

*Irvin Bentley*

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1968

CENTRALIZED PROCESSING  
FOR  
IOWA'S PUBLIC LIBRARIES

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N E L S O N   A S S O C I A T E S ,   I N C O R P O R A T E D

CENTRALIZED PROCESSING  
FOR  
IOWA'S PUBLIC LIBRARIES

A Report to the Iowa  
State Traveling Library

Nelson Associates, Inc.

March 1968



March 1, 1968

Miss Ernestine Grafton  
Director  
Iowa State Traveling Library  
Des Moines, Iowa

Dear Miss Grafton:

The following report is submitted to the Iowa State Traveling Library in accordance with our agreement to undertake a study of the feasibility of further centralizing the technical processing activities of Iowa's public libraries.

We acknowledge gratefully the assistance of the Iowa State Traveling Library staff, the staff members of the Cooperative Centers and the other librarians throughout the state who assisted in providing relevant information.

If we can assist you and your colleagues in the further interpretation of the findings and conclusions contained in this report, please feel free to call upon us.

Very truly yours,



Nelson Associates, Inc.

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## INTRODUCTION

During the last ten years, the Iowa State Traveling Library has guided the development of a network of cooperative public library systems. Currently, some 300 libraries are organized into eleven regional systems. Within each region, local independent public libraries have the opportunity to take joint action for the improvement of library services by contracting with the designated central library. One of the most popular services that has been developed in most of the cooperative systems is the centralized processing of library materials. Each year, an increasing number of Iowa's public libraries seeks participation in these ordering, cataloging and physical processing operations.

Each of the state's field offices or regional cooperatives has been free to develop its technical processing methods and procedures in accordance with the nature and level of local demand for this service. Consequently, these systems exhibit wide variations in the techniques which they employ. This fact, coupled with an ever-increasing demand for services, raises questions as to the most efficient operating techniques among those currently available to Iowa's large-scale technical processing facilities and whether such processing for the state's public libraries should be further centralized. Accordingly, in the Fall of 1967, the Iowa State Traveling Library contracted with Nelson Associates for a statewide study aimed at a thorough review of existing public library technical processing operations.

### STUDY OBJECTIVES

The objectives of this study were specified as follows:

- 1) What is the optimum number of technical processing centers required to meet the needs of those public libraries currently participating in centralized services? Are any further gains in economy, speed or quality of service to be achieved by additional centralization of the processing operations of the state's field offices and cooperatives, taking into account present and anticipated volume of work?
- 2) What techniques and operating procedures for ordering, cataloging and/or the physical preparation of library materials appear to offer the maximum advantages in terms of efficiency, economy and effectiveness, given the current and expected volume of centralized processing among the state's public libraries? Should the recommended technical processing centers employ manual, semi-automated or automated procedures? What are the specific potentialities for application of electronic data processing methods?

- 3) If further centralization of the acquisition, cataloging or physical preparation functions is feasible, what steps should be taken to accomplish it? Where and how should the proposed centralized facility or facilities be organized? What contractual arrangements should be developed among participating institutions? What should be the approximate timetable for implementing the plans? What special problems might be encountered by the state's public libraries in attempting to adopt to further standardization of technical processing output?

#### METHODOLOGY

In a study of this complexity it was essential to subdivide the work into a number of distinct tasks. These elements of the work program then provided essential facts or conclusions on which other aspects of the study impinged. The most important of these distinct survey tasks included:

- . Review of the literature on centralization of technical processing. (A bibliography is given in Appendix I.)
- . Review of Iowa library laws.
- . Questionnaires:

Questionnaires were sent to those of the cooperative centers which had been engaged in centralized processing during the period January 1 through June 30, 1967. In addition, separate questionnaires were sent to all public libraries which participated in these centralized processing activities as well as to those which did not participate. In general, the three questionnaires sought information concerning costs of technical processing, types of ordering, cataloging and processing services offered and performed, and respondents' attitudes toward further centralization of processing in the state. (Samples of each of the three questionnaires used may be found in Appendixes II-IV.)

- . Analysis of catalog cards:

Main entry cards for all titles cataloged during the month of September 1967 were obtained from the cooperatives which were engaged in centralized processing during that month. In addition, cards were obtained from the Public Library of Des Moines, which was not yet functioning as a cooperative, and from the Iowa State Traveling Library. This data provided information concerning the types of materials acquired,

the ways in which they were cataloged and the date of cataloging. The data obtained were analyzed in an attempt to discover the degree of overlap in purchasing and cataloging efforts. The September sample was further refined by searching a randomly selected list of unique titles\* from the September file at each of the cooperatives, at the Davenport, Dubuque, Council Bluffs and Waterloo public libraries and at the Iowa State Traveling Library. (This list of titles is presented in Appendix V.)

. Field Visits:

The directors of cooperatives, reference centers and of a selection of the state's larger libraries which are not now participating in cooperative processing were interviewed during the course of this study. Existing centralized technical processing procedures were observed and reviewed in detail and additional information was obtained to supplement the mailed questionnaires.

- . Information was gathered on services and costs of commercial processing by a survey of the literature, letters to several firms and a visit to one processing plant.
- . The costs and techniques for delivering processed materials within the state were analyzed.

#### DEFINITIONS

The scope of our work embraced the processing procedure from the point at which the book is ordered from the vendor until the volume is ready for the shelves. Neither book selection nor circulation control were included in the study.

For purposes of this survey, centralized processing involves four functions: acquisitions work, cataloging and catalog maintenance, book preparation and the delivery of processed materials. The following definitions of each of these were employed:

- A. Acquisitions: Includes: ordering, order searching, maintenance of acquisitions files, placement of orders and communication with vendors, check-in of materials, billing and record keeping. Also includes typing and reproduction of lists if used as ordering tools, but does not include book selection activities.

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\* Throughout this report, the term "unique titles" is used to designate those titles which appear from the data received to be acquired by only one of the libraries questioned.

- B. Cataloging and Catalog Maintenance: Includes: searching for catalog information, descriptive cataloging, subject heading and classification, production of catalog cards, filing and maintenance of those catalogs and files necessary to the operations of centralized cataloging (for example, official, main, and union catalogs, authority and over run files) and record keeping.
- C. Book Preparation: Includes: assembling of book pockets and cards, stamping and pasting (book pockets, plastic covers) labeling, reinforcing of paperbacks and record keeping. Does not include screening for binding, or mending.
- D. Delivery of Processed Materials: Includes: receiving, shipping and delivery to participating libraries, as well as necessary record keeping on deliveries.

#### REPORT FORMAT

The remainder of this report on the feasibility of centralized processing for Iowa's public libraries consists of the Text itself, which is divided into three sections, and the several supporting appendixes.



## TEXT

The Text begins with a brief review of the current status of centralized processing in Iowa's cooperative library centers, presents the detailed findings of this study and ends with the conclusions and recommendations which these findings appear to justify.

## BACKGROUND

Under contract with the Iowa State Traveling Library, eleven "headquarters" libraries throughout the state now operate cooperative centers and field offices for the purposes of providing consultant service, rotating collections and technical processing of materials for local public libraries which elect participation in their area cooperative's program on a voluntary basis. The Northeast Area Field Office in Decorah purchases cooperative services from the Eastern Area Cooperative Library Program in Cedar Falls.\* In fact then, ten centers throughout Iowa are actually providing centralized technical processing for 212 public libraries in the state. This number will increase when the newly created Des Moines Metropolitan Library Service Area becomes fully operative.

The map and accompanying legend on the following pages show the location of the ten state-contract centers offering technical processing services, the date of formation and the number of participating libraries served by each as of November 1967. The location of each of the cooperatives was determined by the Iowa State Traveling Library working closely with the Agricultural Extension Services office at Ames. The library service areas generally correspond with the latter's regions and with the divisions for economic development established by the Governor's Office.

The cooperatives and field offices are supported with federal funds from the Library Services and Construction Act which are administered through the Iowa State Traveling Library and matched with local funds. There is no direct state aid available in Iowa for local public library service.

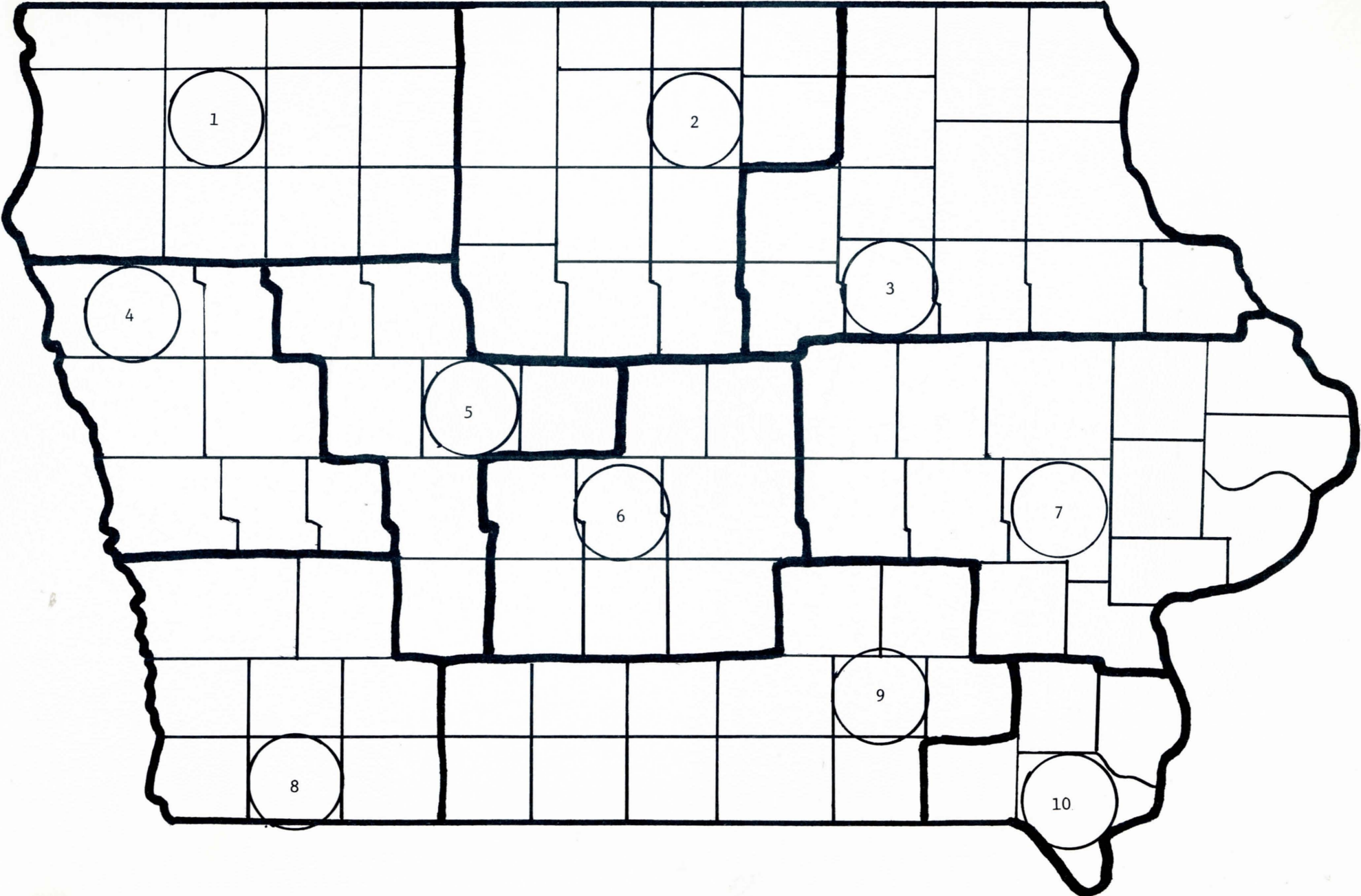
Materials ordered and processed through the cooperatives fall into two main categories: 1) those items purchased with cooperative funds for the center's own collection or for rotation among the participating libraries, and 2) those items purchased by and with the member libraries' own funds.

The cooperatives are of varying age and are consequently at different levels of development. For example, one cooperative, having advanced its members' own collections to a fair degree of maturity, is phasing into a

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\* All of the Northeast Area Field Office's operations were assumed by the Eastern Area Cooperative Library Program as of January 1, 1968.

LOCATION MAP OF COOPERATIVES AND FIELD OFFICES



LEGEND

<u>Cooperative</u>	<u>Location</u>	<u>Date Founded</u>	<u>Number Participating Libraries</u>
1. Northwest Area Cooperative	Sheldon	1965	28
2. North Iowa Library Extension	Mason City	1958	51
3. Eastern Area <sup>a</sup>	Cedar Falls	1959	47
4. Middlewest	Sioux City	1966	5
5. Raccoon Area	Jefferson	1959	22
6. Des Moines Metropolitan	Des Moines	1967	— <sup>b</sup>
7. Seven Rivers Library System	Iowa City	1965	27
8. Southwestern Area	Shenandoah	1967	9
9. Prairie Hills	Ottumwa	1966	9
10. Keosippi	Keokuk	1965	28 <sup>c</sup>

a Also provides cooperative services in behalf of the eleventh cooperative, the Northeast Area Field Office.

b Will begin offering services January 1, 1968.

c Serves 14 libraries in Iowa as well as 14 in Illinois under the terms of an interstate contract.

situation where it will rotate only a current collection, while another cooperative has no standing collection and is using most of its available funds to develop basic collections for the member public libraries. Two cooperatives are buying heavily in the juvenile area because these particular materials are inadequate in their member libraries' collections. Overall, the purchase of older, standard materials has leveled off to an average of approximately 35% of total purchases among most of the cooperatives, but one is still buying at least 70% retrospectively. In no case is a cooperative center providing service to all of the public libraries in its geographic area and further growth in membership is expected by each of the centers.

Since two of Iowa's ten operating cooperatives are newly established, there were only eight centers providing centralized processing services during the base period for this study, January 1 through June 30, 1967. The experiences of these eight form the basis for much of the findings which follow.

## FINDINGS

Iowa's cooperatives have attempted to bring some semblance of uniformity to public library technical processing in the state. Whereas great progress has been made, it is nonetheless true that significant variations in the technical processing methods and procedures available to member libraries still prevail among and within the various field offices and cooperatives. This fact, coupled with real differences in the statistical record keeping practices of the cooperatives, made the collection of reliable and comparable data for this study difficult. The description of existing technical processing operations in Iowa which is given below is based largely on the analyses of the questionnaire (Appendix II) sent to the eight cooperatives that engaged in centralized processing during the first six months of 1967 and on the results of our field visits and inquiries. The information gathered in the member library questionnaire (Appendix III) and the non-participating library questionnaire (Appendix IV) was less valuable, as the discussion itself indicates.

### Ordering

Most of the cooperatives place their orders with the same jobber and receive a discount of 37%; one uses another jobber and obtains a discount of 38.2%. Books are acquired by all of the centers. The type of non-book materials ordered varies from one cooperative to another, as shown in Table A. Some cooperatives permit their member libraries to order at will, while others ask that orders be made according to a fixed order schedule.

Table A

ORDERING PROCEDURES BY COOPERATIVE LIBRARY

<u>Items Ordered by Fund</u>	<u>L1</u>	<u>L2</u>	<u>L3</u>	<u>L4</u>	<u>L5</u>	<u>L6</u>	<u>L7</u>	<u>L8</u>
<b>Books</b>								
Coop. Funds	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Members Funds	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
<b>Serials</b>								
Coop. Funds	Yes	No	No	No	No	No	Yes	No
Members Funds	Yes	No	No	No	No	No	Yes	No
<b>Phonorecords</b>								
Coop. Funds	No	No	No	No	No	Yes	No	No
Members Funds	No	No	No	Yes	No	Yes	No	No
<b>Films</b>								
Coop. Funds	No	No	No	Yes	No	Yes	No	No
Members Funds	No	No	No	No	No	Yes	No	No
<b>Pamphlets</b>								
Coop. Funds	No	No	Yes	No	No	No	No	No
Members Funds	No	No	Yes	Yes	Yes	No	No	No
<b>Microfilm</b>								
Coop. Funds	No	No	No	No	No	Yes	No	No
Members Funds	No	No	No	Yes	No	Yes	No	No
<b>Newspapers</b>								
Coop. Funds	No	No	No	No	No	No	No	No
Members Funds	No	No	No	No	No	No	No	No
<b>Other</b>								
Coop. Funds	No	No	No	No	Yes	No	No	No
Members Funds	No	No	No	Yes	Yes	No	No	No

Cataloging Practices

As the following two tables show, the cooperatives do not catalog every kind of material they are willing to order and vice versa.

Table B-1

PROCESSING ACTIVITIES OF COOPERATIVES  
USING COOPERATIVE FUNDS

<u>Items</u>	<u>Acquire &amp; Catalog</u>	<u>Acquire Only</u>	<u>Catalog Only</u>	<u>Neither</u>
Books	all			
Serials	L7	L1		L2, L3, L4, L5, L6, L8
Phonos	L6		L3	L1, L2, L4, L5, L7, L8
Films	L4, L6			L1, L2, L3, L5, L7, L8

Table B-2

PROCESSING ACTIVITIES OF COOPERATIVES  
USING MEMBER LIBRARY FUNDS

<u>Items</u>	<u>Acquire &amp; Catalog</u>	<u>Acquire Only</u>	<u>Catalog Only</u>	<u>Neither</u>
Books	all			
Serials		L1, L7		L2, L3, L4, L5, L6, L8
Phonos	L6	L4	L3	L1, L2, L5, L7, L8
Films	L6			L1, L2, L3, L4, L5, L7, L8

Original cataloging\* of all materials acquired is performed by one of the cooperatives while another exhibits as little as 10% original cataloging. The remaining cooperatives fall somewhere in between these two limits. This pattern, as well as the percentage of cataloging at each cooperative which is adaptation of Library of Congress and other copy is shown in Table C.

Table C

VARIATIONS IN SOURCE OF CATALOGING DATA  
BY COOPERATIVES

<u>Library</u>	<u>Percentage of Catalog Data Acquired From:</u>				<u>Total</u>
	<u>Original (own work)</u>	<u>Library of Congress</u>	<u>Wilson Cards</u>	<u>Other</u>	
L1	50%	0%	0%	50%	100%
L2	50	40	0	10	100
L3	20	0	60	20	100
L4	10	80	0	10	100
L5	15	75	10	0	100
L6	100	0	0	0	100
L7	90	0	0	10	100
L8	15	85	0	0	100

\* Original cataloging is defined here as being that cataloging done directly from the book itself without recourse to another source of cataloging information, such as Library of Congress copy.

The Dewey Decimal Classification System is used for both adult and juvenile books by all eight of the cooperatives covered in this survey. Six of the centers use Sears subject headings and two use Library of Congress headings for adult books. However, one of those using Sears and one using LC both employ local modifications. For juvenile books, one cooperative uses Library of Congress subject headings, one uses Rue, five use Sears and one uses the headings from Children's Catalog plus a local subject heading file.

The analysis of sample catalog cards provided by each of the cooperatives as well as observation during the field visits revealed other variations in cataloging, including the amount of information present on a catalog card, the length and form of author entry, the use of Cutter numbers or other author identification, and the use of particular location symbols.

### Physical Preparation

Variation in the physical preparation of materials focuses on the use of ownership marks, types of book pockets and cards used and their location, jacketing and the kinds of spine labeling performed. Each of the cooperative centers and several of the state's large public libraries which are not now participating in centralized processing activities express a willingness to modify their present local practice within reason to conform to standardized cataloging and processing if the standardized service is of acceptable, professional quality.

Several of the cooperatives presently eschew standardization, which is an important factor in achieving efficiency, and customize the physical preparation of materials to meet the individual demands of their member libraries. The most common items that are customized are book pockets and cards. Customization of the number of cards in a set, the color and typography of subject headings, labeling and jacketing also occurs. Variations such as the placement of the book pocket is defensible in some instances because of the specific requirements of different charging systems. It is more difficult, however, to defend the preference for one color of charge card over another.

Tables D-1 and D-2 summarize the variations in the physical preparation of materials that currently prevail among the eight cooperatives.

### Delivery

The speed of service offered by each of the cooperatives also varies. The average time lapse between a member library's request to the cooperative and receipt of the ordered item at the center is 3.75 weeks. However, some cooperatives receive material in as little as 10 days while another averages delays in order receipt of over two months. In observing the time it takes to dispatch an item to a member library after it has been received at the



Table D-1

VARIATIONS IN BOOK PREPARATION SERVICES  
FOR MATERIALS PURCHASED WITH COOPERATIVE FUNDS

<u>Libraries</u>	<u>Book Pockets</u>			<u>Book Spines Numbered</u>	<u>Books Jacketed</u>	<u>Owner- ship Marks</u>	<u>Date Due Slips</u>	<u>Catalog Card Sets Sent With Books</u>
	<u>Furnished Separately</u>	<u>Attached to Books</u>	<u>Custo- mized</u>					
L1	Yes	Yes	Yes	Yes	Yes	Yes	No	Yes
L2	No	Yes	No	Yes	Yes	Yes	Yes	Yes
L3	No	Yes	No	Yes	Yes	Yes	Yes	Yes
L4	No	Yes	Yes	Yes	Yes	Yes	Yes	Yes
L5	No	Yes	Yes	Yes	Yes	No	No	Yes
L6	No	Yes	Yes	Yes	Yes	Yes	Yes	Yes
L7	NA	Yes	NA	Yes	Yes	Yes	Yes	Yes
L8	No	Yes	NA	Yes	Yes	Yes	No	Yes

Table D-2

VARIATIONS IN BOOK PREPARATION SERVICES  
FOR MATERIALS PURCHASED WITH MEMBER LIBRARIES' OWN FUNDS

<u>Libraries</u>	<u>Book Pockets</u>			<u>Book Spines Numbered</u>	<u>Books Jacketed</u>	<u>Owner- ship Marks</u>	<u>Date Due Slips</u>	<u>Catalog Card Sets Sent With Books</u>
	<u>Furnished Separately</u>	<u>Attached to Books</u>	<u>Custo- mized</u>					
L1	Yes	Yes	Yes	Yes	Yes	Yes	No	Yes
L2	No	Yes	No	Yes	Yes	Yes	Yes	Yes
L3	No	Yes	No	Yes	Yes	Yes	Yes	Yes
L4	No	Yes	Yes	Yes	Yes	Yes	Yes	Yes
L5	No	Yes	No	Yes	Yes	No	No	Yes
L6	No	Yes	No	Yes	Yes	Yes	Yes	Yes
L7	NA	Yes	NA	Yes	Yes	Yes	Yes	Yes
L8	No	Yes	NA	Yes	Yes	Yes	No	Yes

cooperative, variation is again apparent. When original cataloging is necessary, the cooperatives average a delay of 12.5 days (with a median of 10 days) in getting material to the member libraries. One center mails the book in three days on the average while another takes three weeks to complete basically the same cycle. When no original cataloging is necessary, the time required to get a book into the mail ranges from one day to five weeks, with an average of 10.4 days and a median of three days.

#### Duplication in Acquisitions, Cataloging and Physical Preparation

One important aspect of any decision to further centralize independent technical processing operations relates to the amount of duplication in acquisitions, cataloging and physical preparation work that can be identified among the separate processing units. In order to assess the relevant degree of such duplication in Iowa, copies of the main entry cards for all titles cataloged in September 1967 at eight of the ten cooperatives shown in the map on Page 6\* and at the Iowa State Traveling Library were interfiled and analyzed.

As is evident in Table E, which is based on the September sample, nearly all of the cooperatives appear to be acquiring book materials to the virtual exclusion of non-book items. As one would expect, the two principal exceptions in the table to this pattern are the Public Library of Des Moines and the state library itself.

Table F reveals the degree to which books cataloged in September by the eight cooperatives and the Iowa State Traveling Library fell into identical subject areas. (Since the great majority of the September main entry cards represented book materials, Table F excludes non-book items.)

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\* One newly-formed cooperative did not submit cards and the cards from one cooperative were not used in the analysis of duplication when it was learned that the cooperative's cataloging effort in September 1967 was not typical of its normal activity. Although the Public Library of Des Moines was not yet functioning as a cooperative headquarters library and the cards collected there represented only cataloging done for its own acquisitions, it did seem important that this institution be included, even in this limited fashion, in the study of duplication in acquisitions, cataloging and physical preparation among Iowa's cooperatives.

Table E

BOOKS AND NON-BOOKS CATALOGED  
AS PERCENT OF TOTAL

September 1967 Title Sample

<u>Kind of Material</u>	<u>Cooperative or Library</u>									<u>Total</u>
	<u>L1</u>	<u>L2</u>	<u>L3</u>	<u>L4</u>	<u>L5</u>	<u>L6</u>	<u>L7</u>	<u>L8</u>	<u>L9</u>	
	%	%	%	%	%	%	%	%	%	%
Book	95.5	100.0	100.0	99.7	100.0	100.0	100.0	62.4	76.9	92.3
Non-Book	4.5	-	-	0.3	-	-	-	37.6	23.1	7.7
Total	100.0	100.0	100.0	100.0	100.0	100.0	100.0	100.0	100.0	100.0

Table F

BOOKS CATALOGED IN SELECTED DDC CATEGORIES

September 1967 Title Sample

<u>Dewey Classification</u>	<u>Cooperative or Library</u>									<u>Total %</u>
	<u>L1 %</u>	<u>L2 %</u>	<u>L3 %</u>	<u>L4 %</u>	<u>L5 %</u>	<u>L6 %</u>	<u>L7 %</u>	<u>L8 %</u>	<u>L9 %</u>	
000-099	1.1	1.6	.8	1.5	1.0	.3	.6	1.6	3.3	1.3
100-199	.8	1.7	.9	6.3	1.9	.8	1.2	1.5	2.7	2.2
200-299	1.8	2.7	1.8	1.4	1.4	2.7	2.7	3.2	3.3	2.2
300-399	6.8	13.2	9.5	9.4	8.5	4.9	5.8	10.2	19.6	10.0
400-499	.5	.8	.6	2.8	.5	1.4	.4	.5	0.0	.9
500-599	5.0	6.7	9.6	5.9	6.3	3.3	4.1	3.9	5.1	6.2
600-699	4.8	8.1	11.0	6.7	8.0	3.3	5.4	5.0	4.3	7.2
700-799	5.6	7.5	9.8	8.4	5.3	3.8	3.9	4.7	5.4	6.8
800-899	4.2	5.8	4.6	7.7	5.4	.8	6.0	6.2	15.2	6.0
900-919; 930-999	11.3	9.8	12.7	11.8	10.5	3.8	11.0	8.9	13.0	10.8
920-929	6.2	3.2	5.1	5.8	5.0	3.8	7.0	4.2	4.7	4.9
Fiction	52.0	39.0	33.6	32.2	46.3	71.1	51.9	50.0	23.3	41.6
Total	100.1	100.1	100.0	99.9	100.1	100.0	100.0	99.9	99.9	100.1

The cooperatives as an aggregate purchase slightly more adult than juvenile books. Of all the book titles included in the September sample, 56% were adult. Two centers purchased slightly fewer adult titles, 42% and 35% respectively. Interviews with the directors of these cooperatives indicated, however, that many of their member libraries had joined the cooperatives with the specific interest of building their juvenile collections.

The eight cooperatives and the Iowa State Traveling Library together generated 8,269 main entry cards for new book titles cataloged during September 1967. When these cards were interfiled and analyzed for duplications, it was found that the total of 8,269 main entries represented only 6,576 different titles. Thus, 20.5% of the cataloging effort of these eight cooperatives and the state library in the month of September was duplicated effort.<sup>1</sup> In other words, a centralized cataloging unit serving these eight cooperatives and the Iowa State Traveling Library could have accomplished the combined volume of new title cataloging (whether original or from LC or other proof copy) for the month of September with approximately 80% of the total effort expended by these agencies individually.

Since the literature on technical services in public libraries indicates that duplication in cataloging effort generally runs much higher than 20% among similar libraries or systems of libraries, it seemed necessary to examine those titles in the September sample which appeared to be unique - i.e., acquired and cataloged by only one of the cooperatives or the state library. Accordingly, a random sample of 148 of the 5,455 titles in the September sample which had been cataloged only once during the month of September was searched against the holdings of each of the ten cooperatives, the Iowa State Traveling Library and four major public libraries not participating in cooperative processing.<sup>2</sup> (The 148 titles are listed in Appendix V.) Only 13 (9%) of the 148 titles were found in just one of the 15 catalogs searched. Table G shows the total number of times each of the 148 sample titles had been cataloged as a new title prior to the month of September. All in all, the 148 titles had been cataloged as new titles (as distinct from added copies) a total of 1,059 times, which is 911 more times than would have been necessary if the ten cooperatives, the state library and the public libraries at Davenport, Dubuque, Council Bluffs and Waterloo had been served by one and the same cataloging center.

The results of this test clearly indicate that the great majority of the 5,455 apparently unique titles in the original September sample had in fact already been cataloged by one or more of the ten cooperatives, the state library or the public libraries at Davenport, Dubuque, Council Bluffs

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1 This rate of duplication remained practically unchanged when the overlap analysis was made excluding the state library's main entry cards for September.

2 The four public libraries included were those at Davenport, Dubuque, Council Bluffs, and Waterloo.

Table G

RESULTS OF SEARCH OF 148 RANDOMLY SELECTED UNIQUE TITLES  
IN THE SEPTEMBER 1967 SAMPLE AGAINST THE CATALOGS OF THE  
TEN COOPERATIVES, THE STATE LIBRARY AND THE PUBLIC LIBRARIES  
AT DAVENPORT, DUBUQUE, COUNCIL BLUFFS AND WATERLOO

<u>Number of Titles</u>	<u>Percent of Total*</u>	<u>Number of Times Each Cataloged</u>	<u>Total Number of Times Cataloged</u>
1	1	15	15
4	3	14	56
11	7	13	143
9	6	12	108
7	5	11	77
13	9	10	130
14	9	9	126
14	9	8	112
6	4	7	42
12	8	6	72
15	10	5	75
13	9	4	52
6	4	3	18
10	7	2	20
13	9	1	13
<hr/>	<hr/>	<hr/>	<hr/>
148	100	-	1,059

\* Rounded.

and Waterloo prior to the month of September. An estimated 80% of these 5,455 titles were actually cataloged four times or more, 49% were cataloged eight times or more and 17% were cataloged 12 times or more.

These findings justify a conclusion that there is substantial duplication in cataloging--and therefore in acquisitions and physical processing as well--among Iowa's cooperatives, its major public libraries and the state library, but that much of this duplication is presently spread over a period of several months or more, rather than several weeks. This latter circumstance seems best explained by the relatively high degree of retrospective buying still evident among many of Iowa's cooperatives.

### Costs

The eight cooperatives that were operating between January 1 and June 30, 1967 processed 54,289 volumes for the six-month period at a total average cost per volume of \$1.48. Average unit processing costs in each of the eight cooperatives ranged from \$1.03 to \$3.27 per volume.\* Approximately 60% of the total cost of technical processing in Iowa's cooperatives consists of personnel costs. Table H presents a breakdown of the professional and non-professional technical processing expenditures incurred by the eight cooperatives during the period January 1 through June 30, 1967.

Undoubtedly, however, the most significant finding of our investigations into the present cost of public library technical processing in Iowa is that reliable and comparable statistics that would permit intelligent analyses and projections are not maintained by the cooperatives or by their member libraries.

### Attitudes Toward Centralized Processing

Of the 213 questionnaires mailed to member libraries of Iowa's cooperatives (Appendix III), 107 were returned and 92 of these indicated that yes, the library received technical processing services from one of the state's cooperatives or field offices. A question on Page 8 of the questionnaire asked the member library to rate various functions performed by the cooperative as "better than expected," "about as expected" or "worse than expected." The responses to this question are shown in Table J on Page 22.

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\* These figures, which were calculated from data obtained in the cooperative's questionnaires, must be viewed with caution. For example, in several instances where the requested cost information was furnished on the basis of estimates, our field observation suggested that these estimates probably had been conservative. In general, most of the cooperatives simply do not maintain the kind of succinct records that would permit accurate cost analyses.



Table H

PERSONNEL COSTS OF CENTRALIZED PROCESSING  
IN EIGHT COOPERATIVES

January 1 - June 30, 1967

	<u>Acquisitions</u>	<u>Cataloging and Catalog Maintenance</u>	<u>Book Preparation</u>	<u>Delivery of Processed Materials</u>	<u>Total</u>
Professional	\$ 1,266.96	\$ 5,803.42	\$ 365.57	\$1,426.87	\$ 8,862.82
Non-Professional	11,004.52	24,340.72	9,086.94	4,389.13	48,821.31
Total	<u>\$12,271.48</u>	<u>\$30,144.14</u>	<u>\$9,452.51</u>	<u>\$5,816.00</u>	<u>\$57,684.13</u>

Table J

MEMBER LIBRARIES' ASSESSMENT OF SELECTED  
CENTRALIZED PROCESSING FUNCTIONS

	<u>Better Than Expected</u>	<u>About As Expected</u>	<u>Worse Than Expected</u>	<u>Total Respon- ing</u>
Placing orders with vendors	23	37	7	67
Processing of vendors' invoices	15	35	4	54
Cataloging	34	31	2	67
Classification	31	38	1	70
Card preparation	31	38	1	70
Purchase of Library of Congress, Wilson, Library Journal cards	9	9	1	19
Physical preparation				
Books	29	32	2	63
Non-Book Materials	8	11	1	20
Overall valuation	28	27	2	57

Forty of the 205 questionnaires sent to public libraries not currently participating in centralized processing through one of the state's cooperatives were returned. Of those responding to the question "Do you see any value in a centralized ordering system for the public libraries in Iowa?" 19 answered affirmatively and 13 negatively. When asked "Do you see any value in a centralized cataloging system for the public libraries in Iowa?" 18 responded affirmatively and 11 negatively. However, several of the librarians who responded affirmatively subsequently indicated in interviews that they were reluctant to abandon local prerogatives in order to conform to a centralized system. This is not altogether surprising. Many libraries that have already joined one of the cooperatives nonetheless jealously guard their autonomy, a situation readily apparent in the number of custom tailored processing services provided by the cooperatives for their members libraries.

## Commercial Processing

A letter of inquiry to several commercial processing firms, a visit to one such processing plant and a review of the literature suggest that commercial processing should be seriously explored as an alternative to all or some of the technical processing services currently available to Iowa's public libraries through the regional cooperatives. It is noteworthy that two commercial firms have stated charges of 60¢ per volume for titles included in their standard lists and the officials of one firm suggest that within two years approximately 80% of the purchases of Iowa public libraries would be part of their list. Another firm cites average cataloging and processing fees of \$1.75 to \$2.15 per book (based on Dewey Decimal classification). These charges are added to the discounted price of the book and discounts, of course, vary with the size of the order.

Even if commercial processing proved to be no more economical than the cooperative's own processing operations, the use of such services might be justified in terms of the resulting released time that would enable portions of the cooperatives' staffs to devote greater attention to consultant services, in-service training programs, etc. Moreover, the use of commercial processing might represent the most readily available solution to the problems associated with the lack of qualified professional catalogers to staff each and every one of the major processing facilities now operating in Iowa.

Commercial processing is frequently dismissed because of the objection that it constitutes "title-by-title" cataloging rather than the professional ideal of cataloging for the particular library's collection. In effect, however, the same argument can and has, in at least one instance in Iowa, been raised about the cataloging done by the cooperatives themselves.

## State Aid

State support for public library service in Iowa is inadequate even when measured against the minimal standards set forth in the American Library Association's Standards for Library Functions at the State Level. "The state share in the financing of local public library service should be at least one-third to one-half of the total cost of a sound minimum public library program as set forth in the state plan for library development."\* Table I of the 1965-67 Biennial Report of the Iowa State Traveling Library shows that federal funds alone now amount to more than three times the state's appropriation. When local appropriations are added to the level of federal funding, it becomes obvious that the state is not bearing its share of responsibility for public library programs in Iowa. Furthermore, Iowa statutes regarding the use of local taxes for support of library services tend to be restrictive

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\* American Library Association, Standards for Library Functions at the State Level, Chicago, 1963, p. 26-27

rather than permissive. "State legal provisions should encourage local fiscal responsibility for library services and should not impose arbitrary restrictions on localities, such as tax-rate limitations."<sup>1</sup>

Federal and local funds are already stretched thin in an attempt to provide equal library service for all residents of the state of Iowa. Until these funding problems are alleviated by the allocation of significant amounts of state aid, it is doubtful that further centralization of technical processing for the state's public libraries--regardless of how attractive it may be--can be meaningfully entertained.

#### CONCLUSIONS AND RECOMMENDATIONS

The current status of technical processing operations for Iowa's public libraries cannot be described in stable terms. The centralized ordering, cataloging and physical preparation activities of the state's cooperatives exhibit significant variations and the services actually being extended to member public libraries are frequently not comparable from one region to the next. The state's newest cooperative began to function after the investigations of this study had been completed while another of Iowa's cooperatives has for some time been providing technical processing services for 14 libraries in Illinois as well as for member libraries in its designated area within the state. There is every possibility that this cooperative will soon begin to offer processing services to libraries in another Illinois system. Interviews at other libraries in cities on or near the state's borders suggest that these institutions also are interested in developing inter-state contracts with libraries in Nebraska, South Dakota, Minnesota, Wisconsin, Illinois and Missouri. Meanwhile, participation in cooperative processing activities is conspicuously missing in such major public libraries in the state as those in Council Bluffs, Cedar Rapids, Davenport and Dubuque.

None of the cooperatives in Iowa now providing centralized processing services presently handles as many as the "total of 40,000 volumes annually considered the minimum for a successful centralized operation."<sup>2</sup> And whereas the analyses of the duplication in cataloging effort included in this study unquestionably support the notion that further centralization of public library technical processing in Iowa is desirable, the economic advantages (or disadvantages) of such an undertaking remain undocumented. This is a consequence of the regrettable lack of the kind of cost and volume data for the cooperatives' operations that would permit even approximate but reliable calculations.

Although ordering in volume has entitled individual member libraries to larger discounts than they would otherwise be able to obtain and the availability of professional advice from the cooperative centers' staffs regarding

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1 Ibid., p. 27.

2 Westby, Barbard M., "Commercial Services," Library Trends, v. 16, July 1967, p. 53.

the acquisition and weeding of materials has improved the quality of the collections of many of the small member libraries, it is not clear that the majority of the state's public libraries are yet fully prepared to accept centralized processing in its truest sense. Certainly there is evidence that most of the cooperatives' members are well satisfied with the centralized processing services they receive, but it is equally evident that many of these libraries continue to expend considerable effort on technical processing functions that are--or could be--provided centrally at higher quality and/or less cost.

Finally, the utilization of commercial processing services has not been fully explored by the state's public libraries, especially on a joint basis. This fact is no doubt related to the absence of adequate state aid for public library service, a shortcoming which inhibits any kind of really meaningful program for increased centralization of existing technical processing operations.

Given the above circumstances, how should those responsible for planning the future of public library technical processing operations in Iowa proceed? Our investigations suggest the following courses of action.

Recommendation 1: Record Keeping. The Iowa State Traveling Library should require that each of the state's cooperatives begin to gather the following statistics in a form consistent with one another and with practice suggested in the ALA publication, Library Statistics: A Handbook of Concepts, Definitions and Terminology:

- . number of titles acquired annually--book and non-book, adult and juvenile
- . number of volumes acquired annually
- . number of titles cataloged annually--book and non-book, adult and juvenile
- . number of volumes processed annually
- . number of personnel hours, by salary rate, expended in technical processing--annually
- . cost of equipment and equipment maintenance for machines employed in the technical processing functions
- . cost of technical processing supplies, including especially the cost of proof copy subscriptions and other cataloging tools

While statistical record keeping is a burdensome task, these data are needed for stable time periods and in such format that permit the development of accurate unit costs for each phase of the technical processing operation--ordering, cataloging, physical preparation and delivery.

The suggested record keeping should be initiated at the earliest possible time and maintained for not less than one year. The Iowa State Traveling Library should, to the extent feasible, encourage the major public libraries in the state not now participating in cooperative processing to

collect statistics on their own technical services operations in a form comparable to that agreed upon for the ten cooperatives. Finally, one fourth of the member libraries--preferably of varying size--in each of the cooperatives should be asked to record detailed data for a six-month period on personnel and other costs incurred locally that can be ascribed to technical processing activities (such as revising new catalog cards, stamping new books, filing new catalog or shelf list cards, etc.) which supplement the ordering, cataloging and physical preparation services provided by the particular member library's cooperative.

The detailed statistics which these efforts should produce will enable the staffs at the state library and the ten cooperatives to identify the total cost of cooperative processing in Iowa and the most efficient of the present centralized processing operations. Such data is essential to the intelligent creation of larger and larger processing facilities through successive combinations of the least economic of existing units in the state.

Recommendation 2: Advisory Committee for Centralized Processing.

Since this study has uncovered substantial circumstantial evidence on the desirability of further centralizing the ten cooperatives' processing operations, a mechanism for achieving agreement on a uniform set of technical processing procedures for the state's public libraries should be established while the record keeping recommended above is being instituted. Accordingly, the Iowa State Traveling Library should create an Advisory Committee for Centralized Processing. The size of the Committee should probably be limited to less than ten individuals chosen from among representatives of the cooperatives, the reference centers and at least one large public library in the state not currently participating in any regional library service program. The investigations of this survey suggest that the state library might well be included in some future network for statewide centralized processing. Therefore, a representative of the Iowa State Traveling Library should serve on the Committee, but in a non-voting capacity. It should be the function of this group to develop a statewide code of cataloging and classification practices and to outline procedures for centralized ordering.

Interviews with librarians at the cooperatives and at several major libraries not participating in cooperative processing revealed considerable willingness to compromise on local processing practices in order to achieve the standardization necessary if further centralization is to be achieved. In order to translate this willingness into reality, the Advisory Committee for Centralized Processing may wish to begin its work by analyzing the books and catalog card sets for selected adult non-fiction titles, adult fiction titles and juvenile titles as processed by each of the cooperatives and selected non-participating public libraries. Such examinations would identify the local variations that have to be resolved and the level of their significance to particular collections.

The cataloging and classification code adopted by the Committee should aim at the least possible degree of variation in order to allow for most economical operation. Perhaps the Committee may wish to consider achieving standardization by agreement to accept Library of Congress copy to as great a degree as possible, looking ahead to the eventual widespread availability of LC copy on magnetic tape.

The Advisory Committee for Centralized Processing should also give attention to the identification of acceptable uniform ordering procedures in the event that the data to be generated through expanded record keeping at the cooperatives documents, as is expected, the desirability of further regional or statewide centralization of public library technical processing operations. The ordering procedures developed should aim at achieving the greatest possible discounts from publishers and/or jobbers for bulk orders and should allow for maximum efficiency in publisher or jobber shipment and billing. The Committee should investigate the use of "suggested title lists" as well as other methods that would serve to standardize the ordering cycle for member libraries. As pointed out earlier in the Text, it is apparent that Iowa public libraries are purchasing the same titles to a very high degree but it is also apparent that these titles are being ordered and processed at different times. Scheduling of orders may alleviate these time lags and thus lead to greater efficiency and economy of processing.

In undertaking the tasks described above, the Committee may find it helpful to review the summary tabulations of the member and non-member library questionnaires which were administered during this survey. Although the responses were disappointing in terms of their usefulness to our inquiries, they do contain information that is pertinent to the Committee's proposed deliberations.\*

*Recommendation 3: Intermediate Centralization.* The state library should, in the one-year interval of detailed data collection, maintain a moratorium on the establishment of any new centralized technical processing facility unless such facility represents the consolidation of two or more of the ten existing centralized operations in the state serving public libraries.

Likewise, planning for public library development in Iowa which might involve inter-state contracts should proceed with some caution. Those libraries that would most likely be partners to inter-state arrangements are among the state's larger public libraries. Their potential role in a future network of regional processing centers or in a single statewide facility for Iowa--the effectiveness, efficiency and economy of either of which will depend upon the volume of work handled--could be jeopardized by the commitments of such inter-state contracts.

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\* Copies of these summary tabulations have been deposited with the Iowa State Traveling Library.

Recommendation 4: Commercial Processing. The Iowa State Traveling Library should encourage the cooperatives to investigate the desirability of contracting, individually or jointly, for commercial processing services.

Accurate per volume costs can be obtained from commercial firms on the bases of a set of written specifications. It is suggested that such specifications be drafted by each of the cooperatives and that these be reviewed by the Advisory Committee for Centralized Processing. Each set should then be submitted to several of the commercial firms which provide processing services to obtain comparative prices. Cooperatives which find these bids attractive should be free to secure such services as an alternative to operating their own processing facility. (Of course, it should be recognized that the utilization of commercial processing would not likely remove all local costs from member libraries, any more than cooperative processing does.)

Recommendation 5: State Aid. The Iowa State Traveling Library must continue to seek increased state support for public libraries. Any movement toward fewer, larger and more sophisticated technical processing centers will require higher levels of funding for investment in physical plant and equipment than have heretofore been forthcoming.

Recommendation 6: Relation to Other Libraries. The state library should assume responsibility for keeping the Advisory Committee for Centralized Processing informed about the services and practices of the sixteen regional processing centers being developed by the Iowa Department of Public Instruction for elementary, secondary and vocational schools throughout the state. Although the lack of distribution facilities for the school service centers, at least as they are now being planned, may make coordination of effort between these centers and the public library facilities difficult, possibilities for joint action should not be overlooked.

The present embryonic planning for school-public library cooperation observed primarily in Davenport and similar exploration of community college-public library cooperation at Davenport and Mason City should also be carefully monitored. These pilot ventures may suggest ways in which multi-type-of-library processing programs can be developed on a statewide basis.

### Summary

There is good reason to believe that reductions in processing costs (or better services for the same expenditure) for public libraries in Iowa could be achieved by further centralization of the existing major processing operations in the state. These reductions would essentially be a consequence of the elimination of the prevailing high degree of duplication in cataloging efforts, but would likely accrue in ordering and physical preparation activities as well. These expectations are undocumented, however, and will remain so until a much improved record keeping procedure is instituted in the state's most important public library processing facilities. The state library's immediate objective should be to develop the kind of cost and volume of oper-



ation data for public library processing that are required to demonstrate the actual magnitude of potential savings that can be expected from increased centralization.

In the meantime, a committee should be established to draft agreements on uniform ordering, cataloging and preparation procedures for the state's public libraries. At the present time, both the speed and the efficiency of some of Iowa's processing operations is being lost because of insistence by member libraries on local variations. The standards developed by this committee should form the basis of whatever increased centralization seems dictated by the statistics developed during the next six to 12-month period. In the interim, the state library should lead the investigation of the feasibility of commercial processing for some, perhaps all, of the public libraries in Iowa.

Appendixes

## Appendix I

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Appendix II

COOPERATIVE AND/OR FIELD OFFICES  
TECHNICAL PROCESSING ACTIVITIES QUESTIONNAIRE

PART I

I THE COOPERATIVE

A. Name \_\_\_\_\_

Address \_\_\_\_\_

Name of Respondent \_\_\_\_\_ Title \_\_\_\_\_

B. When was the cooperative or field office established?

Month \_\_\_\_\_ Year \_\_\_\_\_

C. When did it begin providing centralized processing services?

Month \_\_\_\_\_ Year \_\_\_\_\_

II PROCESSING SERVICES AVAILABLE TO PARTICIPATING LIBRARIES

(Note: Throughout this section, please answer Yes or No in Column 1 when service is offered using the cooperative's funds and answer Yes or No in Column 2 when service is offered using the member library's own funds.)

A. Acquisitions

	<u>COLUMN 1</u> <u>Cooperative</u> <u>Funds</u>	<u>COLUMN 2</u> <u>Member</u> <u>Funds</u>	<u>%</u> <u>Discount</u>
1. Participating libraries order materials through the cooperative	_____	_____	_____
2. Types of materials purchased for participating libraries by cooperative			
a. Books	_____	_____	_____
b. Serials	_____	_____	_____
c. Phono records	_____	_____	_____
d. Films and filmstrips	_____	_____	_____
e. Pamphlets	_____	_____	_____
f. Microfilm	_____	_____	_____
g. Newspapers	_____	_____	_____
h. Other	_____	_____	_____
3. Order Procedures			
a. Participating libraries may order any material anytime	_____	_____	
b. Participating libraries may order any book anytime, other materials on a limited schedule	_____	_____	

	<u>COLUMN 1</u> Cooperative Funds	<u>COLUMN 2</u> Member Funds
c. All materials ordered through cooperative are ordered according to a fixed schedule	_____	_____
d. Describe any limitation on ordering		

4. Billing procedures for items ordered through the cooperative

	<u>COLUMN 1</u>	<u>COLUMN 2</u>
a. Vendor bills participating library directly	_____	_____
b. For materials purchased with member's own funds, vendor bills cooperative which then bills participating library	_____	_____
c. Please describe any other billing procedure		

B. Cataloging

	<u>COLUMN 1</u>	<u>COLUMN 2</u>
1. Does cooperative provide cataloging and card preparation for participating libraries?	_____	_____
2. Types of materials cataloged for participating libraries		
a. Books	_____	_____
b. Serials	_____	_____
c. Phono records	_____	_____
d. Films	_____	_____
e. Gift items	_____	_____
f. Other (please specify)	_____	_____
3. Are cross reference cards furnished?	_____	_____
4. Are shelf list cards prepared?	_____	_____

5. Approximately what percentage of cataloging done at the cooperative is original? \_\_\_\_\_%

6. Approximately what percentage of cataloging done at the cooperative is adaptation of:

Library of Congress Cards	_____%
Wilson Cards	_____%
Library Journal Cards	_____%
Other	_____%

7. Classification system(s) used (please specify). Indicate modifications employed.

Book	Non-Book
Adult _____	_____
Juvenile _____	_____

8. Subject headings (please specify). Indicate if modifications are employed.

Book	Non-Book
Adult _____	_____
Juvenile _____	_____

C. Physical Book Preparation

	<u>COLUMN 1</u>	<u>COLUMN 2</u>
1. Does the cooperative provide physical preparation of materials?	_____	_____
2. If yes, what types of materials are physically prepared?	_____	_____
a. Book	_____	_____
b. Serials	_____	_____
c. Phono records	_____	_____
d. Films	_____	_____
e. Gift items	_____	_____
f. Other (please specify)	_____	_____
_____	_____	_____
3. Are book pockets and cards		
a. furnished separately to participating libraries?	_____	_____
b. attached to books?	_____	_____
c. customized? (describe below)	_____	_____
_____		
_____		
_____		
_____		

COLUMN 1	COLUMN 2
Cooperative	Member
<u>Funds</u>	<u>Funds</u>

- |  |       |       |
|--|-------|-------|
| 4. Are book spines numbered?                                   | _____ | _____ |
| 5. Are books jacketed?   | _____ | _____ |
| 6. Are ownership marks put in books?                           | _____ | _____ |
| 7. Are date due slips put in books?                            | _____ | _____ |
| 8. Do libraries receive catalog card sets with processed book? | _____ | _____ |

D. How are books that have been processed by the cooperative delivered to participating libraries?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

E. Are any other processing services available to participating libraries from the cooperative? (please describe)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

III PROCESSING OUTPUT OF COOPERATIVE

1. What is the limitation on output of the cooperative's processing activity?
- |                           |          |         |
|---------------------------|----------|---------|
| a. Demand?                | Yes_____ | No_____ |
| b. Machine capacity?      | Yes_____ | No_____ |
| c. Manpower?              | Yes_____ | No_____ |
| d. Space?                 | Yes_____ | No_____ |
| e. Other (please explain) |          |         |

\_\_\_\_\_

\_\_\_\_\_

2. If there is a bottleneck, at what step in the processing cycle is it?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



3. What is the approximate number of titles awaiting cataloging during an average period? . . . . . \_\_\_\_\_
4. What is the approximate number of volumes awaiting processing during an average period? . . . . . \_\_\_\_\_
5. If there is significant variation during the year in the figures in answers to 3 and 4 above, please describe \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
6. What is the usual time between the member library's order and receipt of the item by the cooperative? \_\_\_\_\_
7. What is the approximate length of time for processing from receipt of the item by cooperative until dispatch to member library
  - a. when original cataloging is necessary? \_\_\_\_\_
  - b. when no original cataloging is necessary? \_\_\_\_\_
8. To the extent you are aware, please estimate the number of participating libraries performing any of the following functions for themselves:
  - a. Ordering directly from publisher \_\_\_\_\_
  - b. Cataloging \_\_\_\_\_
  - c. Book preparation \_\_\_\_\_
  - d. Other \_\_\_\_\_

IV. UNION CATALOG

A. Does the cooperative maintain a union catalog which includes members' holdings?  
 Yes \_\_\_\_\_ No \_\_\_\_\_

B. If yes, what materials are included in the union catalog?

	<u>Fiction</u> (Yes or No)	<u>Non-Fiction</u> (Yes or No)
1. Adult	_____	_____
2. Young adult	_____	_____
3. Juvenile	_____	_____
4. Serials	_____	_____
5. Phono records	_____	_____
6. Films	_____	_____
7. Other (describe) _____	_____	_____
_____	_____	_____
_____	_____	_____

- C. Total estimated number of titles included in union catalog? \_\_\_\_\_
- D. In what year was union catalog started? \_\_\_\_\_
  - 1. Are materials acquired prior to that year included? \_\_\_\_\_
  - 2. If so, material acquired from what date included? \_\_\_\_\_

V. OTHER COMMENTS

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## PART II

### COST OF CENTRALIZED PROCESSING

Please use the following categories in separating expense by function in Tables I, II and VI.

#### A. ACQUISITIONS

Include: ordering, order searching, maintenance of acquisitions files, placement of orders and communication with vendors, check in materials, billing, and record keeping. Also include typing and reproduction of lists if used as ordering tools, but do not include book selection activities.

#### B. CATALOGING AND CATALOG MAINTENANCE

Include: searching for catalog information; descriptive cataloging, subject heading and classification; production of catalog cards; filing and maintenance of those catalogs and files necessary to the operations of centralized cataloging (for example, official, main, and union catalogs, authority and over run files); and record keeping.

#### C. BOOK PREPARATION

Include: assembling of book pockets and cards; stamping and pasting (book pockets, plastic covers); labeling; reinforcing of paperbacks; and record keeping. Do not include screening for binding, binding, or mending.

#### D. DELIVERY OF PROCESSED MATERIALS

Include: receiving, shipping and delivery to participating libraries; also include record keeping on deliveries, if any.

TABLE I COOPERATIVE/FIELD OFFICE - PERSONNEL

a

Positions Classifications	Estimated Hours Actually Worked <sup>b</sup> 1/1/67-6/30/67	Gross Annual Salary	Fringe Benefits Paid <sup>c</sup>	PERCENT STAFF TIME PER ACTIVITY					
				Centralized Processing %				Other Activities %	Total %
				A	B	C	D		
PROFESSIONAL (list individually by title)									
1									100
2									100
3									100
4									100
5									100
6									100
NON-PROFESSIONAL (list individually by title)									
1									100
2									100
3									100
4									100
5									100
6									100
7									100

- a Please report only those positions which have some relationship to technical processing.
- b Do not include vacations, holidays or other time not actually worked.
- c Report either in actual dollars or % of gross annual salary.



TABLE III COOPERATIVE/FIELD OFFICE - PROCESSING SUPPLIES\*

Supply Item	M O N T H L Y C O S T - 1967						Estimated Total Cost Per Year \$
	January \$	February \$	March \$	April \$	May \$	June \$	
Library of Congress Cards							
Wilson Cards							
Library Journal Cards							
Catalog Cards							
Order Blanks							
Order Cards or Slips							
Book Pockets							
Book Cards							
Lettering Equipment							
Paste							
Book Covers							
Other - Please List							

\* Do not include general office supplies.







TABLE VI COOPERATIVE/FIELD OFFICE - OVERHEAD EXPENSES <sup>a</sup>

Expense Category	Total Cost (Year) \$	PERCENT EXPENSES COST PER ACTIVITY					
		Centralized Processing %				Other Activities %	Total %
		A	B	C	D		
Building Maintenance and Property Insurance <sup>b</sup>							100
Office Equipment Maintenance <sup>c</sup>							100
Telephone and Postage <sup>d</sup>							100
Supplies <sup>e</sup>							100
Miscellaneous <sup>f</sup>							100
Rent or Mortgage Payment							100

- a If any of the expense categories listed below are applicable to the cooperative or field office, please provide data requested. If not, please mark n.a.
- b Include repairs to building and building equipment, custodial supplies, utilities, and property insurance.
- c Include repairs and service contracts for maintenance of machines and office equipment.
- d Do not include postage for delivery of processed materials.
- e Include general office supplies only.
- f Attach explanatory note if this category is used.

Cooperative Floor Space (Square Feet)	PERCENT SPACE USED PER ACTIVITY					
	Centralized Processing %				Other Activities %	Total %
	A	B	C	D		

\*

TABLE VII COOPERATIVE/FIELD OFFICE - VOLUME STATISTICS  
 JANUARY 1, 1967 - JUNE 30, 1967

	JANUARY		FEBRUARY		MARCH		APRIL		MAY		JUNE		TOTAL	
	Book	Non-Book	Book	Non-Book	Book	Non-Book	Book	Non-Book	Book	Non-Book	Book	Non-Book	Book	Non-Book
Number of items ordered through cooperative or field office														
Number of items received														
Number of new titles cataloged														
Number of items physically prepared														
Number of libraries served														
Number of card sets produced														
Number of catalog cards produced														

\*If actual figure not available, please estimate and mark the figure with an asterisk (\*).

Appendix III

IOWA PROCESSING STUDY  
PARTICIPATING LIBRARIES  
TECHNICAL PROCESSING ACTIVITIES QUESTIONNAIRE

Name of Library \_\_\_\_\_

Address \_\_\_\_\_

Name of Respondent \_\_\_\_\_ Title \_\_\_\_\_

Do you receive centralized technical processing services (ordering, cataloging, physical preparation of materials) from one of the state's cooperatives or field offices?

Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, which one? \_\_\_\_\_

If no, please disregard the remainder of this questionnaire and return it as is.

I TECHNICAL PROCESSING ACTIVITIES

1. When did your library start participating in centralized technical processing through the cooperative/field office? Month \_\_\_\_\_ Year \_\_\_\_\_
2. Please check the appropriate column for each processing activity listed below indicating for each activity whether it is performed for you completely by the cooperative (Column 1), whether you perform it completely independent of the cooperative (Column 2), or whether you and the cooperative both perform the activity (Column 3).

<u>Processing Activity</u>	COLUMN 1 Performed Only by Cooperative	COLUMN 2 Performed by Library Independent of Cooperative	COLUMN 3 Performed Both by Cooperative and Library
Placing orders with vendors	_____	_____	_____
Processing of vendors' invoices	_____	_____	_____
Cataloging	_____	_____	_____
Classification	_____	_____	_____
Card preparation	_____	_____	_____
Purchase of Library of Congress, Wilson or Library Journal cards	_____	_____	_____
Physical preparation			
Book	_____	_____	_____
Non-Book	_____	_____	_____

3. What was your total operating budget for the period January 1 through June 30, 1967?  
\$ \_\_\_\_\_

3. If you do not order all items through the cooperative, why do you not do so?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. For those items which you order through the cooperative, what is the average period of time from the date you place the order until you receive the item?

\_\_\_\_\_

5. How many gift books were added to your library during the period January 1 - June 30, 1967?

\_\_\_\_\_

a. Were they cataloged and physically prepared? Yes \_\_\_\_\_ No \_\_\_\_\_

b. If yes, please check by whom they were cataloged and prepared:

- (1) Cooperative \_\_\_\_\_
- (2) Own library \_\_\_\_\_
- (3) Both cooperative and own library \_\_\_\_\_

6. Which of the following items do you use to secure bibliographic information for materials you wish to acquire? (please check)

Bibliographic Aid

- New title lists prepared by the cooperative/field office . . . . \_\_\_\_\_
- Replacement title lists prepared by the cooperative/field office \_\_\_\_\_
- Book selection guides (ALA Booklist, Kirkus, etc.) . . . . . \_\_\_\_\_
- Publishers' catalogs . . . . . \_\_\_\_\_
- Second-hand and remainder catalogs . . . . . \_\_\_\_\_
- Other (please specify)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

7. Are there any limitations on the ordering of materials through the cooperative that you would like to see changed?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. Of the money budgeted for the period January 1 through June 30, 1967 what percentage do you estimate was spent for staff, supplies, equipment, etc. to support technical processing activities (ordering, cataloging and physical preparation of materials)? Do not include the cost of books and other items, but do include any money paid to the cooperative for services. \_\_\_\_\_%
5. How many professional staff members (full-time equivalent) are involved in technical processing activities? \_\_\_\_\_
6. How many non-professional staff members (full-time equivalent) are involved in technical processing activities? \_\_\_\_\_

II ACQUISITION

1. Please fill in the following columns regarding your acquisition activities. Do not include gifts.

<u>Type of Material</u>	<u>COLUMN 1</u> Check if <u>Collected</u>	<u>COLUMN 2</u>	<u>COLUMN 3</u>
		Approximate Number of Items Acquired <u>1/1/67-6/30/67</u>	Approximate % of Items in Column 2 Acquired Through Cooperative <u>1/1/67-6/30/67</u>
Books	_____	_____	_____
Serials	_____	_____	_____
Phono records	_____	_____	_____
Films and filmstrips	_____	_____	_____
Pamphlets	_____	_____	_____
Microfilm	_____	_____	_____
Newspapers	_____	_____	_____
Other	_____	_____	_____

2. What method is used in ordering materials from the cooperative?

	<u>Books</u>	<u>Non-Book Materials</u>
Multiple order form	_____	_____
Order cards	_____	_____
Lists	_____	_____
Other (please specify)	_____	_____
_____	_____	_____
_____	_____	_____

III CATALOGING AND CLASSIFICATION

1. Please fill in the following columns regarding your cataloging activities.

<u>Kind of Material</u>	<u>No. of Titles Cataloged For You by Cooperative 1/1/67-6/30/67</u>	<u>No. of Titles Cataloged by Your Library 1/1/67-6/30/67</u>
Books	_____	_____
Serials	_____	_____
Phono records	_____	_____
Films and filmstrips	_____	_____
Pamphlets	_____	_____
Microfilm	_____	_____
Newspapers	_____	_____
Other	_____	_____
_____	_____	_____

2. Please indicate which of the following catalogs you maintain.

Official catalog	_____
Public catalog	_____
Divisional catalogs (list below)	_____
_____	_____
_____	_____
_____	_____
Name authority file	_____
Subject authority file	_____
Shelf list	_____
None of the above	_____

3. If you maintain a public catalog, please indicate in what form it is kept.

Dictionary	_____
Divided	_____
Dictionary and divided	_____
Other (please describe) _____	_____
_____	_____
_____	_____
_____	_____

4. If you maintain a shelf list, please list the reasons for which you use it.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. If you maintain a shelf list, please indicate the frequency with which you use it.

Annually\_\_\_\_\_ Monthly\_\_\_\_\_ Weekly\_\_\_\_\_ Daily\_\_\_\_\_

6. If you receive catalog cards prepared by the cooperative do you check them for:

	<u>Minutely</u>	<u>In General</u>	<u>Not At All</u>
a. Content	_____	_____	_____
b. Appearance	_____	_____	_____

7. Do you make changes in the catalog cards you receive from the cooperative?

Yes\_\_\_\_\_ No\_\_\_\_\_

a. If yes, please indicate below where and how often you make changes.

<u>Catalog Card Elements</u>	<u>Always</u>	<u>At Least 50% of the Time</u>	<u>Less Than 50% of the Time</u>	<u>Never</u>
Call number	_____	_____	_____	_____
Main entry	_____	_____	_____	_____
Descriptive cataloging	_____	_____	_____	_____
Subject headings	_____	_____	_____	_____
Added entries	_____	_____	_____	_____

8. Do you receive cross reference cards from the cooperative? Yes\_\_\_\_\_ No\_\_\_\_\_

a. If yes, do you file these cards in your catalog? Yes\_\_\_\_\_ No\_\_\_\_\_

9. Please indicate below whether you find it necessary to develop your own cross reference cards.

<u>Always</u>	<u>At least 50% of the Time</u>	<u>Less Than 50% of the Time</u>	<u>Never</u>
_____	_____	_____	_____

10. If you do develop cross references, do you send copies of them to the cooperative?

Yes\_\_\_\_\_ No\_\_\_\_\_

11. If you do original cataloging, please check below the sources of cataloging information and the cataloging tools that you use.

<u>Cataloging Source</u>	<u>Cataloging Tool</u>
LC proof sheets _____	Cataloging rules
LC Catalog _____	ALA _____
Wilson cards _____	LC _____
Library Journal cards _____	Subject heading lists    Edition
National Union Catalog _____	LC _____
Book Publishing Record _____	Sears _____
ALA Booklist _____	Other (please list) _____
Standard Catalog for Public Libraries _____	_____
Children's Catalog _____	_____
Fiction Catalog _____	Cutter tables _____
Book Review Digest _____	Classification system
Other (please specify)	Dewey _____
_____	LC _____
_____	Other _____
_____	

12. Are items which were cataloged before the services of the cooperative were available being re-cataloged to reconcile variations in practice?

Yes \_\_\_\_\_ No \_\_\_\_\_

13. If you do not take full advantage of the cataloging services offered by the cooperative, why do you not do so?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

14. Are there additional cataloging services you would like to have made available from the cooperative?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



IV PHYSICAL PREPARATION OF MATERIALS

1. Please fill in the following columns regarding the physical preparation of your materials indicating the extent to which those preparation elements which you use are provided for you by the cooperative (Column 2), provided in your own library (Column 3), or are provided both by the cooperative and your own library (Column 4).

	Check if Used by <u>Your Library</u>	COLUMN 2 % Provided by <u>Cooperative</u>	COLUMN 3 % Provided in own <u>Library</u>	COLUMN 4 % Provided by Cooperative & Own Library
Book pockets	_____	_____ %	_____ %	_____ %
Book cards	_____	_____ %	_____ %	_____ %
Date due slips	_____	_____ %	_____ %	_____ %
Spine labeling and numbering	_____	_____ %	_____ %	_____ %
Ownership marks	_____	_____ %	_____ %	_____ %
Jacketing	_____	_____ %	_____ %	_____ %
Other (please list below)				
_____	_____	_____ %	_____ %	_____ %
_____	_____	_____ %	_____ %	_____ %
_____	_____	_____ %	_____ %	_____ %

2. If you do not take full advantage of the physical preparation of materials available from the cooperative, why do you not do so?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

3. Are there any materials preparation services you would like available from the cooperative which are not now available?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

V GENERAL INFORMATION

1. For functions performed for you by the cooperative, how has centralized processing measured up in relation to your expectations for it? Please indicate by checking the appropriate column below.

<u>Function</u>	<u>Better Than Expected</u>	<u>About as Expected</u>	<u>Worse Than Expected</u>
Placing orders with vendors	_____	_____	_____
Processing of vendors' invoices	_____	_____	_____
Cataloging	_____	_____	_____
Classification	_____	_____	_____
Card preparation	_____	_____	_____
Purchase of Library of Congress, Wilson, Library Journal cards	_____	_____	_____
Physical preparation			
Books	_____	_____	_____
Non-Book Materials	_____	_____	_____
Overall evaluation	_____	_____	_____

2. Do you see any advantages in having any type of printed union catalog?

Yes \_\_\_\_\_ No \_\_\_\_\_

3. Other comments: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

... Thank you ...

Nelson Associates, Inc.  
 September 22, 1967

Appendix IV

IOWA PROCESSING STUDY  
NON-PARTICIPATING LIBRARIES  
TECHNICAL PROCESSING ACTIVITIES QUESTIONNAIRE

Name of Library \_\_\_\_\_

Address \_\_\_\_\_

Name of Respondent \_\_\_\_\_ Title \_\_\_\_\_

I ACQUISITIONS

1. Size of collection as of June 30, 1967:

<u>Type of Material</u>	<u>Approximate Number of Volumes</u>	<u>Approximate Number of Titles</u>
Books	_____	_____
Serials	_____	_____
Films	_____	_____
Pamphlets	_____	_____
Phono records	_____	_____
Newspapers	_____	_____
Other	_____	_____

2. Materials acquired January 1 - June 30, 1967:

<u>Type of Material</u>	<u>Number of Titles</u>	<u>Number of Copies</u>	<u>Percent Discount Received</u>
Books	_____	_____	_____%
Serials	_____	_____	_____%
Films	_____	_____	_____%
Pamphlets	_____	_____	_____%
Phono records	_____	_____	_____%
Newspapers	_____	_____	_____%
Other	_____	_____	_____%

3. What was your total operating budget for the period January 1 through June 30, 1967?

\$ \_\_\_\_\_

a. What percentage of this budget was spent for materials? \_\_\_\_\_%

4. By what method do you order materials from the vendor? Please describe (i.e., multiple order form, order cards, order lists, etc.)

---

---

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5. Do you see any value in a centralized ordering system for the public libraries in Iowa?

Yes \_\_\_\_\_ No \_\_\_\_\_

a. If yes, what obstacles might there be that would make participation by your library impossible?

---

---

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II CATALOGING AND CLASSIFICATION

1. Materials cataloged January 1 - June 30, 1967:

<u>Type of Material</u>	<u>Number of Titles</u>
Books	_____
Serials	_____
Films	_____
Pamphlets	_____
Phono records	_____
Newspapers	_____

2. Number of card sets produced January 1 - June 30, 1967: \_\_\_\_\_

3. Average number of catalog cards per card set, January 1 - June 30, 1967: \_\_\_\_\_

4. Approximately what percentage of your cataloging is original? \_\_\_\_\_ %

5. Approximately what percentage of your cataloging is:

- a. adaptation of LC cards? \_\_\_\_\_ %
- b. adaptation of Wilson cards? \_\_\_\_\_ %
- c. adaptation of Library Journal cards? \_\_\_\_\_ %
- d. other?(please specify) \_\_\_\_\_ %

6. If you do original cataloging, please check below the sources of cataloging information and the cataloging tools that you use.

<u>Cataloging Source</u>		<u>Cataloging Tool</u>	
LC proof sheets	_____	Cataloging rules	
LC Catalog	_____	ALA	_____
Wilson cards	_____	LC	_____
Library Journal cards	_____	Other (specify)	
National Union Catalog	_____	_____	_____
Book Publishing Record	_____	Subject headings	Edition
ALA Booklist	_____	LC	_____
Standard Catalog for Public Libraries	_____	Sears	_____
Children's Catalog	_____	Other (please list)	
Fiction Catalog	_____	_____	_____
Book Review Digest	_____	_____	_____
Other (please list below)		Cutter tables	_____
_____	_____	Classification system	
_____	_____	Dewey	_____
_____	_____	LC	_____
_____	_____	Other (please specify)	
		_____	_____

7. What classification system do you use? Indicate modifications and editions, if applicable.

Book	Non-Book
Adult _____	_____
Juvenile _____	_____

8. What system of subject headings do you use? Indicate modifications and editions, if applicable.

Book	Non-Book
Adult _____	_____
Juvenile _____	_____

9. Please indicate which of the following catalogs you maintain.

- Official catalog \_\_\_\_\_
- Public catalog \_\_\_\_\_
- Division catalogs (list below) \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- Name authority file \_\_\_\_\_
- Subject authority file \_\_\_\_\_
- Shelf list \_\_\_\_\_
- None of the above \_\_\_\_\_

10. Please indicate the form in which your public catalog is maintained.

- Dictionary \_\_\_\_\_
- Divided \_\_\_\_\_
- Dictionary and divided \_\_\_\_\_
- Other (please indicate) \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

11. Do you see any value in a centralized cataloging system for the public libraries in Iowa?

Yes \_\_\_\_\_ No \_\_\_\_\_

a. If yes, what obstacles might there be that would make participation by your library impossible?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

12. Do you know approximately how much it costs your library to catalog a new title?

\$ \_\_\_\_\_

a. Do you know approximately how much it costs your library to catalog an added copy?

\$ \_\_\_\_\_

III PHYSICAL PREPARATION OF MATERIALS

1. In preparation of materials, please check those of the following items which apply in your library.

- a. Book pockets and cards are attached \_\_\_\_\_
- b. Book spines are numbered \_\_\_\_\_
- c. Books are jacketed \_\_\_\_\_
- d. Ownership marks are affixed \_\_\_\_\_
- e. Date due slips are attached \_\_\_\_\_

2. Materials physically prepared January 1 - June 30, 1967:

Type of Material

Book \_\_\_\_\_ volumes  
Non-Book \_\_\_\_\_ items

3. Do you know approximately how much it costs your library to physically prepare a new item?

\$ \_\_\_\_\_

IV GENERAL INFORMATION

1. What percentage of your total budget is spent for technical processing activities?

\_\_\_\_\_ %

2. Please indicate in full time equivalents the number of professional staff involved in the following technical processing activities in your library.

<u>Ordering</u>	<u>Cataloging</u>	<u>Physical Preparation of Materials</u>
_____	_____	_____

3. Please indicate in full time equivalents the number of non-professional staff involved in the following technical processing activities in your library.

<u>Ordering</u>	<u>Cataloging</u>	<u>Physical Preparation of Materials</u>
_____	_____	_____

4. Please indicate below the approximate number of square feet occupied in your library for each of the following technical processing activities.

<u>Ordering</u>	<u>Cataloging</u>	<u>Physical Preparation of Materials</u>
_____	_____	_____

5. What is the approximate average time span from the date you place an order with the vendor until the item is received?

\_\_\_\_\_

6. What is the approximate average time span from the date an ordered item is received in the library until it is shelved and the catalog cards filed?

\_\_\_\_\_

7. If there is a bottleneck in the processing cycle, at what point does it occur?

\_\_\_\_\_  
\_\_\_\_\_

8. If there is a backlog what are the factors which cause it?

- Lack of space \_\_\_\_\_
- Lack of equipment \_\_\_\_\_
- Lack of staff \_\_\_\_\_
- Other (please specify)  
\_\_\_\_\_

9. What is the approximate number of titles awaiting cataloging during an average period?

\_\_\_\_\_

10. What is the approximate number of volumes awaiting physical preparation during an average period?

\_\_\_\_\_

11. Does your library participate in any type of cooperative technical processing arrangement with other libraries?

Yes \_\_\_\_\_ No \_\_\_\_\_

a. If yes, what libraries are involved? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

12. What factors, as far as your library is concerned, would be the most important in a decision to participate in some type of centralized processing network? Please rank in order of importance (1, 2, 3, etc.)

- a. The speed of service \_\_\_\_\_
- b. The cost of service \_\_\_\_\_
- c. The kind of cataloging and processing done \_\_\_\_\_
- d. Other (please describe)  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



13. Do you see any advantages of having any type of printed union catalog of the holdings of Iowa public libraries?

Yes \_\_\_\_\_ No \_\_\_\_\_

14. Other comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

... Thank you ...

Nelson Associates, Inc.  
September 29, 1967

Appendix V

RANDOM SAMPLE OF 148 UNIQUE TITLES FROM THE SEPTEMBER SAMPLE

- Altsheler, Joseph A.  
Guns of Bull Run.
- American Heritage  
Steamboats on the Mississippi.
- American Library Association  
Libraries, building for the future.
- Anderson, C.W.  
Billy and Blaze.
- Andersen, Hans Christian  
The Ugly Duckling
- Arbuthnot, May Hill, Comp.  
Time for poetry.
- Armour, Richard  
The year Santa went modern.
- Bartos-Hoppner, Barbara  
Avalanche dog.
- Bate, Norman  
Who built the highway?
- Beck, Lewis White (ed.)  
Eighteenth-century philosophy.
- Becker, Beril  
Jules Verne.
- Betjeman, John  
High and Low.
- Bologna, Ferdinando  
Early Italian painting; Romanesque  
and early medieval art.
- Bonham, Frank  
War beneath the sea.
- Borden, Charles A.  
Sea quest; global blue-water  
adventuring in small craft.
- Brogan, Sir Denis William  
Worlds in conflict.
- Brown, Marcia  
Flying carpet.
- Bryant, Bernice  
Dan Morgan; boy of the wilderness.
- Buttinger, Joseph  
Vietnam: a dragon embattled.
- Butz, Otto, (ed.)  
To make a difference; a student  
look at America.
- Caracciola, Rudolf  
A racing car driver's world.
- Cargill, Oscar  
Toward a pluralistic criticism.
- Carlsen, Ruth Christoffer  
Hildy and the cuckoo clock.
- Carlson, Bernice (Wells)  
Listen! and help tell the story.
- Carrick, Carol  
The old barn.
- Carter, Charles Howard (ed.)  
From the Renaissance to the  
Counter-Reformation; essays in  
honor of Garrett Mattingly.
- Carter, Richard  
Breakthrough; the sage of Jonas Salk.
- Cavanna, Betty  
Demetrios of Greece
- Ceccherini, Silvano  
The transfer.
- Cecil, Henry  
Portrait of a judge; and other  
stories.

- Chenery, Janet  
Toad hunt.
- Ciardi, John  
The monster den; or, Look what  
happened at my house--and to it;  
poems.
- Clapp, Charles L.  
The Congressman; his work as he  
sees it.
- Classen, H. George  
Thrust and counterthrust; the  
genesis of the Canada-United States  
boundary.
- Cleven, Cathrine Seward  
Black Hawk; young Sauk warrior.
- Cooke, David C.  
Bomber planes that made history.
- Crayder, Teresa  
Sudden fame.
- Crofts, Freeman Wills  
The cask.
- Cunningham, Floyd F.  
1001 questions answered about  
water resources.
- Dahlberg, Edward  
The leafless American.
- De La Mare, Walter  
Animal Stories.
- Demos, Raphael  
The philosophy of Plato.
- Dixon, Franklin W.  
Clue of the screeching owl.
- Donoghue, Denis  
Connoisseurs of chaos; ideas of  
order in modern American poetry.
- Dreifus, Miriam W.  
Brave Betsy.
- Dreifus, Miriam W.  
Timmy gets his horse.
- Durant, Will  
The study of Louis XIV; a history  
of European civilization in the  
period of Pascal, Moliere, Cromwell,  
Milton, Peter the Great, Newton  
and Spinoza, 1648-1715.
- Durrell, Lawrence  
Ikons and other poems.
- Eager, Edward  
Magic by the lake.
- Ethus, Raymond A.  
Theodore Roosevelt and Japan.
- Evanoff, Vlad  
How to make fishing lures.
- Ewald, Jr., William R. (ed.)  
Environment for man; the next  
fifty years.
- Ewing, Russell C.  
Six faces of Mexico; history,  
people geography, government,  
economy, literature and art.
- Fenton, Carroll Lane  
In prehistoric seas.
- Feravolo, Rocco V.  
Easy physics projects: air,  
water, and heat.
- Fisher, Aileen  
Valley of the smallest; the life  
story of a shrew.
- Fisher, Leonard Everett  
The first book edition of the  
Declaration of Independence.

- Forrester, Gertrude  
Occupational literature; 1964 ed.
- Freschet, Bernice  
Kangaroo Red.
- Frewin, Leslie Ronald  
Dietrich: the story of a starr.
- Gaskin, Catherine  
The file on Devlin.
- Geis, Darlene (ed.)  
Let's travel in England.
- Geis, Darlene (ed.)  
Let's travel in Thailand.
- Geisel, Theodor Seuss  
How the grinch stole Christmas
- Gesell, Arnold and others.  
First five years of life; a guide  
to the study of the pre-school child  
from the Yale Clinic of Child  
development.
- Greene, Carla  
Doctors and nurses, what do they do?
- Greene, Graham  
May we borrow your husbank? And other  
comedies of the sexual life.
- Groves, Harold M.  
Financing government.
- Hale, Gardner  
The technique of fresco painting.
- Hallet, Jean Pierre  
Congo Kitabu.
- Hawkes, John  
The innocent party; four short plays.
- Hawkinson, John Samuel  
Collect, print and paint from nature.
- Hayman, LeRoy  
What you should know about the  
U.S. Constitution and the men  
who wrote it.
- Haywood, Carolyn  
Betsy and the boys.
- Haywood, Carolyn  
Eddie's green thumb.
- Heath, G. Warren  
Audel's practical guide to auto  
radio repair.
- Hein, Leonard W.  
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