

STATE LIBRARY COMMISSION MEMBERS

Richard M. Shirk
Chairman
(1981)

Mrs. Marie Willings

ANNUAL REPORT FOR

FY 1980-1981

OF

THE STATE LIBRARY AGENCY

TO

GOVERNOR
ROBERT RAY

August 1981

Mrs. Willings has served as chairperson of the Commission during this year. Her library industry background has proved very helpful as we have worked to implement resolutions from the Governor's Conference.

Mrs. Falk has served as vice-chairperson. In this capacity she has also served as chairperson to the State Aid Task Force.

Richard Shirk will leave the Commission at the end of this year after service of 5 years.

The individual commissions are to be thanked for their willingness to serve in this capacity to further quality library service.

STATE LIBRARY COMMISSION MEMBERS

Richard O. Shirk
Oelwein
1981

Mrs. Marie Wallinga
Sioux Center
1982

Dr. Ralph Dorner
Des Moines
1983

Mrs. Julia Falk
Shenandoah
1984

William O'Brien
Des Moines
Supreme Court Administrator

Barry Porter
State Librarian

Mrs. Wallinga has served as chairperson of the Commission during this year. Her library trustee background has proven very helpful as we have worked to implement Resolutions from the Governor's Conference.

Mrs. Falk has served as vice-chairperson. In this capacity she has also served as chairperson to the State Aid Task Force.

Richard Shirk will leave the Commission at the end of this year after service of 8 years.

The individual Commissions are to be thanked for their willingness to serve in this capacity to further quality library service.

State Library
East Wing, Historical Building

BARRY L. PORTER, State Librarian.
JACK W. HURKETT, Assistant Director.

Governor Robert Lucas established the State Library in 1839. The Library has grown from 1,600 volumes to a library containing 112,368 volumes, 10,275 microfilm reels, 180,000 microfiche, 15,000 phonorecords, 300 audio tapes, 3,413 16 mm films, and 46 video tapes. The library also has a specialized collection of books about Iowa and of books written by Iowa authors.

Chapter 303A of the Iowa Code sets forth the duties and functions of the State Library. Its function is to work toward the development of statewide library services, to provide library service to governmental agencies, to the state legislature, and to residents of Iowa. A statewide network, the Iowa Library Information Teletype Exchange (I-LITE) provides interlibrary loan service to state government and libraries throughout the state.

The State Library is a selective federal depository of United States publications. Emphasis is placed on collecting documents of interest to state government and the public, such as Bureau of Census materials. In addition to the depository collection, the State Library subscribes to a service providing indexing and a comprehensive microfiche collection of federal statistical and congressional publications.

The State Library participates as the principal repository for publications and microform products of Iowa Census Data Center, a prototype program of the U.S. Bureau of the Census. The State Library also serves as the primary printed document distribution point for the Iowa Census Data Center.

In 1978 the General Assembly passed an act creating a Depository Library Center to serve as the central agency for the collection and distribution of state documents. The Depository Library Center began to collect and distribute state documents in July 1979.

The state documents are distributed to the Library of Congress, the Center for Research Libraries, and 41 Iowa depository libraries, which are geographically distributed throughout the state in order to give all Iowa residents access to Iowa documents published by state agencies and institutions.

The State Library administers state funds and federal funds made available under the Library Services and Construction Act.

Consultant service is provided to libraries, state institutions, and college and university libraries. The State Library gives support to the regional systems and distributes appropriated funds to regional libraries on an equal basis.

The regional library system was established in 1973 for the purpose of providing supportive library services to existing public libraries and individuals with no other access to public library service and to encourage local financial support of public library service in those localities where it is presently inadequate or nonexistent. The state is divided into seven regions each with its own regional board of library trustees. Each board appoints the regional administrator for its region.

STATE LIBRARY
FY 1981 FISCAL REPORT

Salaries	\$546,891	34 FTE
Travel	13,826	
Office Expense	75,426	
Books, Microfilm	58,597	
Film	49,548	
Printing	16,903	
Telephone	13,571	
Equipment	3,802	
Board Per Diem	4,959	
I-LITE	95,488	
Contracts	42,883	
	<u>\$921,894</u>	

Source of Funds

State Funds	\$370,212
Federal Funds	518,268
Misc. Receipts:	4,938
16mm Film Media Outreach	20,926
I-LITE	7,550
	<u>\$921,894</u>

FY 1981 FEDERAL FUNDS

Expenditure Report

State Library	619,731
Regional Library System	\$216,000
Institutional Libraries	45,000
Physically Handicapped Library Programs	25,212

Workshops

School/Public Library Cooperation	\$1,043
AEAMC/Regional Administrator Workshop	750
AACR II Training Workshops	1,914
New Librarian orientation	1,173
IOWNET Forum	975

Advisory Council Expenditures

White House Conference Delegates	1,055
State Aid Task Force	450
Regional Library Evaluation Task Force	724

Public Relations 8,400

IOWANET Consultant (Becker & Hayes) 54,799

Development Grants

OCLC Terminal for Waterloo Public Library	5,200
Second OCLC Terminal for Davenport Public Library	3,700
University of Minnesota Union List Contract	52,000
Van Buren County Shared Staffing Project	11,246
	<u>\$1,049,373</u>

INFORMATION SERVICES

The primary clientele of the State Library Information Services Division is State Government. Service to state government is composed of several programs, including reference service, circulation, interlibrary loan, the periodical bank, selective dissemination of information, agency presentations, and participation in the state data center program.

Reference service is provided to approximately 100 state agencies. The types of questions answered by the reference department range from the field of fine arts to technical scientific questions. The following statistics indicate a brief summary of the quantity of reference questions handled.

Average 329 Factual/Month

157 Research/Month

*Directional questions not included.

We have defined factual questions as those which take less than 10 minutes to answer while research are those questions from 10 minutes to 3 days. The number of research questions are increasing which is putting a stress on present staff.

A primary key to quality reference service is a strong collection. Reference tools that have been particularly valuable in state government service include the American Statistics Index, the Congressional Information Service, and the newly acquired Magazine Index. The Magazine Index is a cumulated microfilm index to periodicals which allows increased searching capabilities for over 360 journals. Other strengths of the collection include management materials and publications relating to state government.

Another major program of information services is the circulation and inter-library loan function. Not only does the State Library circulate materials from its own collection, but it does a high rate of state and national inter-library loan to obtain the specialized reports and publications requested for state agencies. The State Library handles an average of 737 loans/month.

In May of 1979, the State Library began to utilize the OCLC interlibrary loan subsystem to obtain materials not available in the state through the I-LITE system. The OCLC system is a library-to-library on-line communication system, and is designed to encourage and to support efficient and effective exchange of information and library resources. Usage has grown this year to take some of the load from the I-LITE network.

The periodical bank, another major program of the reference department was established in 1974 with funds from a 1973 Library Services and Construction Act grant. The microfilm collection is intended to help provide library materials for Iowa libraries and to eliminate the need for libraries to keep long back files.

The following statistics indicate usage of the periodical bank by libraries and state government.

Periodical Bank

Average 599 requests/month state government

Average 171 requests/month libraries

The Copyright Law PL 94-553 which became effective January 1, 1978 had a significant influence on the development of the periodical bank holdings. Additional titles were purchased as funds permitted to avoid exceeding CONTU Commission on New Technological Uses of Copyrighted Works guidelines of more than five photocopies per journal.

The Selective Dissemination of Information Program is a popular program designed to provide state agency researchers with a current awareness service on topics of continuing concern. For example the Commission on Aging department is regularly notified of citations on recent publications concerning "terminal care facilities". Currently approximately 175 state government employees are being served through the program and requests generated through SDI averaged 255 per month during FY 81.

Information Services has been working with the Office of Planning and Programming and the Regent Universities to establish an Iowa Census Data Center. The goal of the State Data Center program is to improve access to and use of Census data products, establish a mechanism to provide increased and improved technical services to a larger number of users, and reduce costs for providing user services. The State Library's role would be to assist with training and to serve as the reference source for census questions which can be answered by print materials.

Working in connection with the 38 county libraries in Iowa to develop cooperative programs, provide better administrative control and work towards the development of a county library system. 11,244

INMANT consultants to interview Iowa librarians and to prepare a planning document for the use of technology and automation in libraries. 54,799

Incentive grants for Waterloo and La. Monte Public Libraries to convert their library holdings to a machine readable data base. This was to be done through the installation of ILLC terminals and the retrospective conversion of their holdings as well inclusion of all future acquisitions. 8,200

Working in connection with the 38 college and university libraries to develop new lists of their periodical holdings through a contract with the University of Minnesota. 52,000

TOTAL 125,243

LIBRARY DEVELOPMENT

The Library Services and Construction Act Funds which allow the State Library Agency to award grants for library development projects are administered by this division. The procedure for the grant program and the subsequent monitoring program are in process in continuous revision to better serve the recipients of these funds. The basic system support grant augmenting the state appropriation to the Iowa Regional Library System is monitored and evaluated in this department. Fostering and encouraging grants which involve the handicapped and disadvantaged and compiling and disseminating information on this segment of the population is also responsibility.

In 1981, the following LSCA grants were awarded to libraries:

Public Library of Des Moines received a grant to provide better library service for the blind and physically handicapped. With this grant and some matching funds they were able to buy a Kurtzweil Reading machine.	\$25,212
Van Buren Shared Staffing project. A professional librarian was hired to work with the seven libraries in Van Buren County to develop cooperative programs, provide better administrative control and work towards the development of a county library system.	11,246
IOWANET Consultants to interview Iowa librarians and to prepare a planning document for the use of technology and automation in libraries.	54,799
Incentive grants for Waterloo and Davenport Public Libraries to convert their library holdings to a machine readable database. This was to be done through the installation of OCLC terminals and the retrospective conversion of their holdings as well inclusion of all future acquisitions.	8,900
Working in connection with the 28 college and university libraries to develop one list of their periodical holdings through a contract with the University of Minnesota.	52,000

TOTAL \$152,157

PROGRAMS

Institutional Libraries

Institutional libraries received consultant services and additional federal funds through the Office of Library Development. These grant monies and professional services are used to develop and expand and 18 residential library programs. During 1981 each institution library was visited once. Many libraries are visited several times for large cataloging or acquisitions projects: consulting service also involve organizing and developing legal collections in institutions. The institutional consultant compiles statistical information, sends relevant professional literature on a continuing basis, edits a newsletter, solicits and distributes donations, and organizes workshops and continuing education programs.

Statistics

In other areas we solicit information that allows comparison. The Library Development group is the data collector for the State Library agency, and in order to collect data we have to devise survey instruments. The survey for public library and regional library system data are in continuous revision. This data is published annually in various forms during the year, the most notable being Public Library Statistics, and Iowa Regional Library Statistics. A directory of libraries in Iowa -academic, public and special -is published annually. During 1979-80, the public library statistics were computer generated and produced analytics of an impressive variety not available before. This was refined for 1980-81 to enable libraries to get an individual printout of reankings in 8 areas. This profile has proven very helpful to them. This project was funded by LSCA moneies and provides per capita, ratio percentage and ranking information for all public libraries in Iowa on topics such as operating income, staff, the collection and its use. Joan Brauer is Research and Statistics Specialist.

Summer Library Program

The Summer Library Program reaches out to children and young adults. Each year a manual is developed and provided without charge to children's librarians throughout the state, along with posters and bookmarks which publicize the theme for that year. "Take the Mystery Out of Your Public Library" is the 1981 theme. Publisher's preview books are made available to librarians for examination purposes throughout the year.

These varied responsibilities require close work with agencies such as the Department of Social Services; professional groups such as ALA committees on prisoners, and the handicapped; and groups made up of representatives from various agencies and institutions, such as Services to Institution Law Libraries. Darien Fisher is the Special Services Librarian.

Library Development has been hampered this year due to the resignations last year. The first occurred in December 1979 when the Training Office returned to Washington state. This left a big hole as we had planned a number of staff training and Continuing Education workshops for the library community.

The second vacancy occurred in June 1980 when the building consultant entered private business. Since we have approximatley 65 public libraries in the stage of construction this left them without the technical expertise they needed.

CONTINUING EDUCATION

During October 1980, ten workshops were conducted around the state for school, academic, special and public librarians. The purpose of these workshops was to alert librarians and train them in anticipation of a complete revision of the cataloging rules that was take place January 1, 1981. These standards have been discussed by the American Library Association for several years and the Library of Congress decided to implement them January 1. The workshops were entitled AACR II (Anglo American Cataloging Rules II). The program was coordinated jointly by the State Library and the Department of Public Instruction and utilized the expertise of 20 teachers from across the state.

For several years the State Library and the Regional Library have worked jointly to sponsor basic continuing education courses for librarians without Master Degrees. A ten hour course was developed in six areas by the State Library. The regional library and the community college then selected a teacher, provided a location and provided CEU credit for the course. The six courses included reference, cataloging, material selection, library management and administration, public relations and library operations. During this fiscal year it reached the point that there were not enough people within each region to offer the course. The State Library then came up with the idea of offering with two three-day workshop at Springbrook State Park for the courses. This brought between 25 and 30 people across the state who were then taught the information in a 3 day period. The first workshop was held November 12-14, 1980. It was so successful that plans were made for a second workshop in April 1981 for the second course. The two courses were so succesful that we plan to make it an annual event and a continuing part of our continuing offerings.

On May 6th we held a workshop to discuss the regulations regarding the accessibility of public buildings for the handicapped under Section 504 of the Federal Regulations. The workshop served to put to rest many of the rumors regarding the closing of buildings and the withholding of federal funds in the event that libraries do not immediately comply with the regulations. The assurance was given by the instructor that the building need not become accessible if physical handicapped individuals have access to the programs and offerings through another avenue.

The Office of Audio-Visual Services of the State Library serves the following functions: provides short term loans of non-print library materials to governmental agencies and public libraries that are too expensive or esoteric for their individual purchase; provides information services (i.e. consultant, reference and referral) on materials and equipment, plus inservice workshops dealing with audio-visual hardware and software; encourages public libraries to develop their own audio-visual collections; encourages small public libraries to join Media Outreach; serves as a state depository and distributor of state agencies non-print material; acquires and circulates continuing education materials; acquires and circulates management type materials.

The film circulation of 8,000 in fiscal year 1974 rose 365% during 1980-81 FY. These figures reflect high public interest and use of films.

Requests for audio-visual equipment short term loan to other state agencies tripled. 16 mm projectors, overhead projectors, video tape records, slide projectors, etc., are available for loan. Sufficient equipment is not available to supply all agencies requests. We recommend the maintenance of a basic A-V AV equipment collection in each building in State Capitol Complex. Preventative maintenance and service should be a part of the plan.

Audio Visual Services plans for the future include: promoting and increasing the use of video cassettes in Genealogy and Access; acquiring film collections from the Iowa Arts Council, the Energy Policy Commission, and the Emergency Medical Services Agency; improving communications with the local public libraries through cooperative ventures with the Regional Library Administrators and the Iowa Library Association; printing and distributing two film catalog supplements as soon as the new materials became available; distributing the non-library oriented multi-media kits to various libraries on extended loan basis; reciprocally exchanging audio-visual reference information data with Area Education Agency Media Centers.

Statistics for 1980-81

- Filling 68% of the 7,854 requests for audio disc afforded listening pleasure and/or information to approximately 39,270 citizens.
- Approximately 147,004 college students received educational information through service to 60 college and institutions of higher education.
- Approximately 1,190,904 children, the aged and general public were entertained through services to the 510 libraries.
- Approximately 80,236 persons in the 18 institutions received educational and recreational information.
- Approximately 36,348 persons in and through state agencies were inservices.
- Approximately 59,488 persons received information through educational programs conducted by 23 hospitals.

MEDIA OUTREACH

A cooperative activity has been developed where 35 libraries and the State Library have pooled some funding to develop a packet concept of films. Basically the State Library provides each of the libraries a packet of 25 films (every six weeks) which the library then circulates. This saves time in the mail between the library and the State Library. It also gives the library greater flexibility in scheduling local programming because they know the film is in hand. This program has proven very successful over the last three years with the efficient use of films and also generating additional dollars for the purchase of library services.

In 1979 there were 35 Iowa depositories plus the Library of Congress and the Center for Research Libraries. Six were added in January, 1980, and two more are scheduled for July, 1981. On June 30, 1981, there were 47 core depositories and 77 full depositories in addition to the permanent depositories - the State Library and the University of Iowa.

Depository inspections were completed in 1980 for all libraries except two, Luther College and Iowa Western Community College. These will be done on the next round of inspection activity. A manual for depository libraries has been developed and will be distributed in the fall of 1981.

In addition to making regular reports to depositories on deposits and proper filing for films, the staff has made special efforts to locate state publications and to add them to the distribution list. The increase in publications distributed in 1980 (11,000) over 1979 (9,500) was largely due to this effort to locate state publications.

The staff consists of three - a clerk, a clerk-typist and a librarian. The clerk provides the services of the card processing and cataloging sections of the State Library, the librarian provides the services of the general services and the administrative services of the State Library.

Although there has been no issue of the checklist produced we continue to work with the Cataloging Division on the cataloging of Iowa Yearbooks in order that the checklist will be as complete as possible when it is produced. The Cataloging Division is inputting information in preparing for its computer-produced checklist. In the meantime, the Depository Library Center's compiled checklist provides a list of material distributed by the Center.

DEPOSITORY LIBRARY CENTER
1980-81

The Depository Library Center completed its second year of operation on June 30, 1981.

The Center distributed 31,557 pieces of material and 85,412 pieces of microfiche in 1980-81. In 1979-80 25,849 pieces of material and 46,770 pieces of microfiche were distributed.

In 1979 there were 35 Iowa depositories plus the Library of Congress and the Center for Research Libraries. Six were added in January 1980, and two more are scheduled for July, 1981. On June 30, 1981, there were 17 core depositories and 22 full depositories in addition to the permanent depositories - the State Library and the University of Iowa.

Depository inspections were completed in 1980 for all libraries except two, Luther College and Iowa Western Community College. These will be first on the next round of inspection visits. A manual for depository libraries has been developed and will be distributed in the Fall, 1981.

In addition to making regular shipments to depositories and preparing pieces for filming, the staff has made special efforts to locate state publications and to add them to the distribution list. The increase in publications distributed in 1980-81 over 1979-80 by 5708 was largely due to this effort to locate state publications.

The staff consists of three - a clerk, a clerk-typist and a librarian. The Center utilizes the services of the Word Processing and Cataloging sections of the State Library, the Micrographics Section of General Services and the administrative guidance of the Law Library.

Although there has been no issue of the checklist produced, we continue to work with the Catalog Division on the cataloging of Iowa documents in order that the checklist will be as complete as possible when it is produced. The Catalog Division is inputting into OCLC in preparing for its computer-produced checklist. In the meantime, the Depository Library Center's cumulated shipping list provides a list of material distributed by the Center.

HIGHLIGHTS OF SPECIAL WORKSHOPS

Resolutions from the Governor's Conference have given direction to four projects that have been rather successful. Although they are mentioned under their specific resolutions in this report there is a need to pay special attention to them here.

On August 21 Governor Ray met with the delegates who had attended the White House Conference. He spent approximately 45 minutes with the group discussing libraries priorities from their point of view. This was helpful to the delegates to share the expertise they had developed over the months as State Conference delegates as well as White House Conference delegates.

Resolution 12 directed the State Library Commission to investigate the possibility of direct state aid to public libraries. A task force was formed. They surveyed the other 49 states to determine what type of state aid programs are presently in force and then prepared a document which was presented and discussed at the Fall meeting of the Iowa Library Association. This meeting took place in Sioux City in October. Following this meeting the committee redrafted their proposal and made an additional presentation to the Spring District meetings of the Iowa Library Association. This is a traveling road show that is presented in seven locations around the state during the last two weeks in April. To further document the concerns and interests of the library community a questionnaire was prepared and mailed to each public library. Two copies to be returned. One to be completed by the library director, and one to be completed jointly by the Library Board of Trustees. At the end of the fiscal year these questionnaires were still being completed and returned to the State Library. It was intended plan of the committee to prepare a final report that can be presented to the State Library Commission at their December meeting.

Resolution 23 requested that the State Library establish a task force to evaluate the programs presently offered by the Regional Library System and to propose additional quality programs that should be implemented in the future.

Several members of this committee came from communities that had just completed a comprehensive community survey by the Sociology Department at Iowa State University. It was recommended to the group that Dr. Vern Ryan and the staff of the Sociology Department be contacted to determine whether or not they could be of assistance. Dr. Ryan agreed to prepare a questionnaire, send it to all of the public libraries in the state and to tabulate the results for the committee. Unfortunately this has been a much slower process than the committee had planned. The fiscal year ended with the questionnaire still in the development stages. It seems that this project will take much longer than anticipated, but the committee members feel that it is worthwhile endeavor and it should be pursued.

Resolution number 6 dealt with the need to look at the Historic Records of the state and to make an effort to preserve these valuable items while making them more accessible to the entire citizenry of the state. In connection with this project the State Library and working with the Western Council State

Librarians received a federal grant from the National Historic and Records Preservation Society sponsored by the National Archives to conduct a state by state review of preservation needs. Two of the items clearly indicated as a demand by the Iowa Survey showed that a statewide disaster preparedness plan should be developed and that basic and advanced training should take place in the area of conservation and preservation. A task force was organized to prepare a statewide disaster preparedness plan. This plan was prepared for a meeting on May 23rd of interested members. Following the meeting two copies were mailed to each library in the state or approximately 2500 copies. Colleges and special and public libraries were requested to complete the form and return a copy to Barry Porter for permanent file at the State Library and to retain copies for their own use in the event of a disaster. All schools were requested to complete and return a copy to Betty Jo Buckingham in the Department of Public Instruction for permanent filing. A review of library disasters in the last eight years indicated that the State of Iowa has averaged the destruction Junior High Library per year through vandalism. Only one library was damaged by tornado, that being an elementary school in Algona. Other minor problems of water pipe breakage or leaky basement have caused minimal problems in several libraries across the state in the last two years. With this information the committee has decided that some specific action needs to be planned to assist junior high librarians, faculty and staff in protecting their collections much better in the future. The second step for this committee is to prepare a workshop in the fall on disaster recovery procedures as well as design additional workshops for the training of librarians on how to preserve library materials.

Following the Governor's Conference in March 1979, a committee of seven Iowa librarians were invited to participate in the National Library Media Training Institute jointly sponsored by the State Library and the Department of Education for the State of Pennsylvania. Following this training the committee planned a workshop for the purpose of training public librarians and school librarians in cooperative efforts. The first workshop took place August 6-8, 1980. This is in response to Resolution 22 of the Governor's Conference. Seven community based teams participated in the workshop in which they designed a plan to further cooperation within their community. Their status report submitted to the State Library on a semi annual basis have indicated that the enthusiasm developed at the workshop has carried over and that they have returned home to implement their plans.

The second workshop jointly sponsored by this committee took place in December with a meeting of the Area Education Agency Media Center Directors and the Regional Library Administrators. Although discussion had taken place over the years that such a meeting should take place no action had been taken. With the enthusiasm of the media coordinating group this meeting was held at which time some basic concepts were agreed upon as well as the common agreement that an annual meeting of this type would take place.

RESOLUTIONS
Local Concerns

1. WHEREAS most libraries are tax supported and therefore have a duty to inform the taxpayers about public services and respond to requests from the public; and

WHEREAS all efforts to reach standards of adequacy or achieve excellence in resources and services are rendered meaningless or negated unless there is effective communication with the library's community: Therefore be it

RESOLVED, That every library should designate some staff time to coordinate all library promotional activities and programs; this person should serve as a consultant for decision making activities at all levels; and be it further

RESOLVED, That innovative community volunteers should be sought out to enhance the program and to reach segments of the community with special needs.

IMPLEMENTATION:

- a. A 10 hour course on public library public relations designed under an LSCA grant is available on demand through the Regional Library System.
- b. State Library and Regional Library staff have provided individual assistance and are available on demand.
- c. The State Library is working with other State Libraries and the American Library Association to produce and distribute quality public relations programs.
- d. A Task Force of State Library and Regional Library staff has been organized to activity pursue. A National Library Week Program for April 15-11 was organized. Public libraries were the major participants.

THIS IS AN ONGOING PROJECT.

5. RESOLVED, That local library and school boards should reaffirm [the obligation to protect First Amendment freedoms of individuals] by ensuring that their institutions have formally adopted, with appropriate procedures for handling attempted censorship cases, the current Library Bill of Rights or any revisions thereof, and that all library and school personnel are familiar with these precepts and procedures; and be it further

RESOLVED, That all personnel and policy-makers should stand ready to defend those precepts in specific cases of censorship attempts, both by library staff and by others in the community.

IMPLEMENTATION:

- a. The Iowa Library Association and the Iowa Education Media Association have Intellectual Freedom Committee to deal with this Resolution.
- b. The State Library and Regional Library System provide assistance through 10 hour courses and on demand policy and procedures protecting first Amendment Freedoms.

THIS IS AN ONGOING PROJECT

RESOLUTIONS

State Concerns

1. WHEREAS the Governor's Conference and White House Conference are supposed to involve all citizens: Therefore be it

RESOLVED, That local and regional meetings of delegates, library personnel, and other interested persons be continued to provide a coordinated effort for implementing the recommendations made during the state and national conferences: and be it further

RESOLVED, That the State Library Commission has an obligation to coordinate the implementation of resolutions concerning all libraries and library related agencies in the state; and be it further

RESOLVED, That every delegate has a duty to inform local publics about the work of the Iowa Governor's Conference.

IMPLEMENTATION:

- a. Several public libraries have held follow-up meeting to give a status report on Resolution process.
- b. The State Library Commission has formed several task forces to work on specific Resolutions.
- c. State conference delegates receive the State Library newsletter and are kept up-to-date on activities.

THIS IS AN ONGOING PROJECT

2. RESOLVED, That the Code of Iowa (Chapter 257, Code 1977) be amended to provide that every school building containing any of grades kindergarten through grade twelve shall have "library media specialists" certified by the Department of Public Instruction, supported by additional State funds, the number to be contingent upon the school building enrollment and in keeping with the guidelines issued by the Iowa State Department of Public Instruction for school library media centers.

3. RESOLVED, That the Departmental Rules of the Iowa Department of Public Instruction (Chapter 2) be rewritten to provide and ensure that school library media center facilities and collections be provided to meet the needs of young people in Iowa schools (public and non-public). Such Departmental Rules should be in keeping with the guidelines issued by the Iowa State Department of Public Instruction for school library media centers.

STATEMENT: The Official position of the Department of Public Instruction is that this is a local issue to be considered by each school district.

4. RESOLVED, That delegates to this Conference strongly endorse state-wide cooperation to enable all types of libraries (public and private) to establish a system to facilitate participation in regional and statewide resource sharing and participation in the proposed national network.

IMPLEMENTATION:

- a. Committee representing all types of library interest has been created to work with State Library Commission. This is the IOWANET Council.
- b. Becker & Hayes Consulting firm has submitted a report of recommendations. This report is presently being reviewed. The report includes.

THIS IS AN ONGOING PROJECT

6. WHEREAS historical materials are a limited resource requiring special care to protect them from destruction and deterioration through excessive; and

WHEREAS unpublished materials such as letters, diaries, governmental records, photographs and the records of churches, organizations and businesses are primary sources of information for the writing of published history and a frequent source of information for non-historical publications: Therefore be it

RESOLVED, That the library has an essential role in the collection, preservation and accessibility of historical materials, that libraries specializing in the collection of historical materials must be included in an Iowa information network, and that their materials should be accessible to the public through libraries in other parts of the state;

That the two libraries of the State Historical Department need more adequate support to collect, disseminate, maintain, and preserve a collection of historical records, publications and information, and to keep pace with increased public use of fragile materials; and that they need to coordinate their collecting and disseminating of information and materials;

That in the planning for a new building for the Division of Historical Museum and Archives in Des Moines careful consideration be given to the needs of the Historical Library and Archives; and that paper conservation facilities be included which could provide the entire state with conservation assistance;

That a coordinated policy be established to ensure the preservation of deteriorating materials and to extend their accessibility such as through newspapers on microfilm;

That collection of historical materials by non-state institutions such as private colleges and local historical societies be encouraged if they have facilities to care for them properly and to make them accessible, and that a system of regional historical research centers authorized to collect public records and private manuscripts be established and supported by the State of Iowa and that public hearings be held to obtain input on the development of these centers.

IMPLEMENTATION:

- a. The State Archives will shortly move into remodeled quarters suitable for the preservation of materials.
- b. The construction of a new Historical Building has been delayed for the present time.
- c. Under a joint grant of the National Historical Preservation and Records Commission (NHPRC) and the Western Council of State Libraries plans have been formed to conduct education workshops on the need for libraries to preserve materials. A workshop on Disaster Recovery planning for all types of libraries is planned for Oct. 21-22, 1981
- d. The State Library has accepted the responsibility to coordinate this planning statewide.

THIS IS AN ONGOING PROJECT.

12. RESOLVED, That the State of Iowa shall begin immediately to work toward (in addition to the funding it now provides to the Regional Library System) direct state aid to public libraries achieving the funding pattern in support of local need recommended by the National Commission on (50% state aid, 30% local, 20% federal) and be it further

RESOLVED, That the Governor appoint a Commission composed of legislators and representatives from every sector of the community and the library community to study and develop a plan for direct state aid and to report its recommendations to the legislature during fiscal81 for implementation during fiscal82.

IMPLEMENTATION: The State Library Commission has formed a Task Force which prepared a proposal for distribution and discussion at the 1981 Spring ILA district meetings. A questionnaire has been distributed and returned to the State Library. As of this date the questionnaires have not been returned. The proposed date of reporting to the Commission is December 1981.

18. RESOLVED, That the Iowa Legislature assign the task of coordinating, initiating and/or facilitating various cooperative efforts among all types of libraries (public, academic, school, special, private, etc.) to the Iowa State Library Commission; be it further

RESOLVED, That the State Library Commission shall engage a consultant (individual or firm) of proven effectiveness in large scale systems design to establish a network offering the greatest variety of services (including but not limited to cataloging, circulation, interlibrary loan) to the largest possible number of types and individual libraries; and be it further

RESOLVED, That an advisory council representative of the entire library community be established to assist the State Library Commission in the development of various cooperative efforts.

See Resolution # 4

19. RESOLVED, That the present seven region library system be maintained and strengthened to continue to assist local libraries, and especially small libraries, in assuring equal access and excellence of library service for Iowa citizens.

IMPLEMENTATION:

No action taken. This Resolution is in conflict with Resolution #23.

20. RESOLVED, That funding be provided throughout the state for the purpose of identifying Iowa special libraries and defining their collections; be it further

RESOLVED, That federal and state funding programs recognize the contributions of special libraries by providing funds for services rendered; and be it further

RESOLVED, That state and federal library development programs include special librarians in program planning for continuing education, networking services, and funding.

IMPLEMENTATION: The State Library has placed an OCLC Terminal at the State Historical Society to begin this project.

21. RESOLVED, That delegates to this Conference strongly endorse state legislation and funding to enable school libraries, including area education agency media centers, to establish a network for sharing among the member units; and to interface with the regional public library system such other systems as might be developed within the state and the proposed national network.

See Resolution # 4

22. RESOLVED, That the Iowa Governor's Pre-White House Conference on Libraries and Information Services recommends and urges the State Superintendent of Public Instruction and the State Librarian to encourage the administrators of school systems and public libraries within the same geographical area to initiate cooperative plans in order to provide the fullest utilization of their collective resources throughout the year, with special consideration given to the needs of children and youth; and be it further

RESOLVED, That state guidelines and funding be developed to provide for the establishment of demonstration models of cooperative relationship between public libraries and school media centers.

IMPLEMENTATION:

- a. A task force of school, public, Department of Public Instruction, and State Library staff members have been trained and conducted two workshops to show ways schools and public libraries can cooperate.
23. RESOLVED, That the State Library Commission appoint a task force representing State Library, regional, resource center, and other local public libraries' staff serving each population group identified in the I.L.A. Minimum Guidelines for Public Libraries to evaluate the services currently provided by the Iowa Regional Public Library System; and be it further

RESOLVED, That the task force be charged with the responsibility of recommending a plan by July 1980, to strengthen those regional public library services that have proven successful and to advise the State Library Commission and the Iowa Regional Library System as to priorities for regional library development with implementation by the Iowa Regional Library System by July 1981.

IMPLEMENTATION: The State Library Commission has formed a task force to work on this Resolution. A questionnaire is being prepared to distribute to public librarians. This task should be completed by December 1981.

ONE YEAR DURATION.

24. RESOLVED, That the State Librarian is strongly urged to reestablish at the Iowa State Library a position, the primary responsibility of which is the coordination and executive implementation of cooperative efforts among the academic libraries of the State of Iowa.

IMPLEMENTATION: The position is filled with a Network Coordinator. This person was terminated due to illness December 31, 1980. Efforts are under way to again fill the position. The future of the Becker and Hayes report will greatly affect this job description.

25. RESOLVED, That records of an individual's use of library/media center materials are confidential and private; and be it further

RESOLVED, That legislative and administrative safeguards to preserve confidentiality and privacy of individual rights are urgently needed: Therefore be it further

RESOLVED, That the Iowa Public Records Law be amended to exempt library/media center patrons' library circulation and registration records so that reading, viewing, and listening activities are confidential and not revealed without a court order in accordance with First Amendment Rights under the Constitution of the United States of America.

IMPLEMENTATION: Legislation passed the Iowa General Assembly March 5, 1980, and signed into law by Governor Ray. Success due to the Iowa Library Association awareness campaign.

Task completed.

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REPORT ON IOWANET

There were a number of resolutions coming from the Governor's Conference on Libraries that dealt with networking. Within this report you will find a summary of those resolutions on which the State Library is actively working. The three resolutions dealing with network are resolutions number 4, 18, and 21. The process to begin the enactment of the networking program began with a workshop sponsored by the Western Council of State Librarians to deal with protocol arrangements in the western United States. Attending this workshop from Iowa were Judy Ellis, Davenport Public Library; William Stoppel, Drake University and Barry Porter, State Library. One of the major concepts stressed at this workshop was that the states could not enter into interstate agreements until the individual states had developed strong state networks. Based on that recommendation a committee was organized within the State of Iowa to begin work on network activities. A "request for proposal" was written requesting consulting firms in the area of networking to assist us in developing a statewide multitype library network. The first meeting of the participants was held February 18, 19, 1981. This was the Networking Forum which included 85 academic, public, school and special librarians from across the state. Mr. Joseph Becker of Becker and Hayes (the successful recipient of the "request for proposal") addressed the group to outline some of the basic needs for networking. Representatives of the Becker and Hayes firm then toured the State of Iowa the weeks of April 6-10 and May 18-22. During this two week period Mr. Becker and Mr. Al Trezza met with librarians in small groups to discuss the ideal network for the state. At the end of this fiscal year the final report was in the hands of the consulting firm doing a final draft which will be given to us.

In connection with our networking activities we have also been trying to hire a Networking Director. This person would be responsible for interlibrary cooperation activities provided through the State Library. One of the main responsibilities would be directing the day to day operations of I-LITE, the teletype network, and in assisting all of us in implementing the report forthcoming from Becker and Hayes. We have conducted two nationwide campaigns to solicit applicants for this position. As of this date no applicants has been selected.

I-LITE stands for the Iowa Library Information Teletype Exchange. As of this date there are 22 institutions participating in the network. The directors of the network met to discuss the future needs of this program. At first it was decided that the teletype network should be left alone to become obsolete and be removed from libraries. This decision was based on the installation of a computerized cataloging network in many institutions across the state. This network is a nationwide network called OCLC. All hoped that OCLC would solve our interlibrary loan problems because as each institution cataloged their materials a symbol was then added to the database which indicated ownership of specific titles. Since 85% requests on the teletype network were for imprints published within the last five years we knew it was only a matter of time until OCLC could identify the holdings of the major institutions in Iowa.

Towards the end of the fiscal year as we were having more "downtime" of teletypes due to their condition the institutional representatives again met and felt that OCLC would not fill all of the needs that I-LITE was presently filling. There is now a need for us to review the decision we have made and

STATE LAW LIBRARY

if necessary to change that decision we will have to look at other alternatives besides OCLC to fill those needs. This may be answered by the Becker and Hayes report.

The last area to be addressed on this report on multitype library cooperation is a joint union list of serials project. The State Library contracted with the University of Minnesota to produce a combined union list of some 28 college and academic libraries. Each of the institutions supplied the University of Minnesota a list of their magazine holdings and one alphabetic list was produced. This was combined in a 12 volume set with the periodic holdings of North Dakota, Minnesota, Wisconsin and Illinois. Due to some production problems the document was delivered late. However, we finally received and distributed it to the 28 participating institutions in December of 1980.

The primary functions of the State Law Library are to provide reference and research facilities for the state courts, the state legislature, the legislative service bureau, the office of the attorney general, other agencies of government, the legal profession and the general public. The Law Library serves as an access point to materials pertaining to Iowa legislative activities.

The library is housed in one of the most beautiful rooms in state government, with four of its five floors enclosed by ornamental balconies, its original gaslights wired for electricity, and circular wrought-iron staircases rising four stories at each end of the room.

This was a year of consolidation and fixing up basic procedures following the whirlwind year of FY 1980. On April 13, 1980, the Department of General Services entered into a contract to rent 3,000 square feet of warehouse space for the State Law Library. Shortly thereafter 50,000 volumes were moved from the 4th floor of the International Harvester Building to this warehouse space on Guthrie Avenue in east Des Moines.

The materials that were moved to the off-site storage area were long continuations of materials that could be easily identified and retrieved. The concern of the Law Library staff was great at the beginning of the year. This is the first time the law collection has been separated off the Capitol Complex. Requests have been made of that collection on the average of two per week. A system has been worked out whereby staff have been able to retrieve rather quickly and efficiently needed materials from that collection for patrons. The lease is a five year lease handled by the department of general services. It proved successful for the fiscal year by providing access to materials with little inconvenience.

The major area of concern for the Law Library was due to the effects of inflation on the operating budget. The total number of books purchased per year increased by about 20%. The buying power of our state's appropriation has been especially reduced this year. Added to this difficulty is the purchase of the new periodical index, titled the Current Law Index. This new index is sponsored by the American Association of Law Libraries and is over 600 periodicals and encyclopedias. This is nearly twice as many titles as in the former index used by the Law Library. With the purchase of this index last year many of the new titles are not currently in the collection and will require new subscriptions if the library is to maintain its high percentage of on-site accessibility of titles requested by patrons.

STATE LAW LIBRARY
West Wing, Second floor, State Capitol Building

JAMES H. GRITTON, State Law Librarian.

In the reorganization of the state libraries by the 65th General Assembly, 1973, the Law Library became a division of the State Library Commission. The law librarian is appointed by the state librarian with the approval of the Iowa State Library Commission and the Iowa Supreme Court.

The Law Library's collection contains over 180,000 volumes, including the laws and reports of all of the states and some foreign countries, government documents, the abstracts and arguments of the Iowa Supreme Court and Court of Appeals, legal periodicals, legal treaties, and material produced by the Iowa Legislature.

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The major area of concern for the Law Library was due to the effects of inflation on the acquisitions budget, the total number of books acquired per year decreased by about 20%. The buying power of our state appropriation has been especially reduced this year. Added to this dilemma is the purchase of the new periodical index, titled the Current Law Index. This new index sponsored by the American Association of Law Libraries, indexes over 660 periodicals and annuals. This is nearly twice as many titles as in the former index used in the Law Library. With the purchase of this index last year many of the new titles are not currently in the collection and will require new subscriptions if the library is to maintain its high percentage of in-house accessibility of titles requested by patrons.

LAW LIBRARY
 FY 1981 FISCAL REPORT

Salaries	\$ 99,359	8 FTE
Travel	280	
Office Expense	5,947	
Books	116,461	
Equipment Operations	3,048	
Book Binding	5,767	
Telephone	1,092	
	\$231,954	

Reversions 4.50

Source of funds

State Funds	\$226,684
Misc. Receipts	5,266

STATE MEDICAL LIBRARY
Second floor, Historical Building

PAMELA CLARK REES, Medical Librarian.

The State Medical Library of Iowa was established as a department of the State Library in July, 1919 and became a separate library in the reorganization of State Libraries by the 48th General Assembly in 1931. In 1973 the Medical Library became a division of the State Library Commission of Iowa.

This library contains over 100,000 volumes including books and journals and subscribes to more than 500 medical and scientific journals annually. In addition to its collection of current materials, there is an extensive section on medical history.

The primary function of the State Medical Library of Iowa is to provide reference, research, and interlibrary loan services to government agencies, physicians and other medical personnel, attorneys, students, libraries, and the general public.

Computerized searching services are available to all as well as consultation services for library managers. A state-wide WATS System makes medical information available quickly and easily.

The library serves as one of 13 Resource Libraries in a 6 state area comprising the Midwest Health Science Library Network (MHSLN). The goal of MHSLN is to help bring to health personnel the information they need for patient care, health research, and education.

Fiscal Year 1981 has been a year of reaction for the staff of the State Medical Library. The reaction has come due to recommendation 133 of the Governor's Economy Committee which states "The state's Medical Library in Des Moines has 30,000 volumes located in 6600 square feet of space. The library is under utilized since only about 1,000 persons visit annually. This is less than 5 per working day. Also, the facility duplicates services offered at the University of Iowa.

To eliminate unnecessary operating expense, the books now kept in Des Moines should be relocated to Iowa City where the University Medical Library has adequate space available. One time expenditure would be \$2,000. The annual savings in staff cost would amount to \$68,000."

In fact the State Medical Library contains over 100,000 volumes including books and journals. Although funds have not increased with the rate of inflation, we still have a collection that meets many needs of the health science profession. Most of the funds used at the State Medical Library are to buy subscriptions to magazines. At the present time we subscribe to 600 periodical titles. The area where we are hurting the most is in the purchase of new medical books. Historically the users of the library have been from the following categories: libraries including health science, public, academic, and community colleges. Physicians, government including other state agencies such as Health Department, Department of Environmental Quality, Department of Education, nurses, attorneys and others which are generally citizens who come directly to the library without going through the network of other libraries.

To address the comments of the Economy Committee recommendation efforts have been made to make users of the Medical Library more aware of the services provided. Attached is a summary sheet showing the activity for the fiscal year included in this report. It indicates that most of the use is not by people walking into the library, but through a referral system from other libraries to the Medical Library.

One thing the Commission has authorized for the convenience of our patrons is to open the Medical Library from 8 a.m. to 12 noon on Saturdays between September 1st and May 31st of each year. During this year the project was conducted as a pilot and we found that approximately 8 to 10 people used the library each Saturday. The State Library Commission reviewed the program at their February Commission Meeting and authorized the staff to make the project a permanent activity. The one staff person who provides service on Saturday morning is then given an afternoon off during the following week so that there are no additional cost to the State Medical Library.

The State Medical Library has been designated as a Medical Resource Center among a six state region from Indiana to North Dakota. Because of this designation the National Library of Medicine through the Midwest Health Science Network does provide some supplementary funding for the cost of interlibrary loan. During this fiscal year this figure amounted to approximately \$4,000 of the total miscellaneous receipts. With future decrease in National Library of Medicine appropriations this reimbursement program will be phased out in the future. The Medical Librarian does assist both Health Science Consortiums and the Health Science field in developing networks whereby resources can be shared more easily.

The staff has undertaken the challenge to increase the visibility of the Medical Library by acquainting others with the services and has also determined that additional funding needs to be sought through state government for the adequate funding of the State Medical Library.

MEDICAL LIBRARY
FY 1981 FISCAL REPORT

Salaries	\$ 72,099	5 FTE
Travel	605	
Office Expense	7,882	
Books	38,187	
Book Binding	1,150	
Telephone	2,753	
Equipment	<u>60</u>	
	\$122,736	

Reversion 65¢

Source of Funds

State Funds \$111,614

Misc. Receipts 11,122
\$122,736

MEDICAL LIBRARY

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Reversion 65¢

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MEDICAL LIBRARY PROFILE

July 1980 - June 1982

STATISTICS

Photocopied articles requested by phone and mail	9,458
Photocopied articles for researches	8,064
Photocopied articles for walk-in users	2,400
Books and journals checked out	902
Research Questions	
Quick Answer	3,780
In Depth	1,008
Computer	270
Interlibrary loans referred to other Iowa Libraries	549
Interlibrary loans referred to Resource Libraries	704
Interlibrary loans filled for libraries in MHSLN	193
Consultations with other librarians	221
Journals Bound	80
New books	45
Journal Subscriptions	600
	<u>28,274</u>

NUMBER OF PATRONS SERVED

Walk-in users	2,497
Letters	369
Interlibrary loans - filled	1,782
TWX	561
OCLC	40
Local Phone	4,311
Watts Phone	1,217
	<u>10,777</u>

