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# PUBLIC DOCUMENTS HIGHLIGHTS FOR TEXAS

Government Publications  
Texas State Documents

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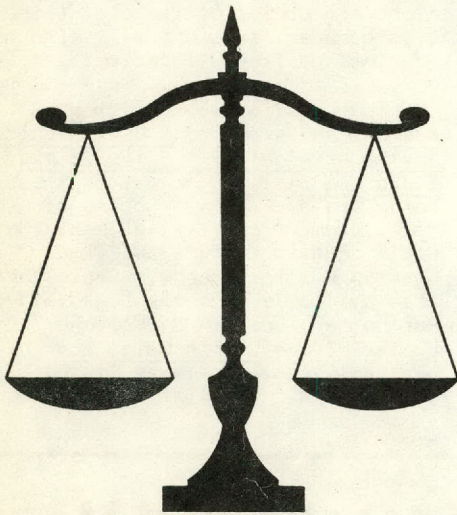
TEXAS STATE LIBRARY  
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SUMMER 1984

## TEXAS JUDICIAL SYSTEM

by Richard Finegan  
Office of Court Administration



### TEXAS JUDICIAL COUNCIL

The Texas Judicial Council was established in 1929 to make a "...continuous study of and report upon the organization, rules, procedure and practice of the judicial system of the State of Texas, the work accomplished and the results produced by that system and its various parts and methods of its improvement." In addition, the council maintains statistics on docket activity of the courts of the state; conducts studies on methods to improve the administration of justice; formulates methods of simplifying judicial procedures; and makes a detailed report upon the proceedings of the council to the governor, the legislature, and the supreme court.

### MEMBERSHIP OF THE JUDICIAL COUNCIL

The Hon. Ben Z. Grant, judge of the 71st District Court in Marshall, is president of the

Judicial Council. Council membership is composed of (1) the chief justice of the supreme court and the presiding judge of the court of criminal appeals, or their designees from among the membership of their respective courts; (2) two justices of the courts of appeals; (3) two presiding judges of the administrative judicial districts; (4) the chairman and immediate past chairman of the House Judiciary Committee and of the Senate Judiciary Committee; (5) seven members of the Bar appointed by the governor, and (6) two non-lawyer citizens, one of whom must be a journalist.

### OFFICE OF COURT ADMINISTRATION

The Office of Court Administration of the Texas Judicial System was established in 1977 to provide the necessary staff functions for the efficient operation of the Texas Judicial Council. The office operates under the direction and supervision of the Supreme Court of Texas.

### STATISTICAL REPORTING SYSTEMS

Each month the Office of Court Administration receives approximately 2,500 reports of statistical data and other information pertaining to the

amount and character of business transacted from the courts of the state. These reports are checked for internal accuracy and the information entered into a computerized data system. This provides ready access to the current status of court dockets throughout the state on a county-by-county basis.

(continued on next page)

### Inside This Issue...

Legislative Information	p. 2
Texas Documents Workshop	p. 3
ALA Documents Programs	p. 8
Maps in Libraries	p. 9
Depository Council	p. 9
Professional Literature	p.10
Librarian Exchange	p.13
Documents Abstracts	p.14

## PUBLIC DOCUMENTS HIGHLIGHTS FOR TEXAS

Summer 1984

Vol. 4, No. 4

Nancy Ursery, Editor

PUBLIC DOCUMENTS HIGHLIGHTS FOR TEXAS is published quarterly in March, June, September, and December by the Texas State Publications Clearinghouse, Information Services Division, Texas State Library.

The newsletter is intended to keep documents librarians, reference and technical services staffs, state and local government officials, researchers, and other documents enthusiasts informed on a variety of topics concerning the content, management, and organization of all types of government documents in Texas.

PUBLIC DOCUMENTS HIGHLIGHTS FOR TEXAS is distributed free of charge to interested libraries, organizations, and individuals.

### Publication Schedule

Persons interested in submitting articles or information for publication in PUBLIC DOCUMENTS HIGHLIGHTS FOR TEXAS should forward the materials to the editor according to the following deadlines:

Fall 1984 - Vol. 5, No. 1  
August 1, 1984

Winter 1984 - Vol. 5, No. 2  
November 1, 1984

Spring 1985 - Vol. 5, No. 3  
February 1, 1985

Articles received after the issue deadline will be considered for the following issue. Current news releases received after the issue deadline will be included in the issue whenever possible. The editor retains the right to accept and edit all materials received.

Inquiries and materials proposed for publication should be directed to the Editor, PUBLIC DOCUMENTS HIGHLIGHTS FOR TEXAS, Texas State Publications Clearinghouse, Texas State Library, P.O. Box 12927, Austin, TX 78711 (512/475-6725).

## LEGISLATIVE INFORMATION AVAILABLE AT HOUSTON & DALLAS PUBLIC LIBRARIES

by Malinda Allison, Reference Librarian, Legislative Reference Library

The Legislative Reference Library is pleased to announce that microfilm copies of the original bill files of the Texas legislature, 63rd through 67th legislatures (1973-1981), are now available at the Dallas Public Library and the Houston Public Library. The original bill files are archival files of the original printings of each bill that has been introduced into the Texas legislature. Some bill files also contain additional documents such as bill analyses.

The bill files were microfilmed by the Legislative Reference Library for security purposes and the Dallas Public Library purchased copies of the film. The film is housed in the Dallas Public Library in the Government Publications Division. The librarian in charge of this collection is Kathy

Coppage, and she may be contacted by calling 214/749-4176.

A group of Houston law firms has also purchased the microfilm and donated it to the Houston Public Library. The film is housed in the Texas Collection. The librarian in charge of the Texas Collection is Doris Glasser, and she may be reached at 713/224-5441.

It is anticipated that microfilm copies of the bill files of subsequent sessions will also be acquired by these libraries.

The Legislative Reference Library has prepared A User's Guide to the Original Bill Files of the Texas Legislature, to assist those using the microfilm. Copies of this document are available at the Dallas Public Library and the Houston Public Library. Copies are also available from the Legislative Reference Library. Microfiche copies of the User's Guide are available from the Texas State Documents Micropublishing Program.



## TEXAS JUDICIAL SYSTEM

(continued from page 1)

### ANNUAL REPORT ON THE TEXAS JUDICIAL SYSTEM

The Fifty-fourth Annual Report of the Texas Judicial Council and the Sixth Annual Report of the Office of Court Administration were published as a single report in July, 1983. This 731-page report includes statistical data on and analysis of court activity at all levels in Texas for calendar year 1982.

Approximately 23,000 monthly statistical reports were compiled and validated during 1982 to produce the data in the Annual Report. The Annual Report also contains information on the

jurisdiction of Texas trial courts; a thorough description of the judicial system; and a comprehensive directory of judges, clerks, and other persons employed by the Texas Judicial System. Also included are statistics of assignments by presiding judges of the nine administrative judicial districts. The Annual Report is sent to all judges and clerks, members of the legislature, state and federal agencies, criminal justice planning units, local officials, and libraries. Approximately 4,000 copies are distributed.

The Fifty-fifth Annual Report, including court statistics for calendar year 1983, is expected to be ready for distribution at the end of May, 1984.

# PLANNING FUTURE DEVELOPMENT OF TEXAS DOCUMENTS COLLECTIONS

"Planning Future Development of Texas Documents Collections," the Texas Library Association preconference workshop held by the Texas State Publications Clearinghouse on April 3 in Corpus Christi was the first opportunity in several years for state documents depository librarians to meet and share ideas.

Forty-two state documents librarians attended, representing all areas of the state from El Paso to Tyler, Laredo to Wichita Falls. Nancy Ursery, coordinator of the clearinghouse, opened the day with introductions of Texas State Library staff members and TLA Government Documents Roundtable officers. In addition to current clearinghouse staff members Sally Walton and Jane Ann Mullane, two former coordinators, Kate Adams (now Assistant Director of the Barker Texas History Center at the University of Texas at Austin) and Robin Rader (now head of Genealogy Services at the Texas State Library), assisted with the workshop. Carol Burlinson, head cataloger at the Texas State Library, was available to answer questions regarding the cataloging of Texas documents at the State Library. Representing TLA/GODORT were Bill Olbrich (Baylor University Library), Pam Morris (University of Texas at Arlington Library), and Bonnie Grobar (Texas State Library). Following is a brief agenda of the workshop program:

## ACCESS TO TEXAS DOCUMENTS: AN OPEN DISCUSSION

### PHYSICAL ARRANGEMENT OF TEXAS DOCUMENTS COLLECTIONS/INDEXES AND INDEXING

A question/answer session led by Sally Walton, Assistant Coordinator, and Jane Ann Mullane, Documents Bibliographer, Texas State Publications Clearinghouse

### WORK GROUPS

Assigning subject terms to selected Texas documents

## TEXAS DEPOSITORY SYSTEM

### GUIDELINES

Report on the status of the Guidelines for Depository Libraries and response from depository librarians to review draft

### DISTRIBUTION OF TEXAS DOCUMENTS: CURRENT SYSTEM AND ALTERNATIVES

Structure of the depository library network; current distribution system and how it works; alternative systems for structuring network and distributing documents

Nancy Ursery, Coordinator, Texas State Publications Clearinghouse

### WORK GROUPS

Selected topics in management of Texas documents collections

# TEXAS DEPOSITORY SYSTEM

The afternoon session of the workshop began with a brief update on the Guidelines for Depository Libraries. In February a draft of The Guidelines was sent to the depository libraries, with a request for comments and/or criticism. It is not surprising that section four, "Depository Library Requirements," attracted the most attention. Almost everything in this section received at least one comment or question. A few statements can be made regarding the general direction of the responses.

First, many parts of section four are both unclear and incomplete. In the final form, the information in this section will be expanded and clarified with more detailed explanations and examples. This should provide answers to many questions depository librarians raised about the requirements.

Second, the feeling of most librarians who submitted comments is that the depository library requirements should be more specific. The morning question and answer session confirmed that the depository libraries cover the full range in terms of organizational structures, size and physical location of documents collections, and primary patron groups. In many ways each library is unique and it is difficult to prescribe specific procedures that would be effective in every library situation. It may be more appropriate to leave section four of the Guidelines very general and have the clearinghouse work with libraries on a one-to-one basis on specifics.

Third, the majority opinion is that the requirements should be more demanding. In dealing with this issue, we must also consider how strictly the guidelines will be enforced. The clearinghouse is more interested in working with the depository libraries than in enforcing rules and regulations. However, there are certainly

# Access to Texas Documents: An Open Discussion

## Highlights

Sally Walton, assistant coordinator, and Jane Mullane, documents bibliographer of the Texas State Publications Clearinghouse led the discussion on physical arrangement of Texas documents collections. Stressing informality and sharing of ideas, Sally and Jane began the discussion by asking how Texas documents are housed in depository libraries. Participation by all attendees was encouraged so that librarians would get a good idea of how others are handling their documents. Issues that arose in the discussion include:

- Arrangement - there is great variety among libraries in the treatment of their Texas documents, ranging from use of vertical files for all documents to total integration of documents into other library collections.
- Cataloging - whether or not to catalog Texas documents; whether to use Texas State Library cataloging copy (available on OCLC) as standardized copy for all Texas documents collections.
- Ephemera - what to do with "ephemeral" materials; is there such a thing as an "ephemeral" document?

situations in which enforcing the guidelines strictly could be to the advantage of a library, and over the long run may be better for the program as a whole. If we are going to interpret the Guidelines strictly, they should probably be written as minimum standards, not as goals or ideals.

Retention requirements were an area of concern to many. The requirements in the draft Guidelines are based on the way the depository library network is currently structured. This is a system in which all depository libraries receive one copy of every distribution publication, all have an equal opportunity to request

- Promotion - how to make non-documents librarians aware of Texas documents and encourage document use by patrons.
- Indexes - where Texas State Documents Annual Cumulative Indexes should be kept--on ready reference table; with other library indexes; next to the actual Texas documents collection.

All participants were somewhat consoled by the knowledge that all depository librarians share common problems. Airing frustrations and listening to other librarians' ideas were the most important aspects of the morning discussion.

The morning group activity involved hands-on experience indexing two state publications: Volunteer Services Guidebook: Volume 4, Recruiting, published by the Department of Human Resources, and Annual Report of Statistical and Other Data for Calendar Year 1981, published by the Judicial Council. Participants browsed the documents and wrote down subject terms they felt were appropriate, then arrived at a group consensus of the terms to use. Problems encountered in selecting terms were discussed.

selection publications, and all are required to retain the publications sent through the depository program.

The librarians who are not completely satisfied with the current system fall into two main groups:

First, some depository libraries do not want to retain all the publications sent to them. They would like to either select what will be sent, or to discard immediately materials they do not want to add to their collections.

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# TEXAS DEPOSITORY SYSTEM

(continued from page 4)

A second group of librarians not only want to retain all the depository documents, but would also like to receive all the selection items automatically every month.

The current depository system was set up as an interim measure until a two-tiered system could be established based on the ten library systems regions. One full depository would be designated in each region, with other libraries in that region serving as partial depositories. In addition to receiving all distribution documents, the full depositories would automatically receive those documents now offered as selection. They would probably have a stricter retention schedule. Partial depositories might receive a core collection of the distribution documents only OR select those documents they want to receive. With access to the collections in the full depositories, they could have a more lenient retention schedule.

We have worked with the current system for three years, and have seen some of its advantages and disadvantages.

## SELECTION SYSTEM

When a document is offered for selection, there are usually fourteen copies available. Thirty depositories participate in the selection process. All libraries that participate in the selection process have had the experience of not receiving requested documents because the clearinghouse ran out before receiving the selection form. But more often, libraries do receive the documents requested.

If, on the other hand, selection documents are mailed to specified libraries each month, it is obvious that thirty libraries could not participate in the selection process. However, all

# Acquisition/Collection Development Work Group

by Brenda Olds, Texas Documents Librarian, Legislative Reference Library

The Acquisition/Collection Development Interest Group was composed of librarians from one public and two private university documents depository libraries; one public university non-depository library; and the Legislative Reference Library, a special library that is a depository. It speaks well of the documents program that librarians are interested in more documents.

The most efficient means of acquiring documents listed but not distributed by the Texas State

libraries would know where the selection documents could be located--there is no mandatory system for making this information available now.

## REGIONAL FULL DEPOSITORIES

A two-tiered system based on the library systems regions would have the advantage of being based on regions that are common to many librarians--these regions are also the Texas Library Association districts. However, it would be necessary for each region to have at least one library with the resources and desire to maintain a larger collection and provide access to other libraries in the region. Although eleven depositories collect Texas documents comprehensively or very heavily, there are several regions that do not include one of these libraries.

A two-tiered system based on the existing regions is one possible solution to the problem of providing better access to Texas documents while allowing the depository libraries more flexibility in collection development. Any solution must involve cooperative efforts between all or groups of the depositories, but there is no reason we cannot be creative in solving the access problem.

Publications Clearinghouse is form postcards. The use of such an informal request does not seem to influence the success of receipt and is much less time consuming than letter writing. (It was suggested that a self-addressed label be enclosed if letter requests are used--to speed up handling.)

Another source for acquiring elusive items is the library's area legislator/s. Many times they will receive publications which might not be distributed through the clearinghouse. Most are willing to route them to the library after using if they know of the need. A bonus for this acquisition source is that your representatives become more aware of the services you offer, and of weaknesses in the depository system--publications not available in sufficient supply to distribute.

For acquiring older documents no longer in print, the library can use interlibrary loan from another documents collection or the Texas State Library. The State Library will copy up to fifty pages free. When requesting copies from the State Library, it is desirable to cite both the entry number and the call number as they appear in Texas State Documents.

Another means of acquiring non-depository items is by subscribing to fiche prepared by the clearinghouse. A show of hands at the workshop indicated that there might be enough interest in purchase of all non-depository items on fiche to make the cost "nominal." Another fiche package suggested was by subject.

A universal difficulty in acquisition/collection development was in the area of legislative materials. Identifying aids and indexes is as difficult as acquiring them. There is a toll free number during sessions for legislative information. Copies of bills are most readily available from members' offices.

# Texas Documents Collections in Academic Libraries: Work Group Report

by John Hepner, Reference Librarian, Texas Woman's University

The Academic Libraries Work Group met to identify the major problems in managing Texas documents collections in academic libraries. The most troublesome problem to deal with was agreed to be the ignorance or indifference of library users and staff about materials available in a Texas documents collection. Publicity is necessary to arouse and maintain interest in and awareness of resources available. The importance of increasing the library's public service and

reference staff's familiarity with Texas documents was emphasized as a necessary factor to increase public awareness of the collection's usefulness.

Access points for the collection ranked closely with publicity as a problem in academic libraries. Problems associated with cataloging the collection (e.g., availability of a record, compatibility of a record with local automated systems, reformatting necessary, and usefulness of records for single-sheet items or small pamphlets) must be considered against the benefits of having the

collection registered in the primary finding aid for the general library collections, thereby increasing collection visibility. Texas State Documents and its indexes serve as alternative access points, but gaps in annual indexing, lack of multiyear cumulations, and isolation from the library's primary public catalog or equivalent can affect their usefulness.

Closely related to the first two problems identified by the work group is the decision to integrate or segregate Texas documents in the library. Integration of Texas documents into the general collections can increase their visibility as individual items but disperses the items and causes shelving difficulties. Partial integration tends to separate the most frequently useful items from the collection, leaving occasional use documents isolated and easily overlooked. Segregation of the collection keeps agency publications together, but removes the documents from the mainstream of library general collections, thereby increasing the need for publicity.

Work group members generally favored maintaining an intact segregated Texas documents collection, cataloged with Texas documents classification numbers, and included in the library's primary public catalog or its equivalent.

Additional problem areas discussed by the group included providing adequate facilities to house the collection, handling microfiche copies of documents (particularly, whether to retain them with the paper collection or to place them with other library microforms, how to reduce the time-consuming process of ordering and processing microforms, and how to maintain file integrity when Texas documents classification numbers do not appear on each microfiche in a set), filing small pamphlets and loose single sheets, filing updates, acquiring and accessing older documents, and weeding the collection.

## Reference Services Work Group



by Robyn Cooke, Southwest History & Genealogy Department, Ector County Library

The Reference Services Work Group discussed major problems encountered in doing Texas documents reference work. Members identified three new finding aids that could assist them and patrons in locating material in the documents collection.

1. A cumulation of yearly indexes to save time in locating information
2. A subject index listing agencies that publish documents on given topics
3. A guide to accessing statistical data reported in document publications

Academic librarians in the group pointed out the demand for an index to legislative materials that are associated with bills. The group felt that although an index of this kind would receive more use in academic libraries, it would be beneficial to all.

Some group members expressed a desire to see Texas state documents publicized, much as U.S. documents have been, through advertising.

PLANNING FUTURE DEVELOPMENT OF TEXAS DOCUMENTS COLLECTIONS

# Cataloging Texas Documents/ Processing Procedures Work Group

by Bill Tinsman, Documents Librarian, Pan American University Library

The Texas State Library Technical Services Department catalogs all Texas documents. The OCLC main entry cards for depository documents are reproduced in the Texas State Documents Cataloging Supplement.

The librarians in the Cataloging Texas Documents/ Processing Procedures Work Group began the session by describing their methods of cataloging and organizing Texas documents. All the group members then listed the ways the Cataloging Supplement is or could be used in their libraries, ways that it could be improved, and problems they have using it.

All of this information was consolidated and the results of this consolidation were: the Cataloging Supplement can be used to extract OCLC numbers, produce catalog cards, and make shelf list cards.

The members of the work group also suggested ways the Cataloging Supplement and distribution of cataloging information could be improved.

1. Print the cards that comprise the Cataloging Supplement full size on perforated card stock
2. Add OCLC numbers to the entries in the Serials Supplement
3. Include "death" announcements or cataloging for an earlier title when a new serial title is cataloged
4. Publish a cumulative title index to the Cataloging Supplement
5. Put the Cataloging Supplement on-line with title, call number, and subject access
6. Hold a seminar or workshop on cataloging Texas documents for catalogers to enable them to work with the Texas State Library's Technical Services Department to find ways to improve the Cataloging Supplement to meet the needs of the depositories

Undoubtedly, these suggestions do not exhaust the ways in which the Cataloging Supplement and the cataloging of Texas state documents could be improved, nor do they touch upon the means by which access to these documents can be greatly improved. However, it is a beginning whose lead can be followed in the future by other groups not so limited by the amount of time or the number of people available to focus on the problem of better access to Texas state documents.

## Public Libraries Work Group Report

by Mel Louviere, Local History/  
Genealogy Librarian, La Retama  
Public Library, Corpus Christi

The Public Libraries Work Group identified the following major problems in managing Texas documents collections in public libraries:

Awareness - Often the general public is unaware of the existence of a documents collection in the public library. One factor contributing to inadequate promotion and advertisement of Texas documents is that library staff, and possibly administrators, are not aware of this special collection's importance, value, contents, or scope.

Insufficient Staff, Time, or Both - Virtually all public librarians responsible for Texas documents also have responsibilities with other collections such as federal documents, local history, genealogy, or general reference. Spreading staff thinly prevents in-depth familiarization with the Texas documents collection.

Housing and Physical Space, Dispersment, Processing - Documents by their very nature are difficult to deal with because of volume, variable formats, and diversity of origin. A documents collection requires room to grow.

If space is at a premium--and it usually is--alternatives such as converting to microform or scheduled disposal must be considered. Keeping documents together in a single location, as opposed to dispersal in several departments, seems to be the most efficient method of housing, but this can be effective only if someone is available to interpret the collection to users. Dispersal vs. centralization is an issue which depends on the circumstances of each individual library.

It appears that documents receive a bare minimum of staff allocations, space allocations, and budget allocations. The bare minimum does not allow for public relations programs, in-service training for staff, or in-depth familiarization with the collection's contents.

All of the above problems ultimately spring from the assignment of priorities. The objective of the documents librarian is to upgrade the documents collection to a higher priority than it now occupies. Do we create a need, or cater to an already existing one? I suspect that the need is there but that the public and perhaps the library administration is insufficiently aware of a valuable available resource--the Texas state documents collection.



# NEWS BRIEFS

The telephone number for House Bill Distribution at the Legislative Reference Library in Austin has been changed from 512-475-8452 to 512-475-8454.

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The Secretary of State says that there is a publication error in the 1983 General and Special Laws of Texas. Vetoed Senate Bill Number 943 was chaptered and printed in Volume 2, page 4003. Chapter 623 was vetoed by the Governor on June 19, 1983, and therefore, did not take effect. For similar legislation passed at the same session, see Chapter 951 (H.B. 1858).

[Reprinted from ADVANCE SHEET (Dallas Association of Law Librarians) Vol.8, No.5 (May 1984)]

With a grant from the Scholarship and Research Committee of the Texas Library Association, the Texas Advisory Commission on Intergovernmental Relations (ACIR) is compiling a bibliography of sources containing statistics collected and published by Texas state agencies. Part one will be "Law and Justice: An Annotated Bibliography of Statistical Sources in Texas State Documents." This bibliography is expected to be issued this summer.

For more information, contact Catherine Harris at the ACIR Information Center, 512/475-3728.

[Reprinted from SALT NEWSLETTER (State Agency Libraries of Texas), Vol. 8, No. 1 (April 1984)]

## HOUSE STUDY GROUP

The second called session of the 68th legislature, a special session called by Gov. Mark White, convened at 11 A.M. on June 4, 1984. The session must adjourn by midnight on Tuesday, July 3. Gov. White's call designated three specific topics: public-education reform, including school-finance revision and increased teacher compensation; measures to provide adequate highway funding; and appropriation measures to raise funds for the above purposes and to meet future state needs.

Texas has not required major new taxes to pay for state services since 1971. Rapid revenue growth without big tax increases was made possible in the 1970s by economic expansion and sharply rising prices for Texas petroleum products. But the recession of 1981-82 and the stabilization of world oil and gas prices have slowed state revenue growth significantly, with tax receipts actually declining in fiscal year 1983. There are forecasts of a sizable budget shortfall for the next biennium even if spending is frozen at the 1985 fiscal year levels.

Raising State Taxes (House Study Group Special Legislative Report No. 102) examines the current tax structure and weighs various revenue-raising alternatives available to the legislature. The June 1984 Special Session: A Preview (House Study Group Special Legislative Report No. 103) focuses on the topic of public-education reform. This report also explains special-session rules and procedures.

[This abstract is an excerpt from House Study Group Special Legislative Reports No. 102 and 103. Both documents were distributed to Texas depository libraries, and are available on microfiche from the Texas State Library Micropublishing Program.]

## WEEDING

### Work Group Report

by Trudy Carlson, Education Librarian, Tarleton State University

Acquisition of publications is only one side of any good collection development policy; the other side is weeding. Members of the Weeding Work Group discussed types of documents that should be weeded from a collection, deciding that some of these types were dated materials, internal newsletters, superseded documents and recipes. It was the consensus of the group that weeding should be left to the local library's discretion, since demands for these materials would be different in each library.

The group compiled a list of factors that the clearinghouse should consider when establishing weeding guidelines.

1. Guidelines for weeding, if any, should be general enough to allow for individual library needs
2. Allow libraries to form consortiums for collection development (as opposed to establishing a two-tier system of full and partial depositories)
3. Prepare a list of documents that the clearinghouse considers to be a "core collection," a list of documents that could be discarded, and a list of "superior" documents that should not be discarded

The last factor the group discussed was disposal lists. Due to the time required to prepare such lists, it was suggested that there should be no requirement for disposal lists.

## PLANNING FUTURE DEVELOPMENT OF TEXAS DOCUMENTS COLLECTIONS





# MAPS IN LIBRARIES

by Chestalene Pintozzi, Geology Librarian, University of Texas at Austin

"Maps in Libraries," a seminar sponsored by the Texas Library Association Government Documents Roundtable, was designed to provide basic information on the various types of maps that are available, information that can be obtained from maps, sources and publishers of maps, and the storage and handling of maps. This information was presented through a slide-tape presentation, a six-person panel, and two individual speakers. Pamela Morris, documents librarian at the University of Texas at Arlington, presided.

The slide-tape presentation gave an overview of the development of maps and map libraries, outlining briefly some of the different types of maps to be found in map libraries, methods of organizing maps, and storage and handling of maps.

Following the slide-tape presentation, each of the six panel members gave a fifteen minute presentation on one or more types of maps. Speakers and their subjects were:

Emily Matteuchi (Dallas Public Library), topographic maps

Chestalene Pintozzi (University of Texas at Austin General Libraries), geologic maps

Judy Rieke (Texas A&M University Library), maps for children

Barbara Geyer (Texas Tech University Library), thematic maps including soil maps

Jim O'Donnell (Trinity University Library), maps used in history and genealogy

Leslie Steele (Texas A&M University Library), travel maps

Each speaker showed samples or illustrated the type of map presented in handouts or slides. Publishers and sources for maps were discussed and lists were made available to the approximately sixty persons attending the

session. Map users and the information obtained from maps were also discussed by each speaker.

Kathleen Eisenbeis, Duke University Library, discussed the Cartographic Users Advisory Council and how it has been instrumental in such projects as convincing the U.S. Geological Survey to make its open-file reports available to libraries. She talked about some of the problems delaying implementation of the new depository arrangements for Defense Mapping Agency and USGS maps and encouraged librarians to contact the Government Printing Office to let them know about problems that the delays are causing in their libraries.

Jay Donnelly, USGS Public Inquiries Office, Dallas, talked

about USGS mapping programs and problems with the depository mailing lists. He discussed several data bases that he has access to through USGS that provide cartographic and related information, such as lists of publications, on a specific state. He also discussed the USGS produced map indexes for individual states, pointing out that they include publications from sources other than USGS and that they are not updated on a regular basis. He provided packets of additional information on materials and services available from USGS.

[Reprinted from *Library Bulletin* (University of Texas at Austin General Libraries) Vol. XIII, No. 16 (April 19, 1984)]

## Spring Meeting of the DEPOSITORY LIBRARY COUNCIL



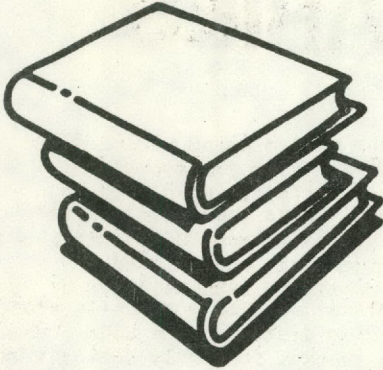
The Depository Library Council to the Public Printer met in Atlanta from April 11 to 13, 1984. The council provides an opportunity for librarians involved with the U.S. depository process to receive first-hand reports of procedures and issues that affect their role as depository institutions, to speak out on those issues, and to have an immediate impact on the directions those issues may take.

Activity at the Spring meeting revolved around the impact that a "national information policy" would have on the depository system and the entire information community. A committee of librarians and information industry people,

chaired by Bernadine Hodusky of the Joint Committee on Printing (JCP), is studying access to federal agency databases. A tremendous dispute is revolving around the issue of freedom of access to information. The enormous cost of providing direct access to electronic data needs to be balanced against the public's right (or need) for information. The problem for documents librarians is that many agencies have ceased publishing paper reports because the information is available in computer files.

(continued on next page)

# Professional Literature on Government Documents



by Frank Lee, Government  
Publications Division, Dallas  
Public Library

Students in the government publications course at Texas Woman's University during Spring, 1984, were asked to take a hard look at the overall body of professional literature in the field. What emerged was a rich, diverse and growing body of research and information of

interest to those who use government materials. If a library were to consider only a few items for collection development purposes, I would suggest three specific items that have emerged during the past two years.

Of singular importance is Peter Herson and Charles McClure's Public Access to Government Publications: Issues, Trends and Strategies. (1984; Ablex Publishing Company, 355 Chestnut Street, Norwood, NJ 07648, \$25 paper, \$49.50 hardcopy). This book pulls together under one cover a tremendous body of information and research on government publications.

Also, Herson and McClure are responsible for a new periodical in the field, Government Information Quarterly: An International Journal of Resources, Services, Policies, and Practices. (Spring 1984-; JAI Press, 36 Sherwood Place, P.O. Box 1678, Greenwich, CT 06836-1678, \$45 institutions). The first issue includes five articles by diverse spokespersons such as Harold Relyea and LeRoy Schwarzkopf, an inside look at government publications at the University of Guelph and thirteen incisive book reviews.

And finally, Joe Morehead has provided us with an update of his text, Introduction to United States Public Documents (3rd edition, 1983; Libraries Unlimited, P.O. Box 263, Littleton, CO 80160, \$19.50 paper, \$28.50 hardcopy).

Innumerable other items could be mentioned, such as the fine depository item Finding the Law: A Workbook on Legal Research for Laypersons. (1982; GPO, SN024-011-00148-4, \$8.50). The following brief reports are offered as an introduction to some of the publications in the field with the hope that others will share through Public Documents Highlights for Texas reviews and notices of material they find of special interest.



## DEPOSITORY LIBRARY COUNCIL

(continued from page 9)

The Government Printing Office (GPO) would like to sponsor pilot projects within the next five years for electronic distribution on magnetic tapes, disks, etc., to select depositories. The results of a recent JCP survey showed that a wide variety of data processing equipment is available in depositories.

An issue of narrower impact but certainly no less controversial at this meeting was "Government Publications Education" as presented by Dr. Charles R. McClure, University of Oklahoma. Major points of the discussion were that documents training (1) should include advanced courses; (2) should be concerned with issues as well as technical aspects of the specialization; (3) should include cross-training in other areas; and (4) and should allow for continuing education endeavors that are recognized and endorsed not only by the profession but also by each individual's institution, perhaps along the lines of the Medical Library Association certification program. Dr. McClure urged both documents librarians and library administrators to avoid the tendency to categorize documents librarians based chiefly on the technical aspects of their work, and to recognize documents specialization as a true area of expertise on a broader issue-related level.



Highlights of other topics raised at the meeting follow.

\*\*\* Candidates for director for the Library Program Section (LPS) of GPO have yet to be interviewed. \*\*\*

\*\*\* GPO has asked Congress for \$1.31 million to develop a federal documents database. This will automate all GPO functions including the sales program, production of the monthly catalog, and shipments. Council members, previously excluded from the planning for this database, will receive copies of the written specifications. \*\*\*

\*\*\* Librarians with automated systems want access to the GPO monthly catalog computer tapes; however, the tapes contain many errors. GPO is considering contracting with the University of Houston Library to clean up the tapes. \*\*\*

\*\*\* This summer GPO will distribute a cataloging and classification manual for depository librarians, and a new set of instructions and guidelines. These items have been in production for several years. \*\*\*

\*\*\* GPO continues to have problems getting agencies to send copies of their publications for the depository program. In the past year, 196 of the 248 agencies did not respond to GPO requests for publications. \*\*\*

# GOVERNMENT PUBLICATIONS: THEIR ROLE IN THE NATIONAL PROGRAM FOR LIBRARY AND INFORMATION SCIENCE

by Bernard M. Fry (Washington: National Commission on Libraries and Information Science, 1978) 128p.

reviewed by Joyce Elaine Tevebaugh, Graduate Student, Texas Woman's University School of Library Science

Government Publications: Their Role in the National Program for Library and Information Science has been prepared by Bernard M. Fry (former dean of the Graduate Library School at Indiana University) at the request of the National Commission on Library and Information Science. The book examines issues and proposed changes in government policy with respect to government documents.

The first chapter discusses the underuse of government publications in most libraries, though it is agreed that no modern library can give adequate reference service without access to government publications. There must be an aggressive and personalized reference service to promote government documents, which are highly useful since they provide up-to-date information on practically every subject of interest to the general public, the research worker, and the technical specialist.

The second chapter discusses the printing and publishing responsibilities of the federal government. The Government Printing Office (GPO) acts as the distributor of federal government publications. The availability of these publications to depository libraries needs to be considered in relation to the overall availability of federal documents to the general public. In the third chapter the various depository systems are discussed in detail. Besides the GPO, there are other sources of government-produced information, including agency regional offices, commercial suppliers, and Federal Information Centers. Further discussed in chapter three is the current GPO micropublishing pilot project.

Chapter four discusses the special requirements of state and local government publications including the interrelation of state and local publications and the demands of state documents. For state publications the needs or aspects which exist are the following: (1) the need for improved availability and access, (2) the current efforts for bibliographic control, (3) guidelines to minimum standards for state publications, and (4) coordination of state and national planning.

The role of private enterprise in publishing and providing access to information in government documents is discussed in chapter five. Private enterprise in recent years has taken an active role in improving the availability and accessibility of government publications, principally in the areas of indexing, analysis, repackaging, micropublishing, reprinting, and supporting publishing activities transferred from government agencies. This they have had to do since the government on all levels has given insufficient attention to facilitating public access to their contents.

In chapter six discussion concentrated on the proposal for a National Center for Government Publications. Four agencies--the American Library Association Government Documents Round Table (ALA/GODORT), the Ad Hoc Committee on the Depository Library System sponsored by ALA, the Government Information Services Committee of the Special Libraries Association, and the Washington Committee on Information Hang-ups--have come up with similar recommendations to expand and strengthen the depository library system into a comprehensive network of local and regional depositories, with a National Depository Library at the head. The national agencies which were proposed as the possible National Center of Government Publications are the following: (1) Library of Congress, (2) GPO, (3) National Technical Information Service, and (4) National Archives.

In summation, the book highlights the implications for change and provides a forum for further discussion in the area of government documents.

# MEGATRENDS

by John Naisbitt (New York: Warner Books, 1982) 290p. \$15.50

reviewed by Deborah Allen Kane, Graduate Student, Texas Woman's University School of Library Science

Megatrends is must reading for all information professionals. This controversial and readable book, based on findings of an ongoing content analysis of newspapers from all over the globe, presents a clear picture of the ten most important trends affecting society.

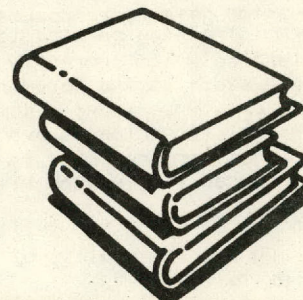
Naisbitt's style is terse and clever (for example, his reference to a contribution by George Meany to the Democratic Party as "the mating of dinosaurs") yet insightful and thought-provoking.

According to Naisbitt's findings, the industrial age has given way to the information age, and the struggles of nations to "reindustrialize" are tantamount to rearranging the deck chairs on the Titanic.

Of particular importance to librarians and other information professionals is the discussion of the shift from an emphasis on industrialization to an emphasis on information handling, and the chapters on short term vs. long term management-planning strategies and networking. The section on reconceptualization ("What businesses are you really in?") is particularly useful in light of the changing role of librarians.

Of interest to Texas-based librarians are the sections on Austin and San Antonio, two of Naisbitt's "cities of great opportunity," in the chapter on the North to South (and West) "brain drain."

Along with Alvin Toffler's The Third Wave, Megatrends should be read by all information professionals (or professional-to-be) who would like to have a peek into the future...for it is now.



## COMMUNICATING PUBLIC ACCESS TO GOVERNMENT INFORMATION

edited by Peter Herson (Westport, Conn.: Meckler Publishing, 1983)  
158 pages \$35.00 ISBN 0-930466-59-4

reviewed by Marsha Blair, Graduate Student, Texas Womans' University  
School of Library Science

Communicating Public Access to Government Information is a compilation of eight papers presented at the Second Annual Library Government Documents and Information Conference. Although it may be viewed as a special interest book because the topics deal with government documents, there are papers that could be of general interest to those in the library/information science field.

Bernadine Hoduski's paper on "Political Activism for Documents Librarians" has many useful and practical suggestions on ways librarians can and do influence those involved in the publishing and policy making decisions of government documents. In an age when librarians need to become aware of political activism, her suggestions could be useful for librarians interested in the area of political activism for their profession.

Peter Herson's paper detailing a test conducted on the quality of reference services for government documents was an eye-opener. The testing was done at locations in the Northeast and Southwest in academic libraries with government documents collections. The results were dismal at best. The overall average of correct answers provided by reference librarians to documents questions was only thirty-seven percent. The results show a definite need for improvement but also a need for further research in the area. The methods and results would be of interest to anyone providing reference services.

For those interested in maps, a paper by Charles Seavey covers the historical development of maps and problems involved in their access and use. The other topics include American Indian documents, machine-readable statistical data, Freedom of Information Act in Canada, and the nature of research done in government publications.

## IMPROVING REFERENCE SERVICE

by C.R. McClure and Peter Herson (Chicago: American Library Association, 1983) ALA Studies in Librarianship No. 10 270p. \$35.00

reviewed by Rea Miller, Graduate Student, Texas Womans' University  
School of Library Science

Improving the Quality of Reference Service for Government Publications reports on the data gathered from an unobtrusive study of the quality of reference service provided by seventeen academic depository libraries in the Northeast and Southwest in 1981.

A set of twenty pre-tested documents-related questions was asked by trained students posing as ordinary library patrons. The result was an appalling thirty-seven percent success rate for correct answers.

The authors discuss the accuracy of the response, staff willingness to engage in referrals and characteristics of the reference interview on the ultimate answer given the proxy.

One conclusion reached is that the individual library staff member is the single most significant factor affecting the quality of reference services for government documents. Of concern is the level of knowledge and formal training related to government publications that documents and reference staff currently possess. Results from this study suggest that some staff at the documents reference desk have little formal training or course work; a number have either a part-time or no professional librarian to oversee the operation of the collection; and, when proxies were referred to the main reference desk, the reference librarians had little expertise in this field.

Concentrating on the skill and competencies of individuals is one way to upgrade the quality of reference services provided by depository libraries tested.

## Use of Government Publications by Social Scientists

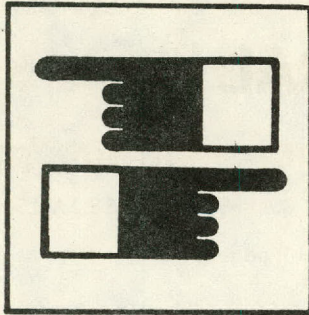
by Peter Herson (Norwood, N.J.: Ablex, 1979) 173p. \$22.50

reviewed by Barbara G. Mooschekian,  
Graduate Student, Texas Woman's  
University School of Library  
Science

Peter Herson's Use of Government Publications by Social Scientists is a nontechnical version of his doctoral dissertation. He explores the use of local, state, federal and foreign publications by economists, historians, political scientists and sociologists at midwestern colleges and universities. His findings show that the most frequently used sources were statistical and census items. Economists were the largest users. The biggest obstacle to using government publications was lack of knowledge of their existence. Herson does not leave us dangling for solutions to problems of documents usage. He provides realistic answers (enter popular or heavy usage publications in the public catalog, provide workshops and newsletters on government publications) and has devoted an entire chapter entitled "Increasing Documents Utilization" to helping us reach more users and to serving current users more effectively.



# Librarian



## Exchange

If your library has a special document need - or - available discards which you think might interest another library, please contact us so that we can list these items in the "Librarian Exchange." All inquiries concerning the listings should be addressed directly to the interested library and not to the Highlights newsletter. The library accepting the material agrees to pay any postage and packaging costs.

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Catherine Harris, Information Center, Texas Advisory Commission on Intergovernmental Relations, Sam Houston Bldg. 4th Floor, Austin, Texas 78701

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PUBLICATIONS REFERENCE FILE (GP3.22/3) microfiche  
May 19, 1983  
September 15, 1983

# DOCUMENT ABSTRACTS

## STATE

### Comprehensive Planning for Small Texas Cities

Comprehensive planning is one approach that can help small cities deal with population growth and the changes it brings. Planning is also valuable for communities with a stable or declining economic situation. The planning process can help any community deal with change more effectively and make good use of local economic resources.

Comprehensive Planning for Small Texas Cities is designed to provide citizens in small cities with an easy-to-read guide to the development of a planning program. The report does four things: it describes the elements of comprehensive planning; it suggests an organizational structure for developing and implementing a planning program; it describes the necessary procedure for drawing up a comprehensive plan; and it summarizes the planning process step-by-step. A primary goal of the manual is to encourage the use of local resources and local manpower in the planning process.

The planning manual is one part of a project that the Texas Advisory Commission on Intergovernmental Relations (Texas ACIR) completed with financial support from the Local Government Services Division of the Texas Department of Community Affairs. Other products of this effort include a companion audiovisual slide presentation and a compilation of Texas laws pertaining to planning.

[This abstract is an excerpt from Comprehensive Planning for Small Texas Cities, which was written and researched by Texas ACIR staff member Jim Reed. The publication was offered for selection to Texas depository libraries. Microfiche copies are available from the Texas State Publications Clearinghouse Micropublishing Program.]

## FEDERAL

### Consumer Affairs

THE DIFFICULT CONSUMER PROBLEM: WHERE TO GO WHEN ALL ELSE FAILS

U.S. Office of Consumer Affairs. 1983. 11 pages.  
SuDoc No. HE1.502:D56.

After a consumer has tried to resolve his problem with the retailer or manufacturer without success, help may come from contacting a third party complaint resolution program. Such a program involves the services of an independent person or persons who can assist you in reconciling certain types of consumer/business disputes. This pamphlet describes such programs as well as trade and professional associations offering formal complaint handling procedures and other sources of help.

Single copies are available from Consumer Information Center, Dept. 607L, Pueblo, Colorado 81009.

### Diabetes Information

EDUCATIONAL MATERIALS FOR AND ABOUT YOUNG PEOPLE WITH DIABETES

U.S. Department of Health and Human Services. 1983. 83 pages.  
SuDoc No. HE20.3316:Ed8/983.

An annotated bibliography has been prepared by the National Diabetes Information Clearinghouse. It is divided into two sections--one contains resources for use by and with patients, their families, and the public; the second contains resources for use by health care providers. Coverage is from 1976 to present. Author, title, and subject indexes are also included in this publication.

The publication is available from the National Diabetes Information Clearinghouse, Box NDIC, Bethesda, MD 20205.

### Genealogy

GETTING STARTED: BEGINNING YOUR GENEALOGICAL RESEARCH IN THE NATIONAL ARCHIVES

National Archives and Records Service. 1983. 23 pages.  
SuDoc No. GS1.2:G28/6

Written for the novice at genealogical research, this pamphlet introduces the reader to federal records of genealogical interest that are maintained by the National Archives and Records Service. The federal records most frequently consulted for genealogical information are: Census records, military service and pension records, passenger arrival and naturalization records, and land records. These four kinds of records are described and helpful tips on how to start research in each are given.

The pamphlet is available from the National Archives and Records Service, General Services Administration, Washington, D.C. 20408

[Reprinted from New Mexico Selected List of Federal and State Publications, Vol. 5, No. 6 (December 1983)]

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