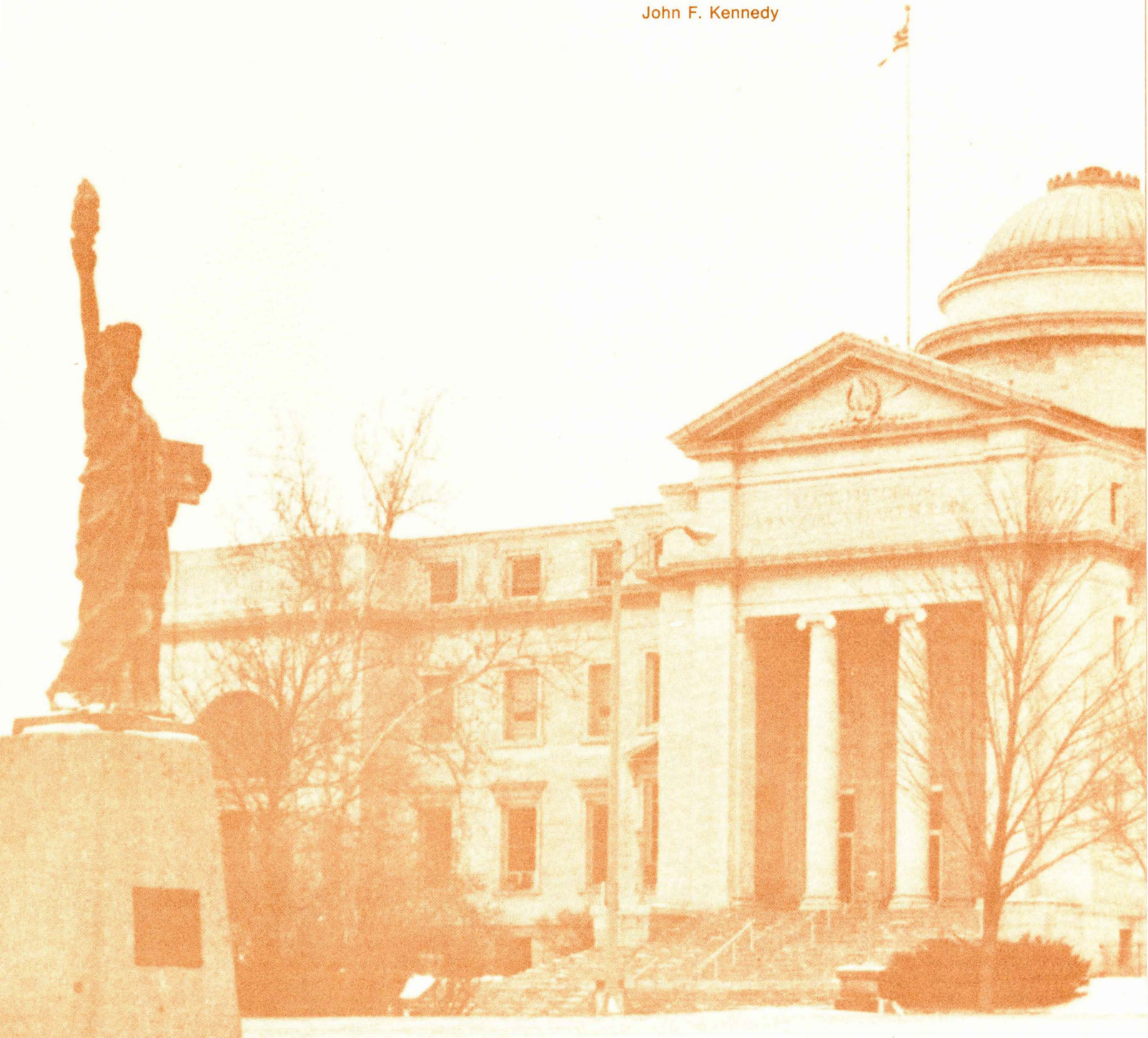


A sepia-toned photograph of a decorative tray containing books and a scroll, set against a background of a stained glass window with a central shield. The tray is ornate with a dark, possibly metal, frame. Inside the tray, there are several books of varying sizes and a rolled-up scroll. The background is a stained glass window with a central shield-shaped panel. The shield contains the same scene as the tray. The overall image has a warm, historical feel.

Biennial Report
State Library Commission of Iowa
June 1974 to July 1976

"Books and libraries and the will to use them are among the most important tools our nation has to diffuse knowledge and to develop our powers of creative wisdom."

John F. Kennedy



Biennial Report
State Library Commission of Iowa
June 1974 to July 1976

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**Barry Porter,
State Librarian**

"It is the policy of the State Library Commission of Iowa to encourage the growth and development of library service within the state and to cooperate with library development efforts in other states and on the national level."

State Library Commissioners



**Tom Muller,
Chairman**



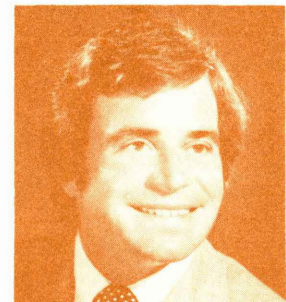
**Richard Shirk,
Vice-Chairman**



Dr. Ralph Dorner

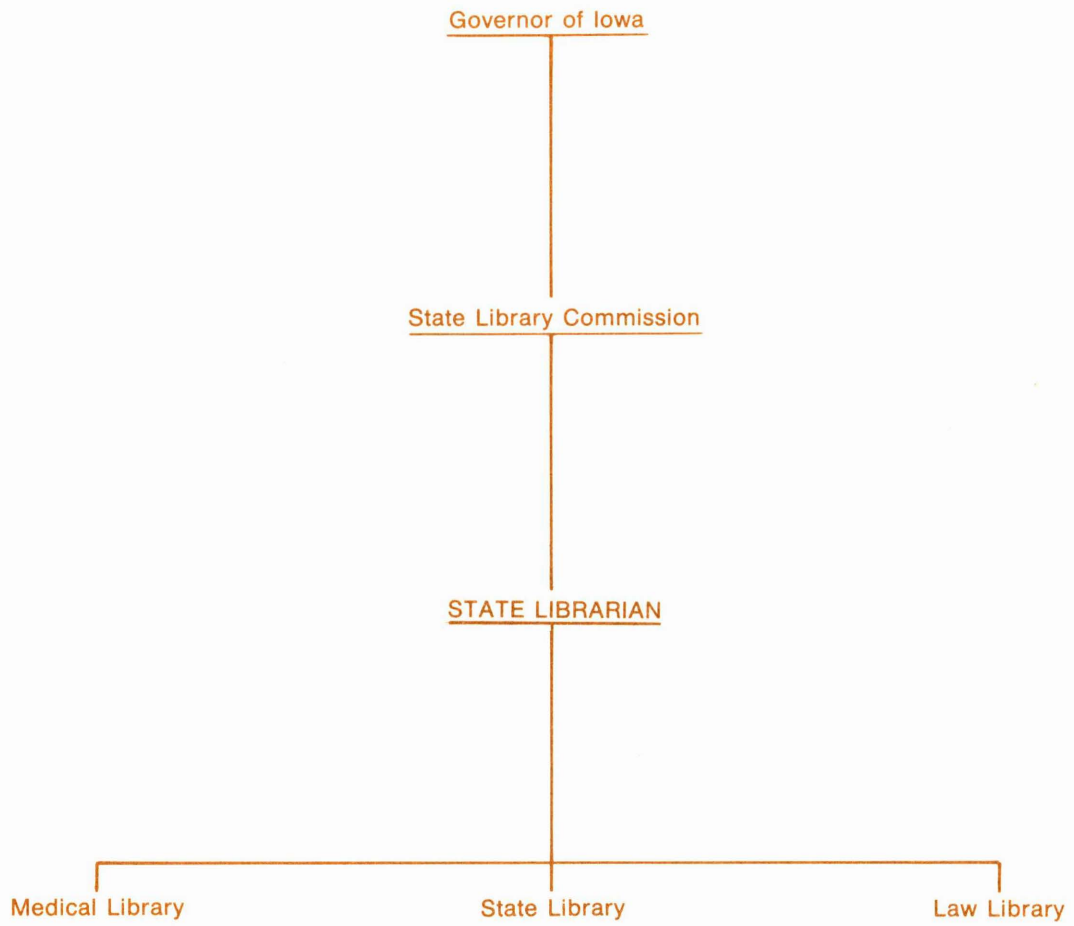


Marie Wallinga



William O'Brien

ORGANIZATION CHART



SUMMARY

The 1970's have been years of transition for the State Library Commission of Iowa. The reasons for the changes were, in part, the Library Reorganization Act and the Regional Library Service Act, both passed in 1973.

These acts put the former Iowa State Traveling Library (now the State Library), the State Medical Library and State Law Library all under the jurisdiction of the State Library Commission of Iowa.

In the past, the State Library circulated a collection of materials statewide. General consultants from the State Library were sent into the field to work with public libraries.

During the period covered by this report, the State Library appointed specialized coordinators to replace generalists. Attempts were made to fill the specialized needs of libraries for materials. Our staff had dual goals of strengthening service to state agencies while maintaining and improving support of public libraries.

To facilitate transition from the old system, our beautiful, historic building was remodeled. Built in 1899, the State Historical Building has been renovated several times to remove gas lanterns and install electricity. Our major needs were installation of telephones and additional electrical outlets for our staff.

After much planning and consideration, the State Library Commission decided to remodel the basement for the staff to use. This meant reorganization work for our staff. The State Library staff undertook the two-year project of reorganizing the collection. The goal was to put library materials on the first floor and relocate the staff in the basement.

During the two years covered by this report, the following activities were completed:

- A number of materials were withdrawn from the collections of the Medical, State and Law libraries and transferred to the University of Iowa. These were books which the Old Capitol Restoration Committee in Iowa City had requested. All of them were materials which were originally purchased, cataloged and placed in the library at the Old Capitol.
- All books of historic value were removed from the collection and deposited at the three state universities, the University of Iowa, University of Northern Iowa and Iowa State University.
- Magazines were provided for public and college libraries throughout the state.
- 12,000 fiction titles were removed from the State Library collection and deposited at the Davenport Public Library.
- Library materials located in the standard periodical indexes were purchased on microfilm.
- Periodicals bank holdings lists were compiled by the State and Medical libraries to make patrons aware of the nearly 2,000 periodicals to which they subscribe. Old and fragile copies of periodicals were put on microfilm to prolong their life, conserve library space and add convenience.
- Beginning in May, the basement of the State Library was remodeled. The project was completed in August at a cost of \$19,500. Most of the State Library coordinating staffs were located in the basement with access to telephones and electrical outlets. In addition, a much needed conference room was completed in the basement.
- New efforts were made to increase cooperation among the State, Medical and Law libraries through shared staff and joint conferences.
- A vigorous system of state agency contact was undertaken by the State Library's reference department. The goal was to make state workers aware of library service.
- The cataloging department began an effort to catalog the holdings of other state agencies with a pilot project at the Iowa Development Commission.
- An affirmative action program was undertaken with the Assistant Director of the State Library appointed Equal Employment Opportunity Officer.
- Public and academic libraries across the state were encouraged to deposit valuable but rarely used materials at the State Library. The depositing libraries gained needed shelf space while maintaining access to the material through the interlibrary loan system.
- Several internal promotions were made. The position of Assistant Director to the State Librarian, vacant for many years, was filled by Jack Hurkett in 1974. Pamela Clark was appointed Acting Medical Librarian in 1975 to replace Marion C. Samo, who retired, and James Gritton was appointed Law Librarian in 1975 to replace Frances Desmond, who resigned.
- The Library Development Division was created to coordinate efforts in four areas: federal program

coordination; services to institutions; statistical research and analysis; and consultant services in facility development.

- The State Library Commission sponsored four long-range planning workshops at the Springbrook State Park. Springbrook State Park is managed by the State Conservation Commission and has in connection with the park, a Conservation Education facility. The State Library has used this facility to get away from routine office procedures and to cover important activities related to long range planning.

The first Springbrook planning conference was from May 28th to the 30th, 1975. It included 25 people representing Regional Libraries, Regional Resource Centers, State Library staff, the Regional Program Officer from the Office of Health Education and Welfare (HEW) and representatives of the University of Iowa Library School.

The next workshop took place September 15th to 17th, 1975, with 36 representatives of the Regional Resource Centers, the Regional Libraries, Public Libraries and School Media Centers attending.

Based upon the successful results of two preceding workshops in which interlibrary cooperation between various kinds of libraries was discussed, the next

workshop was the largest and most successful. It was held April 26th to the 28th in 1976 with 52 people representing College Libraries, School Media Centers, College Media Programs, Public Libraries and Regional Libraries. During this workshop, a rough draft of the state's long range plan for library service was discussed and input and ideas were given to the State Library.

Because of some difficulties arising within the government and administration of the regional library system, a workshop was held on September 27th to the 29th, 1976. It involved members of the State Library Commission and staff; Regional Library Trustees and staff; and directors of Resource Centers. The purpose of this meeting was to react to a proposal submitted to the State Library Commission. The proposal was that an outside consulting firm be hired to evaluate the effectiveness of the State Library, Regional Libraries and Public Libraries in serving the needs of the citizens of Iowa. This proposal was eventually rejected.

Springbrook has been very effective in developing library programs of a cooperative nature. The State Library staff hopes that Springbrook meetings can be held in the future and more librarians can participate to give their ideas to developing programs.

- Several members of our staff continued their education by taking courses and attending workshops.



There was predictable confusion when the State Library was remodeled, but our patrons still got questions answered. Storeman Pete Hudson gets his exercise while he answers the telephone.

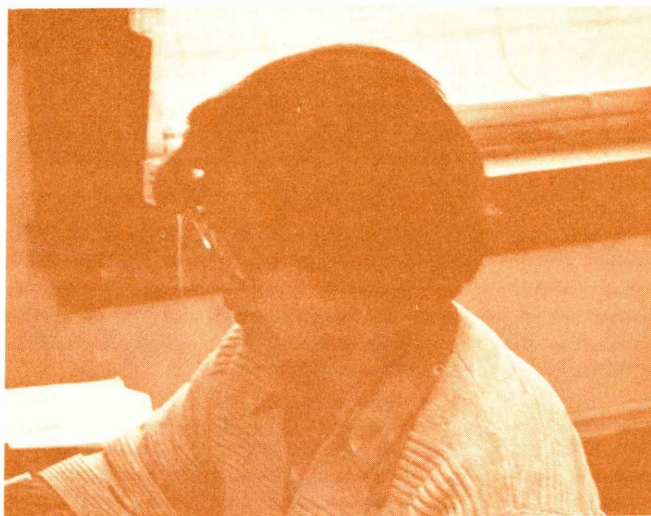
LIBRARY DEVELOPMENT DIVISION

The Library Development Division was created in 1976. It was organized to coordinate the efforts of four specialty areas: federal program coordination; services to institutions; statistical research and analysis and services in facility development (building and remodeling).

The division also coordinates continuing education programs in library science and Iowa's regional library programs.

The following summaries of the responsibilities and accomplishments of the newly created Library Development Division will show how it seeks to improve and coordinate the local, regional and state library services for the benefit of Iowa citizens.

The predecessor of the Library Development Division was the Library Services and Construction Act Task Force.



Statistician Joan Brauer assembles statistics for a booklet to be circulated throughout the state.

— STATISTICAL RESEARCH AND ANALYSIS

The statistician is responsible for: the collection of data from all Iowa libraries; the editing of that data for publication; summary and analysis of local, state and national statistics for use as an administrative tool in needs assessment; and the use of any data available in reporting to the U.S. Department of Health, Education and Welfare.

Another duty is to be familiar with any statistics relevant to the development of adequate library service in Iowa. An example would be formulas used in other states to apportion state or federal aid.

During fiscal years 1974-76, the statistician designed and adapted statistical survey forms for the collection of public library data. The statistician also produced: Iowa Public Library Information 1973; Iowa Public Library Statistics 1974; Iowa Library Information 1975; and Preliminary Evaluation of Other State Aid Formulas. She also verified and compiled statistics used in the Iowa Long-Range Plan, Annual Program and project reports and served on the Library Services and Construction Act (LSCA) Task Force.

Results of the statistician's work are sent to Iowa's libraries as well as state agencies (e.g. Office of Planning and

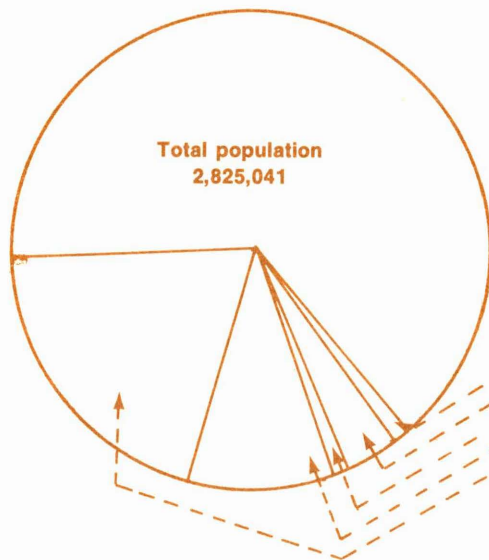
Programming and Department of Social Services); and are also sent to out-of-state agencies upon request (e.g. University of Michigan Library and Minnesota State Library) for use in local, state and national library development efforts.

The Library Development Division makes its services available to the general population of Iowa with certain specific services offered to:

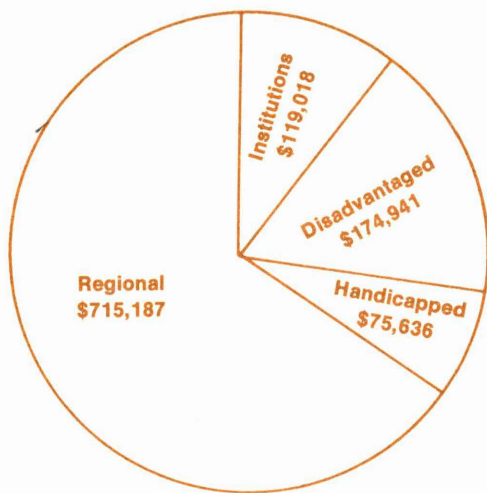
- *1. An estimated 18,450 handicapped Iowans in special project areas.
- *2. An estimated 117,865 disadvantaged Iowans in special project areas.
- *3. An estimated 17,370 individuals in State supported institutional facilities.
- **4. An estimated 294,185 urban residents needing new or better library facilities along with an estimated 588,370 rural citizens who depend on services from adjacent urban areas.

*based on annual statistics

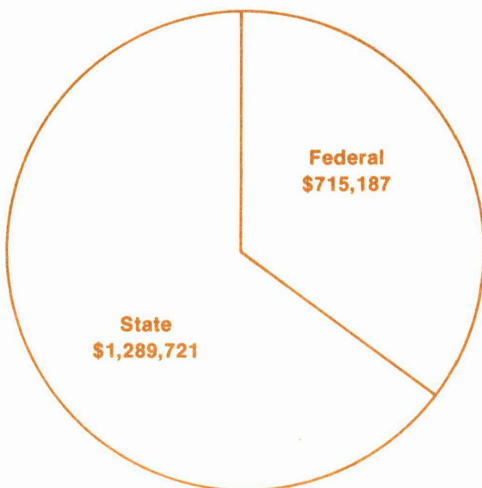
**based on geographic population estimates



- 18,450 Handicapped (or .65% of State Pop.)
- 117,865 Disadvantaged (or 4.17% of State Pop.)
- 17,370 Institutionalized (or .61% of State Pop.)
- 294,185 Urban (or 10.41% of State Pop.)
- 588,370 Rural (or 20.83% of State Pop.)



The Library Development Division expended \$1,084,782 of LSCA funds during fiscal years 1974, 1975 and 1976 on both general and specific library development projects throughout Iowa.



The Library Development Division dispensed \$2,004,908 in both State and Federal grants to the 7 Regional Library Districts of Iowa for the support of services at the local library level.

— FEDERAL PROGRAM COORDINATION

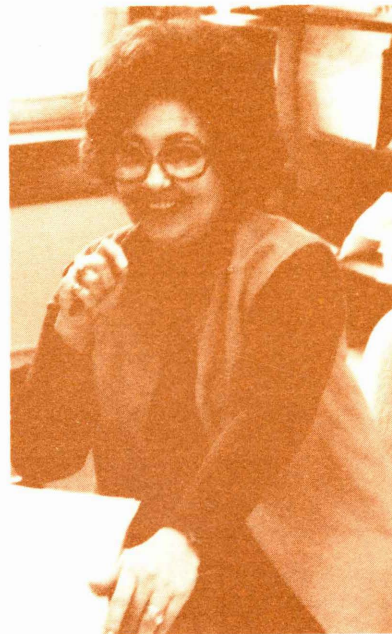
Iowa has the second highest aging population of any state in the nation. It also has a recognized ghetto area in Des Moines; a concentration of American Indians in the Sioux City area; a concentration of blacks in Waterloo; and a concentration of Spanish-speaking Americans in Mason City. In metropolitan areas, approximately 17,000 citizens 65 or older receive some form of old age assistance.

Some groups of people have not traditionally been served by libraries. But in 1974-76, the federal program coordinator attempted to change that tradition. She administered projects for the disadvantaged funded by the Library Services and Construction Act. (LSCA). The coordinator worked with seven libraries on projects for disadvantaged people from low socio-economic, minority or bilingual population groups.

During the same period, LSCA funding earmarked for the physically handicapped was granted to provide service to Iowa's aging population, especially to handicapped aging in nursing facilities and homebound aging with no access to libraries. Specialized materials and delivery systems to fill their needs have been developed. At present, 33 out of 99 counties are receiving federal funding to aid the physically handicapped. At the end of fiscal year 1976, it was estimated that 6,200 aging citizens were receiving library service under this program.

The federal program coordinator's duties include notification of the availability of federal funds and explanation of applicable federal rules and regulations to project applications. She is responsible for regular monitoring visits to the project site to assure the project is on schedule, assist with any problems and check fiscal accuracy.

At the projects' conclusions, she must evaluate success or failure of the project and submit reports to the federal fiscal officer in Kansas City. The coordinator also participates in meetings and workshops as requested by the projects' administrators. She supplies information on



Carol Emerson, Federal Program Coordinator.

changes in rules and regulations by reading federal publications.

The coordinator also works with the Advisory Council on Libraries on a continuing basis to update and amend the "Long-Range Plan." In-house duties include attendance at LSCA task force meetings and cooperation with other staff involved. The field activities include serving on the Iowa Right to Read Advisory Council and serving as American Library Association liaison for library programs for the aging in Iowa.

PARTICIPATING AGENCIES

DISADVANTAGED PROJECTS:

"Urban Indian Project"	Sioux City Public Library	(Fiscal Year '73-cont.)
"Hand Up—Not a Hand Out"	North Central Regional Library System Mason City	(Fiscal Year '73-cont.)
"Model Cities Information Center"	Des Moines Public Library	(Fiscal Year '74-cont.)
"Health Services Center Project"	Cedar Rapids Public Library	(Fiscal Year '74-'75)
"Early Childhood Enrichment"	Waterloo Public Library	(Fiscal Year '74-cont.)
"Old Settlers Lib"	Boone Public Library	(Fiscal Year '74-cont.)
"Reach Out & Grow"	Spencer Public Library	(Fiscal Year '74-cont.)

PHYSICALLY HANDICAPPED PROJECTS:

"Special Services to Blind & Physically Handicapped"	North Central Regional Library System Mason City	(Fiscal Year '73-cont.)
"Project Life Long Learning"	Southwest Iowa Learning Resource Ctr.	Fiscal Year '73-cont.)
"Home Delivery Service"	Muscatine Public Library	Fiscal Year '75-cont.)

— FACILITY PLANNING AND DEVELOPMENT

From urging provision of ramps for the handicapped to reviewing contracts with carpenters, the State Library building coordinator helps when libraries undergo construction.

During the time covered by this report, the coordinator worked with 72 different communities on construction projects. Of these, there are 34 new building projects; 11 remodeling jobs for moves into facilities different from the present library; and 25 remodeling jobs of existing libraries.

Of these 72 projects, six were partially funded by \$339,345 of LSCA Title II funds. The funds were allocated during fiscal 1972 and 1973 but were expended during the period covered by this report.

Starting the day the library board considers construction until the new, relocated or remodeled building is dedicated, the building coordinator's job is to help. For example, he interprets federal building requirements and advises on how to hold fund-raising auctions.

The primary responsibilities of the coordinator are to monitor Library Services and Construction Act (LSCA) Title II funds for library construction and to assist local

library boards of trustees or building committees in interpreting their needs. He sees that projects meet specified standards of spatial and functional requirements for library usage.

The coordinator reviews contracts and specifications to see that guidelines have been followed. He acts as liaison between the local agencies and the federal government, informing the library board, architect and contractors of the regulations pertinent to the project and submitting the various forms to the federal government at the appropriate times. This involves meeting with the library boards and architects in the planning stages and during the construction period.

The coordinator also evaluates the needs of the state in regard to the physical facilities of the public libraries. It is the coordinator's responsibility to see that as many facilities as possible are remodeled in order to provide access to the physically handicapped. The coordinator also provides guidance in fund-raising activities.

Holstein was one of 72 communities participating in library construction during the biennium. The new building, at right, was completed in 1974.



Holstein Public Library, Before.



Holstein Public Library, After.

NC = New Construction
 RC = Remodeled Construction

AA = Addition
 RE = Remodeling an Existing Building

NAME	INITIAL CONTACT	TYPE	STATUS	NAME	INITIAL CONTACT	TYPE	STATUS
Akron*	1973	NC	Completed '75	Knoxville	1976	NC	Pre-Plan
Albia	1974	RC	Pre-Plan			AA	
Algona	1975	NC	Pre-Plan	Laurens	1975	NC	Completed '76
		AA		LeHigh	1974	NC	Planning
Ankeny*	1974	NC	Completed '75	LeMars	1974	RE	Under Const.
Aplington	1974	RC	Completed '75	Lenox	1974	RE	Completed '75
Arnolds Park	1976	NC	Under Const.	Linn Grove	1975	RC	Planning
Bagley	1975	RE	Under Const.	Manly	1975	NC	Planning
Bettendorf	1974	NC	Under Const.	Marshalltown*	1974	AA	Completed '75
Carlisle	1974	NC	Planning	Meservey	1975	AA	Planning
Carter Lake	1976	NC	Planning	Mitchellville	1975	NC	Planning
Charles City	1975	NC	Pre-Plan	Mondamin	1976	NC	Pre-Plan
Clear Lake	1974	NC	Pre-Plan	Montrose	1975	NC	Planning
		AA		Nashau	1974	AA	Pre-Plan
Coon Rapids	1975	NC	Under Const.			NC	
Corning	1974	RC	Pre-Plan	Nevada	1974	RC	Planning
Dallas Center	1976	NC	Under Const.	New Hartford	1976	RE	Planning
Decorah	1974	RC	Pre-Plan	New Sharon	1975	RE	Planning
Donnellson	1975	AA	Pre-Plan	Odebolt	1974	AA	Pre-Plan
Eagle Grove*	1974	NC	Under Const.	Oelwein	1974	RC	Under Const.
Farmington	1975	NC	Pre-Plan	Ogden	1976	NC	Planning
Fort Dodge	1974	YY	Pre-Plan	Ottumwa	1976	RC	Planning
		RC		Paton	1976	AA	Planning
Fort Madison	1975	RC	Pre-Plan	Paullina*	1974	NC	Completed '76
		NC		Pella	1975	AA	Planning
Fredericksberg	1974	RE	Completed '75	Redfield	1975	RE	Completed '75
Garner	1974	NC	Pre-Plan	Riceville	1975	AA	Pre-Plan
Garnavillo	1974	RE	Pre-Plan	Richland	1974	NC	Under Const.
Glidden	1974	AA	Planning	Rock Rapids	1975	NC	Planning
Grinnell	1974	RC	Pre-Plan	Ruthven	1975	RC	Completed '76
Griswold	1975	NC	Under Const.	Sioux Center	1975	RC	Under Const.
Guthrie Center	1976	AA	Planning	Slater	1975	RE	Planning
Guttenberg	1976	NC	Pre-Plan	State Center	1975	YY	Planning
		RC		Swaledale	1975	RE	Completed '75
Harlan	1976	NC	Pre-Plan	Swea City	1975	NC	Planning
		AA		Union	1976	AA	Pre-Plan
Hawkeye	1974	RE	Completed '75	Urbandale*	1974	NC	Completed '76
Holstein	1975	NC	Completed '75	West Bend	1975	AA	Planning
Ida Grove	1975	NC	Planning	West Point	1975	YY	Pre-Plan
Jamaica	1976	AA	Planning				
Joice	1975	AA	Pre-Plan				

*Federal Title II Projects

1. By eliminating architectural barriers in all Iowa libraries.
2. Bringing all Iowa libraries up to or beyond the ALA minimum standards as they relate to spatial requirements.

NAME	TITLE II	POPULATION
Akron	\$ 16,706	1,350
Ankeny	50,000	15,000
Eagle Grove	83,193	10,000
Marshalltown	60,000	27,500
Paullina	29,446	7,000
Urbandale	100,000	17,000

— INSTITUTIONAL LIBRARY COORDINATION

From the 100 year-old at a veteran's hospital to the teenager in the training school for girls, the State Library serves residents of Iowa institutions.

The State Library's work with institutions is designed for residents of institutions operated or substantially supported by the state of Iowa. The institutional library coordinator helps increase and improve library service. The activities at the institutional libraries are as varied as the reasons for the institutions.

The institutional library coordinator works with each librarian to develop programs and collections that will provide the best possible library service to residents of institutions. She visits new library personnel and gives an orientation to services offered. The coordinator instructs librarians on how to apply for and utilize Library Services and Construction Act (LSCA) funds.

Each librarian applies for funds annually from Title I. The coordinator evaluates applications and makes recommendations to the State Library Commission. A survey of needs which considered the collection size, total personnel and policies of each institution has been completed and priorities have been discussed with each library staff. Criteria for evaluation are updated to insure priorities will be recognized and needs met.

As institutional libraries improve and expand, the need develops for greater space and programs. Nonprint media should be added to the collection in greater numbers and vertical files should be developed to better serve all residents.

Meetings are held on a semi-annual basis for all institutional librarians. The Department of Social Services and the State Library Commission jointly sponsor these meetings held at one of the institutions. Various consultants are asked to present information in their fields that



Progress with patients is discussed when Jean Mills (right), institutional coordinator for the State Library Commission, visits with Jan Spears, librarian at the Iowa State Mental Hospital at Cherokee.

will help the librarians improve service to residents and staff.

The institutional coordinator was invited to speak at a meeting of institutional coordinators from each state at the American Library Association's Midwinter meeting in January 1976. She explained how needs assessing was accomplished in Iowa. Currently the institutional coordinator is working with her counterpart at the Missouri State Library in developing appropriate standards for specific types of institutions.



Knowing all the residents by name is just part of Librarian Michele Brodeen's job. She and a resident of the Iowa Training School for Girls at Mitchellville transform the library into an art gallery.



Classics were reading favorites of Bea Lambert when she lived at the Rockwell City Women's Reformatory. Mrs. Lambert said the institution's library helped speed time during her term.

INSTITUTIONAL POPULATION, DEC. 1975

	Approximate Breakdown by Age Group				Total Per Institution
	1-14	15-24	25-64	65+	
1. Adult Correctional:					
Anamosa	0	500	210	0	710
Ft. Madison	0	150	485	100	860
Luster Heights	NA	NA	NA	NA	25
Newton	0	9	38	0	47
Oakdale	NA	NA	NA	NA	91
Rockwell City	NA	NA	NA	NA	70
	<u>0</u>	<u>659</u>	<u>733</u>	<u>100</u>	<u>1,803</u>
2. Aged:					
Marshalltown	<u>0</u>	<u>0</u>	<u>173</u>	<u>298</u>	<u>471</u>
3. Deaf:					
Council Bluffs	200	200	0	0	400
4. Juvenile Correctional:					
Eldora	88	132	0	0	220
Mitchellville	0	60	0	0	60
Toledo	<u>0</u>	<u>160</u>	<u>115</u>	<u>0</u>	<u>375</u>
	288	552	115	0	655
5. Mental Health:					
Cherokee	20	75	133	29	278
Clarinda	5	44	160	56	265
Independence	35	114	174	34	357
Mt. Pleasant	<u>10</u>	<u>20</u>	<u>136</u>	<u>45</u>	<u>211</u>
	70	253	603	164	1,111
6. Mental Retardation:					
Glenwood	213	386	192	4	795
Woodward	<u>63</u>	<u>358</u>	<u>244</u>	<u>0</u>	<u>724</u>
	276	744	436	4	1,519
GRAND TOTALS	634	2,208	2,060	566	5,959

NA = Not Available

App. -14-0875

INSTITUTIONAL HOLDINGS, DEC. 2, 1975

INSTITUTION	TOTAL BOOKS	PERIODICALS	SOUND RECORDINGS	FILMSTRIPS	FILMS
Adult Correction:					
Anamosa	8,500	76	225	-0-	-0-
Fort Madison	8,541	54	190	-0-	-0-
Harper's Ferry	650	1	-0-	-0-	-0-
Newton	1,390	13	130	6	-0-
Oakdale	2,300	24	-0-	1	2
Rockwell	3,010	35	10	10	-0-
Aged:					
Marshalltown	4,080	52	128	28	1
Deaf:					
Council Bluffs	7,000	81	-0-	1,000	34
Juvenile Correctional:					
Eldora	4,000	40	6	40	1
Mitchellville	2,599	23	370	247	13
Toledo	6,695	37	75	50	-0-
Mental Health:					
Cherokee	3,134	75	272	20	-0-
Clarinda	9,348	115	76	-0-	-0-
Independence	6,372	28	136	-0-	-0-
Mt. Pleasant	4,312	100	607	-0-	-0-
Mental Retardation:					
Glenwood	3,500	18	350	50	-0-
Woodward	3,000	7	-0-	520	300

Continuing Projects by Institution

Men's Reformatory, Anamosa
Mental Health Institute, Cherokee
Mental Health Institute, Clarinda
Iowa School for the Deaf, Council Bluffs
Training School for Boys, Eldora
Iowa State Penitentiary, Fort Madison
State Hospital-School, Glenwood
Luster Heights Camp, Harpers Ferry
Mental Health Institute, Independence
Iowa Soldiers' Home, Marshalltown
Training School for Girls, Mitchellville
Mental Health Institute, Mt. Pleasant
Riverview Release Center, Newton
Iowa Security Medical Facility, Oakdale
Women's Reformatory, Rockwell City
State Juvenile Home, Toledo
State Hospital-School, Woodward

Terminated Projects by Institution

Annie Wittenmeyer Home, Davenport - 1974
Peck Community Child Development Center, Newton - 1975
Stella Sanford Child Care Center, Sioux City - 1975

REFERENCE DIVISION

The Reference Division seeks to encourage the development of statewide library service, provide library service to state government and strengthen the state agency.



Reference librarian Diane Johnson fields a question from a state agency worker.



Gloria Kratz, reference department employee, checks for a magazine article on microfilm.

REFERENCE DIVISION

The department includes a reference section, an Iowa Library Information Teletype Exchange (I-LITE) section and a documents section. The division provides reference and information services to government employees and libraries in the state. Circulation, interlibrary loan, photocopy service and collection development are the responsibilities of this division.

During the period 1974-76, staff development increased the division's ability to give effective service. This was more important to the division than the slight increase in number of staff members.

In 1974, the staff consisted of one librarian, three library associates, three library aides and a teletype operator. In 1976, the department included four librarians, two library associates, two library aides and two teletype operators.

The statewide library network, Iowa Library Information Teletype Exchange (I-LITE), has been extended to include universities and colleges as well as state institutions. In addition to coordinating the teletype network, the State Library provides access to its specialized collections. Educational institutions and public libraries rely on these collections to supplement their holdings.

Developing library resources in the state is a continuing project. The periodical bank is an attempt to make material available to all citizens of Iowa. About 850 titles on microfilm were added to the State Library's holdings to insure availability to libraries of most-used titles. To supplement these holdings the State Library continued to provide access to the Associated Colleges of the Midwest bank.

Reference grants for improving resources in the small public library were given to 16 libraries in 1974. The program ceased when all libraries wanting to take advantage of the grant or able to qualify had been covered.

Service to state government was intensified during the period.

In 1974, an agency contact person was added to the staff for the purpose of collecting the publications of Iowa government, providing agency contact from the department, coordinating the specialized collections of state agencies and assessing information needs of state government.

Collection development continues to receive major emphasis by the division. As information needs of state government are identified, the collection is being reevaluated and strengthened. Several major additions that have made the reference collection more suited to the clientele served are Congressional Information Service and American Statistical Index, microfiche, periodicals, and specialized indexes. Identifying the holdings of agen-

cy libraries is an important part of this program. Problems to be faced in the future include:

- Increasing and maintaining the library materials budget.
- Developing and maintaining a clear definition of the scope of the collection and making it compatible with the goals of the library.
- Clarifying the relationship of the State Library to the Law and Medical Libraries, to other libraries in the state, and to state agencies.
- Developing a plan for in-service training for the staff.
- Broadening the statewide information network, Iowa Library Information Teletype Exchange (I-LITE), to include community colleges and special libraries.

Those served by the reference division include:

- Libraries in the state.
- Government employees.
- All people of Iowa through the regional system.
- All state agencies, by personal contact and letters.

Special projects undertaken by the division during the biennium include:

- Reference grant.
- Large print books.
- Old Capitol restoration.
- Conversion of periodicals to microfilm.
- Distribution of list of periodicals holdings.
- Establishment of periodical bank.
- Shift of entire collection.
- Re-evaluation of the collection.
- Development of materials selection policy.
- Management grant.
- Revision of departmental rules.
- Acquisition of the American Statistical Index and Congressional Information Service.

— SERVICE TO STATE AGENCIES

Service to state agencies advanced dramatically during the 1975/76 biennium. This was the result of a vigorous program of agency contact and the implementation of several new innovative services.

The agency contact program was designed to inform state agency personnel through personal contact, group presentations, and distribution of numerous flyers and brochures of the information services of the State Library. In addition, to discover specific agency needs, a needs assessment survey was designed and distributed to key researchers within the various agencies of Iowa state government. The surveys indicated both strong and continued support for our general reference facilities by a majority of the agencies surveyed.

The implementation of new services based on specific agency needs helped expand the service program of the State Library.

In an effort to provide easy access to the wide variety of periodical literature, the State Library established a periodical bank including over 850 magazines on microfilm or in paper form (from approximately 1955 to date). Through this system, requests for specific titles or more general subject requests can be processed in one day.

In an effort to provide a wider variety and department of material to state employees, the library expanded agency use of the collections of other libraries in Iowa through its tele-communication link (I-LITE).

In response to requests for the identification of important statistical data, the State Library purchased (with the help of two cooperating state agencies) the American Statistical Index and companion microfiche library. This system offers through its index and abstract volumes quick and

dependable access to virtually every statistical publication issued by the federal government. In addition, the system provides microfiche copies of every title indexed. Last year we received some 12,000 microfiche publications, covering approximately 300,000 pages of statistical material.

In response to requests for a system to provide current information on specific topics, the State Library started a document routing service. Document routing provides subject access to the wide range of materials received daily by State Library. Under this system, over 1,500 items were circulated to over 40 individuals during 1975-76.

In addition to this program, the State Library also established a Selective Dissemination of Information Program. Under this system the library staff scans current literature in a selected area of interest and then sends copies of indexes, abstracts, and announcements of books, magazines, and documents which are related to those interests. A sample program was begun in January, 1976 with the Dept. of Environmental Quality. It was so successful that it was expanded to several other agencies during the following months. In April, 1976, for example, over 92 sets of information including over 400 pages were distributed to about 20 agencies.

In response to requests for help in organizing information files, the State Library undertook a sample cataloging project with the Iowa Development Commission. The project, to be completed in the fall of 1976, will include complete cataloging of some 2,000 books, magazines, documents and pamphlet material. A dual file listing cataloged materials will be maintained by both the State Library and the Iowa Development Commission; thus providing a first step toward the development of a union list of state agency materials.

In addition, the library provided countless answers to both in-depth and general reference questions during the biennium to all levels of state government.

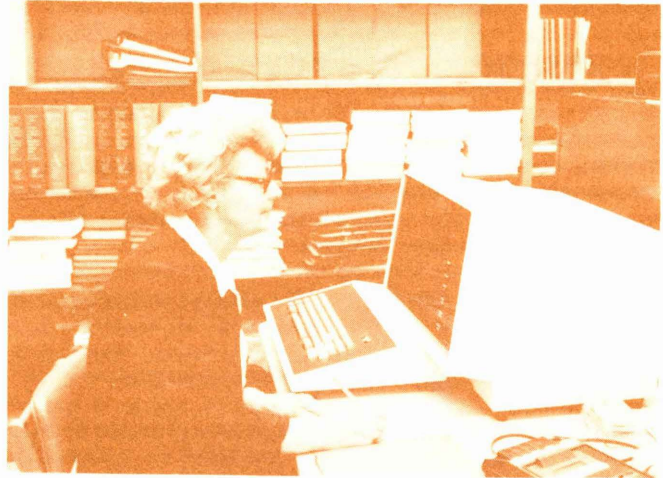
— TECHNICAL SERVICES

The Technical Services Division has continued to do its part in maintaining the library collection through the processing of new materials and the discarding of books and pamphlets that are worn-out, outdated or for various reasons no longer useful in the collection.

During the 1974-76 biennium, 1,647 new titles were cataloged. With the added copies processed, this made a total of 2,442 new volumes added to the book collection.

The Technical Services Division is also cataloging the library materials of the Iowa State Development Commission. By the end of June 1976, 2,564 titles had been cataloged. Counting the addition of added copies and multi-volume sets, 4,041 items had been processed, and 116 magazine titles had been cataloged.

During the 1974-76 biennium 14 libraries qualified for reference grant books from the State Library Commission of Iowa. The Division's part in this project was to type a set of catalog cards for each title sent to each library and to mark each book with its call number. Approximately 535 sets of cards were typed and 650 volumes marked. This included 5 sets of encyclopedias.



Power typist Doris Collette catalogs State Library holdings.

STATISTICS

Book and Periodicals

Number of New Titles Added	1,647
Number of New Volumes Added	2,350
Number of Volumes Added (Includes New Volumes and Added Copies)	2,442
Number of Volumes Withdrawn	75,958

— IOWA LIBRARY INFORMATION TELETYPE EXCHANGE (I-LITE)

The I-LITE program offers high volume, rapid interlibrary loan and reference service to Iowans through twenty public, college and university library teletype stations.

A major goal of I-LITE is to provide all public libraries in Iowa I-LITE access through the Regional Library System. Accomplishment of this goal came through close cooperation with the interlibrary loan offices of the seven regions and their resource centers. I-LITE's part of the public library interlibrary loan volume averages over 3,000 requests a month.

A second goal of I-LITE is to provide increasing I-LITE access to Iowa college libraries. Accomplishment of the goal was good: in July 1975, I-LITE added Wartburg College as a teletype library and in July 1976, Loras

College Library was added. In the meantime, secondary I-LITE access was extended to five northwest Iowa college libraries. These college libraries work through the existing teletype at Morningside College Library. They are Northwestern, Westmar, Dordt, Buena Vista and Briar Cliff.

I-LITE also seeks to establish and maintain a network of university resource libraries to support the state's specialized information and materials needs. Starting July 1974, we set up the I-LITE university circuit, which includes Iowa State University Library, University of Northern Iowa Library, and the University of Iowa Library. Because of the specialized nature of the requests sent through the university circuit, we believe that the nearly 40 per cent request filled rate is satisfactory.

Through our division, support information service is offered to I-LITE libraries and especially the regional library system through the University of Iowa School of Library Science. The library school information service successfully answers about 70 per cent of the questions referred to it. During fiscal year 1975, the service handled 2,274 questions. In fiscal year 1976, it handled 2,810 questions.

To provide I-LITE libraries better, yet less costly service, the State Library allowed its communications equipment contract with Western Union to lapse at the end of fiscal year 1974. In its place, we contracted with Northwestern Bell for a multi-point dedicated circuit communications system. The advantages of the new system included: less cost per request; more predictable and stable line and equipment charges; and more effective monitoring and coordination of I-LITE service by the State Library.

In another effort to improve I-LITE service, the division adopted a new I-LITE operating schedule in July 1975.

Basically, it assigns specific time slots in the day for performance of certain I-LITE routines and it effectively extends the I-LITE working day by one hour. Thus, it reduces possible system-wide frustrations and increases the traffic potential of the entire system.

During the time of this report, we sought to establish an interstate cooperative agreement with other networks similar to I-LITE. Negotiations to meet this goal have not yet been fruitful. However, the State Library has affiliated with the Bibliographical Center for Research — a multi-state library network headquartered in Denver.

There were 53,729 system-wide requests to I-LITE fiscal year 1975, with 73 per cent of those requests filled. During fiscal year 1976, 71 per cent of the 57,929 requests were filled. Equipment, supplies and service contracts for I-LITE business transacted in fiscal year 1975 cost the State Library \$77,946. The same items in fiscal year 1976 cost \$78,388.16.

AUDIO-VISUAL SERVICES DIVISION

The Audio-Visual Services Division staff hopes that the division will be able to expand to meet the rapidly growing need for its services and materials. At the same time, the staff hopes more public libraries will develop the capability of providing these services locally. At the government level, we hope to continue to build credibility from quality performance and encourage the consolidation of audio-visual services of various agencies.

The Audio-Visual Services Division of the State Library serves the following functions:

- Loans on a short-term basis non-print library materials too expensive or esoteric for purchase at the local library level. Public libraries and other agencies are eligible for loans.
- Provides information services (consultant, reference and referral services) on materials, equipment, and process related to the use of audio-visual hardware and software.
- Encourages the development of audio-visual collections in public libraries.
- Provides a source of statewide distribution for agencies of state government needing to circulate non-print materials.
- Provides limited production and reproduction services.
- Acquires and circulates materials useful in library continuing education programs.



Clerical workers Yolanda Hethcot and Lorraine Scovel check the availability of films for loan.

The demand for informational materials by the general public has grown so greatly that it is difficult for us to keep up with the demand. A film circulation of 8,000 in fiscal year 1974 grew to 17,000 in 1975 and 25,000 in 1976. The figures show a tremendous need by the public, and it is satisfying for our staff to be able to provide this service. It will be necessary in the future to acquire some type of local and/or state funding to maintain the quality of the service we now provide, since as the demand increases, the cost also increases. We hope that we may receive a commitment from the state government to designate the State

Library as the State Film Depository and fund us accordingly.

There is a growing need from other state agencies for the use on short term loan of various types of equipment such as overhead projectors, 16mm projectors, slide projectors, tape recorders, etc. We do not have enough of this type of equipment to make it available to all agencies, but do loan when we have a request. It would be advantageous to all agencies to increase the availability of equipment and then publicize to the agencies that this equipment is available. We recommend the employment of a repair technician to service agency audio-visual equipment. Our department encourages the development of a state agency equipment loan center to help solve this shortage.

With the purchase of new photographic and video production equipment, it is important that we be able to upgrade the staff so that we may now produce quality materials. We hope to add at least one staff member who is trained in production techniques and has graphic arts abilities.

One of our greatest needs is to improve public relations and increase the publicity for our services. We are working to improve the quality of our publications and communications and are quite happy with the results. We hope that increased funding will make us more able to make our services known to more people. At present our service efforts are frustrated by the present level of funding and as a result there are many people with inadequate service or no service at all.

Increased involvement with cable television networking through joint projects with the Iowa Educational Broadcasting Network and the Drake University, Des Moines Area Community College, Grand View channel would give us an outlet for improving library publicity.

Our special projects during the biennium included:

- Development of a State Film Depository. This involved adding the film collections of the Iowa State Department of Health, the Alcoholism Commission, the Development Commission, the Mental Health Authority, the Aeronautics Commission, the Department of Transportation and a few films from other sources.
- Development of a Management and Training Materials Collection. With an \$800 grant from the Institute of Public Affairs and high interest from state agencies, we have developed an excellent collection of management training materials. Since demand by agencies is high for these, we hope to continue to expand this service.
- Implementation of a state Audio-Visual Task Force. On May 13, 1976, the commission established a one year task force to help solve audio-visual problems and work on new programs for public libraries.

- Development of production facilities. Equipment has been purchased so that the State Library is now able to make slides from printed materials; develop tapes and synchronize them to slides; project sound slide programs; duplicate 3/4" videocassettes; copy video programs off the air; duplicate audio tapes; and record on tape, as well as provide other production services. These services are primarily to produce library training materials, but may also be used by other state agencies.

- Printing of a film catalog. In December, 1975, our first hard-cover, loose-leaf film catalog was distributed. This is a high quality catalog and quite an improvement over our former ones. Those served during the biennium included:

- Approximately 18,000 aged persons served through 310 nursing and county homes served directly from the State Library Commission, and approximately 100 public libraries which have film programs serving senior citizens clubs.

- Approximately 10,900 children served through 150 libraries, 100 schools, six institutions and 30 hospitals.

- Approximately 8,600 handicapped persons served through 50 county homes and 20 mental health centers.

- Approximately 10,000 persons served through alcohol centers, drug centers, state, county and federal agencies and other government sponsored programs.

- Approximately 100,000 persons served through approximately 200 public libraries, which loan films for general use to an average 500 people in their community (figure based on viewer use).

- Approximately 12,000 college students served through 30 colleges.

- These estimated figures total 169,500, which includes all viewers of films, not just persons obtaining films.

Our purchases during the biennium included:

- Fiscal year 1975: 344 films; 3,000 records; and 32 other media.

- Fiscal year 1976: 169 films; 200 records; and 23 other media.

Materials deposited in our collection from other agencies during the biennium included:

- Fiscal year 1975: 650 films; one slide set; and eight filmstrips.

- Fiscal year 1976: 190 films.

Our work during the biennium also resulted in indirect benefits. Some of them were:

- Better relations with educational media services through work with the Iowa Educational Media Association, the Springbrook conference and direct contact with the Area Education Agency Media Centers.
- Work with the American Society for Training and Development statewide, which encouraged business people to go to their public libraries for materials.

Many of those businesses now call us for information and referral.

- Film availability that has enabled public libraries to upgrade their service with little direct expense to the library or to the patron.
- Efforts to improve communications with other state agencies which resulted in better working relationships. We believe that direct work with the agency personnel and training officers has been particularly effective.

— 16 MM FILM CIRCULATION — BREAKDOWN BY BORROWERS

Sample Month: Jan '76

PUBLIC LIBRARIES	GOVERNMENT	NURSING HOMES	HOSPITAL & HEALTH CARE CENTERS	COLLEGES	SCHOOLS	TOTAL
3694	748	1090	241	385	963	7131

PERCENTAGE OF TOTAL CIRCULATION:

Public Library	52%
Government	10%
Nursing Home	15%
Health	3-1/2%
College	5-1/2%
Schools	13-1/2%

STATE LIBRARY CIRCULATION

<u>FISCAL YEAR</u>	<u>NO. CIRCULATION</u>	<u>FILMS IN COLLECTION</u>	<u>APPROXIMATE VIEWERS</u>
1968	513	150	21,546
1969	468	190	19,656
1970	961	240	46,362
1971	891	270	37,422
1972	1,281	300	53,862
1973	3,601	340	151,242
1974	8,405	700	353,010
1975	16,449	1,700	703,584
1976	23,493	2,000	986,706
1977	28,191	2,300	1,184,022
1978	33,830	2,600	1,420,860
1979	37,212	2,900	1,562,904

Note: Figures from 1977-1979 are projected.

IOWA STATE MEDICAL LIBRARY

The Iowa State Medical Library provides current medical information to physicians, nurses, other health personnel, medical students, attorneys, libraries, government agencies, and all Iowa residents. These groups represent many educational levels and needs which must be met with a collection of over 400 journal titles and 77,000 accessioned volumes. The majority of questions regard the treatment and care of patients. In addition, there is a great demand for medico-legal information by lawyers, for educational texts by students, and for simplified explanations of diseases by the general public. The library also has an extensive collection of medical history.

Most of the requests are received in the library by local telephone, state WATS line, and letter, although there are also many walk-in patrons. Users ask for specific journal articles and books or for research information on a given subject. All patrons, except state agencies, pay \$.10 a page for photocopied articles. This policy was initiated March 1, 1976. Prior to that time, libraries and health professionals were not charged. Books are available for two-week loan periods while journals remain in the library except for occasional 24-hour loans and routings to physicians.

Another function of the State Medical Library is to provide patrons with requested materials not available in the collection. This interlibrary loan service allows the library

to borrow from other libraries in Des Moines, around the state, and outside Iowa. The State Medical Library coordinates the interlibrary loan activities of many health science libraries in Polk County. In June, 1975, 15 Des Moines area libraries with health science collections joined together to form the Polk County Biomedical Consortium. This group has compiled a Union List of Serials that includes all the health science journals held in their collections. The Polk County Biomedical Consortium also holds in-service education programs. A Medical Literature Analysis On-Line (MEDLINE) workshop was held in October, 1975 with librarians participating from around the state to learn about computerized medical literature searching.

On the regional level, the Iowa State Medical Library is a part of the Midwest Health Science Library Network which provides free photocopied articles financed through the National Library of Medicine. The State Medical Library serves as a member of the Iowa State Advisory Council to Health Science Libraries which works with the coordinator for health science libraries in Iowa.

The State Medical Library is also a member of the Medical Library Association and the Medical Section of the Iowa Library Association. The Acting Medical Director is currently the Program Chairman-President Elect of this organization.

— NEEDS FOR THE FUTURE

1. A MEDLINE terminal would enable the staff to do computerized literature searches through the data base at the National Library of Medicine in Washington, D.C. These are more accurate, inclusive, and time-saving than manual searches. The only other terminal in the state is located at the University of Iowa and the distance makes accessibility too slow.
2. The Iowa State Medical Library needs increased funding to keep up with skyrocketing book and journal costs as well as to expand into new medical specialties as they develop.
3. The library would like to help support a coordinator for health science libraries in Iowa. The present position is funded by the National Library of Medicine, but the funding will stop in November, 1976.
4. Some physical improvements are needed including additional space, weeding the collection and redoing the floors.



Medical Librarian Pamela Clark helps a lawyer research a medical journal.

Iowa State Medical Library Statistics
July 1, 1975 — December 31, 1975

Books and journals loaned in mail	557	
Books and journals loaned in library	1,471	
	<u>Total</u>	2,028
Requests by mail	588	
Requests by local phone	688	
Requests by WATS phone	632	
	<u>Total</u>	1,908
Total local phone calls	2,622	
Total WATS phone calls	654	
	<u>Total</u>	3,276
Research requests by mail	60	
Research requests by phone	356	
	<u>Total</u>	416
Interlibrary loans through Iowa City	423	
Interlibrary loans in Polk County area	76	
	<u>Total</u>	499
Unable to fill	108	
Bibliographies	11	
Patrons in library	1,156	
Accessioned volumes in library	78,052	
New books received	243	
Photostats (pages)	122,862	

Iowa State Medical Library Statistics
July 1, 1974 — June 30, 1975

Books and journals loaned in mail	974	
Books and journals loaned in library	2,789	
	<u>Total</u>	3,763
Requests by mail	1,069	
Requests by local phone	1,390	
Requests by WATS phone	1,206	
	<u>Total</u>	3,665
Total local phone calls	2,674	
Total WATS phone calls	1,430	
	<u>Total</u>	4,104
Research requests by mail	172	
Research requests by phone	741	
	<u>Total</u>	913
Interlibrary loans through Iowa City	484	
Interlibrary loans in Polk County area	100	
	<u>Total</u>	584
Unable to fill	95	
Bibliographies	8	
Patrons in library	2,829	
Accessioned volumes in library	77,720	
New books received	482	
Photostats (pages)	222,496	

Oct. 1974



Law librarian James H. Gritton assumed his duties Dec. 22, 1975.

IOWA STATE LAW LIBRARY

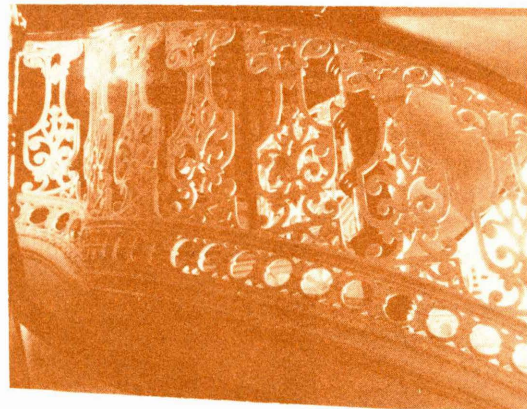
The Law Library became a division of the State Library Commission on July 1, 1973, pursuant to the provisions of Chapter 199 Acts of the 65th General Assembly. The duties and responsibilities of the Law Library as a division of the State Library remain substantially the same as before the reorganization.

Effective December 19, 1975, Frances T. Desmond resigned as Law Librarian. Mrs. Desmond began her services in the Law Library on March 1, 1966, serving as both cataloger and bookkeeper before her appointment as Law Librarian on January 1, 1972. She continued in this position until her retirement. Effective December 22, 1975, James H. Gritton was appointed Law Librarian.

During the biennium one additional staff member was authorized. This is a position of clerk typist I. At the close of the period in addition to the above mentioned Law Librarian and clerk typist I, the organization of the Law Library included: an Accounting clerk I, Library aide I, Library aide II, Library associate and custodial worker.

The rebinding program began in the 1973-74 fiscal year was continued by the rebinding in 74-75 fiscal year of 500 items and in the 75-76 fiscal year of 412 items.

For the first year of this report period, a supplemental appropriation of 2400.00 dollars was requested and authorized to strengthen the constitutional law subject area of the collection by bringing the collection up-to-date and by acquiring some historically significant items missing from the collection. Somewhat more than this sum was spent during the year to strengthen this area of the collection. Another major addition to the collection was the purchase of the ultrafiche of the national reporter first series (except for the Northwestern reports). At the close of this report period, the Law Library collection numbered over 170,000 volumes.



Sculpture, globe lights and spiral staircases are among the interesting architectural details of the Iowa State Law Library.

GLOSSARY

(of terms as they are used in this report)

American Library Association — an organization of librarians, libraries, trustees, friends of libraries and interested others seeking to improve and extend library service through such activities as adoption of standards in libraries; accreditation of library schools; recruitment of competent personnel for library schools; and promotion of popular understanding and public acceptance of the value of libraries.

institutional library — a library in an institution substantially supported or operated by the state of Iowa.

interlibrary loan — a system in which libraries borrow and lend materials to fill needs not met by their local collections.

Iowa Educational Media Association — a professional organization open to educators and qualified others who use media as a teaching tool. The association promotes improvement of media use in education in Iowa.

Iowa Library Association — a professional, non-profit corporation of librarians, libraries, trustees, general staffs of libraries and friends of libraries in Iowa.

Library Services and Construction Act — Act of Congress to provide funding for libraries with inadequate services and for special groups of persons who are without library service.

MEDLINE — an acronym for Medical Literature Analysis and Retrieval System On-Line, computerized access to a data base of the most recent articles on medicine, through the National Library of Medicine.

microfiche — a sheet of microfilm containing rows of microimages of pages of printed matter.

microfilm — a film bearing a photographic record on a reduced scale of printed or other graphic matter.

nonprint media — any communication or mode of expression that is not printed.

regional library system — created to provide supportive library services to existing public libraries and to individuals with no other access to public library service in those localities where it is presently inadequate or nonexistent. Each region (there are seven) elects its board of trustees at a general election.

special library — a library designed for persons with special informational needs, for example, employees of a hospital, industry, branch of military service or a newspaper.

OCLC

1-LITE

