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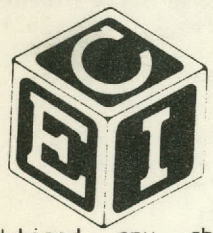
PUBLIC DOCUMENTS HIGHLIGHTS FOR TEXAS

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TEXAS STATE LIBRARY
TEXAS STATE PUBLICATIONS CLEARINGHOUSE *Dallas Public Library* VOL.3 NO.4



Early Childhood Intervention

by Louise K. Iscoe, Information Specialist, Early Childhood Intervention

Noticed any children lately? That has become the byword of one of the state's newest and most far reaching programs serving children and their families, Early Childhood Intervention.

ECI was established by Senate Bill 630 in 1981 to provide intervention services for children from birth to age six who are handicapped, developmentally delayed, or at risk for developmental delay. The program grew out of the recognition that if these children were given special care and training in the early and critical years of development, they would have a better chance to develop the skills that lead to independent, productive lives. By legislative mandate, the program is coordinated by four state agencies: Texas Department of Health, Texas Department of Mental Health and Mental Retardation, Texas Department of Human Resources, and Texas Education Agency.

The first objective of ECI is to identify the Texas children who need special help. Anyone may refer a child--parents, librarians, physicians, friends. Calls can be made to the ECI office or to any of the state's 20 Education Service Centers, where trained intake workers obtain the necessary information about children who are referred, then arrange for them to be evaluated.

When a child is found to need special help, ECI arranges for a team of professionals to determine

appropriate intervention strategies. Next, with the approval of the parents, ECI finds a program or arranges for special services that will best help the child.

ECI currently is funding 58 intervention programs located in both urban and rural areas throughout the state. Some of these programs are conducted in a center or school; others are home based, with therapists and other specialists going to the child's home to provide needed intervention. All of the programs include a parent component that offers the counseling and training families need to work with their youngsters. In areas where there are no funded programs, ECI purchases services for eligible children through the Texas Department of Health.

ECI is more than another service program. Alerting the public to the importance of prenatal care and of early intervention for developmentally delayed and handicapped youngsters is also a major component. To accomplish this, ECI has developed some public awareness and training materials directed toward both professionals and nonprofessionals. These include:

NOTICED ANY CHILDREN LATELY? Brochures and posters that briefly outline problems to look for in young children and where to refer a child who might benefit from ECI services. Available in English and Spanish.

ECI FACT SHEET One-page explanatory information about ECI.

ECI NEWSLETTER Up-to-date information about the ECI program and the service programs it funds, along with suggestions for working with or learning more about the target population. Published quarterly.

CATALOG OF CONTINUING EDUCATION MATERIALS Annotated bibliographies of print and audiovisual training materials on 12 early childhood topics. The materials referenced are appropriate for staff training; prices and addresses are included.

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County Records on Microfilm: Resource for Genealogists

by Robin Rader, Supervisor
Genealogy Services, Texas State Library

The Local Records Division of the Texas State Library has underway a project to place in its regional depositories microfilm copies of Texas county and district clerk records selected for their usefulness to genealogical research. To date, records of 114 counties have been microfilmed. Most of the records date from 1836 to 1910, with a few dating from the pre-Republic period. Marriage, deed, probate, and naturalization records are included, along with the indexes when available.

FINDING GUIDE FOR MICROFILM HOLDINGS OF THE REGIONAL HISTORICAL RESOURCE DEPOSITORIES AND LOCAL RECORDS DIVISION, prepared by the Local Records Division, is an inventory showing the counties and

dates available for each type record. The FINDING GUIDE is a significant new access tool for those who are researching ancestors in Texas. Users can see at a glance what county records have been microfilmed and where those records are located.

The FINDING GUIDE provides users with information on the type of record, the date and volume number of the record, and the microfilm reel number. A glance at the alphabetical list of counties in the front of the book provides users with the name of the Regional Historical Resource Depository for that county. A second section provides the name, address and telephone number for each depository, along with the name of the librarian or archivist in charge of the facility.

While other important genealogical resources are difficult or impossible to obtain on interlibrary loan, these microfilmed county records are available to all libraries in the nation. In undertaking this project and in publishing the FINDING GUIDE, the Local Records Division has rendered an important service to genealogists in Texas and nationwide.

The FINDING GUIDE is available for purchase from the Regional Historical Resource Depositories and Local Records Division, Texas State Library, Box 12927, Austin, TX 78711. The guide was distributed to Texas Depository Libraries.

ECI...



(continued from page 1)

In the planning stage are an early childhood developmental chart and other materials that will focus on public education.

ECI is not a panacea. It is, however, a chance for hope. For the mildly impaired, early intervention can enable youngsters to catch up with their peers and to enter a regular public school classroom. For children with more involved problems, it offers the potential for a more normal life. If you've noticed any children lately about whom you are concerned, call ECI. Perhaps, through early intervention, a child and his family can improve their quality of life. This is what ECI is all about.

[Editor's note: For more information about ECI, contact Early Childhood Intervention Program, 1100 W. 49th St., Austin, TX 78756 (512/458-7445). Copies of all ECI publications have been distributed or offered for selection to Texas Depository Libraries. Microfiche copies of CATALOG OF CONTINUING EDUCATION MATERIALS may be purchased from the Texas State Publications Clearinghouse Micro-publishing Program.]

PUBLIC DOCUMENTS HIGHLIGHTS FOR TEXAS

Summer 1983

Vol. 3, 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, Texas State Library. Information and materials proposed for publication should be sent to the Editor, PUBLIC DOCUMENTS HIGHLIGHTS FOR TEXAS, Texas State Publications Clearinghouse, Texas State Library, Box 12927, Austin, Texas 78711. The editor retains the right to accept and edit such materials.

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 1983 - Vol. 4, No. 1
August 1, 1983

Winter 1983 - Vol. 4, No. 2
November 1, 1983

Spring 1984 - Vol. 4, No. 3
February 1, 1984

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.

New GPO Depository at Texas Southern University

Texas Southern University Law Library became a GPO Depository Library on October 5, 1982. Marguerite Butler, Acquisitions Librarian, who is admitted to the bars of New York and Missouri, will supervise the operations. Faye Webster, Collection Supervisor Clerk, will process the documents. The Law Library is located in the Texas Southern University Thurgood Marshall School of Law, 3100 Cleburne Avenue, Houston, TX 77004 (713/527-7125).

Submitted by Mary E. Wanza, Associate Law Librarian, Texas Southern University Law Library, Houston.

[Editor's note: We are always pleased to announce new depository libraries. Let us know if your library has recently been designated a GPO depository.]



REPORT FROM THE REGIONALS: Advisory Council to the Public Printer Meets

by Bonnie Grobar, Supervisor, Reference Services, Texas State Library

The semi-annual meeting of the Advisory Council to the Public Printer has usually been of great interest to those of us who work with federal documents, but the Spring meeting, held April 27-29, 1983, was of special interest. First, Raymond Taylor, appointed Superintendent of Documents just 18 months ago, had been replaced by Michael DiMario. Mr. DiMario came from the ranks of the Government Printing Office, and everyone was eager to see how he would interact with the Council. Second, we wanted to hear Sarah Kadec, the first librarian to head the Library Distribution Service Section of the GPO.

It was worth the trip. Mr. DiMario not only came prepared to listen, but also encouraged everyone at the GPO to come to the meetings. As a result, there were many GPO staff members listening to the concerns of those of us who work with those pesky documents that they spend so much energy acquiring and getting out. Even an interpreter for the deaf attended--a young printer from GPO who spent several hours each day interpreting for his fellow workers.

Mrs. Kadec was also well received. Her message was that her priority is to streamline the internal functions of the Library Section to provide better service. This will involve a continuation of the flow analysis currently ongoing. She is also moving in the direction of building a data base which will include all documents that are part of the GPO program. The data base will contain all essential information about each publication, and will output various products--in tape, paper, fiche, and electronic format--to suit the needs and purses of the documents community.

There was serious discussion throughout the meeting about acceptable levels of cataloging and indexing in conjunction with the timely printing and distribution of the MONTHLY CATALOG. The GPO wants to produce the MONTHLY CATALOG in a more timely fashion, but cannot do

this while maintaining current cataloging and indexing levels. This problem awaits further automation at the GPO, and a resolution of the indexing terms vs. subject terms quandry.

The two year old Marketing Section will begin active marketing of depository libraries this summer. Several members of the staff asked for input to help them determine exactly what they should promote in the public service announcement spots they will be producing. There seemed to some confusion as to exactly what it is the depository libraries do! The Marketing Section is trying to decide whether to promote the new sales catalog, U.S. GOVERNMENT BOOKS; the librarians; the libraries; or the documents collections! They need our ideas, so write to the GPO if you have ideas about how to market the depository libraries. All libraries will benefit from this free publicity. Each of us needs to reach out to make sure libraries in our areas know about the depository program so that the public will get the information--in public documents--it has already paid for through taxes.

Following is a very brief update on some of the issues covered at this meeting. For a complete report, get a copy of the next issue of DOCUMENTS TO THE PEOPLE, published by the American Library Association Government Documents Roundtable.

*** In late summer the Publications Reference File will be sent out without a shipping list to speed up delivery. In addition to bi-monthly shipments, the PRF will come to us with bi-weekly updates including announcements of new publications. The on-line version is more timely, of course, than the fiche copy. ***

*** A geographic survey will be sent "shortly" to those 625 libraries who want to receive U.S. Geological Survey and Defense

Mapping Agency maps on depository. Other maps, such as National Oceanic Atmospheric and Administration, will be included at a later date. ***

*** The contract between the Department of Energy Technical Information Center, Oak Ridge and the GPO, concerning the 25,000 technical reports published each year, is still being negotiated. In the meantime, access to those reports we are receiving is through ENERGY RESEARCH ABSTRACTS. ***

*** In addition to helping with the internal evaluation, the library inspectors are working on developing guidelines for microfiche conversion in response to the user community, which has definite ideas about what it does not want on fiche! ***

*** New regulations from the Joint Committee on Printing should be in a final version by late 1984. The regulations will contain specific rules on uniform indexing and cataloging, title pages, and pricing. An ad hoc committee has been formed to evaluate the question of depository library access to automated data bases developed by federal agencies. ***

*** The Government Accounting Office study of the GPO bookstores is under review by the Joint Committee on Printing. ***

*** Libraries should be alerted to the fact that, due to budget cuts, many agencies will not be able to support past levels of free distribution. ***

*** Mr. DiMario announced a new pricing structure for the GPO beginning in October, 1983. Among other things it will include a ten percent decrease in the cost of all new publications, improvement in the distribution of publications by type, a price stability program, an 18 month inventory, and capability to produce paper copies from microfiche. ***

(continued on next page)

Developing a Guide to Information Sources on Lubbock, Tex. in the Texas Tech University Library: A Case History

by Thomas T. Rohrig, Business Reference Librarian, Texas Tech University Library

Often, the most difficult geographic area to find information about is the community in which one lives.

In an effort to respond to constantly recurring requests for information on all aspects of Lubbock by Texas Tech students and faculty, SELECTED CURRENT REFERENCE SOURCES ON LUBBOCK, TEXAS IN THE TEXAS TECH UNIVERSITY LIBRARY was compiled in August, 1982.

Following a brief history, this article describes the methodology employed in compiling and publicizing the Lubbock guide, with suggestions for increasing the guide's value in the future.

The 1982 Lubbock guide is the outgrowth of a 1980 publication of the Texas Tech Library that covered materials about Lubbock in the library's U.S. Government Publications Regional Depository. The 1980 guide was compiled pri-

marily from publications of the Bureau of the Census and the Texas Crop and Livestock Reporting Service. Additional material was located by checking sources cited in major federal document reference tools such as COUNTY AND CITY DATA BOOK and STATISTICAL ABSTRACT OF THE UNITED STATES, and through previous use and knowledge of items.

It soon became apparent from the volume and nature of information requests that coverage in the 1980 guide should be extended to sources in other parts of the library.

The result was the 1982 Lubbock guide. This 45 page guide is in 27 sections--agriculture, business, education, environment, geology, government, health, law enforcement and crime, maps, mass communications, social services, Texas Tech University, transportation, utilities, etc. It covers over 300 publications of private firms, academic institutions, professional organizations, non-profit organizations, and governmental organizations (local, regional, state, and national).

The two major criteria used in compiling the guide were that the material must be current and must be in the Texas Tech Library. Thus, with very few exceptions, only monographs published within the past five years and active serial titles were included.

The first step in collecting material for the guide was to update information in the 1980 guide. Additional material was identified by searching the card catalogs under the headings "Lubbock" and "Texas," and checking new book shelves in the Reference and Documents Departments regularly. All recently published titles were examined and appropriate items annotated.

To publicize the guide, it was sent to the following organizations and publications: Texas Tech University News and Publications Office and chairpersons of selected Texas Tech academic departments; local and regional libraries, local Chambers of Commerce, and community information services; Texas State Data Center, Regional Councils of Government, and Regional Library System for the area; and DOCUMENTS

TO THE PEOPLE "Listings for Librarians" section.

Since the Texas Tech Library continuously acquires material on Lubbock, the guide should be updated regularly. Some possibilities are annual supplements, new editions every two or three years, or putting the guide and subsequent additions and corrections on a word processor and printing new editions on demand. A key word index to the guide, instead of the expanded table of contents presently used, could be provided.

The Library may want to expand the guide to include publications located in other libraries. In addition, by developing close working relationships with local officials, it could be determined which officials or offices should be contacted by patrons for more information on a topic.

Copies of this guide are available upon request from Thomas T. Rohrig, Business Reference Librarian, Reference/Documents Department, Texas Tech University Library, Lubbock, TX 79410. The guide was offered for selection to Texas Depository Libraries. Microfiche copies may be purchased from the Texas State Publications Clearinghouse Micropublishing Program.

Report from the Regionals



(continued from page 3)

*** The GPO is still using the April, 1982, survey printout of items selected by selective depositories; however, they expect to be using the December, 1982, survey "this month (May)," and will be getting out a new survey in June. They hope to be doing the surveys quarterly by 1984. ***

*** In spite of some heated opposition from the audience, the Council recommended that the GPO reverse its decision to incorporate the Senate's internal numbering system in the classification of hearings and committee prints. The GPO did not seem inclined to accept this recommendation! ***

*** Members of the Council and other librarians have developed a policy/procedures manual for depository librarians. The manual is currently being reviewed, and will be printed and distributed by the GPO when all corrections have been completed. ***

TEXAS STATE DOCUMENTS INDEX 1982

The 1982 INDEX to TEXAS STATE DOCUMENTS is now available from the Texas State Publications Clearinghouse. VOLUME I: SUBJECT/TITLE is a cumulation of the monthly subject and title indexes for 1982. VOLUME II: AGENCY is a complete listing, by issuing agency, of documents listed in the 1982 issues of TEXAS STATE DOCUMENTS. Both volumes of the INDEX rely on the entry in the monthly issues of TEXAS STATE DOCUMENTS for complete bibliographic information.

Paper and microfiche copies of the INDEX are available from the Texas State Publications Clearinghouse, Texas State Library, Box 12927, Austin, TX 78711.

TEXAS LIBRARY ASSOCIATION 1983 ANNUAL CONFERENCE

Report on Special Library Division Meeting:

Indexing, A Special Librarian's Task

by Twyla Tranfaglia, Librarian, Clark, Thomas, Winters & Shapiro

Linda Feters, who opened the Special Library Division program, spoke on the art of creating indexing systems and thesauri for special collections, especially with application to microcomputers.

The indexing process was discussed step by step. The first step is to know your audience and know what they are going to be looking for. Your audience will determine the shape and form of your index.

The second step is to examine the documents that need indexing. Select several representative documents and determine the major subjects of each. This examination will give you a good indication of the major subjects to be used.

The next step is to select a thesaurus. A thesaurus is essential for providing consistency to your index. If a commercially printed thesaurus or index that is complete enough cannot be found, you must create your own. Using the printed thesaurus as a starting point, write the terms on index cards. Consolidate repetitive terms and use plenty of cross references. Show the thesaurus to some of your users in order to gain their input.

Once you have your thesaurus and know what kind and how many documents you have, you will need to determine how you are going to physically produce the index. It could take the form of a manual index on three-by-five cards or it could be a computerized index.

Linda Feters next discussed the selection of microcomputers to be used for indexing. It is essential to know exactly what you want to put on the computer (including kinds of documents, number of characters per page, etc.) before making a selection. Software must be selected before the hardware.

A discussion of the different database management systems commercially available followed.

Loreto Espinoza, the second speaker, discussed the Microfiche Tax Information System that is used by the State Comptroller's Office. The purpose of this system is to disseminate seven different kinds of tax documents to the field offices.

A separate index is prepared for each different type of state tax. The documents are first indexed by the tax rule involved. Then, the most specific subject of each document is selected. The topic and

the action taken on that topic are used to help determine the subject of the document.

Supplemental indexes by hearing numbers, Attorney General opinion numbers, court case names, statutes and rules, and taxability response numbers are also prepared.

Only those documents containing taxability information are indexed. Over 80,000 documents have been indexed on this system. The system will go on-line in the near future.



Documents Roundtable

by Audrey Taylor, Secretary, Documents Roundtable
Texas Library Association

The Documents Roundtable met in San Antonio, Texas, Wednesday, April 13 for its business meeting. The meeting was conducted by Chairperson Marie Hartman.

Nominations for officers for the coming year were presented. Candidates for Vice Chair/Chair Elect were Pamela Morris (University of Texas at Arlington Library) and Jan Swanbeck (Texas A&M University Library), for Secretary were Karen Hendrick (Texas Tech University Library) and Bonnie Grobar (Texas State Library), and for Councilor was Mary Ann Higdon (Texas Tech University Library). The following were elected: Pamela Morris, Vice Chair/Chair Elect; Bonnie Grobar, Secretary; and Mary Ann Higdon, Councilor. Bill Olbrich (Baylor University Library) will chair the Roundtable.

Bonnie Grobar discussed the PROPOSED TEXAS STATE PLAN FOR FEDERAL DEPOSITORY SYSTEM. One of Bonnie's major concerns has been the lack of feedback concerning the

draft proposal. One fact that has surfaced is that there is not a great desire to do many things differently than we are now doing them in Texas. Bonnie said that there is in place a state plan for libraries in Texas, but the areas that relate to documents are very limited. She went on to summarize the background of the proposed plan and relay other background information prior to gathering input from the members present. Bonnie urged the members to call or write in with comments before the end of the summer if they would like any problems they have with the document to be addressed. A questionnaire will be sent to each depository requesting input by September 1, 1983.

Bonnie also introduced Nancy Ursery and Sally Walton from the Texas State Publications Clearinghouse, who assured everyone that PUBLIC DOCUMENTS HIGHLIGHTS FOR TEXAS will soon be back on its quarterly schedule.

(continued on next page)

TEXAS TRAVEL TRAILS

by Richard Pierce, State Department of Highways and Public Transportation

Just in time to explore the summertime landscapes of Texas, interpretive folders for the series of pleasure-driving routes called the Texas Travel Trails are being reissued by the State Department of Highways and Public Transportation, after a lapse of several years during which the popular folders were unavailable.

The highway routes as previously established remain the same. However, trail drivers should find these new folders even more rewarding trip companions. Greater emphasis is devoted to actual driving landscapes--how the hills and mountains came to be, the flora that Trail travelers will see, and the wildlife that inhabits the varied terrain.

The Texas Brazos Trail ambles through the "old land" region of Central Texas where Stephen F. Austin and Sterling C. Robertson

established their first colonies. It explores the region that is as rich in pioneer history as it is in fertile farmlands. The Texas Forest Trail explores the vast, green-canopied region of East Texas, from the dense tangle of the Big Thicket to the majestic Piney Woods--and the area's abundant opportunities for outdoor recreation.

The Texas Forts Trail leads to a series of frontier army forts whose troopers played vital roles in winning the West. The Texas Hill Country Trail samples some of the state's most dramatic landscapes of the Edwards Plateau west of Austin and north of San Antonio.

The Texas Independence Trail explores the sites of tragedy and triumph where frontiersmen and pioneers took up arms to assert their dedication to the principle and practice of freedom. For water-sports enthusiasts, the Texas Lakes Trail introduces more than two dozen blue-water recreational areas in North Texas, along with the abundant entertainment sites of the Dallas-Fort Worth metroplex.

Drivers on the Mountain Trail discover the rooftops of Texas in

the Trans-Pecos region from El Paso to Big Bend National Park. The state's western-oriented, rough-hewn past finds vivid interpretation along the Texas Pecos Trail, from Judge Roy Bean's domain to the fabulous Permian Basin Oil Field.

Along the Texas Plains Trail, travelers begin to understand the enormous scope of intensive Panhandle agriculture, and find unexpected, magnificent canyon landscapes of dramatic beauty. Finally, the Texas Tropical Trail is charted through the state's southern tip past palm-edged citrus groves, along an international river, to ranches of empire size.

The purpose of the Texas Travel Trails is planned pleasure driving to make the most of every mile. Some travel writers have called them unique, almost like having a native guide along to tell about every locality.

The Texas Travel Trails folders are available free from any of the state's dozen tourist bureaus or by mail from TRAILS, Box 5064, Austin, TX 78763. The folders were distributed to Texas Depository Libraries.

Documents Roundtable

(continued from page 5)

Jan Swanbeck, a member of the Advisory Council to the Public Printer, distributed information from the Government Printing Office responding to questions presented at the Fall Council meeting. She reminded the membership that the next Council meeting would be held in two weeks. Jeanne Isacco briefly discussed issues that should be of particular note, such as the elimination of SuDoc or item numbers, inclusion of scientific and technical materials in the depository program, electronic data files, and the inclusion of non-Library of Congress subject headings in the MONTHLY CATALOG. Jan reported that the Council has developed a draft document on how to run a depository library, which should be distributed soon as a depository item.

"Thank you's" from the American Library Association Government Documents Roundtable for the Midwinter reception and from Bill Olbrich for assistance with the reception were conveyed. The meeting closed with a vote of thanks and round of applause for Marie Hartman for her able leadership and service over the past three years.

Texas Visitor Industry

Where visitors come from and where they go in Texas, how long they stay and how far they drive, are among data to be gleaned from a statistical report just released by the State Department of Highways and Public Transportation. The tabulation titled TEXAS AUTO VISITOR PROFILE 1982 is based on information provided by travelers who visited Texas Tourist Bureaus from August through December last year. "Since the highway department is responsible for a major part of the state's tourist-visitor program," said Tom H. Taylor, director of the department's Travel & Information Division, "we've always had a lively interest in overall travel trends. But this report factors in a new element--Texans who stop for travel assistance at our highway Tourist Bureaus."

"It's not surprising that the average trip time for Texans is shorter than that for other-state and foreign visitors, but we were quite interested to learn that the average Texas auto party spends more trip money per day than travel

parties from out of state," Taylor continued. The visitor profile shows that Texas travelers spend an average of \$28.45 per-person per day, or seven percent more than comparable travelers from other states. According to the data, Texans on the road spend virtually the same amounts for food and lodging, but more on their autos and less on entertainment than out-of-state visitors.

Among all auto visitors, Dallas was the state's most popular destination during the last five months of 1982. San Antonio, Houston, Fort Worth and El Paso rounded out the top five destination cities. During the profile period, the five states that supplied the largest numbers of visitors to Texas were Oklahoma, California, Louisiana, Illinois, and Florida.

TEXAS AUTO VISITOR PROFILE 1982 is available from the State Department of Highways and Public Transportation, Travel & Information Division, Box 5964, Austin, TX 78763. The publication was distributed to Texas Depository Libraries.

Notable Texas Documents

The American Library Association Government Documents Roundtable (ALA/GODORT) Education Task Force is in the process of compiling the first Notable Documents List. The stated purpose of the the list is:

To recognize excellence in government publications, identify documents of distinction, and commend individual works of superlative nature.

To advertise the extensive range of information available in government documents, illuminate the role of documents in society, and encourage their use by people of all ages.

To involve all sectors of the library community in the search for meritorious publications.

To encourage non-depository libraries to acquire government publications.

To promote awareness of the Federal depository system, stimulate development of state and local depository systems, and foster awareness of foreign, international, state, and local documents available in American libraries.

Although the Clearinghouse did not receive notice of the deadline for nominations in time to contact librarians and state agencies, we did submit a few of our favorite documents. The items selected are by no means the only notable Texas state documents published in the past two years, but do stand out as examples of the high quality of the publications of Texas state agencies. Following is a brief description of each of the five documents submitted to the Notable Documents Committee. The agency address for information on availability of copies follows each description.

The publishing agencies deserve further recognition for their support of the Clearinghouse in making the publications widely available.

All five documents are depository items, supplied to the Clearinghouse in numbers large enough to distribute to the Texas Depository Libraries. Three of the documents (PRESIDING OFFICERS OF THE TEXAS LEGISLATURE 1846-1982, TEXAS LONG-TERM CARE PLAN FOR THE ELDERLY, and VOLUNTEER SERVICES GUIDEBOOK) are available on microfiche from the Texas State Publications Clearinghouse Micro-publishing Program.

TEXAS PARKS & WILDLIFE is also available on tape to visually handicapped readers through the Texas State Library Division for the Blind and Physically Handicapped.

Volunteer Services Guidebook

Office of Volunteer Services, Texas Department of Human Resources

The Texas Department of Human Resources, Office of Volunteer Services, has published a set of nine VOLUNTEER SERVICES GUIDEBOOKS for staff who work with volunteers. The booklets give the rationale for using volunteers, and how to recruit them.

Geared to understanding today's volunteers, the booklets cover these topics:

FOR ADMINISTRATORS ONLY describes trends in voluntarism, goals for citizen involvement, kinds of work that volunteers do, and how to measure readiness for using volunteers. It also cautions about stumbling blocks, and outlines the overall steps to take for using volunteers. (Volume 1, 27 pages)

PLANNING encourages the supervisor to consider all the factors that go into the effective use of volunteers. It guides the reader in needs assessment, resources inventory, goals and objectives, coordination, implementation, monitoring and evaluation, and reporting. Contains references for further study. (Volume 2, 22 pages)

JOB DESIGN AND JOB DESCRIPTION tells how to prepare clear state-

ments of expectations and activities for each volunteer; volunteer satisfaction is emphasized. The booklet describes how to prepare the job title, job purpose, supervisor designation, major responsibilities, time required, training, and benefits to the volunteer. (Volume 3, 13 pages)

RECRUITING tells why people volunteer, and why they don't. It explains concepts in "selling" the potential volunteer; potential target groups are described, and the recruiting appeal is discussed. (Volume 4, 25 pages)

SELECTION PROCESS tells how to recruit and screen volunteers, how to interview them and select those for placement. It is particularly helpful in exploring the questions to be raised at each step of the selection process. Includes sample registration and evaluation forms, and additional references. (Volume 5, 32 pages)

ORIENTATION AND TRAINING tells the difference between orientation and training, and gives a step by step approach to orientation and training for both volunteers and the supervisors who will manage them. (Volume 6, 17 pages)

SUPERVISION tells how to create a good work climate, how to encourage volunteers, how to get the most from volunteers, how to stay in touch. It covers the establishment of expectations, dealing with problems, and even how to fire a volunteer. (Volume 7, 25 pages)

EVALUATING tells when to evaluate volunteer activities, what to evaluate, how to evaluate, who participates, and how to use the results of evaluation. Emphasis is on evaluating the program, not the people. (Volume 8, 9 pages)

RECOGNITION gives the importance of recognition, the forms it can take, and who should not be overlooked. It explains characteristics and ideas for formal and informal recognition, both publicly and within the organization. (Volume 9, 17 pages)

(VOLUNTEER SERVICES GUIDEBOOK, Assistant Commissioner for Coordination, 000-B, Texas Department of Human Resources, P.O. Box 2960, Austin, TX 78769)

Submitted by Ann Dewees, Distribution Coordinator, Media Services Division, Texas Department of Human Resources.

Notable Texas Documents

Texas Parks & Wildlife

Texas Parks and
Wildlife Department

First published in December, 1942, TEXAS PARKS & WILDLIFE magazine is the monthly publication of the Texas Parks and Wildlife Department. The magazine is dedicated to the conservation and enjoyment of Texas wildlife, parks, waters and all outdoors, and as such its editorial content is outdoor oriented. Seasonal stories on hunting, fishing, camping and water sports are the core of the magazine with monthly features on state parks and other outdoor recreation in Texas.

Color outdoor photography is the hallmark of the magazine, and it has been recognized by the Association of Conservation Information as one of the best publications of its type in the United States.

Some 90 percent of the magazine's more than 140,000 subscribers live in Texas. About half of TEXAS PARKS & WILDLIFE magazine's subscribers also take NATIONAL GEOGRAPHIC. Other magazines which TEXAS PARKS & WILDLIFE readers buy include TEXAS HIGHWAYS, FIELD & STREAM, OUTDOOR LIFE and THE SMITHSONIAN.

Most of the magazine's readers are urban, Texas residents for more than 20 years, with 30 percent college graduates. Subscribers list freshwater fishing as their top recreational activity, with other interests ranging from hunting to backpacking.

(TEXAS PARKS & WILDLIFE Magazine, Texas Parks and Wildlife Department, 4200 Smith School Road, Austin, TX 78744)

Submitted by David Baxter, Editor, TEXAS PARKS & WILDLIFE magazine.

Uniform Titles and Cutter Numbers for State Agency Reports

by Jane Ann Mullane, Documents Bibliographer
Texas State Publications Clearinghouse

Often the titles appearing on the covers of periodic reports of agencies, such as financial and annual reports, are not truly indicative of the type of information the reports contain. For example, an agency will sometimes produce its financial information for a fiscal year and title it simply "Annual Report." To achieve consistency in classification and improve accessibility of the documents, the Texas State Publications Clearinghouse has established uniform titles and cutter numbers for reports.

Following is a description of items we receive that fall into this category, and the uniform titles and cutter numbers established.

The cover title, if different from the uniform title, will be included as a note in the appropriate area of the bibliographic description. The agency name (inverted for key word) will follow the title, enclosed in parentheses. This will be followed by the years covered in the report. For example:

Annual Report (Library and Archives Commission, State) 1982FY

All reports will continue to be classified by agency, with the .3 content designation. Uniform cutter numbers have been established based on the uniform title. The years covered by the report will be the last line of the classification number. Reports that are submitted twice during the reporting period, such as Budget Estimates and Performance Reports, will have "1st" following the year for the first submission, and "2nd" following the year for the second submission. For example:

C2600.3 P419 1982/3 1st

ANNUAL REPORT (consists of descriptive information such as statistics, listings of members or employees, program descriptions, etc., as opposed to financial information) cutter: An78

If a division of an agency submits a separate annual report, class by division number and cutter: An78

If a class number for the division does not exist, or if an agency submits a separate annual report for a specific program, class by agency and cutter: An78y (y=workmark to designate division or program).

BIENNIAL REPORT cutter: B477

FINANCIAL REPORT (majority of the information is financial in nature) cutter: F49

AUDITED FINANCIAL REPORT (issued by the agency, but audited by an outside firm or by the State Auditor) cutter: F49au

PERFORMANCE REPORT cutter: P419

BUDGET cutter: B859

REQUEST FOR LEGISLATIVE APPROPRIATIONS (submitted by institutions of higher education) cutter: R2991

APPROPRIATIONS REQUEST (submitted by judicial agencies) cutter: Ap65

BUDGET ESTIMATES (submitted by other state agencies) cutter B859e

Notable Texas Documents

Texas Long-Term Care Plan for the Elderly

Long-Term Care Planning
Group, Governor's Office

In March, 1981, Governor Clements appointed the Long-Term Care Planning Group (LTCPG). The Governor charged this group with developing a comprehensive plan which would address the long-term care needs of Texans in a fiscally responsible manner. The LTCPG, recognizing the diverse needs of recipients of long-term care, decided to approach this challenge in two phases. Phase I was the development of this document, dealing specifically with the long-term care needs of elderly Texans.

The TEXAS LONG-TERM CARE PLAN FOR THE ELDERLY is based on a philosophy of supporting family and individual responsibility and promoting a vigorous partnership among the public, private and volunteer sectors in meeting long-term care needs in Texas. The LTCPG approached the task of developing the PLAN by analyzing long-term care in terms of demand, the marketplace and the environment. This document relates the activities of the Group and their findings in regard to previous studies of the long-term care system in Texas, the anticipated growth of the elderly population, needed services and alternative methods of providing those services. After extensive deliberation, the Long-Term Care Planning Group developed the PLAN, which contains eleven goals with objectives and specific actions designed to meet the long-term care needs of elderly Texans.

[Excerpt from TEXAS LONG-TERM CARE PLAN FOR THE ELDERLY]



OUTDOOR RECREATION

The majority of Texans are involved in outdoor recreation of one form or another. The state has some four million hunters and fishermen and approximately 8.5 million so-called "non-consumptive" users of outdoor recreational resources. This latter group includes bird-watchers, boaters, campers, swimmers, skiers, hikers, canoeists, and so on.

The wide-spread participation in outdoor recreation results in a tremendous demand for information concerning recreational opportunities and details concerning the state's flora and fauna in general. Moreover, hunting and fishing are regulated activities subject to specific rules, creating a demand for information regarding seasons and bag limits and other regulations affecting the use of fish and wildlife. Commercial utilization of the state's fish and shellfish resources is also highly regulated, and there is a demand for this information.

Meeting the public demand for information is the task of the Texas Parks and Wildlife Department's Information and Education Branch. This demand is met in a variety of ways--through the production of TEXAS PARKS &

WILDLIFE magazine, through the distribution of news releases to the media, through a statewide radio program, and by manning of toll-free information lines (800-479-4800). It is also met through the production and distribution of a wide variety of informational literature such as digests of hunting and fishing regulations that are updated annually and distributed by the millions. The TEXAS STATE PARK INFORMATION brochure is another item distributed in huge quantities.

Other offerings include general information leaflets on conservation and endangered species, and a chronology of the Texas Parks and Wildlife Department. Miscellaneous wildlife management leaflets are available on deer, quail, turkey, javelina and other game animals. Likewise, there are leaflets relating to information on salt-water and freshwater fishes.

All of the information is readily available to the public and can be obtained by writing Texas Parks and Wildlife Department, 4200 Smith School Road, Austin, TX 78744. Most Parks and Wildlife Department publications are distributed to Texas Depository Libraries.

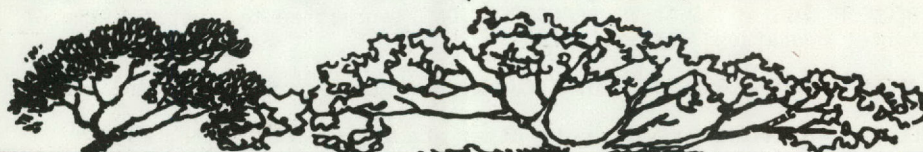
Presiding Officers of the Texas Legislature 1846-1982

Texas Legislative Council

Despite the prominent role played by the lieutenant governor and speaker of the house of representatives in presiding over Texas' two legislative chambers, little information is available on the many occupants of those offices. PRESIDING OFFICERS OF THE TEXAS LEGISLATURE 1846-1982 is designed to address that historical gap. It consolidates, for the first time, biographical sketches and pictures of the state's lieutenant governors and speakers. The introduction to the book also provides background on the origin and nature of the two offices.

Amy Jo Hofner and Chris Kuykendall of the Texas Legislative Council staff were the principal researchers and authors of the book.

[Excerpt from PRESIDING OFFICERS OF THE TEXAS LEGISLATURE 1846-1982]



Proposed Texas State Plan for Federal Depository System

The PROPOSED TEXAS STATE PLAN FOR FEDERAL DEPOSITORY SYSTEM was accepted by the librarians who attended the Documents Roundtable meeting on April 13 during the Texas Library Association annual conference. The plan will now be sent to each depository library along with a questionnaire to be completed by the document librarian and the library director. The questionnaire will be designed by Bonnie Grobar and Mary Ann Higdon, documents librarians at Texas State Library and Texas Tech University Library, the regionals for the state. From the questionnaire responses it will be determined which depository librarians accept the plan and whether or not the plan can be signed. The goal is to have the plan circulating by the end of June.

Please address any comments or questions to Bonnie Grobar, State Plan Contact Person, Texas State Library, Box 12927, Austin, TX 78711.

Following is the text of the plan.



Statement of Purpose:

In keeping with a commitment to insuring that wide and free access to the materials published by the U.S. Government is not only maintained but strengthened in the libraries of the State, the State Plan is a vehicle for reaffirming this commitment as well as communicating an expansion of the existing system.

This plan recognizes and formalizes that various depository libraries have joined together to enhance their services and professionalism, and provides a way for such groups to expand, or for similar groups to form.

It provides a vehicle for communicating information between regionals and selectives.

It should benefit the libraries which are involved actively by enhancing their collections through knowledge of the availability of items not on their shelves; through contact with people who are dealing with similar problems; and through shared ideas, techniques, and methods.

1. Texas depository libraries agree to follow the fundamental structure of the depository system as stated in the "Guidelines for the Depository Library System as adopted by the Depository Library Council to the Public Printer, October 18, 1977" and Chapter 19 of Title 44 of the U.S. Code.

2. Region I and Region II will maintain the same boundaries, with the regionals remaining, respectively, Texas Tech University and the Texas State Library.

3. A list of the selective depositories will be appended to the final Plan.

4. Both the Depository Librarian and Library Director of each depository will sign the State Plan.

5. The responsibilities of the regionals are amplified as follows:

a. Each will draw up, revise as necessary, and circulate to selectives guidelines for the disposal of documents.

b. Each will circulate copies of the disposal lists of selectives to the libraries in its region, as well as to the other regional. Since regionals have ultimate responsibility for maintaining complete holdings, they have first choice of disposal items on all lists. This means, for example, that the Texas State Library will choose items from Region I disposal lists, as well as Region II lists, after Texas Tech has selected but prior to Region I making their choices.

c. Each will provide reference assistance, training, and workshops which cannot be obtained on the local level, and last resort for interlibrary loan.

d. The primary newsletter for information about the Federal documents program will be PUBLIC DOCUMENTS HIGHLIGHTS FOR TEXAS, published by the Texas State Publications Clearinghouse. The Texas State Library will publish a BULLETIN, as the need arises, for necessary communication between issues of HIGHLIGHTS. The BULLETIN may be attached to the duplicates exchange lists or it may be sent out independently depending upon the nature of the information it contains. Each selective will be on the mailing list to receive

these publications, and will be solicited for information to be included.

e. Each will act, as necessary, as liaison or spokesperson between GPO and the selectives.

f. Each will oversee group activities within its region.

6. The responsibilities of selectives are amplified as follows:

a. To formalize, strengthen and expand the group concept already working in some areas of the State and to facilitate the attainment of the goals of the Depository program, selectives will form groups. These groups will coordinate activities in the areas of collection management, interlibrary loan and other kinds of resource sharing, reference assistance, and training for libraries within the group. Activities could include, for example, a union list of the holdings of all the libraries in the group; manuals; training sessions; user aides; publicity, both ideas and techniques; and resource sharing.

b. One goal of the group would be to insure that a wide range of items selected be available within the area.

Another goal would be to increase knowledge of and cooperation between depository and non-depository libraries.

Another goal would be to publicize the non-depository items in each collection.

c. Within groups, and with the approval of the Regional, materials (i.e., items or classes) may be permanently transferred from one depository to another. This will be a transfer rather than a disposal. Acceptance of the material would include management of and responsibility for the documents so transferred.

d. Each group will develop a profile of each depository to facilitate collection management activities. Once the Plan is adopted, a methodology for writing these profiles will be developed.

7. Disposal guidelines and other forms or instructions used in carrying out the Plan will be appended to the Plan.

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