

TENTATIVE NATIONAL STANDARDS
FOR THE
JUNIOR COLLEGE LIBRARY

The Tentative Standards for Junior College Libraries represent, at the present, round table discussions held at ALA in 1953; membership suggestions received from a checklist sent with the Newsletter in November, 1953 and reported in the April, 1954, Newsletter; committee revisions and membership recommendations as presented in a revision at ALA in 1954; a second smoothing by committee members before discussion at the Midwinter meeting in February of this year; and finally, the recommendations of a subcommittee at that Midwinter meeting, together with suggestions of the Standards Committee of the Junior College Commission of the Western College Association.

The Standards are given here in semi-final form and are presented to the membership of the Junior College Section for final recommendations which will be incorporated in a final draft to be presented for adoption. You are asked to study these provisions and to return any recommendations.

I. PURPOSES OF THE LIBRARY

The junior college should provide easily accessible library facilities adequate to meet the requirements of the institution's program. The library derives its responsibilities from the purposes of the college and should perform the following functions:

A. A materials center

1. To select, order, catalog, maintain, and service books and other library materials to meet the needs and interests of students and faculty, under a program professionally planned and executed.
2. To notify students, faculty, and administrators, at frequent intervals, of the availability of new materials.
3. To assist counseling program by providing occupational and vocational material for student use and to supplement work of counselors.

B. A teaching agency

1. To give instruction in the use of books and libraries to new students as an essential part of their orientation program, to classes requesting specific information or assistance, to individual students or teachers, and to library assistants.
2. To cooperate with faculty members in preparation of teaching materials and bibliographies, and to participate in curriculum development.
3. To give reference aid to individuals.

C. A reading center

1. To provide facilities for cultural advancement, for encouraging the development of broad and desirable reading habits for all its clientele.

C. A reading center (continued)

2. To give individual reading guidance when needed or desirable.
3. To maintain professional books and reading materials for the faculty.
4. To stimulate reading by means of displays and exhibits, etc.
5. To provide an atmosphere conducive to enjoyable reading.

D. A community center

1. To extend the services of the library, in the above criteria, to the people of the surrounding area in those instances where the college is specifically designated a community college, at the discretion of the administration.

II. HOLDINGS

A junior college library should have an adequate, carefully selected collection of books and materials pertinent to the needs of the college for cultural, curricular, and recreational reading. The collection should show evidence that recent material has been added as necessary and that the dead wood has been removed.

A. Reference books

A good reference collection contains standard, up-to-date works of a general reference nature such as authoritative dictionaries and encyclopedias as well as books of reference in the subject fields.

B. General books

The general collection should be determined by the existing curricula. Recent, authoritative, readable books for supplementary reading in all fields should be selected in cooperation with instructors in each field. In addition, books for recreational, inspirational, and cultural reading for the entire library clientele should be provided.

The lowest quantitative standard for accreditation is 4,000 volumes. A basic minimum of 10,000 titles, exclusive of duplicates, government documents, and currently adopted textbooks, is desirable for the average junior college. A goal of 500-1000 volumes added yearly is desirable to cover essential additions and replacements.

C. Periodicals and newspapers

These constitute a valuable source of reference material and should be selected with the advice of faculty members in the various fields. Standard indexes such as Readers' Guide should be provided to facilitate use of the magazines. Provision should be made for permanently binding or microfilming back issues of the periodicals most important for future use in the library, with preference given to those which are regularly indexed in standard guides.

D. Other holdings

Vertical file materials, including pamphlets, leaflets, government publications and other ephemeral material should be ample in supply and readily available.

E. Audio-visual materials

If audio-visual materials are to be a part of the library, provision should be made for the housing, equipment, and personnel to handle this phase of the program. These materials may include films, filmstrips, slides, tapes, disc recordings, study prints, charts, pictures, etc.

III. BUDGET

Annual income will vary according to local needs but should be adequate to keep library holdings current and to provide for constant improvement. Either of the following two criteria may be used to determine the amount of a library budget:

- A. Not less than 5% of the educational and general budget of the college should be allocated to the operation of the library. This should include salary for its staff; budget for books, periodicals, binding, supplies and audio-visual materials.
- B. If the library budget is set up for books, periodicals, binding and supplies only, it may be determined as follows:
 1. In colleges with a.d.a. of 0-500, the minimum recommended is 6.00 per a.d.a., (or per enrollment as of October 1, if the college does not record a.d.a.)
 2. In colleges with a.d.a. of 500-1000, a budget of 5.00 per a.d.a. is recommended.
 3. In colleges with a.d.a. of 1000 or more, the budget should be 4.00 per a.d.a., decreased proportionally as a.d.a. increases, but should never be less than 3.00 per a.d.a.

IV. PERSONNEL

The size of the library staff will depend on number of students and faculty the library serves, hours library is open, type of curriculum offered, arrangement of library rooms, nature of service required (audio-visual or added instructional duties), amount of organizational work, rate of growth of collections. Minimum requirements should include:

A. Professional librarians

1. The head librarian must be professionally trained, with a degree in library science and preferably a Master's Degree in library science or related field, and a credential to meet certification laws of the state. He should have department head status, be a member of the curriculum committee of the college, and of the administrative council.
2. There should be two professionally trained librarians in colleges having 1,000 enrollment. Additional professionally trained librarians should be added for each 1,000 students. These librarians should be granted faculty status with stipulated tenure, salary increases, retirement, and other aids-to-growth.

B. Non-professional or clerical help

1. It is recommended that at least one full-time library assistant be employed in every junior college library in addition to a professional librarian. Additional employees in this category will depend upon factors controlling size of staff but consideration should be given to employing one for each 500 a.d.a. in the large college, for 300 enrollment in the small college.
2. Students should not replace full-time library assistants, nor should student hours be evaluated as equivalent to clerical help. Student assistance should be in the non-technical duties, as the shelving of books.

V. HOUSING

The library should be housed and equipped in an attractive manner, with consideration given to the following features:

A. Architecture

The building or library quarters should be fireproof, functional, adaptable, and designed to allow for future expansion. If it is a separate building, it should be located in the center of the campus; if it is a part of another building, it must be capable of being separated by walls or corridors from other college activities, yet be central and convenient.

B. Rooms

It is desirable that the following be included: reference-reading room, stack room, faculty reading room, librarian's office, work-room with storage space, reserve-book room if needed, janitor's closet, staff room, and audio-visual room (if library gives this service). Rooms should be planned for maximum supervision by minimum staff.

C. Service and utilities

The importance of physical conditions to library atmosphere should be recognized, and every effort made to improve them, giving attention to the following items. Acoustical treatment should be given to walls and ceilings, floor coverings should absorb sound; heating units should be so located as not to interfere with shelving or general service of the library; air conditioning should be installed if library is used during the summer months or is in a locality where it is needed. Electric outlets should be ample and convenient; lighting throughout should be carefully planned for conservation of eyesight. The work-room should be provided with hot and cold running water.

It is recognized, however, that excellent library service is often given even in buildings that do not meet all these requirements.

D. Seating capacity

Seating space should be planned for 15-25% of full time enrollment. The percentage will vary according to the nature of the college. For colleges planning new buildings the higher percentage is recommended for possible future expansion.

E. Book shelving

Shelving should accommodate the existing collection and whatever expansion is planned. The necessary stack area may be calculated at the rate of 8 volumes per linear foot of shelving.

VI. ADMINISTRATIVE PRACTICE

A. Appointment

The head librarian should be selected by the president of the college and should be directly responsible to him for the administration of the library, including the budget. The professional library staff should have the same consideration granted regular instructional staff members of the college, including salary based upon academic training, experience, and responsibility, regardless of sex or marital status. Salary increases, leaves of absence, retirement, and other plans for securing faculty competence should apply. Professionally trained librarians should be appointed by the president in consultation with the librarian, and should be directly responsible to the librarian.

B. Faculty Library Committee

In the formulation of library policy and to help interpret faculty needs to the librarian and library problems to the faculty, there may be a faculty committee, appointed by the president, with the librarian as chairman. This committee should be advisory and should not concern itself with details of library administration.

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IT IS VERY IMPORTANT FOR US TO HAVE MEMBERSHIP COMMENT ON THESE STANDARDS. PLEASE DO NOT FAIL TO SEND YOUR REACTIONS TO CATHERINE CARDEW, LIBRARIAN, BRIARCLIFF JUNIOR COLLEGE, BRIARCLIFF MANOR, NEW YORK -- WITH YOUR SUGGESTIONS.

DETACH AND USE THE ATTACHED SHEET -- AND PLEASE DO THIS BEFORE JUNE 30th.

USE ME FOR YOUR SUGGESTIONS, SUGGESTIONS, SUGGESTIONS

Please use this sheet for your comments on the STANDARDS. Return these to
Catherine Cardew, Librarian, Briarcliff Junior College, Briarcliff Manor, N.Y.
by June 30th.
