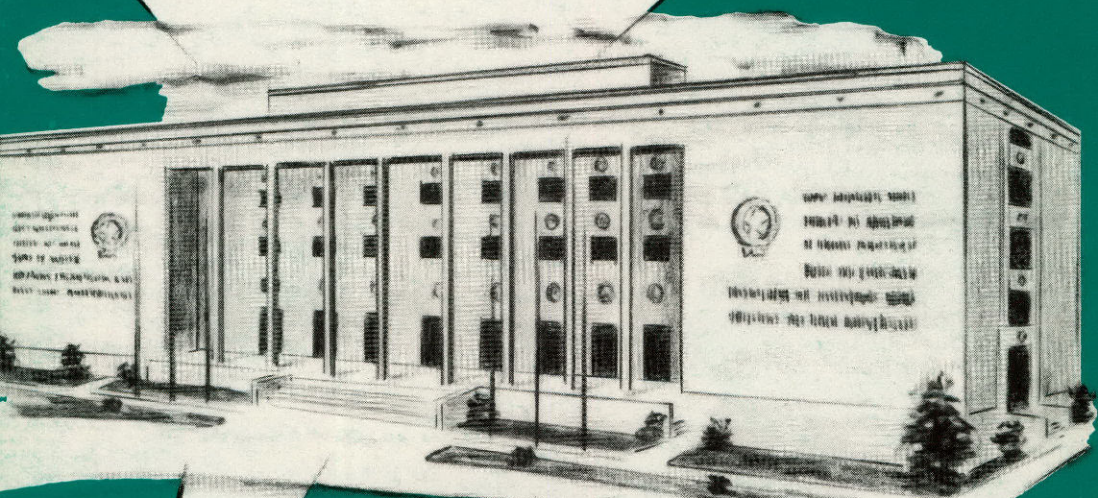




Texas Libraries



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Texas Libraries

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Texas Libraries is issued bi-monthly by the Texas State Library. Opinions expressed in signed articles are not necessarily those of the Texas Library and Historical Commission. Persons are urged to submit articles and items on every phase of librarianship and library development to: Robert E. Lee, *Editor*, Texas State Library, State Capitol, Austin.

Archives and State and Local History

DORMAN H. WINFREY, EDITOR

The National Union Catalog of Manuscript Collections

Jaime Platón

It has been said that the primary function of the Library of Congress is to assemble a comprehensive body of documentation of human activities and ideas, with emphasis on documentation concerning or of concern to the Government and people of the United States, and to facilitate the use of that documentation. Among the many procedures followed in the performance of the broadly stated function the collection of manuscripts is an integral part. The Manuscripts Division of the Library of Congress has long performed these duties. The acquisition of manuscripts by the Library began as early as 1815, but it was not until 1897, that a Manuscripts Division was set up. The functions of the Division (with the cooperation of other divisions of the Library) include the appraisal and acquisition of manuscript material and custody, processing, and rendering reference service with respect to the collections. A full utilization of significant documentation in manuscript form involves cooperation with other repositories in making available data regarding manuscript resources wherever they may be preserved.

The subject of a central inventory or guide to manuscripts has

been a constant controversy, yet no definite action was taken until 1946 when the American Historical Association appointed a committee on manuscripts to work out a plan for a union catalog of manuscript collections. This plan was never put into effect and a new committee was formed in 1949 by the Society of American Archivists and the American Association for State and Local History.

The Library of Congress was invited to be a member of the Joint Committee, and in 1951 a proposal was made to establish a national register. The name was later changed to the National Union Catalog of Manuscript Collections. Of course, this would necessitate wholesale cooperation of libraries, archives, and other manuscript repositories, while the Library of Congress would remain the headquarters for a national register of the manuscript collections and would assume the overhead costs. The plan also includes the distribution of index cards to all the subscribing repositories, and regional card collections will also be available.

The value to scholars and the general public of a central catalog of manuscript collections is obvious and further elaboration is

not necessary. Up to now any work done with manuscripts was time-consuming and expensive. Anyone who has done research or worked with such collections can relate his own problems going to some remote area digging around an un-air-conditioned basement where some manuscripts have been dumped by those in charge, reminding one of the "mystery packet" in philatelic catalogs. It is amazing that a collective effort to abolish this sporadic search has not been made before now.

The Union Catalog will not only be of value to the historian but it will also influence the regional repositories to prepare meaningful catalogs of their own collections and bring their inventories up to date. It will also inform the repositories of collections related to those they already possess as parts of a single collection may be quite scattered. Thus, if two libraries discover that each has a part of what should be a single collection, they can arrange to make some exchange, either of originals or photocopies. Such information is lacking today except in rare cases. An incidental benefit which is desired from the completion of the Union Catalog is that it may persuade librarians who have heretofore neglected to spend any time on the manuscripts that may be in their charge to make a prompt examination of their collections and send the desired information to the Union Catalog.

Early in 1952 a committee was appointed at the Library of Congress to prepare a draft of rules for cataloging manuscripts and its first assignment was to devise a code for cataloging collections. Generally, manuscripts are very difficult to catalog and, as a conse-

quence, usually remain a miscellaneous collection which is almost impossible to use for research. In September, 1954, the Library of Congress Processing Department printed a set of rules for descriptive cataloging of manuscripts and sent copies to the various repositories. These rules are very concise and simple to follow. They are stated in somewhat general terms, in order that the cataloger may have guidance, yet room to use judgment according to the circumstances.

In May, 1960, the Library of Congress issued a monthly report in which a phenomenal progress was reported, but the repositories have been rather slow in submitting their information. Actually the individual repository's work has been made quite simple by the Library of Congress. Data sheets are furnished which require the submitting library merely to fill in the blanks and several informational guides are also available.

The Texas Archives received the data from the Library of Congress concerning the Union Catalog in January, 1960. Soon afterward work began on gathering the necessary information. This was a time-consuming process, but once started the project became of prime importance because of the value which was to be derived from the survey. There were approximately one hundred collections in the Archives that needed to be reported and very few of these had ever been indexed. The work proved to be beneficial in determining the importance of some collections which had not been cataloged before, and when more help is available a complete index is hoped to be made to the manuscript collections.

The National Union Catalog is unquestionably the answer toward having a complete inventory of manuscript collections from all of the states. This will also afford us a regional inventory of Texas

materials and as soon as the answering repositories complete their surveys and get the information to Washington the researcher's problems will be greatly alleviated.

The Austin Public Library's Local History Collection

Helen S. Swanson

Archivist, Austin Public Library

Over a period of five years the Austin Public Library has been acquiring and organizing materials relating to the social, cultural and economic history of the Travis County segment of the Colorado River watershed, of which the City of Austin is the focal point. This division of the Library, designated as the Austin-Travis County Collection, is now permanently located on the first floor of the main library building in the attractive room recently constructed adjacent to the reference department.

The holdings in the collection consist of primary and secondary source materials in the form of books, original or copied records of local agencies, maps, pictures, slides, microfilm, occasional issues of old local newspapers, selected periodicals, a limited number of family papers, programs, letters, daybooks, scrapbooks, and the archives of the Austin Public Library.

Most of the original documents in manuscript are single items. Representative of these are: a letter press book of the office of mayor of the City of Austin (1877-1886); Austin Cemetery record of burials (1859-1866); Austin census for 1875; the John H. Robinson Cash Book (1844-1882); the

Will Lambert Journal of preliminary meetings for the laying of the corner stone of the new State Capitol (1884); the Rufus White account book (1879-1880); Lizzie Johnson's class room roll book (1863-1874); the Thompson Book Store daily record of sales (1872-).

In the family papers the manuscript of the D. W. C. Baker *Texas Scrap Book* is a highly valued document. Accompanying the manuscript is the correspondence between Baker and the publisher, A. S. Barnes and Company, relating to its publication and sales. The delightfully archaic flavor of this correspondence is reflected in the following excerpt penned on the firm's rich blue letterhead under date of September 3, 1875:

We have put our imprint on the book, although to tell the truth there are a few things among its contents that trouble our "pure minds." The dialogue on p. 346 etc. for instance, is very profane, and we hope for your own sake and the dignity that should attach to such a book, you will authorize a modification before the next edition.

Some original documents in the Collection are archival in nature: the records of the Austin Police

Department (approximately 160 large volumes); minutes and treasurer's books of some of the companies of the Volunteer Fire Department of Austin (1872-1916); tax registration lists of eligible voters in Travis County, with the original ballots which somehow escaped their legally prescribed fate of destruction (1840-1873).

The other primary source materials available in the collection are in the form of typescript, photocopy, or microfilm.

Since the resources of the Collection are limited, a detailed subject index is maintained to serve as a key to such information as is available. Also an index to articles of local interest appearing in the current Austin daily papers

is kept in order to reduce the need for clipping items of permanent value. Still another index serves as a guide to the many pictures and slides which have been and are being made to preserve a permanent record of old Austin homes and public buildings. (This significant project is described in the January-February issue of *Texas Libraries*).

The co-operation and interest of local agencies and individuals have been both gratifying and rewarding. The donor's file, listing almost three hundred names, is tangible evidence that the friends of the Austin Public Library approve of and willingly support its Austin-Travis County Collection.

Institute on Archival Management

Dorman H. Winfrey

An Institute on Archival Management, the first of its kind to be offered in the Southwest, was held at the University of Texas in Austin from July 18 through August 12, 1960. The institute was conducted by T. R. Schellenberg, Assistant Archivist of the United States, assisted by Winnie Allen, Archivist, University of Texas Library, and Dorman H. Winfrey, Archivist, Texas State Library.

The capital city of Texas was an ideal locality for an institute on archives for housed in Austin are the Texas State Archives, the University of Texas Archives, the Catholic Archives of Texas, and the Archives of the Protestant Episcopal Church. Tours were conducted of the various archival agencies, the Records Division of the Texas State Library, and the General Land Office of Texas.

The purpose of the institute was to help qualify those who attended it to manage documentary materials properly. The institute consisted of a series of lectures in the field of archival administration, a practical demonstration of the methods of arranging and describing manuscript collections, individual training in descriptive techniques, and a study of the principles and techniques followed in state archival and historical institutions.

Institute members as a group were shown how to arrange and describe a manuscript collection, and each member was trained individually in preparing a summary description and an inventory of a manuscript collection.

Twenty-two persons successfully completed the course and were presented diplomas.

How To Become a Nonprofessional Expert in 10 Hard Lessons

*Mrs. Walter Toler and Mrs. Adolph Temple
Gates Memorial Library Staff, Port Arthur Texas*

A young college student stepped up to the front desk and asked a relatively simple question dealing with political science. "Sorry, but the Reference Librarian left at 5:00. If you care to leave your phone number, she will call you in the morning," replied the staff member. Of course, this is an exaggerated example, but doesn't it reflect a little of a plaguing problem with which we are concerned?

With the ever-increasing need for more trained personnel and the lack in so many libraries, our own included, our Chief Librarian felt that the time had come for an in-service training course in reference tools. A knowledge of basic reference tools is of great importance to the library staff as a whole, especially in comparatively small libraries. When a non-reference staff member is called on for assistance, she can more readily locate the material if she knows where to look. It also removes the burden of a back log of reference requests carried over from the evening hours to the following morning. And last, but certainly not least, the patron receives the information without delay which not only promotes a sense of satisfaction on the part of the staff member but also develops good will among library patrons.

After considering the possibilities, Miss Lucy Stiefel decided to ask Mrs. Frances Ephlin Daniel, an experienced teacher and school librarian who had recently received her master's degree in li-

brary science from Louisiana State University, if she would be interested in teaching such a course. In a conference between Mrs. Daniel and Miss Stiefel the scope and hours were decided. Hour lectures were given each Tuesday and Thursday from 8 to 9 a.m. before the doors were opened to the public so that the entire staff except the professional librarians could attend. An invitation was extended not only to our Negro Branch librarian and part-time assistant but also to a substitute at the Branch. It was agreed that Mrs. Daniel would concentrate on tools found in our own library but not to the exclusion of books we should add.

She began the lectures with the definition of reference work and the qualities a good reference librarian should have. Among the requisites, we found that a reference librarian must be approachable; she must have imagination if she is to interpret the real meaning behind many of the questions; she must have curiosity that will carry her on until the answer is found; she must have an awareness that will keep her alert to the happenings of her city, state, nation and the world at large, and a memory that will store these gems of information until the need arises. A successful librarian is well-read and constantly learning, realizing that there is no limit to the amount of knowledge that she can acquire and no restrictions as to the type of questions that come

her way. We were also instructed in the art of handling telephone requests.

The knowledge and the use of citation cards for unusual or hard-to-find references will, we believe, save us much time and effort. We were introduced to good reference tools in the fields of general information, social science, literature, biography, fine arts, science, religion and book selection.

When it came to the examination, it was faced, as is customary, with dread. This was especially so, when it was realized that Mrs. Daniel, who from a teacher's point of view would in all probability have given an overall general type test, would not be the one to draw it up. Instead, Miss Steifel, from a librarian's viewpoint composed the examination with such questions as, "For what sort of information would you go to Reiniach's *Apollo*?" and "Where would you look for a bibliography of the his-

tory and program material on Christmas?" Her real purpose, her wisdom, were made manifest, however, when she returned the papers, corrected, but not graded. She, too, was teaching, not testing, and she did just that as she took each question and, with the correct book in hand, showed wherein could have been found the best answer should such a question have come from a patron.

When one librarian was overheard to remark, "I have learned as much from this review as I did from the lectures," she cast no reflection on the teacher, who had done a marvelous job. In the limited time, Mrs. Daniel could do no more than open the eyes of each individual to her needs and to the wealth of materials at her disposal. Handling, using, mastering the tools would still be up to her who had been challenged and guided into the right direction.

New Library for Pasadena

The voters of Pasadena have approved a library bond of \$300,000, a part of a \$6,103,000 city bond issue. The library bonds will be included in the second selling sometime in September.

Architects, Douty and Portefield, have been selected and Miss Parker Williams, the librarian, library board, and the commissioner in charge, Troy I. Crawford, have met with them to discuss plans for the new library building.

The new library with a capacity of approximately 100,000 volumes,

will be constructed on property owned by the city. It will be the second step toward providing a civic center for Pasadena—first it was a new city hall; second the new library.

The present library, donated by the Shell Oil Company and dedicated on January 7, 1953, was too small. More important, the citizens of Pasadena, through the diligence of the library staff, the library board, and city officials, realized it.

Governor's Conference on Aging

The Director of the Texas Rural Library Service was asked to cooperate with the Governor's Committee, White House Conference on Aging. She worked closely with Mrs. Frances Allen, Executive Secretary of the Committee, and was invited to attend the Governor's Conference on Aging, September 7-8, 1960.

A survey was made of books and materials relating to the reading interests and needs of aging people which have been purchased by the Rural Library Service Division of the Texas State Library, under the Library Services Act program.

A List of Books and Materials to Meet the Reading Interests of Aging People was prepared by the Texas Rural Library Service. This has been printed in quantities sufficiently large to afford aging people with their own reading lists of books and recordings of great music.

An effort will be made to offer State Library registration cards to all aging people residing in the counties now participating in the State Library Bookmobile programs under LSA. As a result all aging people who have registered for the service will hold a borrower's card and a list of books and materials prepared specifically for their interests. Active aging people may present cards and lists, in person, at the nearest State Library Bookmobile Stop, while inactive people may send by relatives or friends to secure the books and other materials of their choice.

To carry out this program directed at the reading interests and

needs of aging people, liaison was established with Mrs. Frances Allen, Executive Secretary, Governor's Committee, White House Conference on the Aging; the Director of the Division of Public Assistance, State Department of Public Welfare; County Chairmen of the Governor's Committee and their committee members; Multi-County Bookmobile Librarians in the State Library's Demonstration projects; and, Librarians of the 38 counties participating in the State Library's LSA program of library development.

Plans to implement this program of recreation and education through books and music have been submitted to Mr. L. C. Rouse, Director of the Division of Assistance, State Department of Public Welfare. Mr. Rouse has offered to give very effective aid through his Area Supervisors and Case Workers in these counties who will be asked to acquaint the people receiving Old Age Assistance with the program wherever it seems feasible. Furthermore, when interest in using the service is shown, the Case Workers will suggest that registration cards and reading lists may be picked up at the nearest State Library Bookmobile Stop, either by the aging person or some relative or friend.

Where there are Public Libraries in the 38 counties now participating in the State Library program under the Library Services Act, they will be asked to prepare bibliographies for aging readers and do special promotion to secure these people as reading customers at the library.

Letters encouraging the same activities on behalf of aging people will be sent to the County Librarians over the State even though their counties are not participating in the LSA program. The State Library bibliography will be sent with the letters as a suggested list for those who will need to buy books and records for this purpose. Thus this program will reach libraries in each county of Texas.

A Bibliography for People Who Work with the Aging has been prepared, listing books and pamphlets available for loan from the State Library, Library Services Division through the Multi-County Bookmobile Demonstration and Post Demonstration projects in 38 Texas counties. Also, these books are to be purchased and made available in loan collections to libraries in Texas.

Library Services Act Extended

The House of Representatives passed the Senate version of the Library Services Act extension and sent it to the White House for the President's signature.

In a parliamentary maneuver, Speaker of the House Sam Rayburn called for a suspension of the rules so the Senate approved bill could be brought to the floor for a vote by-passing the House rules committee which had stalled action on the House bill.

While the House was considering the bill, the Texas Library Association and the Friends of Texas Libraries cooperated in urging various representatives to support the extension. According to Ruth Junkin, the chairman of the legislative committee, Michael Krenitsky, assistant librarian at Texas A & M College, contacted a number of persons. Miss Junkin wired Representative Homer Thornberry of Austin, a member of the House Rules Committee. Mrs. A. W.

Nussbaum, president of the Friends of Texas Libraries, urged Governor Price Daniel to lend his support.

When the President signed the bill on August 30, 1960, federal aid for rural library service was extended for five years to June 30, 1966.

Extension of the Library Services Act and the *support of libraries promised in the platforms of both parties for the first time in history*, indicate a recognition of the importance of public libraries in the future.

Provisions of the new bill are virtually the same as the original act including a \$7,500,000 federal appropriation to be matched by the states for extension of rural library service. The new version eliminates the carry-over provision for appropriation of funds and puts them on a fiscal year basis.

Centralized Cataloging for Texas

The Texas State Library is in the process of adding cataloging tools and equipment which will greatly strengthen its centralized processing and centralized cataloging activities for the small libraries of the State, as well as speed the flow of work for its own four reference divisions.

Most important of the tools is the complete Library of Congress Catalog of Printed Cards and National Union Catalog. Previously our holdings of this important cataloging and reference tool had begun with 1953. The addition will make it possible, as staff is available, to perform centralized cataloging of books issued prior to

1953 for cooperating libraries, with no necessity for the books to be sent the State Library. Instead, sufficient bibliographic information is sent on a 3x5 slip to completely identify the book and edition, and the State Library returns a set of cards classified and cataloged especially for the small public library.

The new equipment includes a new offset press which will be used solely for printing catalog cards, and a xerox machine which will make for greater accuracy. The press is particularly welcome since in the past the print shop has run several months behind.

Libraries Over the State

AMARILLO Amarillo's public library program has reached its peak and is now on the downgrade because of an acute book shortage. With this warning the library board submitted a budget to solve the shortage it says has curtailed effectiveness of Mary E. Bivins Memorial Library.

The budget calls for \$237,449, including \$62,480 to be spent for books during the next fiscal year. In addition, the board repeated a request it made two months ago for a special \$50,000 to help bring the book collection up to standard. The board asked for \$50,000 in special grants for books for each of the next three years. The budget also calls for adding five members to the staff so that the library can stay open six days a week. At present the library is closed on Fridays and Sundays due to lack of staff.

BORGER Members of the Veterans of Foreign Wars, Post 1789, presented a new flag for the Hutchinson County Library to Librarian Virginia Fesler. The dedication of the flag took place on Flag Day, June 14.

EL PASO The painting by Manuel Acosta was exhibited in the Who's Who Showcase of El Paso Public Library recently. The Who's Who Showcase is another idea planned by Albert Green-Field who was appointed coordinator of art activities for the Public Library.

The purpose of the Who's Who Showcase is to show the work of a different artist every two weeks. Together with the painting is a biographical sketch about the artist. Mr. Acosta assisted Peter Hurd on the now famous murals in the rotunda of the West Texas Museum at Texas Tech.

FORT WORTH The Fort Worth Public Library installed a television set in its auditorium so patrons could watch proceedings of the Democratic National Convention in Los Angeles, and the Republican National Convention in Chicago.

GAINESVILLE City Manager Jack Davis spoke to members of the Junior Chamber of Commerce during their regular meeting date. Davis told the group about a proposed library board, which would be a joint affair between the city and the county. Local Jaycees have given their complete support to the project and will work with the city and county in any way possible.

GARLAND Garland's city library loaned out a record-breaking 12,888 books in June, according to figures released by Mrs. Mary Talley, librarian. Mrs. Talley said this represents an increase over the two previous months—April, 11,619 and May 9,655.

HOUSTON The Houston Public Library joined Mayor Lewis Cutrer and Governor Price Daniel in recognition of the 745th anniversary of the signing of the Magna Charta by placing exhibits in the Central Library. The material on exhibit will be of assistance to those interested in tracing their lineage to barons of the Magna Charta, which constitutes eligibility to membership in the National Society.

KILLEEN The Killeen Kiwanis Club has presented a display case to the city library. The case will be used to display various collections such as coins, stamps, and historical or scientific items. The birch

and glass-topped case measures 60 inches long, 28 inches wide and 36 inches high. Persons wishing to place collections in the case may do so for a period of from one to two weeks.

Copies of a national publication containing an article on the Robert J. Kleberg Public Library were distributed during the regular city commission session. The article, "From 28 Books and a Dictionary," was written by Mrs. June Dotterweich of the local library board.

The article contained in "The Pioneer," a publication of the Library Bureau of the Remington Rand Division, Sperry Rand Corp., outlines briefly the history of the local library and tells of the new library building. The accent is upon the furnishings as the firm supplies library furniture and fixtures. The two-page article about the Kleberg Public Library is illustrated with photographs of the exterior and interior of the library building which was dedicated almost a year ago.

LAREDO The Alethea Society, a group of teachers who work to boost education, donated 100 books to the Laredo Public Library for use by youths from fourth grade through high school. In addition to giving the books, the Alethea Society this year presented two scholarships, one at Martin High School and one at Laredo Junior College.

MANSFIELD A bronze plaque was recently installed in the wall of the Mansfield Public Library in memory of Mrs. Ida Nichols, who had served as librarian for more than 30 years. Many friends of Mrs. Nichols had a part in the project.

Mrs. Rose Kinzer, librarian
MIDLAND for the Midland Public Li-
brary approximately three
years, resigned effective September
1, to become assistant librarian at
Odessa College. Mrs. Kinzer's resigna-
tion was accepted with "sincere regret"
by the Midland Public Library Board.

A record attendance at the
ODESSA Ector County Library's sum-
mer reading program for
boys and girls of the children's depart-
ment has been noted, with 1,139 chil-
dren signed up and 22,569 books read.

A number of volunteer workers are
helping list books, issuing certificates,
arranging and cleaning shelves. They
are in training with a library career in
view. The theme for the summer pro-
gram is "Our Presidents," which has
created interest in reading.

Directors of Palestine's
PALESTINE Carnegie Library have
asked the City of Pales-

tine to increase that institution's allot-
ment for operating expenses by at least
\$50 a month. The request came in
connection with presentation of the
board's annual report to the city coun-
cil. The board reaffirmed its state-
ment of a year ago that the library is
operating on a deficit. Cataloging of
the library—long cited as the most vital
need of the facility—is rapidly nearing
completion, however the fund set aside
for that purpose has been depleted.

A \$1,000 payment has been
TAYLOR made on the indebtedness of
the Taylor Public Library
according to Jack R. Barkley, publicity
chairman. At the time of the library
dedication, \$6,200 remained to be paid
on furniture and fixtures.

Carnegie Public Library,
TERRELL newly floored and remod-
eled throughout, is back in
the business of offering only the latest
reading to its thousands of patrons.

