of the local library directors entrusted with the safekeeping of the materials.

Within the six month period, after you complete your inventory, you should return to the State Library one of the print-outs listed below with the status and condition for each item clearly marked. You may return either list.

## Specific Instructions

With these instructions, the Texas State Library is sending you two print-outs of the inventory records for each type of media (film, monograph, videocassette, etc.) you have filed with the state:

- A print-out by contract number of materials purchased with grant funds. Corresponding contracts from two sources of funds (e.g., Contract 124a with state funds and Contract 124c with federal funds for library system services) are treated as separate grants. This print-out will facilitate reconciliation of the amount of materials listed on the inventory records with the amount of grant funds expended for tangible library materials as reported in the audit, if discretely identified.

Library Materials Inventory Guidelines
Page 3

Specific Instructions (continued)

● a print-out arranged alphabetically by title.

By six months from the date the guidelines are received, you should return to the State Library the print-out by contract number. On this print-out you should:

● correct any erroneous information;

● furnish information pertaining to the condition or status of the materials and/or to the disposition of materials;

On the enclosed inventory forms, you should:

● add new material inventory listings which might have been omitted from the inventory records on file at the State Library.

● Follow character limitations mentioned elsewhere in these guidelines whenever possible.

The specific headings on the inventory print-outs correspond to the information requested on the inventory forms mailed in each grant agreement packet. Specific definitions for each data element follow:

Description of Material. This field includes the title of the film or other library material. When submitting information about monographic purchases on the property form, use full bibliographic citations, including copy numbers. Because of character limitations in the title field, this information will be truncated on the print-out which is prepared by the State Library.

Identification Number. Include in this field the unique inventory number of films, videocassettes, computer software, etc. Either a manufacturer's serial number or a unique inventory control number assigned locally will be sufficient. For monographs, include the classification number. If possible, include the copy number in this field. If you cannot include the copy number in this field and stay within the character limitation, include the copy number in the Description of Material.

Contract Number. This is the number assigned by the Texas State Library. The alpha designation is essential to identifying the source of funds, so be sure to differentiate between corresponding contracts, e.g., Contract 124a and 124c.

Vendor. The vendor designation on the inventory print-out corresponds to the category "Source of Material" on the inventory form. In this column identify the vendor, supplier or agent directly reimbursed for delivery of the material. Since this information was not requested prior to Contract 76, you are not required to report it for Contracts 6 through 52.

Library Materials Inventory Guidelines
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Specific Instructions (continued)

Purchase Price. The purchase or acquisition cost, according to federal regulations, means the net invoice price of the material. Other charges such as transportation, taxes, duty or protective in-transit insurance shall be included in or excluded from the unit acquisition cost in accordance with the regular accounting practices of the organization purchasing the equipment. If the item is acquired by trading in another item and paying an additional amount, 'acquisition' cost means the amount received for trade-in plus the additional outlay."

Date of Purchase. This date pertains to the date the material was purchased or acquired. This date may vary according to local accounting and material management systems, but usually it is the date the merchandise was received. However, alternative dates, such as the invoice date, are acceptable.

Local Funds. This column corresponds to the two columns on the inventory form which are labeled "% Federal" and "% State". Since most material is purchased with funds from a single source contract, the field is usually blank. The State Library only lists on the print-out a percentage if the material item was not exclusively state or federally funded. Therefore, you do not need to add any information to this column unless:

- local funds were used to pay a portion of the item's cost. In this case the subgrantee would add the percent of local funds used (e.g., "10% local").

- the item was purchased with funds from two different contracts. For example, if a film was charged to both Contract 124a and 124c, then the subgrantee should designate in this column of the alphabetically arranged print-out that "45% state, 55% federal" funds were used.

In cases where grant material was traded-in for new material, see Trade-In Instructions elsewhere in these guidelines.

Condition/Status. You must designate one of the following codes for Condition (1-5) and Status (6-8) for each item of material listed on the inventory. The eight codes are the following:

Condition (list one for each item)

Number 0 means none of the following designations apply.

1. Number 1 means that the material is new and therefore in excellent condition.

2. Number 2 means that the material is in good condition. It is in working condition and is currently in use exclusively for grant-related purposes.

Library Materials Inventory Guidelines
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Specific Instructions (continued)

3. Number 3 means that the material is in good condition. It is in working condition and is currently being shared between the grant program and other local library services.

4. Number 4 means that the material is in good condition. It is usable, but is not currently being used for any grant-related purposes. However, it is being used for local library services.

5. Number 5 means that the material is damaged. It is broken or in disrepair. Subgrantees should indicate on the annual inventory form whether an effort will be made to repair the item or whether the item will be sold or disposed of in accordance with guidelines.

Status (list one for each item)

6. Number 6 means the material is missing (e.g., stolen or lost). Stolen items should be reported to the local police and a copy of the police report submitted to the State Library.

7. Number 7 means the material is stored (e.g., not in use). Subgrantees should indicate whether the material will be used in the immediate future or whether the material is no longer serving a useful or necessary purpose. In the latter case, subgrantees should indicate whether the item will be sold or disposed of in accordance with the guidelines.

8. Number 8 means the material has been disposed of (e.g., sold or traded-in) according to the guidelines. Documentation regarding disposition should be submitted to the State Library immediately after the transaction.

When you return the completed print-out to the State Library, you must include a code from each of the two groups for each piece of material. If a designation from either condition or status grouping is not appropriate, then insert "0." For example, a missing film would be "0/6" since its condition is unknown. A new film would be "1/0" since its condition is new and its status does not fall into missing, stored, or disposed.

Physical Location. This column must be completed for each material item. If the material is located at the Major Resource Center library, you should note it as the major resource center city (e.g., Abilene, Amarillo). However, if the material is located in an office or unit not under the direct governance of the MRC (e.g., school library), then the location should be more specifically cited.

Library Materials Inventory Guidelines
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Specific Instructions (continued)


Other Disposition-Briefly Describe.  If the material has been stolen, lost, or
destroyed for whatever reason, indicate in this column a description of the
problem.  If the material was stolen, a copy of the police report must be on
file with the Texas State Library.  If the State Library's print-out already
indicates a Number 6 under the Condition-Status column, then a police report is
already on file with the State Library.

## Policy on Trade-Ins

Material may be exchanged for replacement material if needed.  The replacement
may take place either through trade-in or through sale and application of the
proceeds to the acquisition cost of the replacement items.  If the original item
is traded in, the subgrantee should file with the State Library a Disposition
Form and should note that the material is being replaced.  The "Sale Price" will
be the "amount received for trade-in" which according to Education Division
General Administrative Regulations (EDGAR) means the "amount that would have
been paid for the replacement without a trade-in minus the amount paid with the
trade-in.  The term refers to the actual difference, not necessarily the
trade-in value shown on an invoice."


Policy on Disposition of Material

When non-expendable material is acquired by a grant recipient wholly or in part
with federal or state funds or with program income derived from the use of
federal or state funds, title shall be vested in the grant recipient.

The recipient shall retain the material in the project as long as there is need
for the material to accomplish the purpose of the project, whether or not the
project continues to be supported by grant funds.  When there is no longer a
need for the material to accomplish the purposes of the project, the recipient
may use the material in connection with other library services, with priority
being given to other federal or state supported library activities.  When the
material no longer is needed, the grant recipient may request disposition
instructions from the State Library.  The State Library will authorize one of
the following alternatives:

   (1)  The subgrantee may be permitted to retain title.  If the material had
an acquisition cost of more than $1,000, then title may be locally retained
after compensating the state or federal government an amount computed by
applying the federal or state percentage of participation in the cost of the
project to the fair market value of the material.

Library Materials Inventory Guidelines
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Policy on Disposition (continued)

(2) The subgrantee may be directed to sell the material. If the material had a unit acquisition cost of less than $1,000 and is of no further use value, the subgrantee may be authorized to sell the material in a manner which provides for fair competition to the extent practicable and results in the highest possible returns. Proceeds from the sale of interlibrary loan material held by a Major Resource Center shall be deposited as program income for the current interlibrary loan contract. Proceeds from the sale of all other material entrusted to a Major Resource Center from system, disadvantaged, or other grants should be deposited into the program income account for the current systems grant. If state funds were originally used to purchase the material, then the sale proceeds would be deposited into the program income account for the state systems grant. Similarly proceeds from the sale of the federally purchased material would be deposited into the federal account. For grant recipients having no current grant from the State Library, the proceeds from the sale of material with a unit acquisitions cost of less than $1,000 may be retained for local use with no further obligation to either the state or federal government.

If the material had a unit acquisition cost of $1,000 or more, the recipient may sell the material and reimburse the federal or state government an amount which is computed by applying the percentage of the federal or state share in the material to the sales proceeds. The recipient may, however, deduct and retain from that amount $100, or 10 percent of the proceeds, whichever is greater, to cover selling and handling expenses.

(3) The subgrantee may be directed to transfer the material title to another subgrantee. In this case, the subgrantee shall be entitled to compensation computed by applying the subgrantee's percentage of participation in the cost of the program or project to the current fair market value of the material, plus any reasonable shipping or interim storage costs incurred. This right to transfer title applies to non-expendable personal material having a unit acquisition cost of $1,000 or more. The State Library will issue disposition instructions to the subgrantee within 120 calendar days after the end of the project period. If the State Library fails to issue disposition instructions within the 120 calendar days, the subgrantee may sell the material and reimburse the state or federal government in accordance with (2) above.

Library Materials Inventory Guidelines
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Reconciliation Instructions

For a variety of reasons, it is possible that some variance will occur between
the amount of audited expenditures for material, when available, and the amount
included on the material inventory records. The grant recipient must account to
the State Library for the variance. The State Library staff will evaluate
whether the variance is within acceptable range.

Feel free to identify any other means which seems appropriate for explaining the
variance between the amount expended for material in the audit and inventory
records. If you have any questions, please contact Grants Administrator,
Library Development Division, Texas State Library, Box 12927/Capitol Station,
Austin, Texas 78711 or call 512/463-6626. Office of Management and Budget
Circular A-102, Attachment N, Property Management Standards is attached.

# Standard Form 269

### Financial Status Report
### (Long Form)
(Follow instructions on the back)

Appendix B

| 1. Federal Agency and Organizational Element to Which Report is Submitted | 2. Federal Grant or Other Identifying Number Assigned By Federal Agency | OMB Approval No. 0348-0039 | Page of pages |
|---|---|---|---|

3. Recipient Organizataion (Name and complete address, including ZIP code)

| 4. Employer Identification Number | 5. Recipient Account Number of Identifying Number | 6. Final Report ☐ Yes ☐ No | 7. Basis ☐ Cash ☐ Accural |
|---|---|---|---|

| 8. Funding/Grant Period (See Instructions) From: (Month, Day, Year) | To: (Month, Day, Year) | 9. Period Covered by this Report From: (Month, Day, Year) | To: (Month, Day, Year) |
|---|---|---|---|

| 10. Transactions: | I Previously Reported | II This Period | III Cumulative |
|---|---|---|---|
| a. Total outlays | | | |
| b. Refunds, rebates, etc. | | | |
| c. Program income used in accordance with the deduction alternative | | | |
| d. Net outlays (Line a, less the sum of lines b and c) | | | |
| Recipient's share of net outlays, consisting of: e. Third party (in-kind) contributions | | | |
| f. Other Federal awards authorized to be used to match this award | | | |
| g. Program income used in accordance with the matching or cost sharing alternative | | | |
| h. All other recipient outlays not shown on lines e,f, or g | | | |
| i. Total recipient share of net outlays (Sum of lines e,f,g, and h) | | | |
| j. Federal share of net outlays (line d less line i) | | | |
| k. Total unliquidated obligations | | | |
| l. Recipient's share of of unliquidated obligations | | | |
| m. Federal share of unliquidated obligations | | | |
| n. Total federal share (sum of lines j and m) | | | |
| o. Total federal funds authorized for this funding period | | | |
| p. Unobligated balance of federal funds (Line o minus line n) | | | |
| Program income, consisting of: q. Disbursed program income shown on lines c and/or g above | | | |
| r. Disbursed program income using the addition alternative | | | |
| s. Undisbursed program income | | | |
| t. Total program income realized (sum of lines q, r and s) | | | |

| 11. Indirect Expense | a. Type of Rate (Place "x" in appropriate box) ☐ Provisional  ☐ Predetermined  ☐ Final  ☐ Fixed | | | |
|---|---|---|---|---|
| | b. Rate | c. Base | d. Total Amount | e. Federal Share |

12. Remarks: Attach any explanations deemed necessary or information required by Federal sponsoring agency in compliance with governing legislation.

13. Certification: I certify to the best of my knowledge and belief that this report is correct and complete and that all outlays and unliquidated obligations are for the purposes set forth in the award documents.

| Typed or Printed Name and Title | Telephone (Area code, number and extension) |
|---|---|
| Signature of Authorized Certifying Offical | Date Report Submitted |

Previous Editions not usable

Standard Form 269 (REV 4-88)

**Attachment 10**

MONITORING GUIDE:  GENERAL POLICIES

The focus of onsite monitoring of a library system will be on performance, and specifically on determining:

1. How effective is the system in setting and meeting its performance objectives?

2. How effective is the system program in meeting the needs of the membership?

3. How efficient is the system operation in carrying out the annual plan of service at a reasonable cost per unit of service?

4. How effective is the system in evaluating current services, and in planning for the changing needs of the membership?

5. How effective is the management of the system grant in such specific areas as accounting and auditing, property inventory, and contract oversight?

During the monitoring visits, the Texas State Library will meet with the following persons on an individual basis:

1. The Major Resource Center (MRC) director

2. The MRC assistant director, if that person is directly involved/and or charged with system responsibilities

3. The library's business manager or fiscal officer, if a fiscal review is regarded as necessary

4. The system coordinator

5. System Advisory Council members, whenever possible

6. Selected system member directors

Performance data will be derived from the system Standardized Report Forms and Local/System Objectives Forms which are submitted monthly to the State Library. Other source material will be annual and biennial system plans of service, biannual evaluation reports, and Financial Status Reports.

State Library staff will visit two or three system member libraries of various sizes and will discuss with the library directors their reactions to the services they have received.

A financial management review will be conducted if there have been problems with the fiscal management of grant funds.

Two weeks following the onsite interviews, the State Library staff will prepare a written report, which will be sent to the MRC director, the system coordinator and the system advisory council chair.  The report will be available for others upon request.

## DISSEMINATION OF LSCA INFORMATION

The process of information dissemination provides for the distribution and review of LSCA documents, the periodic publication of program descriptions and evaluations, and the provision of information concerning cooperative multi-library endeavors to the public.

Before the Long Range Plan is submitted to the U.S. Department of Education, it is sent to the Governor's Budget and Planning Office. Since many of the state agencies have overlapping constituencies and service programs, the Budget and Planning Office distributes copies of all annual and long range programs required under federal law to the appropriate agencies for their review and comments.

The widest possible national distribution of all LSCA documents is through the ERIC Clearinghouse. The Long Range Plan, the Annual Program, and the Annual Report(s) are submitted to ERIC when final approval from the Department of Education is received.

The Library Services and Construction Act Advisory Council and the Library Systems Act Advisory Board also review the Plan. Copies are available for loan to any interested person through the Library Science Collection of the Texas State Library.

Information about the Long Range Plan has been disseminated through the State Library's publication, Texas Libraries. Articles in the Library Development Division's publication, Library Developments, are published periodically about all LSCA activities. Both publications have wide circulation throughout the state including public libraries, regional Systems Advisory Council members, consortia of state agencies, other State Libraries, branches of major public libraries, state residential institutions, academic libraries, Library Systems Act Advisory Board, Library Services and Construction Act Advisory Council, System Coordinators, library schools, and interested individuals and organizations.

In addition to disseminating information derived from the Long Range Plan, the State Library also seeks to provide updated information to the public on the development of programs through cooperative networks of libraries.

This information is important to ensure the effective coordination of resources of multi-type libraries, to encourage the further development of cooperative efforts and to make the public aware of the services available through such efforts. Some of the various mechanisms for dissemination include periodic articles and reports published in Texas Libraries, program descriptions published in the newsletters of the ten systems, and articles in Library Developments.

The State Library is also committed to informing the public of the services offered through cooperative programs. The dissemination of information to the public is essential in order to assure equitable and maximum use of resources. This is of particular importance in areas of Texas where programs impact on linguistically diverse user groups. Some of the mechanisms for increasing the public's awareness of available services include radio and television spots, bilingual flyers, posters, etc. produced by regional systems, and articles and reports published in Texas Libraries.

Regular meetings of system personnel are sponsored by the State Library to ensure that system coordinators and other system staff have an opportunity to exchange information about their project accomplishments and problems. In addition, attempts are made to keep the public library community apprised of significant developments in the project through this division's publication program.

## COORDINATION OF LSCA PROGRAMS WITH INSTITUTIONS
## OF HIGHER EDUCATION AND PUBLIC SCHOOLS

The Texas State Library shares the LSCA Annual Program and Long Range Plan with institutions of higher education and public schools through the Governor's Office of Planning and Budget, which sends copies of both documents to the Texas Education Agency, the Coordinating Board of the Texas College and University System, and various other state agencies with educational responsibilities. Thus, these agencies are both informed of areas of mutual concern and given an opportunity to comment. The two agencies mentioned above, as well as the Texas Commission for the Blind, the Texas Commission for the Deaf and Hearing Impaired, and the Texas Department of Mental Health and Mental Retardation have provided comments in recent years.

The Long Range Plan for Statewide Library Development makes reference to several multi-type cooperative projects, one of which involves the OCLC database. This database is the backbone of the TexNet interlibrary loan network, which is funded by the State Library and is open to public, special, and academic libraries. The State Library reimburses academic library for net loans made over OCLC to all types of Texas libraries. Funding is also provided to maintain the Texas Union List of Serials, which reflects the holdings of about 100 public, academic and special libraries. The Texas State Library supports and staffs a Library Science Collection for state-wide usage by any interested persons; specialized consulting is provided upon request to public, academic, school, and special libraries. The State Library assists in the collection, analysis, and publication of statistics from Texas' public, and academic libraries to assist libraries in their own planning and evaluation efforts and to provide data for long range planning by the state.

The agency facilitates, coordinates, and promotes statewide library continuing education activities, and provides specialized training for staffs of all types of libraries. Audio-visual program consultation and training are available to all public, academic, and institutional libraries. Studies are proposed on incorporating new technologies and conducting pilot projects to enhance interlibrary loan activity and information networks among public, academic, and special libraries.

While support for Title III multitype cooperation projects is subject to the level of state and federal funds, recent examples include:

-- development and expansion of a machine readable data base of the holdings of public, school and academic libraries in the Amarillo area.

-- development of a central bibliographic data base with on-line access at each participating library in Plano.

-- an educational program in corrective and preventive conservation for public and academic libraries in Richardson.

-- a cooperative school/public library project which serves two schools without libraries and includes services to an adult learning center in Houston.

-- production of union lists of serials for libraries in the Abilene area, the Houston area, the San Antonio area, the Victoria area, the East Texas region, and the West Texas region.

-- initiation of a multitype library automation project with El Paso Community College District and El Paso Public Library.

-- resource sharing through a joint on-line automated library system for four libraries - Grayson County College, Denison Public Library, Austin College, and Sherman Public Library.

-- development of a union list of federal and state government serial publications held by the Texas State Library.

-- enhancement of the Harrington Library Consortium's automated network to improve access for patrons and staff of nineteen (19) public, school, and academic libraries in the Panhandle region.

-- conversion of bibliographic holdings of sixteen (16) school and public libraries to machine readable form and creation of a union catalog on optical disk to facilitate resource sharing in Brazoria County.

-- production of a union catalog from the records of five public and academic library members of the Association for Higher Education of North Texas.

-- creation of a union catalog on CD-ROM of the holdings of thirty-one (31) public, academic, school, and hospital libraries in the South Texas area.

-- creation of a union catalog on CD-ROM of the holdings of 5 public and school libraries in the Brownfield area.

-- electronically linking the automated systems of the Plano Public Library System and of Collin County Community College, allowing patrons on-line access to the holdings and availability status of both collections.

-- enhancement of Abilene Library Consortium's automated network serving one major public library and three academic libraries through the addition of acquisitions, serials control, material booking, and report generation subsystems.

-- filming, indexing, and distribution on microfiche of approximately 20,000 pages of loose historical records held by 7 libraries and museums in the Lower Rio Grande Valley.

In addition, representatives of higher education and public schools serve on both the LSCA Advisory Council and the LSA Advisory Board to assist in the formulation and evaluation of LSCA funded programs.

The State Library has legal authority "to aid and encourage the development of and cooperation among all types of libraries." Groups of professional librarians, including the Texas Library Association, have worked to designate the State Library as the planning agency for a statewide multitype library system. This status would not conflict with the authority of the Texas Education Agency and the Coordinating Board, Texas College and University System.

## POLICIES AND PROCEDURES:
### ALLOCATION OF TITLE I FUNDS

Consistent with the criteria set forth in the Texas Basic State Plan, the State-Federal Agreement, and with the maintenance of effort levels for funding of state institutional library services and for library services to the blind and physically handicapped, the Texas State Library will allocate funds for activities and projects as approved by:

(1) the Texas Legislature and Governor's Office through the Biennial Budget process

(2) the State Library and Archives Commission as approved in the LSCA Annual Program

and will allocate funds for activities and projects for which there is an identified need.

All activities and projects will be presented to the LSCA Advisory Council for their recommendations. Priority will be given to the library needs of disadvantaged persons residing in urban or rural areas with high concentrations of low-income families and in areas with high concentrations of persons of limited English-speaking ability. Because of the dispersion and high incidence of these two target groups, the LSCA Advisory Council can address this priority by assuring that projects improve the overall level of library services in the state, in addition to including various sub-projects, in some cases, which specifically target disadvantaged persons.

Title I funds may be made available on a discretionary basis to fund projects involving automated resource sharing between two or more nearby public libraries, in accordance with the objectives stated in Automation and Resource Sharing Plan (Appendix A). If the grant program is expected to be offered during the period covered by this plan, the evaluation criteria used by the LSCA Advisory Council will be found in the Annual Program under "Project Partners Guidelines."

Title I funds may also be made available on a discretionary basis to fund public library projects which develop library services to meet the special needs of and to encourage library use by disadvantaged persons.

To choose which of many service projects for disadvantaged populations to fund, the Library Services and Construction Act Advisory Council will score proposals on eleven components which the council and state library staff believe are key factors in successful services to disadvantaged populations. The total possible score is 100. The factors are:

Percentage of Population    Percentage the disadvantaged group is of the TOTAL population in the geographical area served by the library or branch library which will provide the services. (0-10 points)

| | |
|---|---|
| Target Group Involvement | The applicant describes clearly the target group and describes the information and pleasure they seek and the language, format, style and location of services they desire; has verified that the target community wants the proposed new services (e.g., by doing a community survey or by involving individuals or community organizations in project planning, etc.) and provides documentation of community involvement in designing the proposed services. (0 - 15 points) |

<div align="center">or</div>

For Services to Persons over 65 in Resident Facilities or Community Centers: The applicant describes the need for proposed services; has verified that the custodians in the institution agree to and help plan the proposed services; and provides documentation that the custodians will cooperate.

| | |
|---|---|
| Services | The applicant describes services, programs, activities, material to be purchased; shows how these meet the community's documented needs described above; and describes how new activities will be introduced into existing services and to existing staff. (0 - 15 points) |
| Objectives | The applicant defines objectives which are measurable; demonstrates how project objectives will help meet the objectives of the local library funding agency (and/or objectives of any other local agency involved in the project); and presents a reasonable method to collect data. (0 - 10 points) |
| Staffing | The applicant has already selected potential staff and volunteers for the grant project, or presents official job descriptions for hiring staff during the grant year who have these characteristics: they have status in the target community, speak the language of the community, demonstrate enthusiasm about working with the community, and possess the necessary skills to do the job; the applicant has made a plan and included expenses for training or sending to library school (if the governing agency has authority to do that) personnel who are members of the targeted group and lack necessary skills. (0 - 10 points) |
| Advertising | The applicant submits a plan for advertising the new services, activities, and materials; the plan uses a variety of techniques; and includes community lines of communication. (0 - 5 points) |
| Timetable | The applicant presents a timetable for project activities within the fiscal year, i.e., a list of actions with a date by which they will be accomplished; and provides verification that facilities will be available, equipment and materials delivered, staff hired and trained in time to carry out the activities as planned. (0 - 5 points) |

| Expenses Justified | The applicant fully explains the budget by describing how budget items will be used in providing services and quotes a source for the stated cost (e.g., city pay classification for staff, manufacturer's catalogs or city/county bid lists for equipment, dealer's estimates for materials); justifies large or extraordinary costs for capital equipment or leasing in terms of the situation, supplier, or prevailing conditions; the costs seem reasonable to achieve project objectives. (0 - 10 points) |
|---|---|
| Local Support | The applicant offers local support for the grant project (matching funds in cash or in-kind services); integrates local resources in the grant project, (e.g., assigns locally funded staff to the project); and submits a plan for generating local funds to continue the services after the grant funding ends. (0 - 10 points) |
| Evaluation | The applicant presents a method to evaluate the impact of the project on the library; on the community; and on any cooperating group. If the project proposes to educate individuals, the applicant describes educational outcomes and how they will be measured. (0 - 5 points) |
| Cooperation | The applicant planned the project with some other agency (another public agency, a volunteer organization, a community organization); negotiated an agreement on who would do what during this project; and submits the agreement. (0 - 5 points) |

## Administrative Policies Title I

(1) For purposes of matching LSCA Title I funds and computing "Maintenance of Effort," the State Fiscal Year (September 1 through August 31 which ends during the appropriate federal fiscal year) shall be used for reporting state expenditures.

(2) All grant administration policies will be based on Office of Management and Budget Circular A-87 and HHS Guide OASC-10 as modified by the Uniform Grant and Contract Management Act of 1981. The program is also subject to the *Common Rule for Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments*, 34 CFR 76 (State Administered Program), 34 CFR 77 (Definitions that Apply to Department Regulations), 34 CFR 81 (Education Appeal Board), and 34 CFR 770 (LSCA State Administered Program - LSCA Implementing Regulations).

(3) Established public libraries submitting applications for funding must be qualified as members in the Texas Library System; those applying for establishment grants must meet the criteria for membership as established in the *Rules for Administering the Library Systems Act*.

(4) A factor in the determination of grant awards will be the performance of the applicant on past, state-funded, Title I, Title II, and Title III grant programs, as measured by timely and complete adherence to both fiscal and programmatic requirements.

POLICIES AND PROCEDURES:
ALLOCATION OF TITLE II FUNDS


As set forth in the *Texas Basic State Plan*, the Texas State Library will award grants for construction of public library facilities in years in which Library Services and Construction Act, Title II funds have been appropriated.

Preapplications for Title II grants will be rated according to a system which awards points based on four criteria. These criteria are:

A. Whether the proposed facility will serve an unserved or recently unserved county;

B. The type of construction project proposed;

C. The relative need for additional space according to the standard found in E.2., Space Needs, of the Title II Guidelines and;

D. The percentage of the estimated project cost to be paid for with local funds which is available at the time of preapplication submittal.

The rating system is as follows:

1. UNSERVED COUNTY - 10 points.

   The proposed construction project is in a county presently without public library service, or in a county which has established service in the past three years.


2. TYPE OF CONSTRUCTION PROJECT - 25 point maximum.

   A. Construction of a new central library facility or purchase of an existing building to be converted to a central library facility.                25 points

   B. Addition to an existing central library facility.        20 points

   C. Construction of a new branch library facility or purchase of or addition to an existing building to be converted to a branch library facility.        15 points

   D. Remodeling of an existing library building.          5 points


3. LIBRARY SPACE NEEDS - 50 points maximum.

   To what extent does the combined gross square footage of existing library facilities (main, branches) meet the standard for space needs found in E.2., Space Needs, of these Guidelines? Points are assigned by using this formula:

   $$\text{Points} = \frac{100 - \text{Percent of Standard}}{2}$$

4.   FUNDING AVAILABLE - 50 points maximum.

What percentage of the project's total estimated cost to be paid for
with local funds is available at the time of preapplication? Points
are assigned by using this formula:

$$\text{Points} = \frac{\text{Percent of local funding available}}{2}$$

Staff recommendations to the State Library and Archives Commission for Title II
funding will consist of the highest ranked preapplications, up to the total
funds available.  Applicants have the right to appeal staff recommendations.


Administrative Policies Title II

(1)  Applicants must show a match at least equal to the amount of the grant
     they are requesting.  Project costs may include in-kind contributions, if
     applicants can furnish adequate documentation for computing the cost in
     accordance with the *Common Rule for Uniform Administrative Requirements for
     Grants and Cooperative Agreements to State and Local Governments*.  However,
     projects with a cash match will receive higher funding priority.

(2)  All grant administration policies will be based on Office of Management
     and Budget Circular A-87 and HHS Guide OASC-10, as modified by the Uniform
     Grant and Contract Management Act of 1981.  The grant program is also
     subject to 34 CFR 80 (*Common Rule for Uniform Administrative Requirements
     for Grants and Cooperative Agreements to State and Local Governments*), 34
     CFR 76 (State Administered Program), 34 CFR 77 (Definitions that Apply to
     Department Regulations), 34 CFR 81 (Education Appeal Board), and 34 CFR
     770 (LSCA State Administered program - LSCA Implementing Regulations).

(3)  A Title II grant will not be awarded to libraries which evidenced poor
     performance on prior state-funded Title I, Title II, and Title III
     projects, as measured by timely and complete adherence to all fiscal and
     programmatic requirements.

(4)  Established libraries submitting applications for funding must be qualified
     as members in the Texas Library System.

(5)  Applicants proposing to initiate service with the new facility must furnish
     certification that they will meet the criteria established by the Texas
     State Library for membership in the Texas Library System when the facility
     opens for service.

POLICIES AND PROCEDURES:
ALLOCATION OF TITLE III FUNDS


Title III in Texas may be utilized for operating a statewide interlibrary loan network or for demonstration grants.

Title III funds may also be made available on a discretionary basis to fund projects involving cooperation between two or more types of libraries. This program is subject to the level of state and federal funding.

These funds may also be used to fund the Major Resource Center Bibliographic Network which allows the MRC's to cooperate with other types of libraries through the shared OCLC cataloging database.


## OBJECTIVE 1: OPERATE A STATEWIDE INTERLIBRARY LOAN NETWORK

1. Locate requested information and informational materials and arrange their delivery to the requesting library through the operation of an interlibrary loan network, Texas State Library Communications Network, which is a statewide system of libraries.

2. Foster and facilitate low-cost communications between and among libraries and other information facilities within the state.

3. Produce and/or provide access to union lists, cumulative indices, directories, and other bibliographic tools to support rapid identification, access, and referral within the state.

4. Plan and carry out programs to inform potential users of the services of the network.

5. Unique Special Collections: Designate and sustain for service to the people of the state major collections and access mechanisms for wider internal use and greater self-sufficiency within the state.

An evaluation of the project will be made based on the following criteria:

a. volume of requests by type of library

b. average response time to process a request

c. average cost to fill a request.

## OBJECTIVE 2: PROVIDE MEANS WHEREBY INNOVATIVE INFORMATION SERVICES ARE MADE AVAILABLE THROUGH DEMONSTRATION GRANTS

1. To encourage multitype library coordination, through the administration of LSCA Title III grants, to facilitate significant cooperative ventures with potential for long term impact.

2. Provide start-up funds for interstate, statewide, regional and local networks of library and information centers, consisting of two or more types of libraries.

3. To coordinate all network developments with national, regional, and state trends and systems designs in order to develop a state-based network, including all Texas libraries, that is compatible technically and operationally with future networks.

4. To demonstrate in a regional and/or statewide library and information network, services, hardware, access procedures, or bibliographic tools that will make available the total information and informational resources of Texas libraries to the primary users of each library type, including the information resources of state government agencies.

5. To conduct demonstrations of interlibrary cooperation in accordance with standards set by the appropriate federal agencies or national associations.

6. To produce and/or provide access to union lists, cumulative indices, directories, and other bibliographic tools to facilitate rapid identification, access, and referral.

7. To coordinate and assist in developing computer support for individual or cooperative library processing or information retrieval.

8. To demonstrate low-cost communications systems between and among Texas libraries and information centers.

9. To support or conduct research, development, and evaluation in areas of statewide or interstate concern, and to disseminate information relating to those areas of concern.

10. To provide information to the public about cooperative networks of libraries, which provide for the systematic and effective coordination of the resources of the school, public, academic, and special libraries and information centers for improved supplementary services for the special clientele served by each type of library or center.

Rather than providing continuing operational funds, the intent of Title III is to encourage demonstrations of multitype library cooperation.

If the grant program is expected to be offered during the period covered by this plan, the evaluation criteria used by the LSCA Advisory Council will be found in the _Annual Program_ under "Interlibrary Cooperation Program Guidelines."

## ADMINISTRATIVE POLICIES FOR TITLE III

(1) All grant administration policies will be based on Office of Management and Budget Circular A-87 and HHS Guide OASC-10 as modified by the Uniform Grant and Contract Management Act of 1981. The program is also subject to the *Common Rule for Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments*, 34 CFR 76 (State Administered Program), 34 CFR 77 (Definitions that Apply to Department Regulations), 34 CFR 81 (Education Appeal Board), and 34 CFR 770 (LSCA State Administered Program - LSCA Implementing Regulations).

(2) A factor in the determination of grant awards will be the performance of the applicant on past, state-funded, Title I and Title III grant programs, as measured by timely and complete adherence to both fiscal and programmatic requirements.

(3) Public libraries participating in Title III projects must be qualified as members in the Texas Library System.