

STANDARDS COMMITTEE REPORT

Last summer at the Junior College Section meeting in Philadelphia recommendation was made by the members present that the TENTATIVE STANDARDS FOR JUNIOR COLLEGE LIBRARIES be re-evaluated, and that an effort be made to express them in qualitative terms. At Midwinter the enclosed statement of qualitative standards was presented. The members present at this meeting voted to present them in the Newsletter for membership evaluation.

Since returning to California copies have been sent to approximately twenty junior college librarians representative of a wide geographical area. In almost every instance these librarians have expressed disappointment over the exclusion of all quantitative measures. Following is a typical statement:

The important part of the standards is lost as far as using it as a practical instrument for negotiating for additional budget and personnel. We were asked to back our request with some kind of standards, and so relied on the former drafts. Without these we would be lost. I would not vote approval of the present draft.

In view of this repeated opinion your chairman is making an effort to give you an opportunity for re-evaluation of the total standards both qualitative and quantitative. Also, since part of our problem is our inability to reach an agreement between private and public junior college librarians we are giving an opportunity for the former to register their recommendations as to a quantitative statement of standards which would be satisfactory and useful for their needs.

At our meeting in Miami I will present to you a summary of the ballot vote which we are asking you to return upon receipt of the March Newsletter. Will you consider this letter as a personal one? Your opinion is important. The deadline for the return of your ballot is May 1st.

Sincerely,

Elizabeth Neal, Chairman
Standards Committee
Junior College Section, A.C.R.L.

The recommended standards here presented are the outgrowth of extended discussion and membership evaluation from 1953 to the present time. They are being printed for acceptance in the March Newsletter. It is imperative that every member of the Junior College Section return his ballot and thereby record his vote.

I. RECOMMENDED SERVICES OF THE JUNIOR COLLEGE LIBRARY

Today, the junior college library is a partner with the administration and the teaching staff in furthering the educational program of the institution. It derives its responsibilities from the objectives of the college and performs the following educational services:

A. A Materials Center

1. To select, order, catalog, circulate and maintain books, periodicals, newspapers, pamphlets, documents, maps and other materials to meet curricular needs and co-curricular interests of students and faculty under a program professionally planned and administered.
2. To procure and administer the use of films, slides, mounted pictures, records and other audio-visual materials, and to provide appropriate rooms for previewing these materials and listening to recorded music and speech (unless these services are provided by some other agency on the campus).
3. To notify students, faculty and administrators at frequent intervals of the availability of new materials.
4. To assist in the counselling program by providing occupational and vocational materials for the use of students and the guidance staff.
5. To keep the book collection current by frequent evaluation on the part of librarians and faculty members, and subsequent discarding of obsolete materials.
6. To collect and preserve historical archives and publications of the college.

B. A Teaching Agency

1. To give instruction in the use of books and libraries to new students as an essential part of their general orientation program, to classes requesting specific information or assistance, to individual students or teachers and to student library assistants.
2. To cooperate with faculty members in the preparation of reading lists and bibliographies.
3. To assist students in their search for information through individual help at the card catalog, the Reader's Guide and the reference desk.
4. To participate in committee discussion for planning and developing the junior college curriculum, the head librarian to be an appointed member of the CURRICULUM COMMITTEE.

5. To establish helpful rapport between the librarians, faculty and students by bringing library resources and counsel into the classroom at the invitation of the instructor.

C. A Reading Center

1. To assist the faculty in arousing interest in reading beyond the limits of course requirements.
2. To provide stimulating and worthwhile recreational reading materials.
3. To give individual reading guidance when needed or desired.
4. To provide reading materials suitable for the needs of students with reading or language deficiencies and for foreign students.
5. To stimulate a growing interest in books and reading by means of displays, exhibits and other campus publicity.

D. A Community Center (if in accordance with college policy)

1. To co-operate with the evening education program, the extended day program and the adult education program by making the library facilities and services available as needed by these groups.
2. To make library facilities available to groups interested in educational welfare, such as patron's groups, community advisory committees and other special interest groups.
3. To sponsor book discussions and lectures by authors and other authorities.
4. To assist in the acquisition of materials relating to local history and problems of local interest.

II. ADEQUATE LIBRARY SERVICES DEPENDENT UPON ADEQUATE LIBRARY HOLDINGS

A junior college library should have an adequate, carefully selected collection of books and other materials pertinent to the needs of the college for cultural, curricular and recreational reading. The collection should show evidence that recent materials have been added as needed, and that obsolete materials have 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 balanced. Recent, authoritative, readable books for supplementary reading in all fields should be selected after consultation with the faculty 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 titles.
A basic minimum of 10,000 titles exclusive of duplicates, government

documents and currently adopted textbooks is desirable for the average junior college. At least 500 to 1,000 titles should be added yearly to cover essential additions and replacements,

Do you accept this quantitative statement for inclusion? Yes ___ No ___

If a private junior college, what quantitative standard would you recommend?

(Please use the answer sheet at the end of the Newsletter.)

C. Periodicals and newspapers

These constitute an invaluable source of reference for material on all subjects. They should be selected by the librarian with a view to their permanent value and with the advice of instructors for those periodicals which cover special fields. Indexes such as Reader's Guide, International Index, etc. are necessary to make possible the efficient use of a periodical collection. The most important holdings in each field should be bound and shelved in the Reference Room. If permanent files of newspapers are thought necessary, a microfilm file is most satisfactory.

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 part of the library holdings, provision should be made for the housing, equipment and personnel to handle this phase of the library services. Those materials may include films, filmstrips, slides, tapes, disc recordings, study prints, charts, pictures, etc.

III. ADEQUATE LIBRARY SERVICES DEPENDENT UPON ADEQUATE LIBRARY BUDGET

- A. Expansion of the library budget should be planned to proceed at a pace consistent with added enrollment and expansion of the Curricula. The librarian should submit an annual recommended budget. If this must be altered, there should be consultation with the librarian before a final decision is made. Allocation of funds within the library budget should be the responsibility of the librarian (books, periodicals, binding, supplies).

A minimum quantitative standard for expenditures for books and periodicals should be \$3.00 per student enrollment.

Do you accept this quantitative statement for inclusion? Yes ___ No ___

If a private junior college, what quantitative standard would you recommend?

IV. ADEQUATE LIBRARY SERVICES DEPENDENT UPON ADEQUATE HOUSING

The library building should be planned with the needs of the particular col-

lege in mind and after consultation with a library expert. In so far as is possible, these needs should be considered with an eye not only for the immediate present, but also for future growth and possible expansion of the library services (such as audio-visual and class instruction in the use of the library). It should be remembered that within limits the number of rooms that can be supervised is dependent upon the number of professional librarians to be employed. Therefore, the possible future expansion of the staff (both professional and clerical) must be kept in mind when planning a building in order that there are not more room areas planned than can be administered by available personnel at the various hours when the library will be open.

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 a 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 rooms or room areas be included; reference room, general reading room, faculty reading room, stack room, work room with storage space, catalog room, reserve-book room if needed, janitor's closet, a typing room for student use, a near-by classroom for lecture purposes (which can be darkened), audio-visual quarters (if library gives this service.) All areas should be planned for maximum supervision by a minimum staff.

C. Service and utilities

The importance of physical conditions to library atmosphere should be recognized, and every effort made to improve them. The following items should be considered. 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 provided in buildings that do not meet all of these recommendations.

D. Seating Capacity

In determining the necessary seating space consideration should be given to the type of student body and its specific study needs (whether dormitory, academic, vocational, etc.).

Quantitative recommendation is for 10 to 25 percent of enrollment.

Do you accept this quantitative statement for inclusion? Yes ___ No ___

If a private junior college what quantitative standard would you recommend?

E. Book shelving

Shelving should accommodate the existing collection and provide space for calculated expansion. Actual shelving may be installed as needed. The necessary stack area may be estimated at the rate of 8 volumes per linear foot of shelving.

V. ADEQUATE LIBRARY SERVICES DEPENDENT UPON NECESSARY PROFESSIONAL AND CLERICAL PERSONNEL

The size of the library staff will depend upon the number of students and faculty the library serves; the hours the library is open; the type of curriculum offered; the arrangement of the library rooms; the nature of the service required (audio-visual, added instructional duties, etc.); the amount of organizational work; and the rate of growth of the collection. 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 a related field. She should have a state or local credential when required.
2. All professionally trained librarians should have faculty status, stipulated tenure, regular salary increases, and retirement benefits.

In addition to the head librarian there should be at least one additional professional librarian for each 1,000 enrollment.

Do you accept this quantitative statement for inclusion?

Yes No

If a private junior college, what quantitative standard would you recommend?

B. Non-professional or clerical help

1. It is recommended that at least one full-time clerical assistant be employed in every junior college in addition to a professional librarian.

In a large junior college (over 1,000 enrollment) the clerical staff should consist of not more than 60% nor less than 40% of the professional staff.

Do you accept this quantitative statement for inclusion?

Yes No

If a private junior college, what quantitative standard would you recommend?

2. Students should not replace full-time clerical assistants, nor should student hours be evaluated as equivalent to clerical hours. Student assistance should be in the non-technical duties (shelving of books,

charging and discharging, etc.).

3. If the librarian administers the audio-visual services, added clerical help should be provided.

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. The professional library staff should have the same consideration granted 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 assistant 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.

IT IS VERY IMPORTANT FOR US TO HAVE MEMBERSHIP COMMENT AND YOUR VOTE BY MAY 1st.

SEND YOUR VOTE TO:-

Miss Elizabeth Neal, Librarian
Compton College Library
Compton, California

REPORT OF ALA MIDWINTER CONFERENCE

I. A New Type of Evaluation

Dr. Manning M. Pattillo, Associate Secretary, Commission on Colleges and Universities, North Central Association, spoke on "Problems in Evaluating College Libraries." Dr. Manning's paper will appear in the May College and Research Libraries. Approximately seventy-five persons attended this meeting. They were intensely interested in the address and many remained to ask questions of the speaker.

II. Statistics

Ruth Scarborough, Chairman of the Statistics Committee, reported on her work with the statistics, which are reported in the January 1956 issue of College and Research Libraries. Of 212 questionnaires sent out, 75 were returned and tabulated. Miss Scarborough raised the question as to whether these colleges were necessarily representative ones and whether all junior colleges received the questionnaire. There was discussion of whether questionnaires could be sent to some colleges in each state or if they might be sent to all junior colleges. This posed the problem of mailing, and it was suggested that we seek Mr. Hamlin's advice on the matter. There

was also some discussion about the form of the questionnaire and a show of hands indicated that the majority would like a shorter form.

III. Standards

A copy of this report, prepared under the chairmanship of Elizabeth Neal, Compton Junior College, Compton, California, was distributed to all present for the business meeting. Miss Neal mentioned briefly all previous work that has been done on standards and pointed out that the basis of this current report is qualitative rather than quantitative (which carries out wishes expressed during the Section's annual meeting in the summer of 1955.) After Miss Neal presented the major features of the report, she moved that this report be accepted and sent out with the March Newsletter, so the entire membership of the Section could send in comments. Ira Peskind seconded this motion. There was much discussion, centering around details of the report and around the concept of the terms "quantitative" and "qualitative". Mrs. Taylor suggested that those present take the report with them and send Miss Neal suggestions by February 10. Those present agreed to do this and the motion before the house was voted upon and carried. The suggestions which Miss Neal receives will be incorporated into the copy to be sent to the membership of this Section. -- Reported by Orlin C. Spicer, Secretary, ACRL Junior College Section.

NEWS FROM FAR AWAY PLACES

Region 1, Far West: Mrs. Iva Walton Perkins, Acting Head Librarian, El Camino College, El Camino, California.

Los Angeles City College Library honored the observance of Printing Week, January 15-20, as well as 250th anniversary of Benjamin Franklin's birth, on Monday evening, January 16, by a program and reception in the Library for faculty, students, and the community. It was also the occasion marking the acquisition of the Library's 100,000th title, the beautiful facsimile edition of an original Gutenberg Bible. -- Ruth McBirney, Librarian of Boise Junior College, has just taken office as vice-president and president elect of the Idaho State Library Association after serving for seven months as secretary. Miss Lois Hansen, Assistant Librarian of Boise Junior College, has been reappointed chairman of the Public Relations Committee of the Idaho State Library Association. -- Angelin Tesdell, Everett Junior College Librarian, (our chairman-elect) is editor of Library Leads, the official publication of the Washington State School Library Association, this year. At her college a library display has been installed in the faculty lounge where there is a pegboard wall. The library has received a gift of \$250.00 from the Alderwood Manor Library Club.

Region 2, Trans-Mississippi: Gertrude Haury, Librarian, Hutchinson Junior College, Hutchinson, Kansas.

Jean Bailey, Librarian at the Pratt Junior College, was the winner of the 1955 William Allen White Children's Book Award. Miss Bailey's Cherokee Bill, Oklahoma Pacer, was the choice of about 27,000 Kansas school children who cast ballots for their favorite book. -- The Northeastern Wyoming Community College in Sheridan, Wyoming, last year was moved into the facilities of a vacated county hospital. A first floor wing, including twelve rooms, some of them sizeable, and a wide corridor, was given to the library. The librarian is also the manager of the Library Book Store, where paper-bound books are sold and the profit goes into a cash fund for a library enrichment program.

Region 3, Mid-West: Mr. Orlin C. Spicer, Director of Libraries, Morton High School and Junior College, Cicero, Illinois.

Miss Virginia Clark is a new member of the staff at Wright Junior College, Chicago.

Formerly she worked at Youngstown Public Library and at the University of Chicago Library. -- The Music Department at Morton Junior College is expanding its curriculum. The Library is participating in this expansion by being responsible for all records and scores. Previously, each of these departments had its own collection; now, with this centralization, a much larger collection is more easily available both to students and faculty in the Music Department and to the whole school.

The Graduate Library School, University of Chicago, will sponsor its 21st annual conference June 13-15, 1956 on "Toward a Better Cataloging Code". The first of a series of three annual workshops on "Library Materials For Use With Children" will be held on August 9, 10, and 11, 1956. The proceedings of the 20th annual conference, the "Future of the Book", are now available in hard cover book form, and as the October, 1955, issue of the Library Quarterly from the University of Chicago Press, at \$3.75 and \$2.50 respectively. Remission of one-half of the normal campus tuition fee is available to librarians in elementary and secondary schools for courses leading to a MA degree in the Graduate Library School; this is part of a university policy to assist in the improvement of teaching.

Region 4, New England: Mary E. Kauffman, Bradford Junior College, Bradford, Massachusetts.

Miss Ruth L. Mellin is Acting Librarian of Colby Junior College, New London, New Hampshire in Miss Meals' absence. Miss Mary Stuart Smith has also been a member of their staff this year. Their Student Library Committee is planning a Book Review Assembly and Coffee Hour early in March -- Mrs. Florence K. Wright, Librarian at Dean Junior College, Franklin, Massachusetts reports the installation of new lighting and stacks, and says they are reorganizing and rearranging their library. -- Miss Frances Atwood has been Librarian of Lasell Junior College, Auburndale, Massachusetts since 1953, succeeding Miss Emeline Loud who has left the junior college field. Lasell Library is planning a Book Fair for March 20-21. -- Mr. Rodney Armstrong, Librarian, Davis Library, Phillips Exeter Academy, Exeter, New Hampshire reports that Miss Ruth Brown, formerly of the staff of the Library of Phillips Andover, has joined the staff as archivist and cataloger. The Library is having a special exhibit on Italic handwriting (a modern variant of the beautiful writing used by scribes in the fifteenth century for the writing of Papal briefs). Later this spring there will be a series of special exhibits of historical materials of the early days of the Academy, since 1956 is its 175th anniversary. -- Ground has been broken for a new library building for Pine Manor Junior College, Wellesley, Massachusetts. -- Miss Elizabeth Weeks, formerly cataloger at the Brookhaven Atomic Research Library, is Assistant Librarian at Bradford Junior College, Bradford, Massachusetts and is also in charge of the historical collection. Bradford has installed a record player with six listening posts in the library for the use especially of the advanced language and modern poetry classes. -- Mrs. Hazel R. Oldham, Librarian of Conant Library, Nichols Junior College, Dudley, Massachusetts, writes that ground is about to be broken for a new library which will be ready for the opening of college in September.

Region 6, Southeastern: Katherine M. Brubeck, Jacksonville Junior College, Jacksonville, Florida.

Library building is booming in Florida! By now it is widely known that the last Florida Legislature appropriated money for several public junior college libraries. Ruth Kent, Librarian of Pensacola Junior College, informs us that this is the fastest growing junior college in the state, and boasts of two new library acquisitions, a new Librarian, Julia Pitts, and the money for a new library. It is hoped that the library will be one of the buildings finished in 1957 on its new campus. -- Sara Crittenden of St. Petersburg Junior College writes that the color scheme of her new library is turquoise and brown. Her building has three wings; reading, reference

and stock areas. Other features include librarian's office, work-storage room, and telephone booth. -- Chipola Junior College is going to be another lucky institution as plans are being made for a new two-story library building, which will include staff, audio-visual, and conference rooms in addition to the facilities which are now provided. This is fortunate for Eva J. Dixon, the new Librarian. -- L. Griffin Copeland, Librarian of Florida Christian College, announces that his school has been admitted into the Southern Association of Colleges and Secondary Schools. He and his wife (do-it-yourself fans) have recently moved into a new home, a product of their own labors.

Region 7, Southwestern; Ruth Gray, Librarian, San Angelo College, San Angelo, Texas

Mrs. Fredonia Sikes, Librarian at Kilgore Junior College, Kilgore, Texas, reports that the College Board has recently approved a new building which will be a modern air-conditioned, two-story light brick structure. The second floor will be devoted to the college library, which at present has 18,000 volumes. -- The Northern Oklahoma Junior College Library has been selected to receive one of the 1,600 sets of Great Books of the Western World being distributed through a selected committee of the American Library Association under grant from the Old Dominion Foundation. Miss Jeanne M. Aber, Librarian, reports this. -- San Antonio College had just completed an addition to the Library-Administration Building, which includes a Reference Room and two conference rooms for the Library. The new addition will add an additional hundred seats to the seating capacity of the Library. Tentative plans are being considered for the installation of additional stack shelving in the balcony. J. O. Wallace is head Librarian at San Angelo. -- Mrs. Matilda Glidden Loftin, former Librarian of San Antonio College, and her husband, J. O. Loftin, President, were killed in an automobile accident on December 31, 1955. Mrs. Loftin, a graduate of Columbia University Library School, was Librarian at San Antonio College from 1939 to 1951.

S.O.S. We need your comments on standards. Please consider them in the light of the newly proposed accrediting procedures. Then write Miss Neal at Compton College.

Thank you.

(Mrs.) Thelma Vogt Taylor, Chairman
Junior College Section, A.C.R.L.

Answer sheet, Recommended National Standards for the Junior College Library.

Please mail by May 1 to:

Miss Elizabeth Neal
Compton College Library
Compton, California

II.B. General books. Yes _____ No _____ Recommended standard _____

III.A. Adequate Library Budget. Yes _____ No _____ Recommended standard _____

IV.D. Seating Capacity. Yes _____ No _____ Recommended standard _____

V.A.2. Professional Librarians. Yes _____ No _____ Recommended standard _____

V.B.1. Non-professional or clerical help. Yes _____ No _____
Recommended standard _____

BALLOT FOR STANDARDS AS A WHOLE

I accept the qualitative statement of standards. Yes _____ No _____

I accept the addition of the quantitative standards. Yes _____ No _____