

**A PHASED APPROACH TO
LIBRARY AUTOMATION**



Prairie Hills
Library System

A PHASED APPROACH TO A UNIFIED
SYSTEM OF LIBRARY AUTOMATION

WRITTEN AND EDITED BY

WILFRED L. WEST, WILLIAM A. KNOTT
STEPHEN P. BURCH AND JOSEPH W. MC CURDY

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PRAIRIE HILLS LIBRARY SYSTEM STUDIES

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Needs Inventory and Future Programs

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Cooperative Automation Studies

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Number Three

Title IV-B Survey

August, 1967

Number Four

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In Process

Number Five

A Phased Approach to a Unified System of Library Automation

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129 North Court at Central Park

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INTRODUCTION

"I ain't got time, dammit!" Neither have any of the rest of us. The tremendous growth of published knowledge has left libraries far behind in their efforts to control, organize, and disseminate knowledge. But the ability to control and organize data is currently being used by business and industry, greatly increasing their productive capacity. Electronic Data Processing, long the only answer in the business world for data control, is now feasible for libraries.

In 1966, Wilfred L. West, in cooperation with the Iowa State Traveling Library, began a series of studies on library automation. The results of these studies, published as Cooperative Automation Studies in 1968,

demonstrated the feasibility of automated processing, ordering and circulation procedures for Iowa public libraries. These studies also demonstrated the necessity for implementing these procedures.

This necessity is even greater today. As the volume of published material continues to grow, so do the costs to libraries in handling this material. But the rise in costs is no longer in direct proportion to the volume increase. The costs of trained or trainable personnel have risen sharply. Competition for personnel in the library field is becoming increasingly expensive. This problem, compounded by the fierce competition for tax funds is forcing libraries to choose between two alternatives. Either they must cut back services or find cheaper, faster ways to accomplish in-house procedures.

Further, it is becoming apparent that unless the rich collections of the large city libraries become available, the cooperative program will always lack the necessary depth to fill patron requests. But unless the program offers the large cities something in terms of compensation they will be reluctant to place their collections at the disposal of the cooperative program. The program outlined below is designed with this in mind. Since most large cities in the state are at the 30 mill limit, little help for expanding library service in large cities can be found within the cities. But if an automated series

of procedures can be placed at the disposal of these libraries, freeing them from maintaining large staffs in non-public areas, perhaps their participation in the program will be assured.

Other reasons for automating some library procedures are painfully apparent. As Iowa's cooperative program grows, the potential number of patrons naturally increases. Also, as the demands on an individual library and the system increase both in quantity and sophistication, it becomes apparent that trained staff members are needed more at public service points, rather than behind the scenes. Further, the experience of business and industry has proved that EDP is significantly less expensive than the traditional ways of organizing and controlling data. This, again, frees funds for more productive services in the library.

But documentation, design and implementation of such an automated system as described below must not be approached in a haphazard manner. It must dovetail with similar systems currently under development both within the state and outside it. This approach would make it possible for total state-wide integration of service agencies and also aid in the development of multi-state regional systems to better serve the residents of the region, state, system, county or city.

THE PHASED APPROACH

In a project that will affect a number of different libraries in a large number of ways, the only reasonable Iowa approach is to start with those items that can be immediately implemented. Then in a carefully pre-defined manner build toward the maximum feasible system.

First, by development of phases, logical step-by-step methods can be used. This means that action is so inter-related that each time a step is taken it fits logically and operationally into the next step. For example, localized cataloging fits into centralized ordering and both into centralized cataloging. Also of importance is the consideration that each step can be taken as finances warrant.

Secondly, the building block principle can be fully utilized. In each phase, useful work is immediately performed. Just as importantly, data is captured, as a by-product, that begins building a data base for later phases. Therefore, we considerably reduce the time and unnecessary expense of "going back" to recapture data to set-up a new phase. In Phase One, for example, data file building for phase four, five, seven, and eight are begun.

By combining step-by-step methods with the building block principle an extremely solid, responsible structure can be built that contains maximum sensitivity to the needs of individual cooperatives and a most responsive system to meet the needs of the individual library user.

The phases in this system were developed taking into consideration the problems with which cooperatives are currently struggling. The three main problems, as ascertained from virtually all coop libraries, were cataloging, rotation handling, and speeding up inter-library loan. It was then determined to investigate if these three items could form the beginning steps for a system. As they represent three of the main fields of library services in Iowa, it was felt by the systems staff that since the problems required some immediate relief, it would be wisest to begin with them.

The original five phase became ten and then combined in the form presented. In each phase it was carefully determined of each action:

1. Does it belong here?
2. Would it logically fit better in another phase?
3. Does it provide the action needed?
4. Does it have a logical data base from a previous phase?
5. Does it provide fulfillment of an immediate need?
6. Does it create the proper records?
7. Does it provide for economy of use?
8. Does it relieve staff and/or simplify tasks to be performed?

Using this criteria, several items were shifted into more logical places. The phases, as presented, now range from the most immediately useful, simple systems, to the most useful state-wide system.

Any system will require considerable examination of equipment available. This is a difficult requirement both because of the wide variety available today and the fact that new machines come onto the market almost daily. Too, some companies and their salesmen do not hesitate to sell equipment that is neither available nor even in production, hoping to get you to settle for less than your contracts call for.

Equipment requirements are as follows:

1. All equipment used must be compatible.
2. It must perform useful work immediately.
3. It must perform several functions as specified.
4. It must provide for expansion.
5. It must be able to integrate into a total system.
6. It must provide support from one phase to the next.
7. It must be financially feasible.

Three types of equipment considerations had to be made. The cooperative terminal has to be available in several sizes and configurations, taking into account the size and volume of each coops business. Communication equipment must provide for both voice and machine transmission. The central program handling equipment must be the least costly that will perform the programs and provide the outputs desired in the form desired.

Cooperative terminals were examined, with the IBM MT/ST, IBM 1050, and Burroughs TC 500 being considered.

Each terminal contains communications ability. The transmitting time of the number of characters per second was considered as a part of the terminal criteria.

Of the many computer manufacturers, the equipment of Burroughs, NCR, IBM, and Honeywell were preliminarily examined for this study. An "in-depth" study of computers for their relative capacities and functions will be necessary before final selection can be made. When cost figures are compared, considering the computers ability to interface with the IBM 1050 system, the most suitable configuration can be made. For the purpose of this systems study the IBM Systems 1050, 360 and 2265 have been selected.

GENERAL ADMINISTRATION PHASE

While the phases outlined below are designed to streamline and simplify processes and procedures peculiar to libraries, it will be apparent that the development of these phases will produce means of solving general administrative problems as well.

Nearly all administrative data needs can be met quickly and accurately by means of EDP. Payroll, quarterly reports of salaries and wages, expense accounts, supplies, overhead expenses, personnel data, tax accounting, general bookkeeping, equipment depreciation and inventory, statistics compilation and many other needs can be arranged and controlled for maximum efficiency. All these functions can be reported at state, city, cooperative, or any other level for ease of use.

Also of benefit to librarians will be a continuous communication link between all participating libraries. General administrative communications sent via the terminals rather than by mail, voice communications between any or all participants, facsimile transmission for reference purposes, and other functions will greatly increase the efficiency of library management and patron service.

PHASE ONE

LOCAL CATALOGING

In this first phase, the procedures outlined below will enable the cooperative center to produce catalog cards and book labels. The labels produced will be for the spine of the book, the book pocket and the book card. Also, this phase will begin development of the state-wide union catalog.

The flow chart is divided into three basic routines: catalog card production, label production, and compilation of the state-wide union catalog.

In the first routine, the cataloger checks the shelf-list to see if the title has been previously catalogued. If the card is found in the shelf-list, it is given to the catalog-typist. If not in the shelf-list, a cataloging work-sheet (see sample work-sheet) is filled out and given to the catalog-typist. The catalog-typist takes either the shelf-list card or the work-sheet and key-punches 2 paper tapes, one with descriptive cataloging and one with control data. Hard copy is produced simultaneously. These tapes and copy are identified in sets of three. Paper tapes are temporarily filed and hard copy is verified. If hard copy is not correct, verifier makes corrections and a new set of tapes is made. When correct, the hard copy is sent to the catalog-keypuncher for punching label cards.

When all verifications are complete, catalog-typist starts processing cards and catalog-keypuncher starts processing labels. When cards are finished all descriptive tape is joined into one string and sent to Central where paper tape of cooperatives daily output is made. Central takes these tapes and transfers data to magnetic tape for storage and internal processing.

The equipment used in this phase will be an IBM 1050 in each cooperative center or participating library and a small amount of computer time at Central.

CATALOGING WORKSHEET

Date

Catalog Number

No. of Sets

ME. Cards

Price

Class Number

Main Entry

Title

Author Statement (to include jt. author, ed., trans. illus., etc)

Edition Statement

Imprint

Collation

Series Statement

Notes

This is merely a rough draft of the proposed worksheet. Modifications will be developed as actual use of the 1050 is developed.

Tracings

Headings

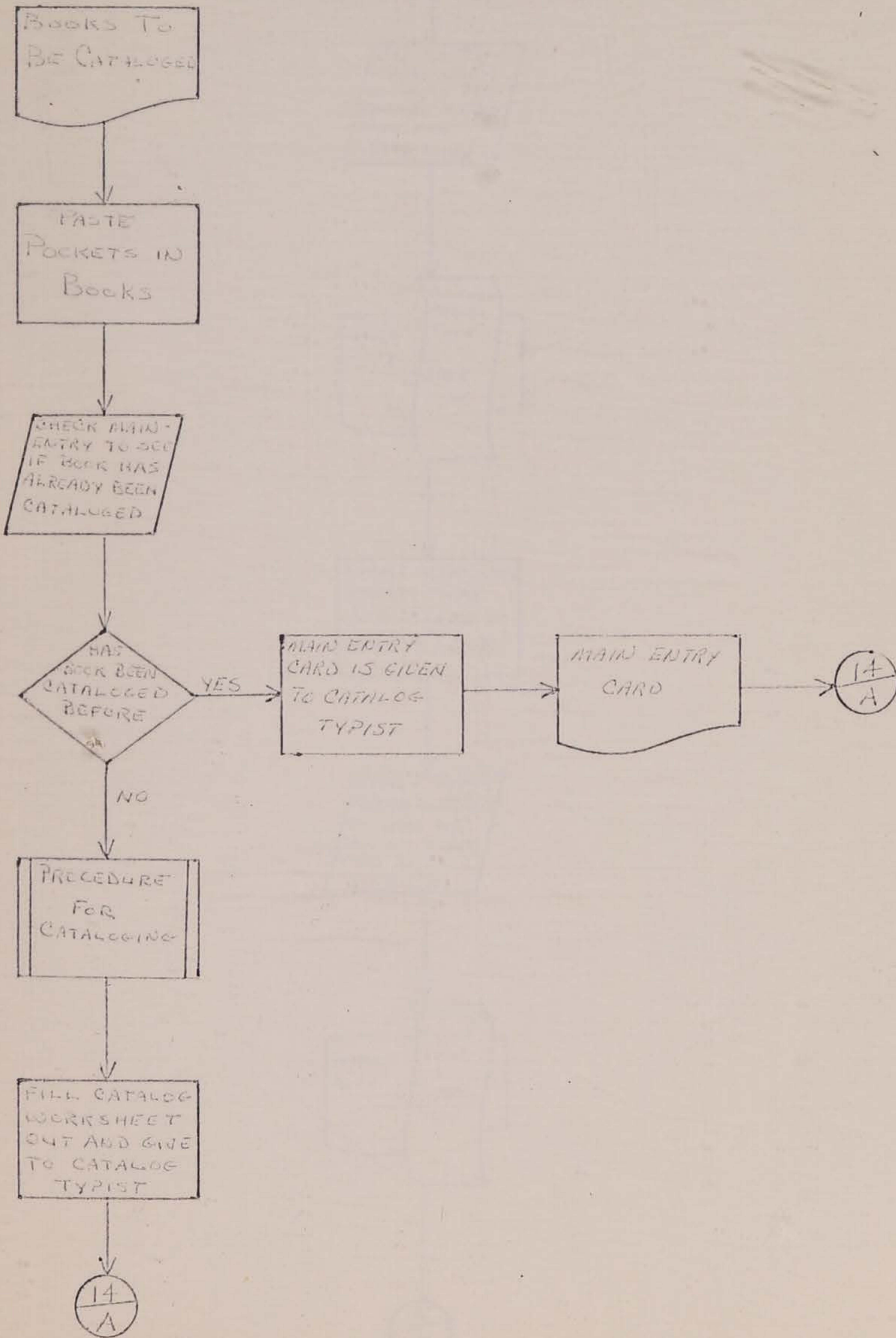
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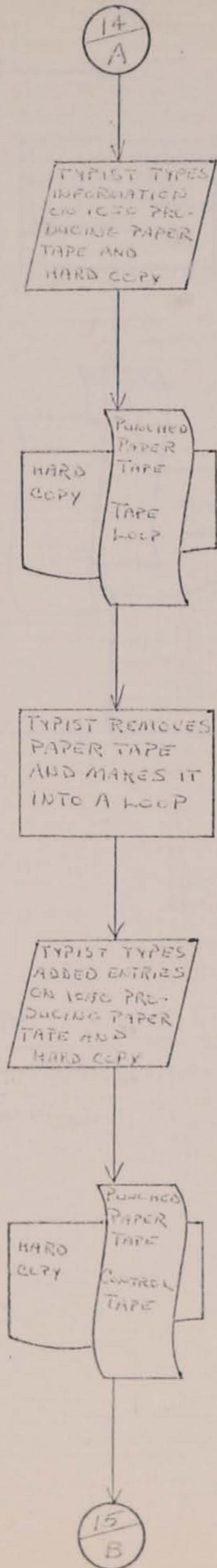
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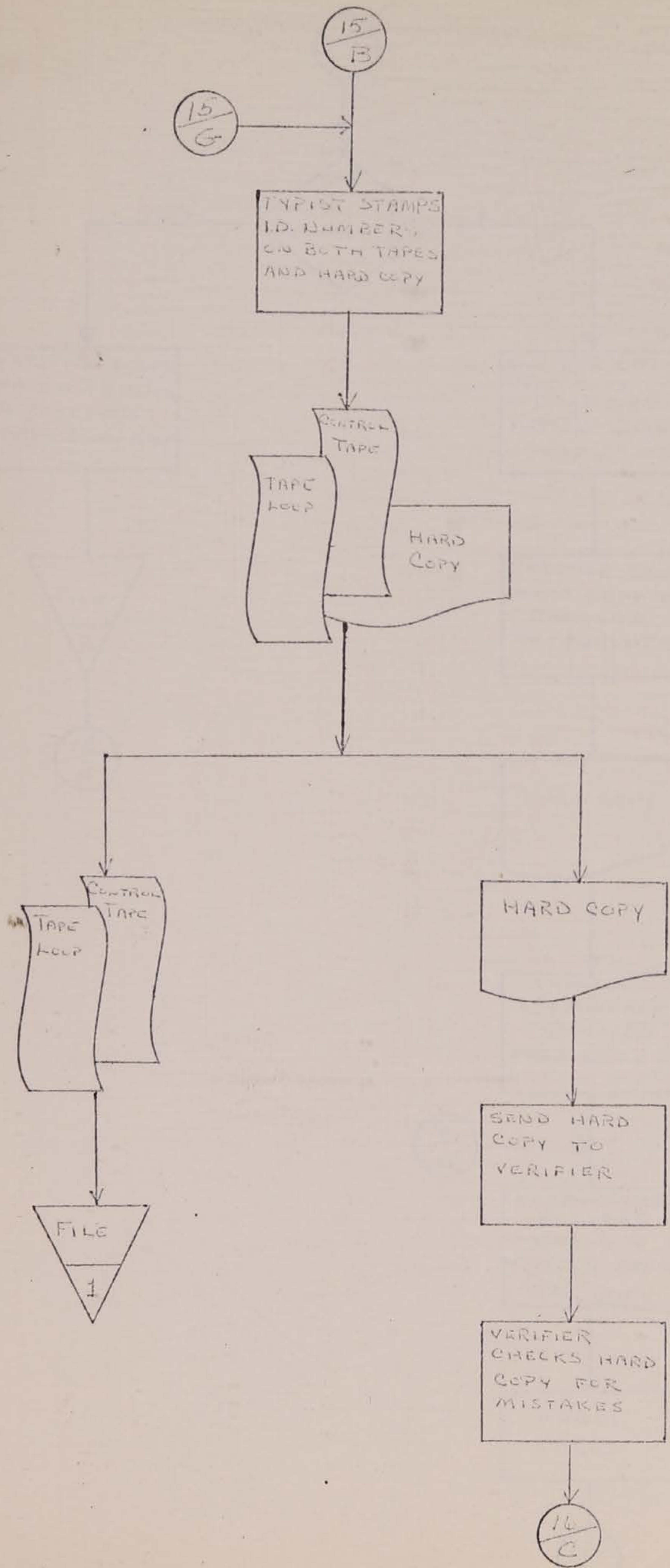
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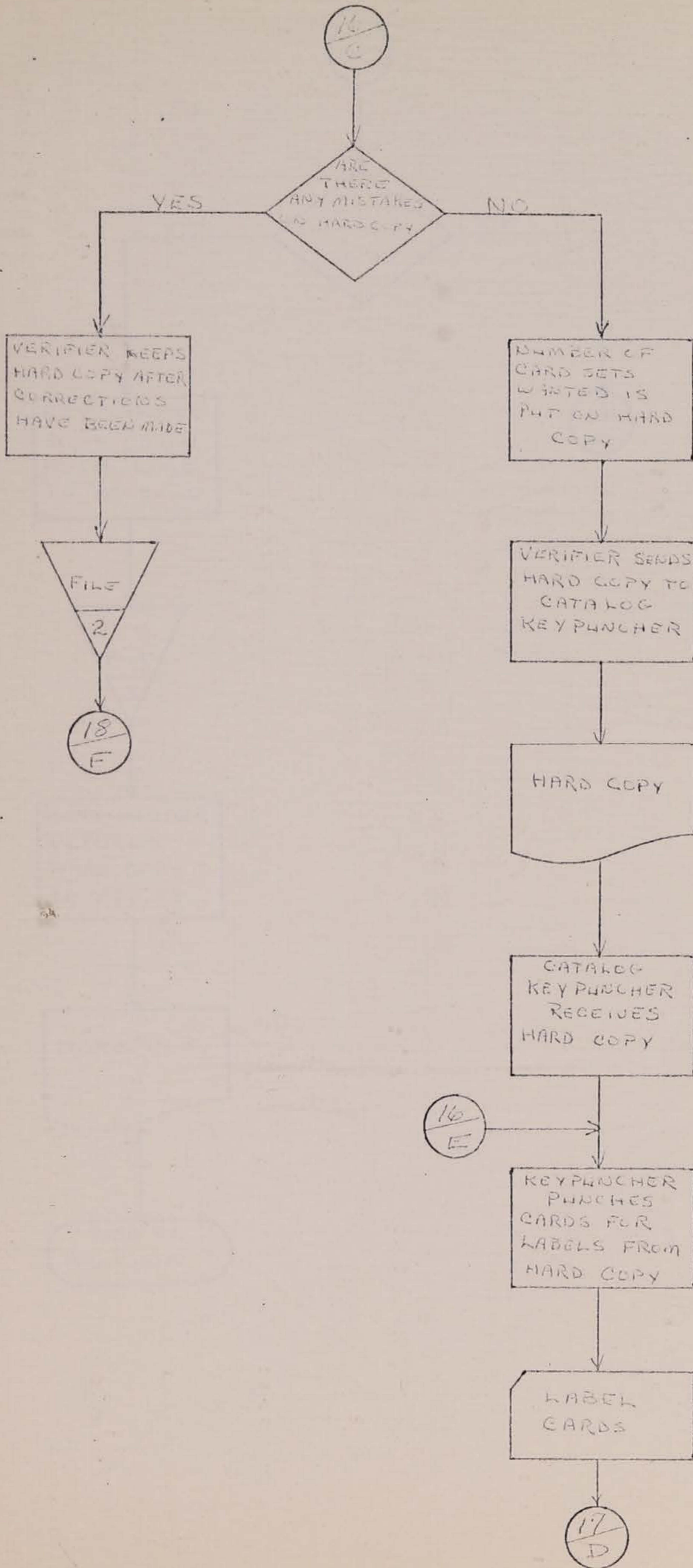
PHASE ONE

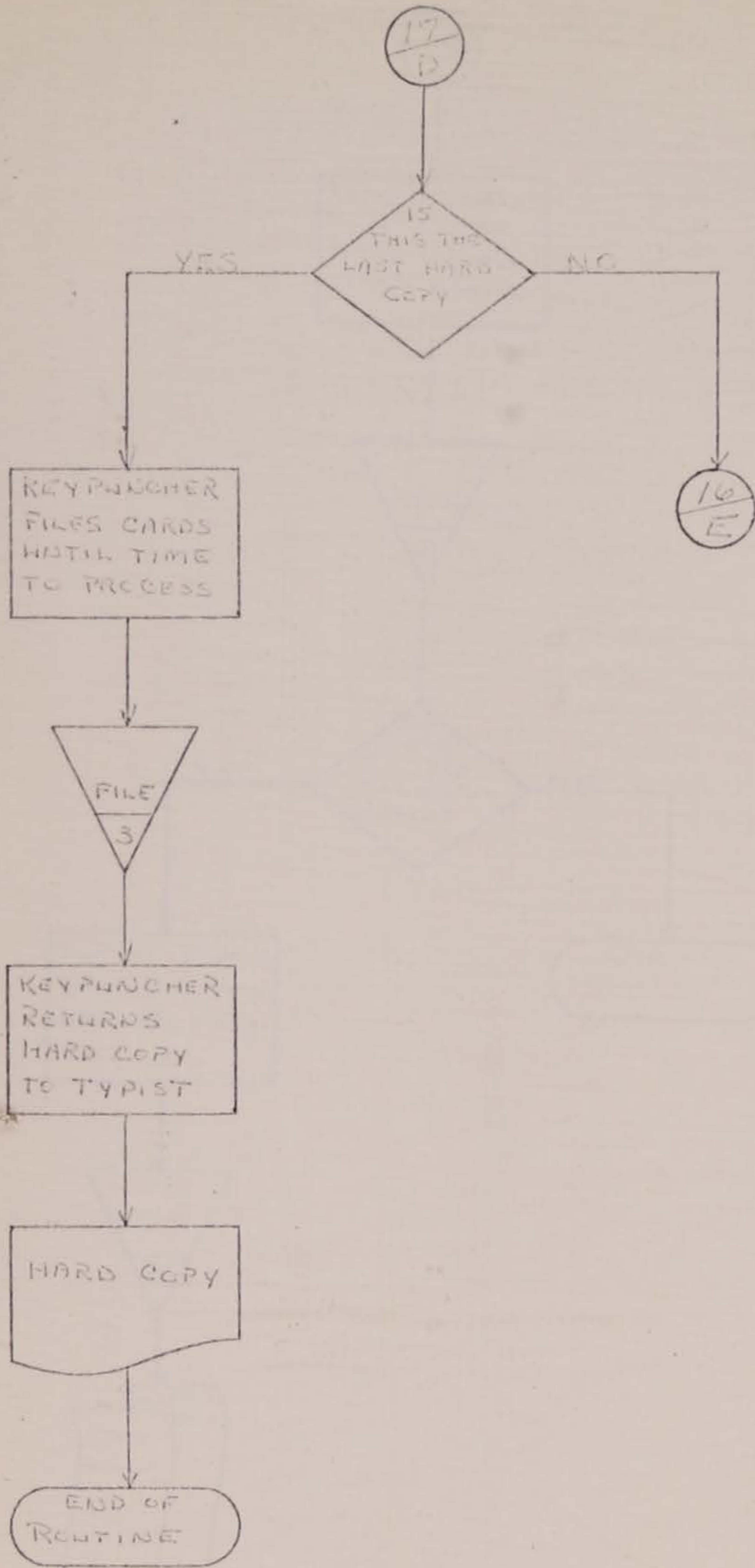
CATALOGING AND CONTROL TAPES

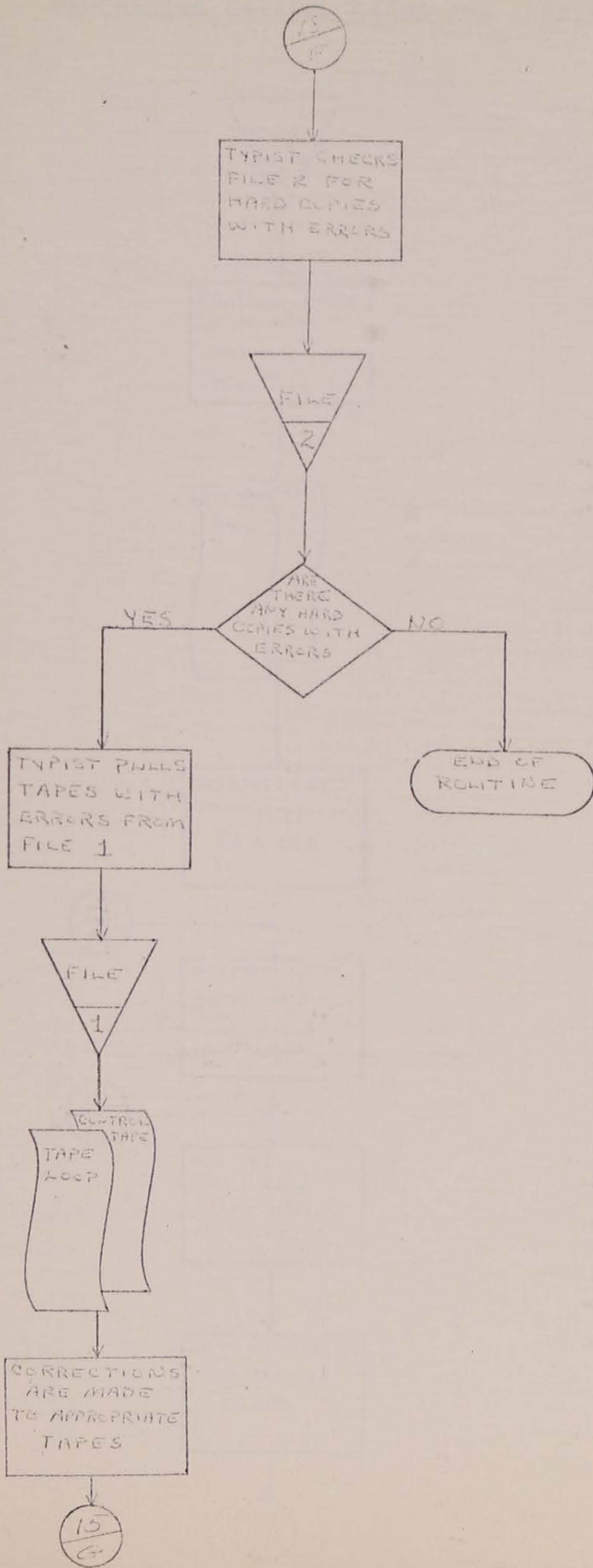


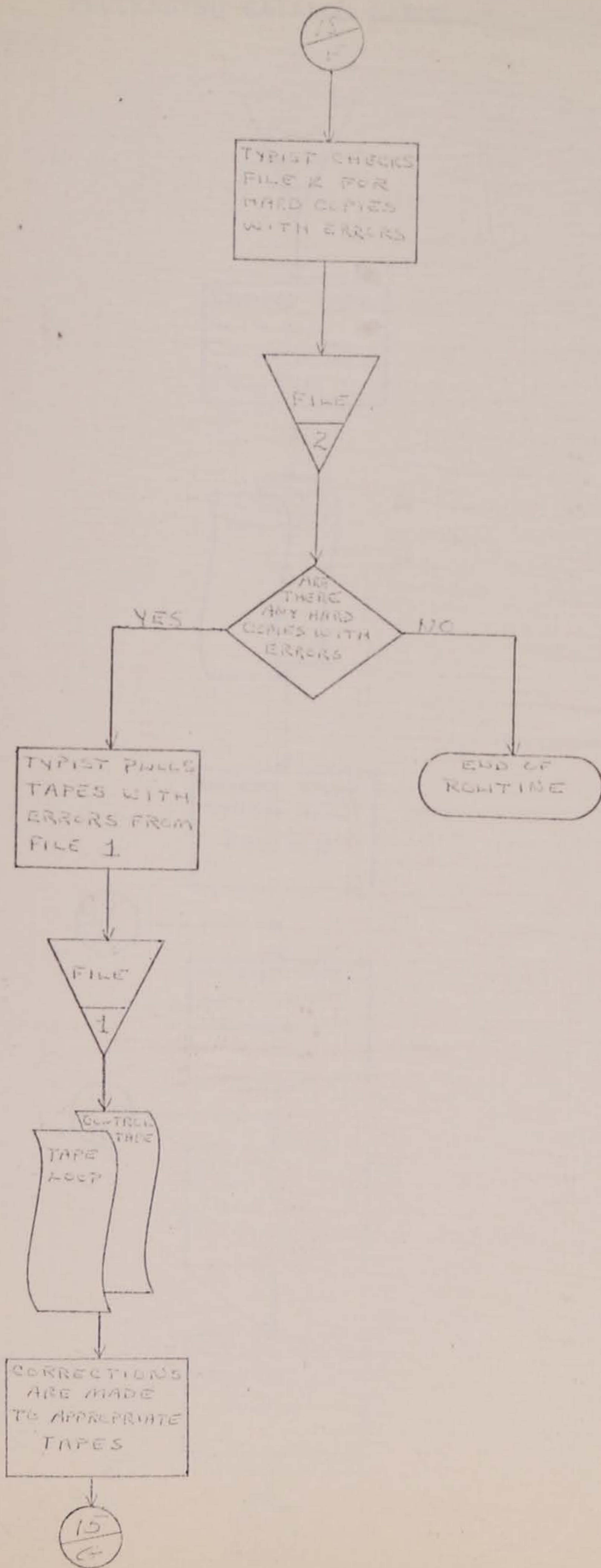




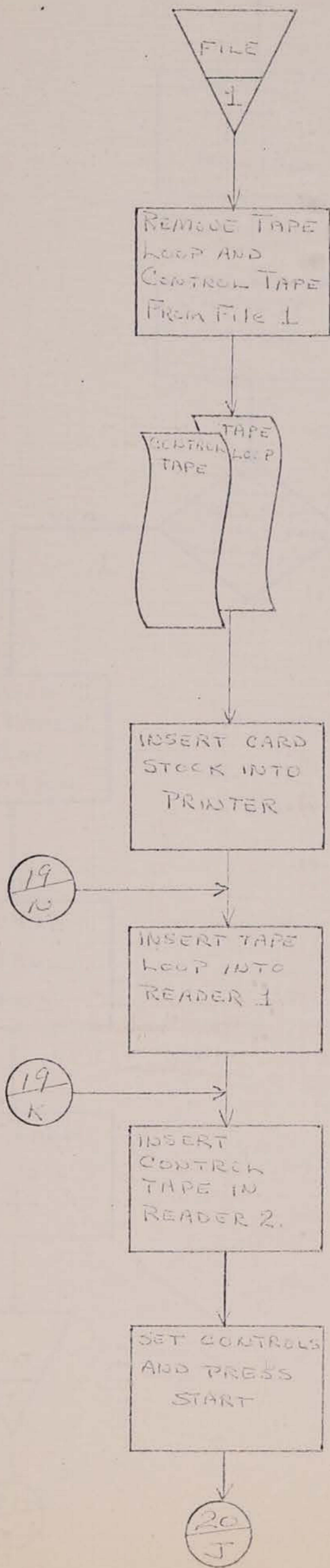


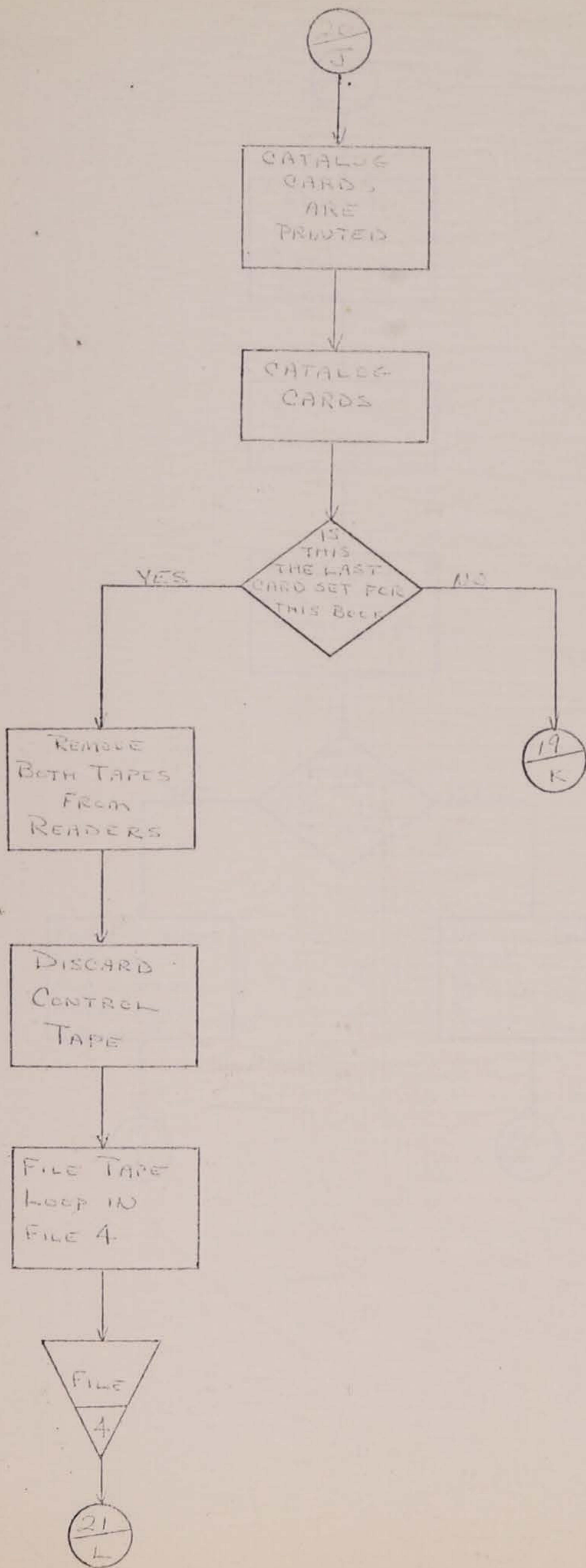


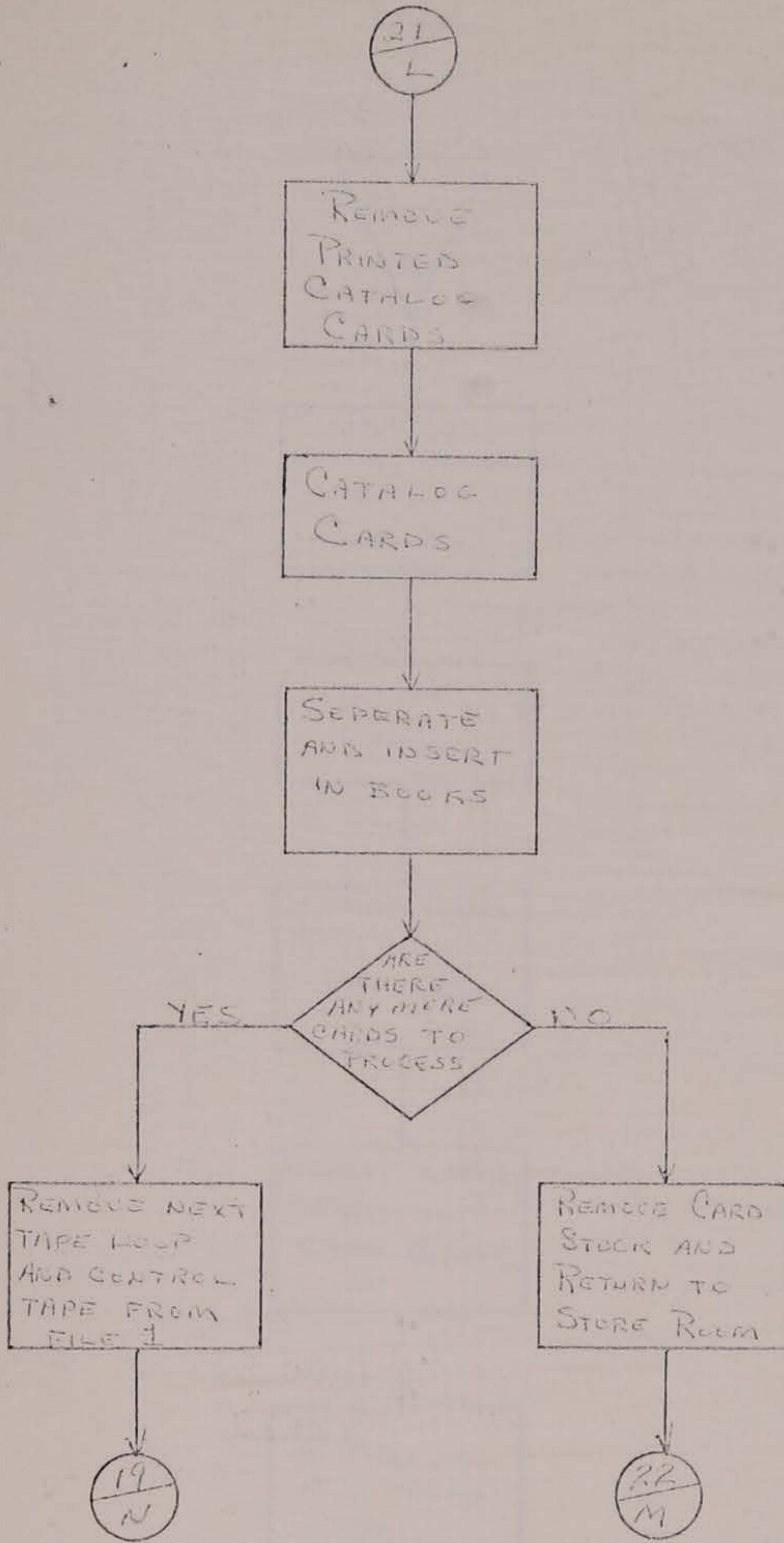


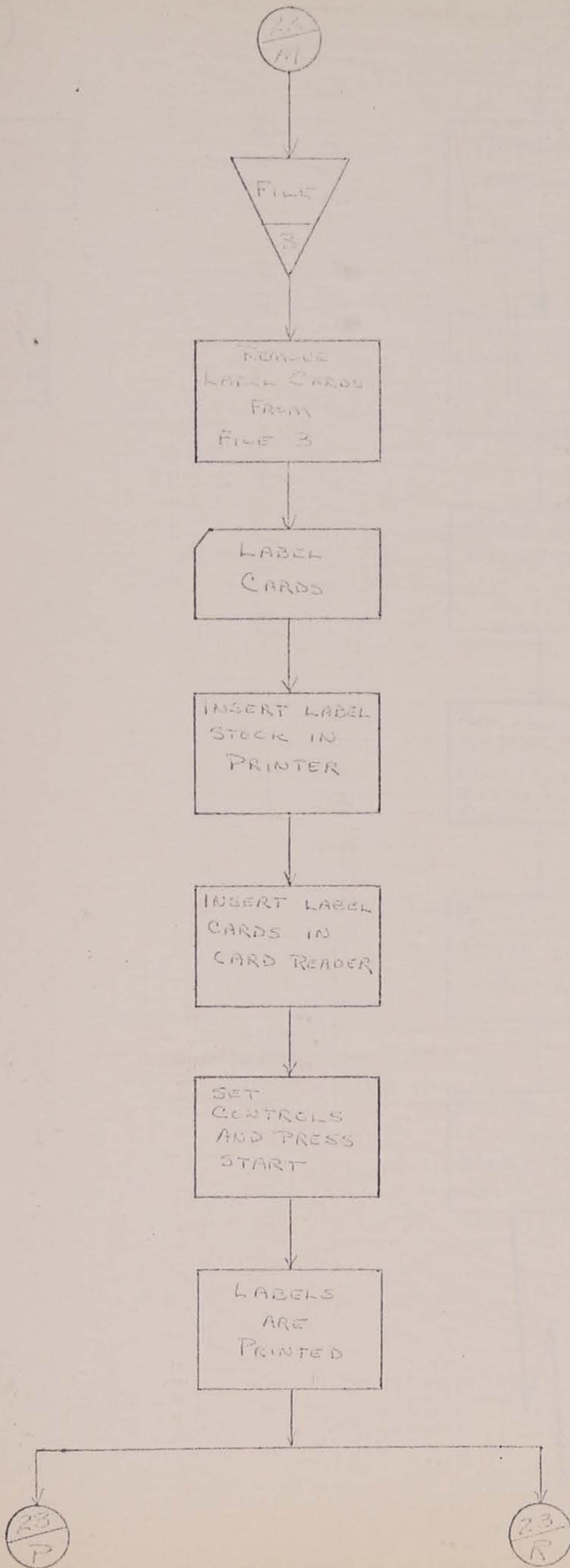


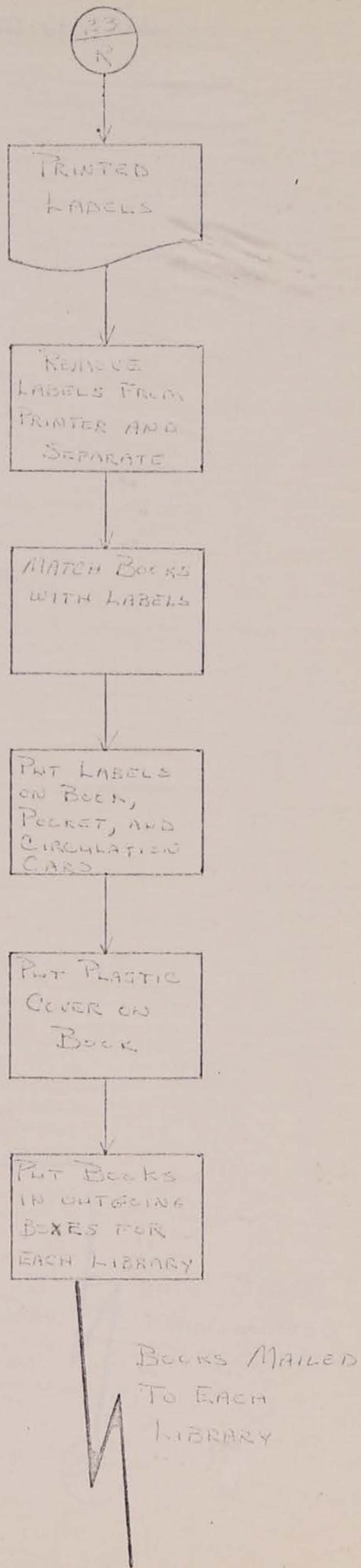
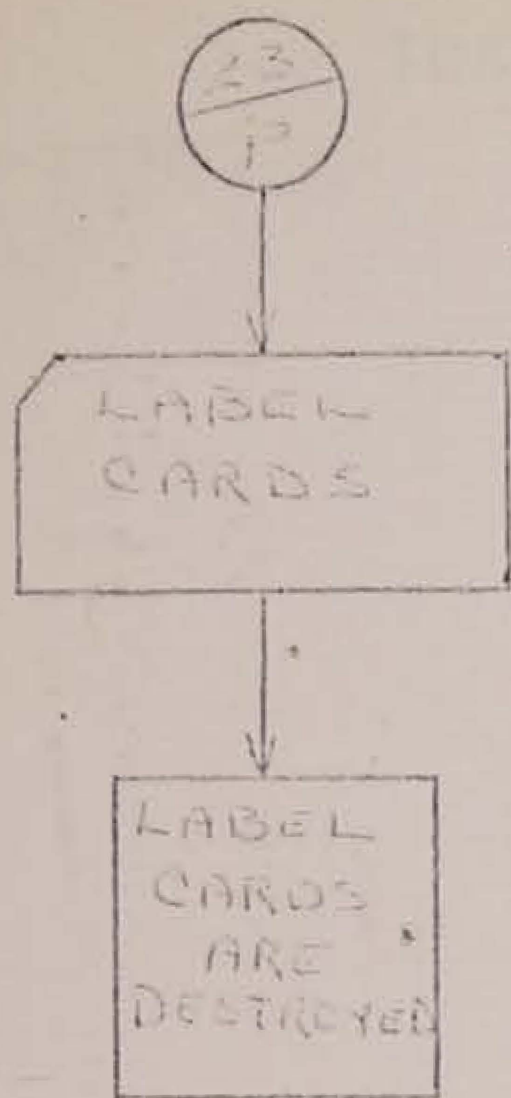
PROCESSING CATALOG CARDS AND LABELS



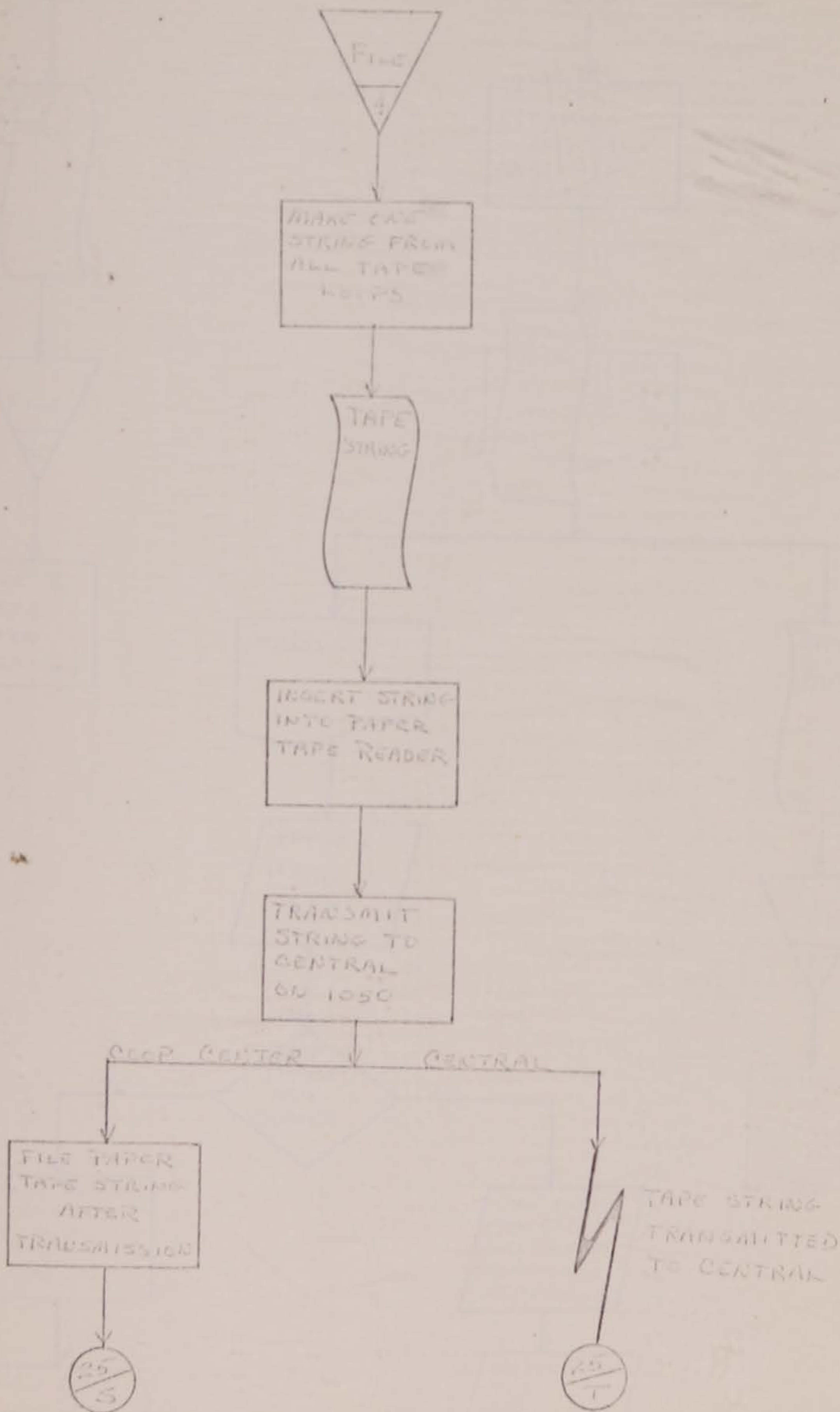


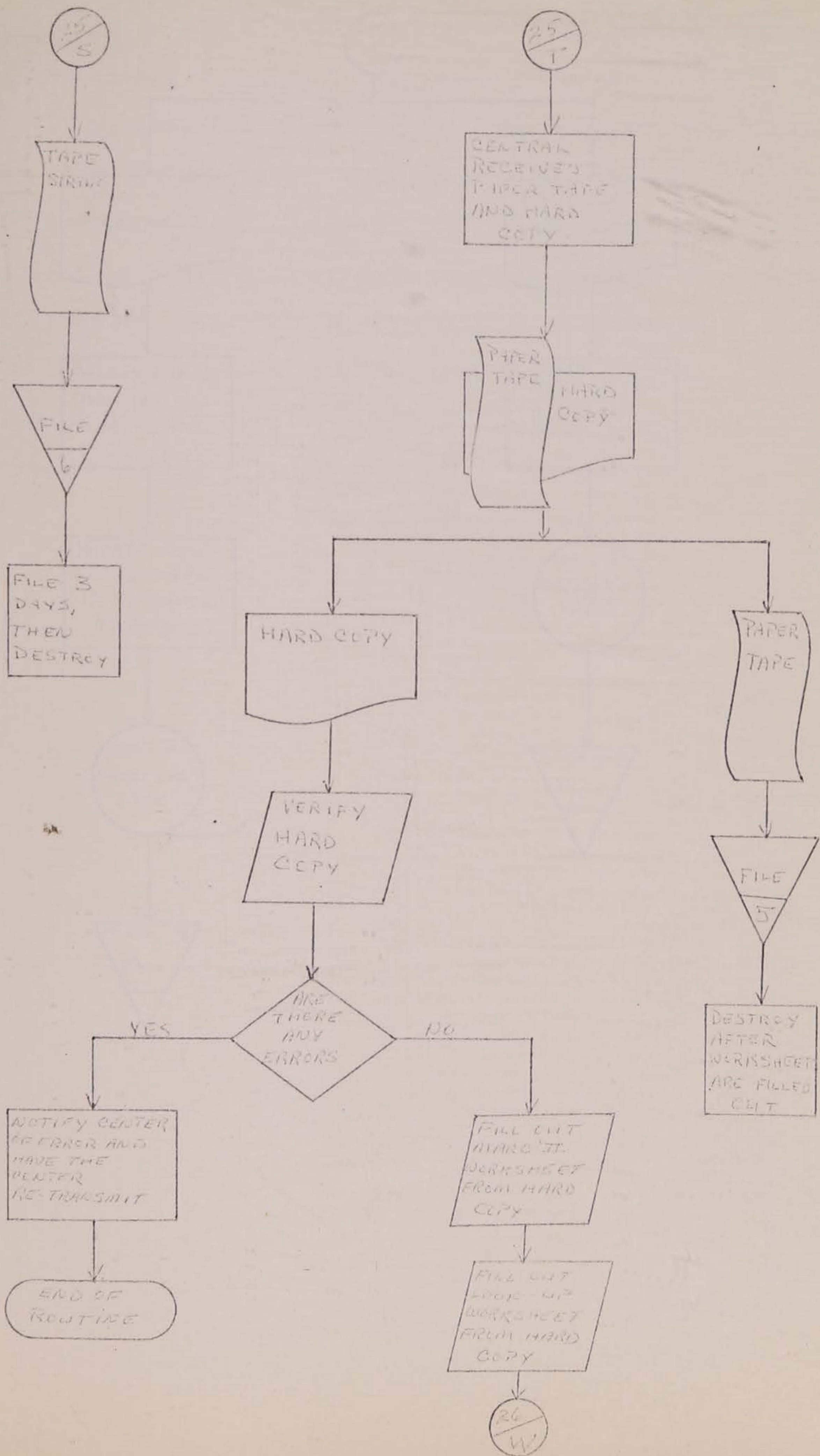


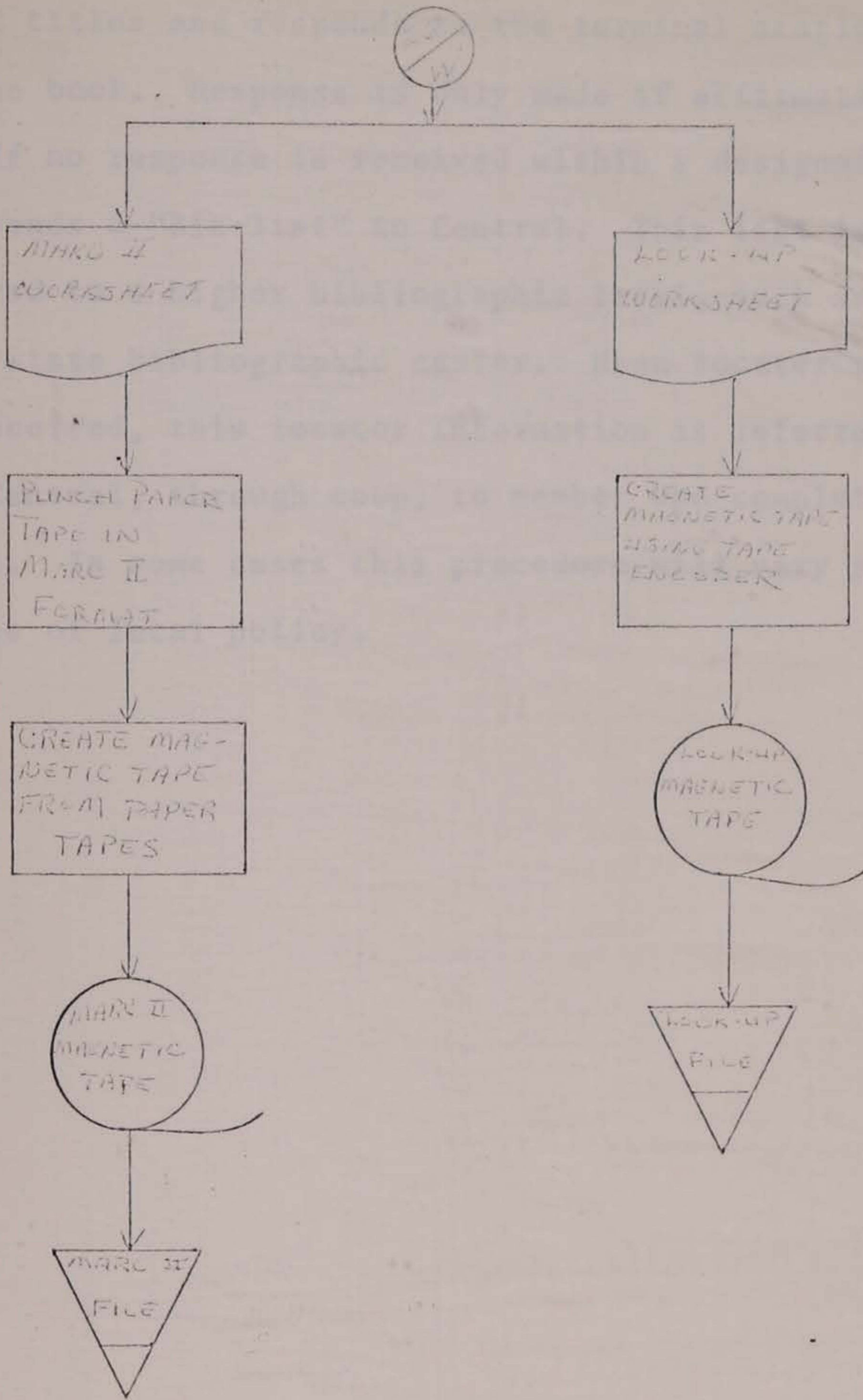




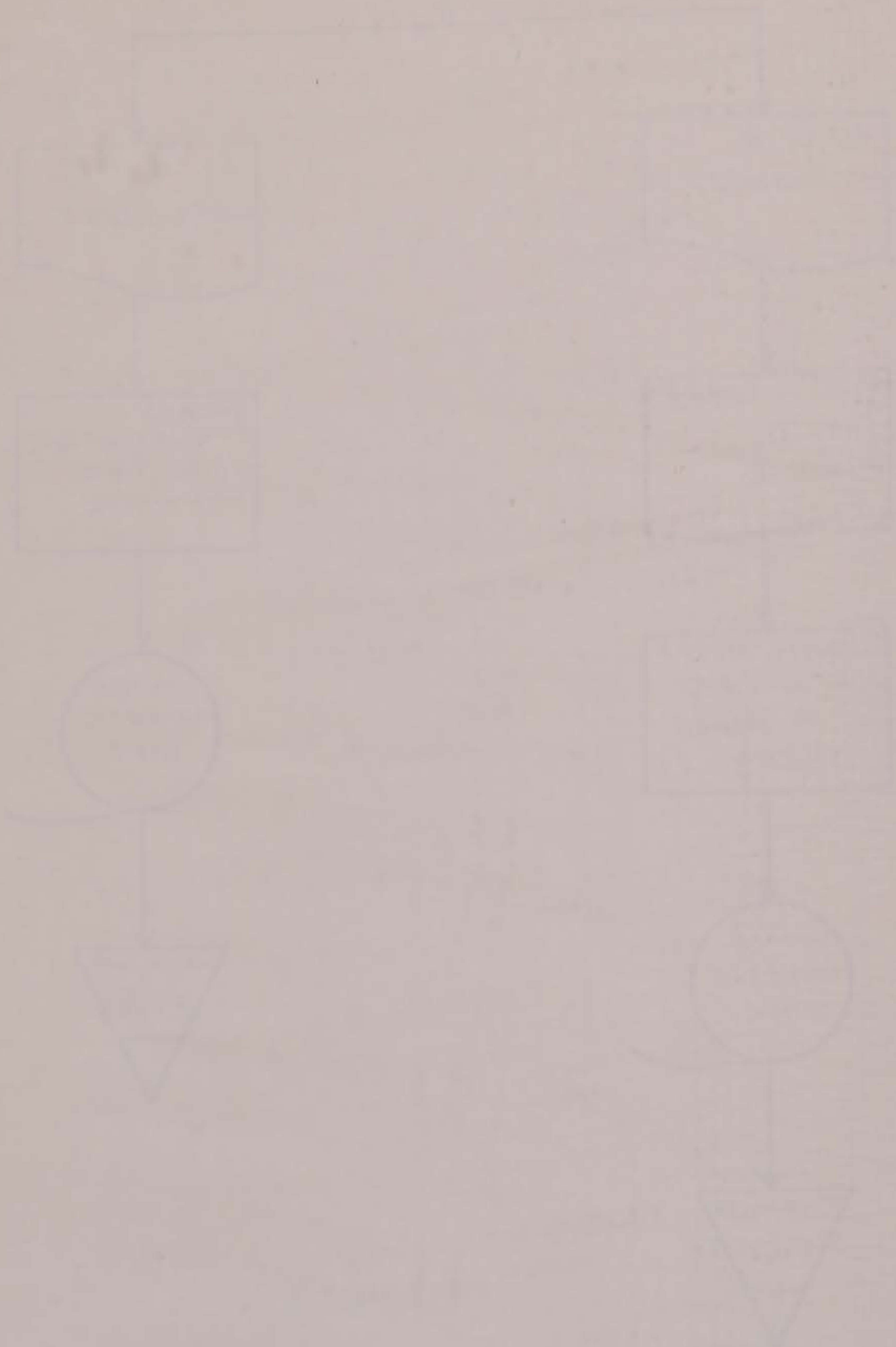
TRANSMISSION OF MATERIAL TO CENTRAL







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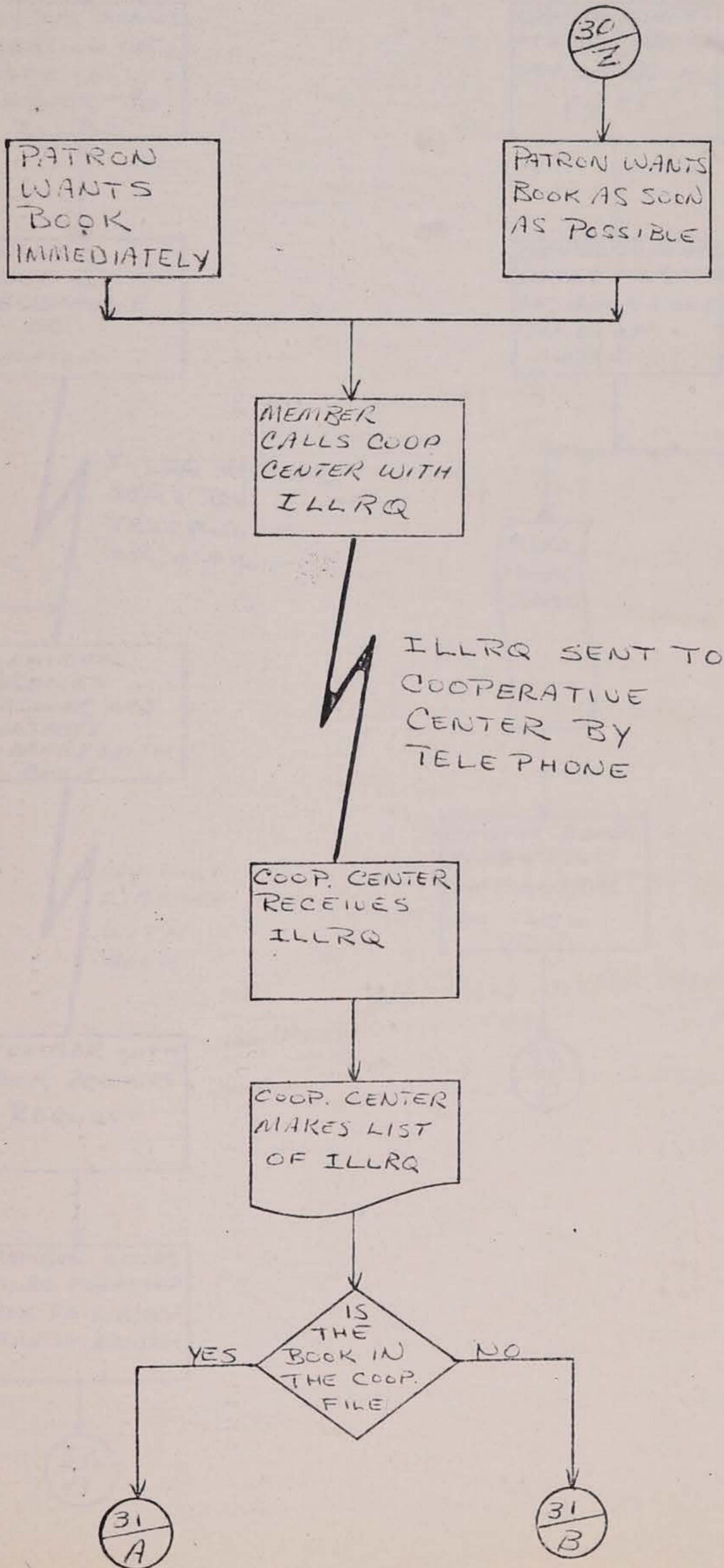
wanted titles and responds to the terminal station wanting the book. Response is only made if affirmative.

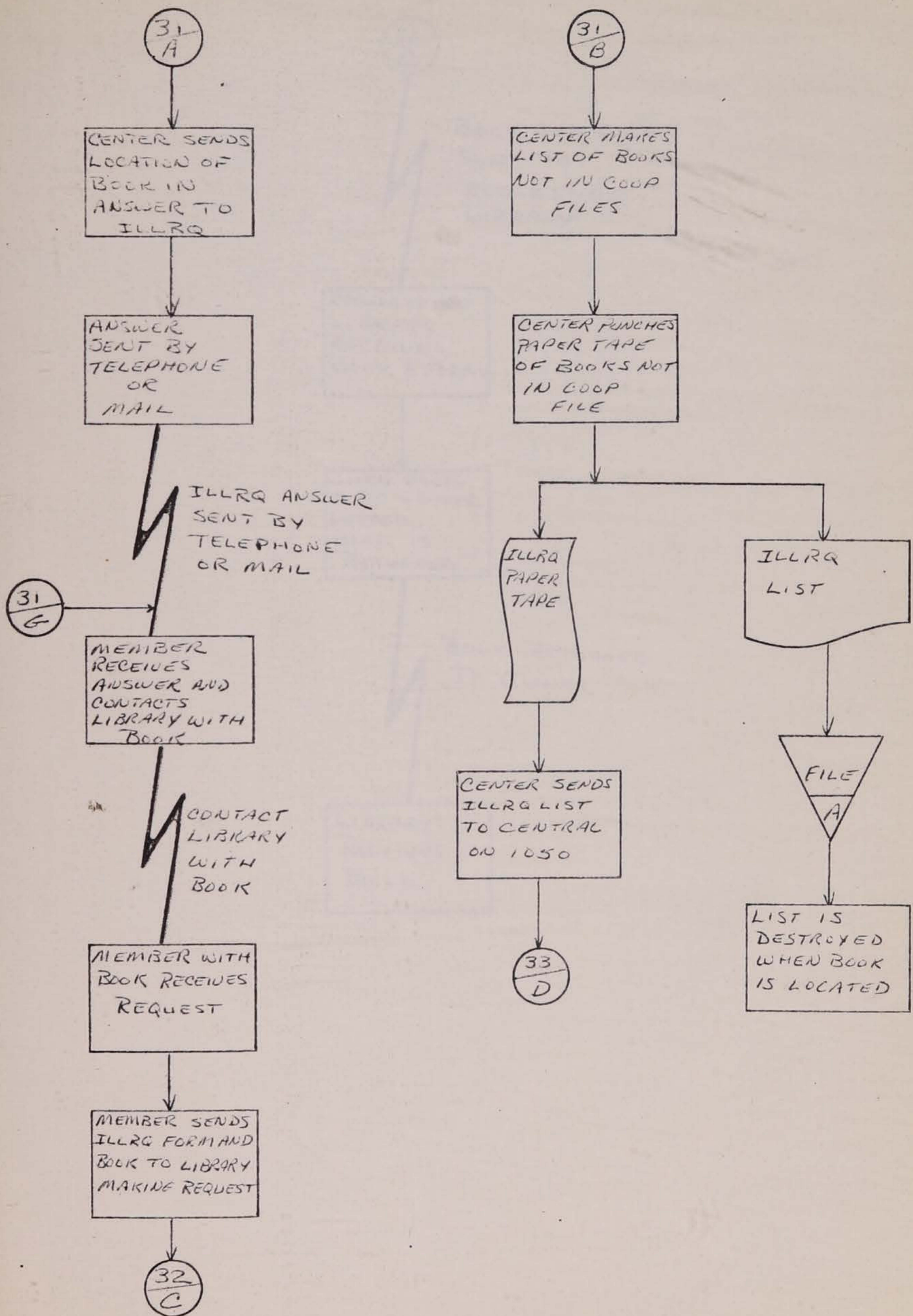
If no response is received within a designated time, coop sends a "Bib-list" to Central. This list is then referred to a higher bibliographic level, such as a multi-state bibliographic center. When locator replies are received, this locator information is referred from Central, through coop, to member who completes transaction. In some cases this procedure will vary slightly because of local policy.

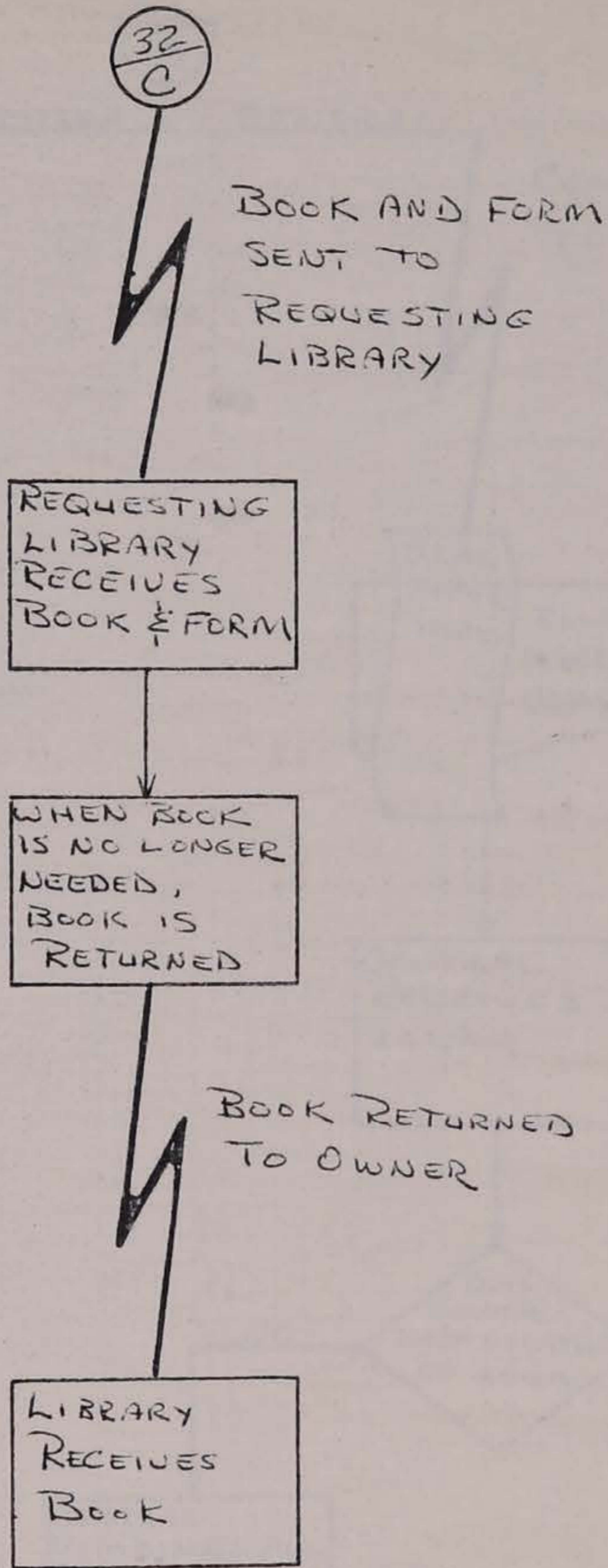
		Date
INTERLIBRARY LOAN REQUEST		
Library		Number
Title		
Author		
Verification		
Action Taken		

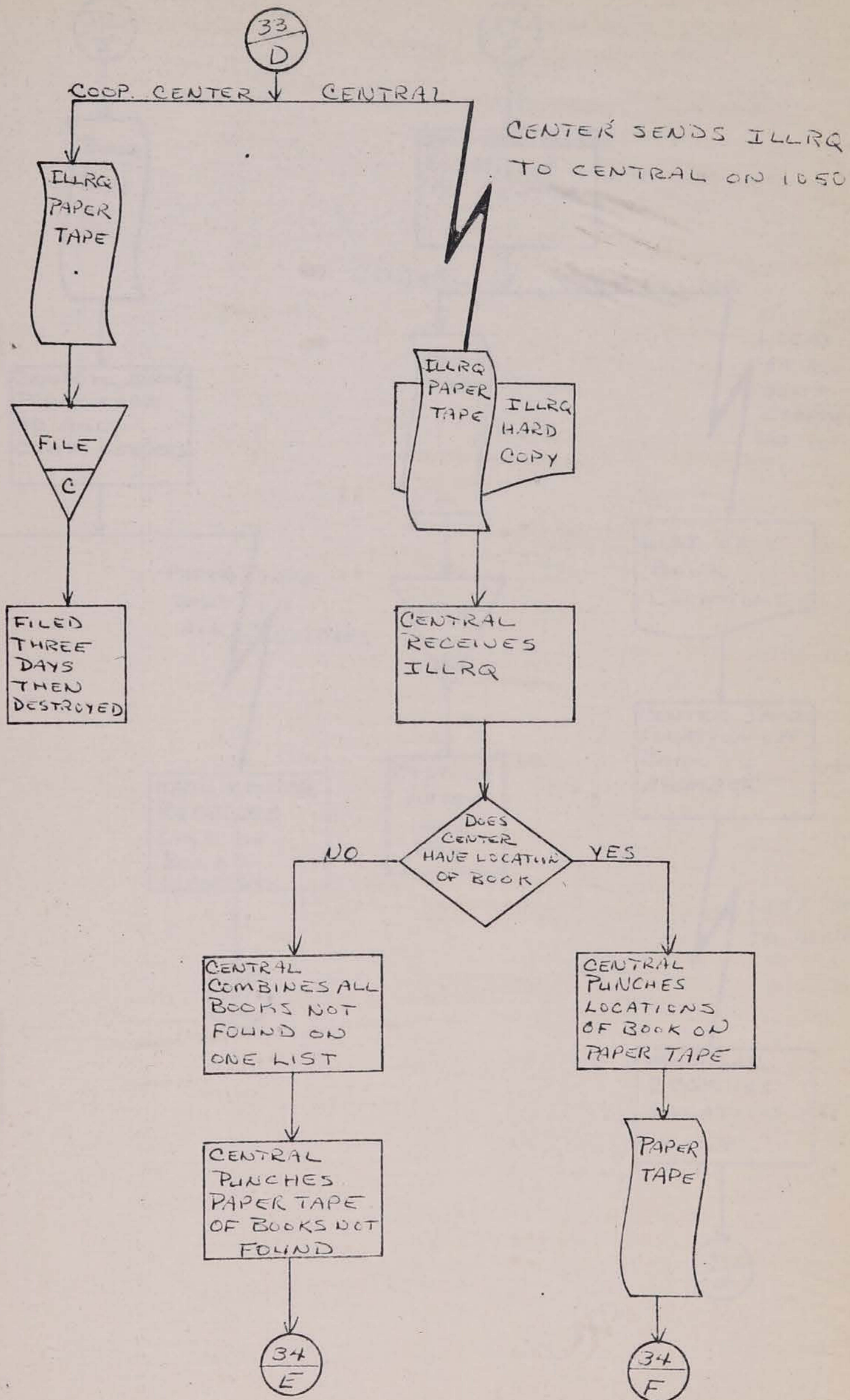
PHASE TWO

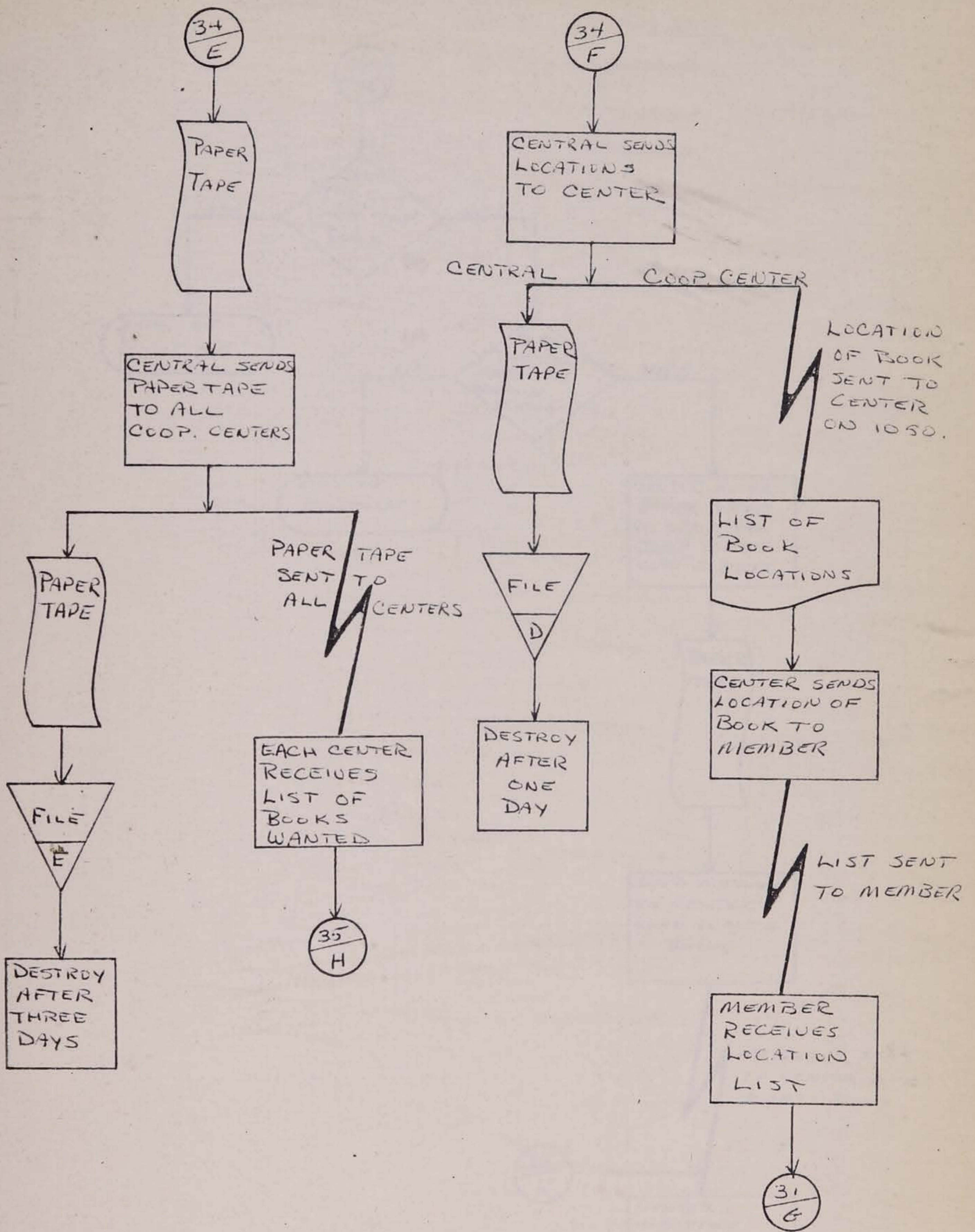
LOCAL INTER-LIBRARY LOAN

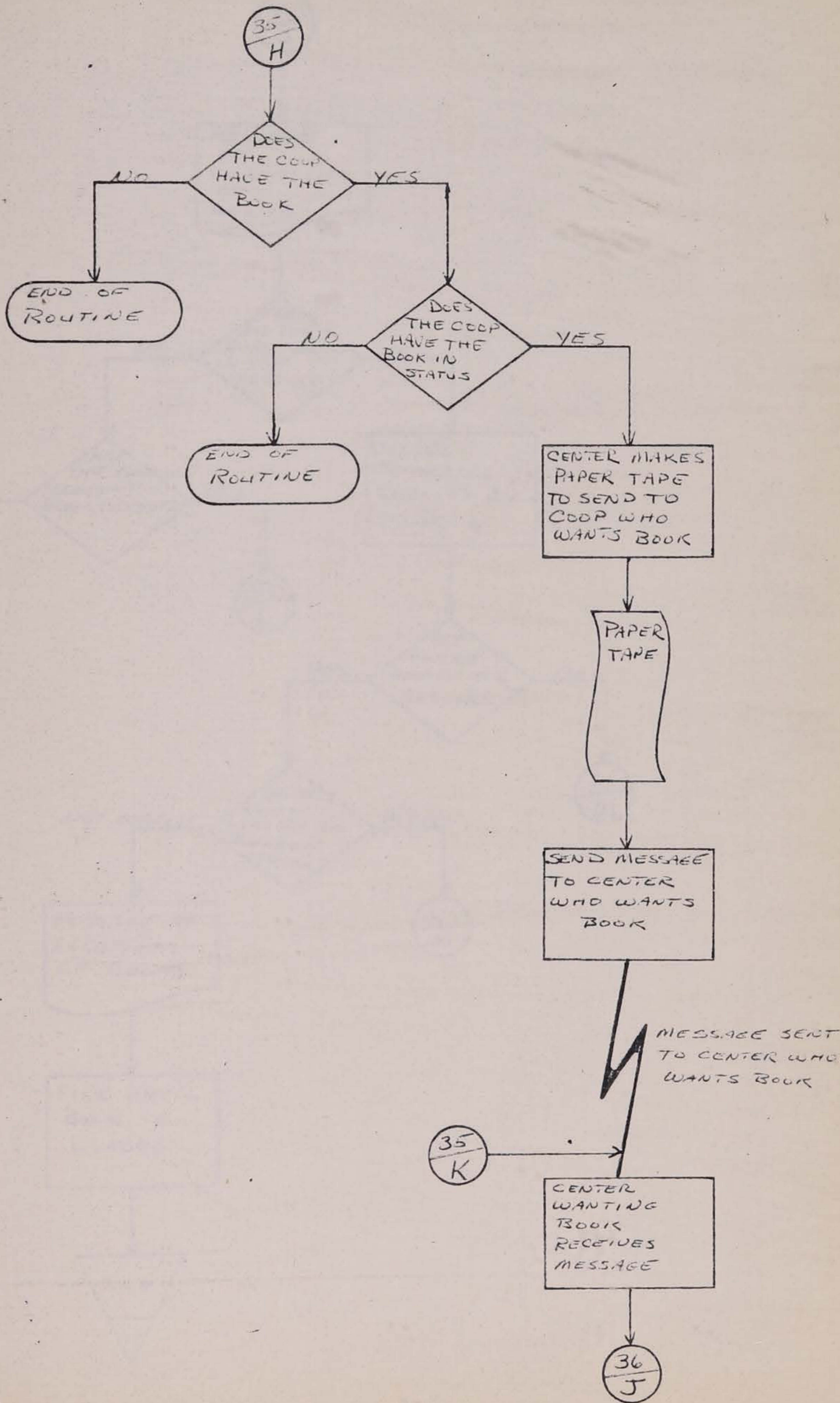


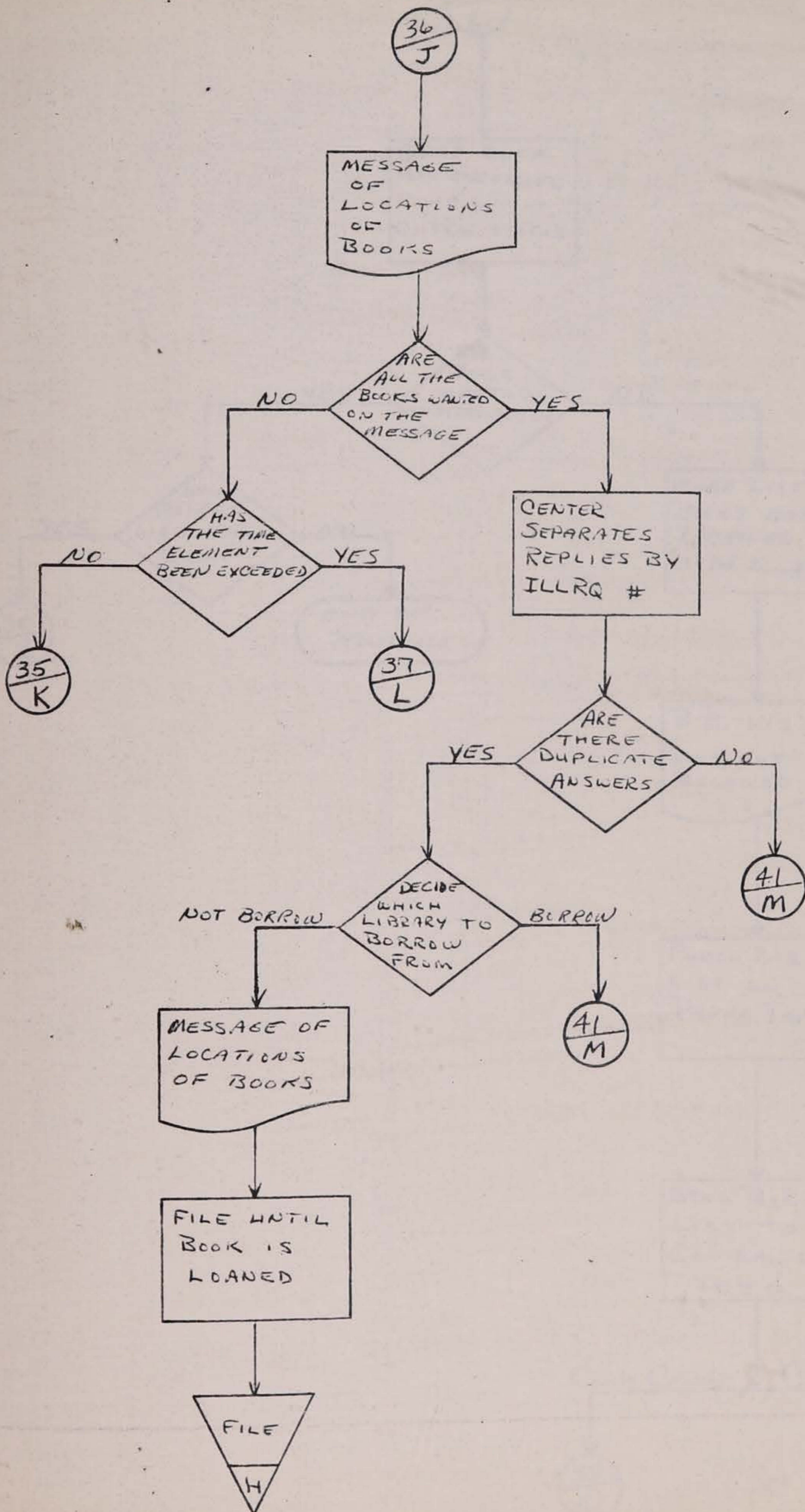


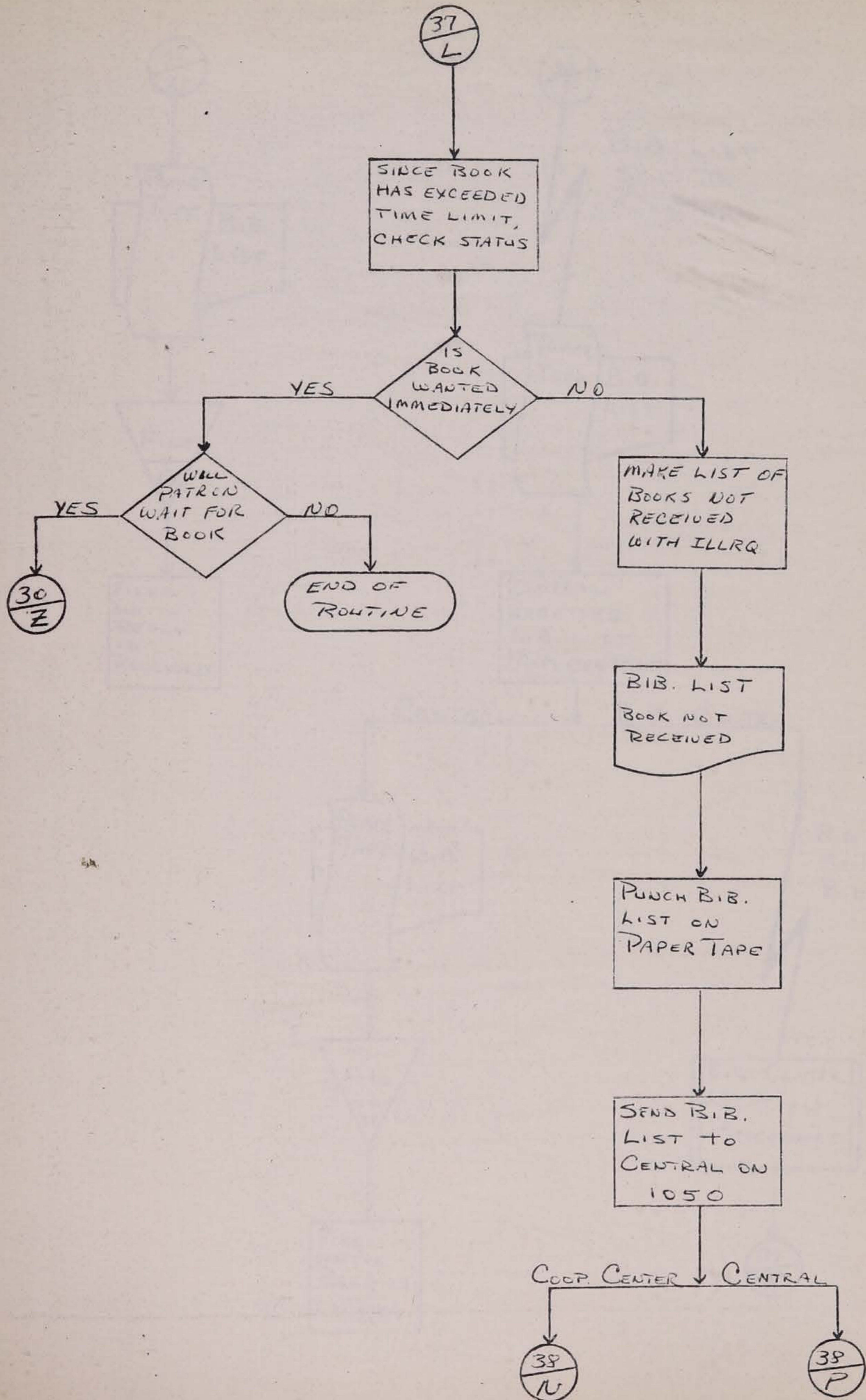


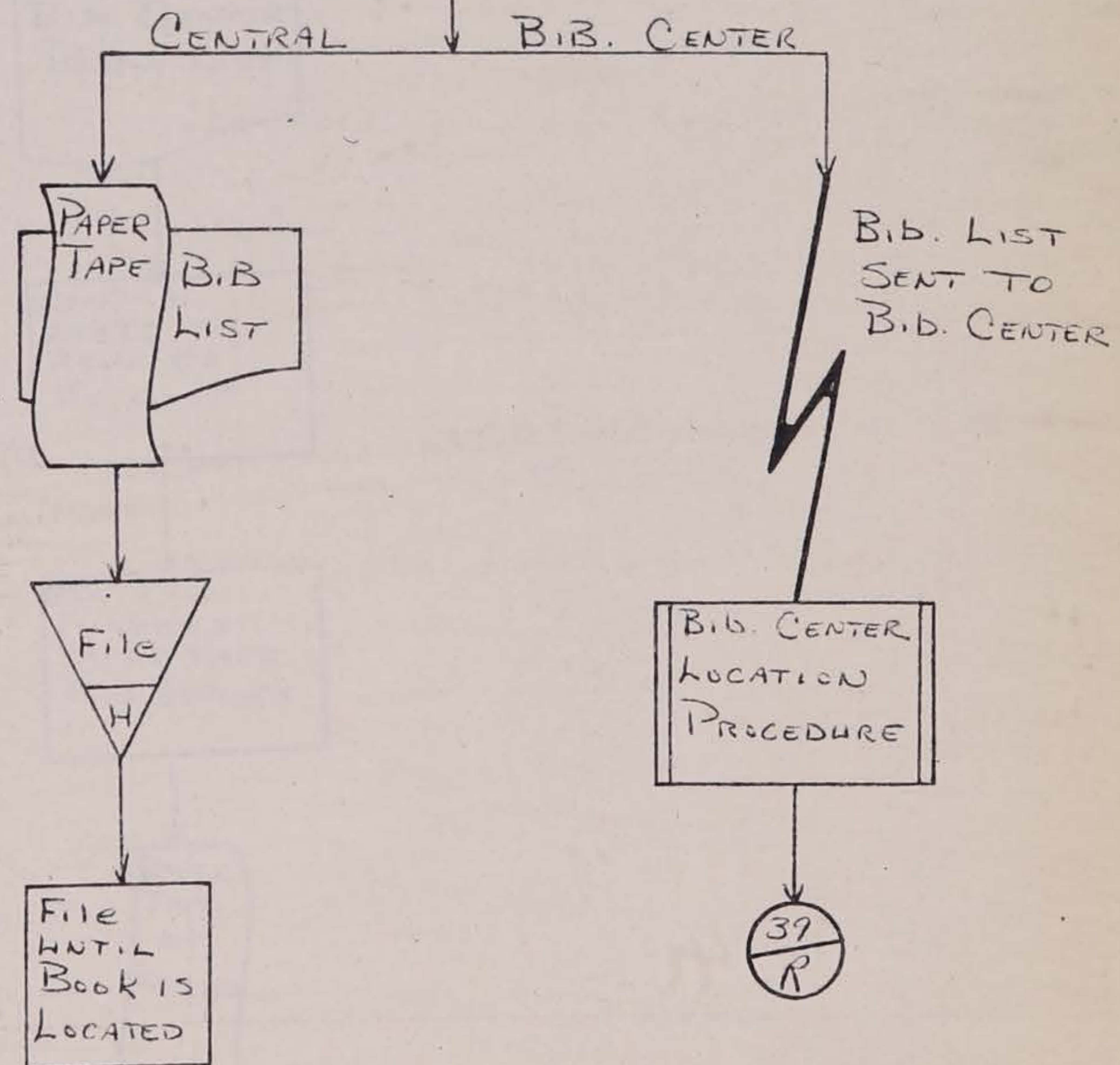
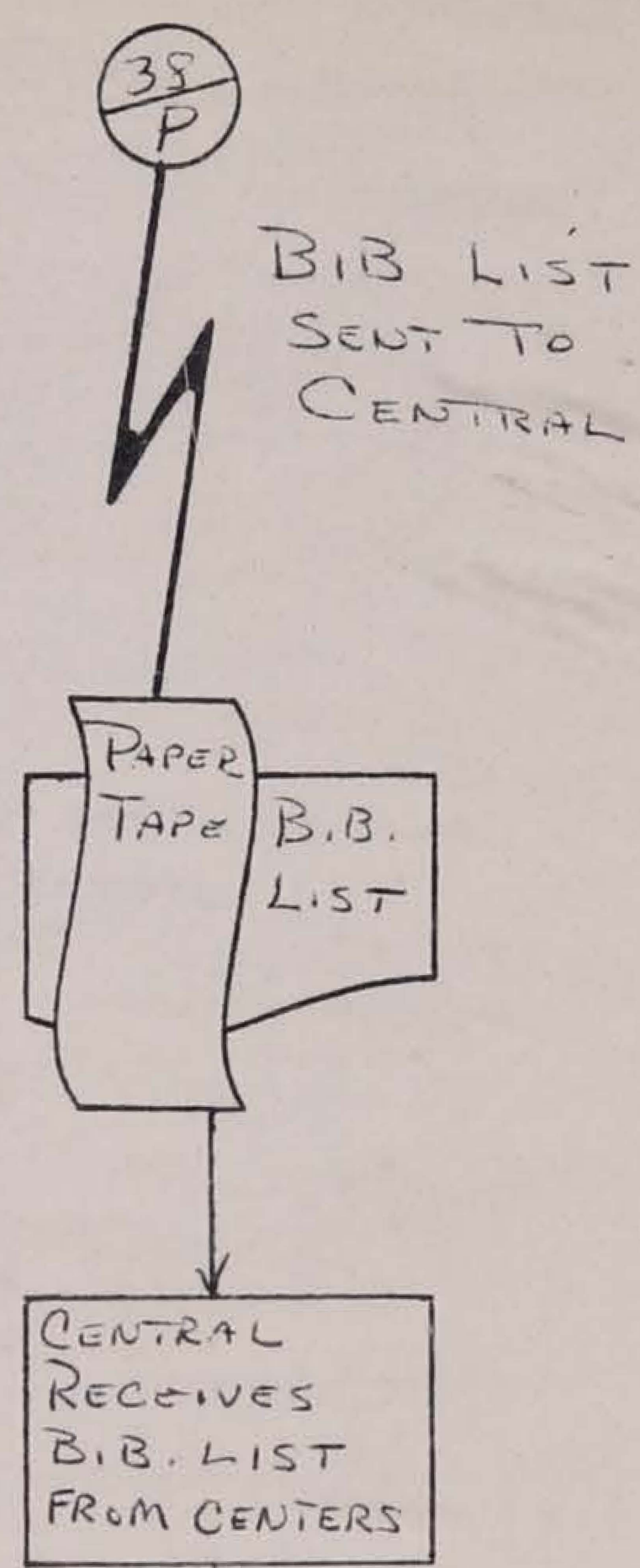
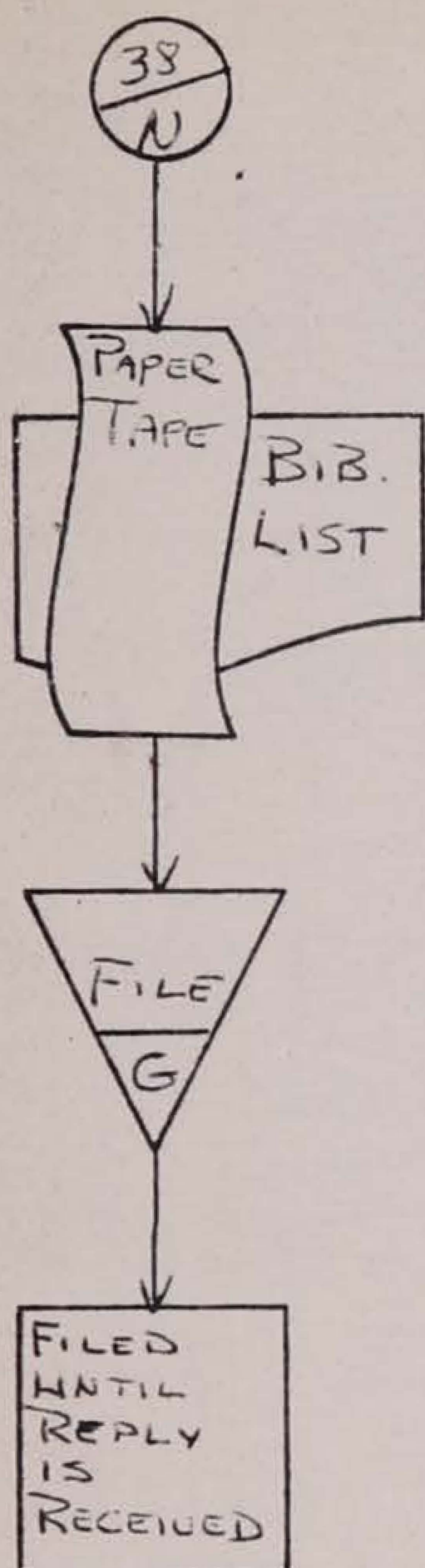


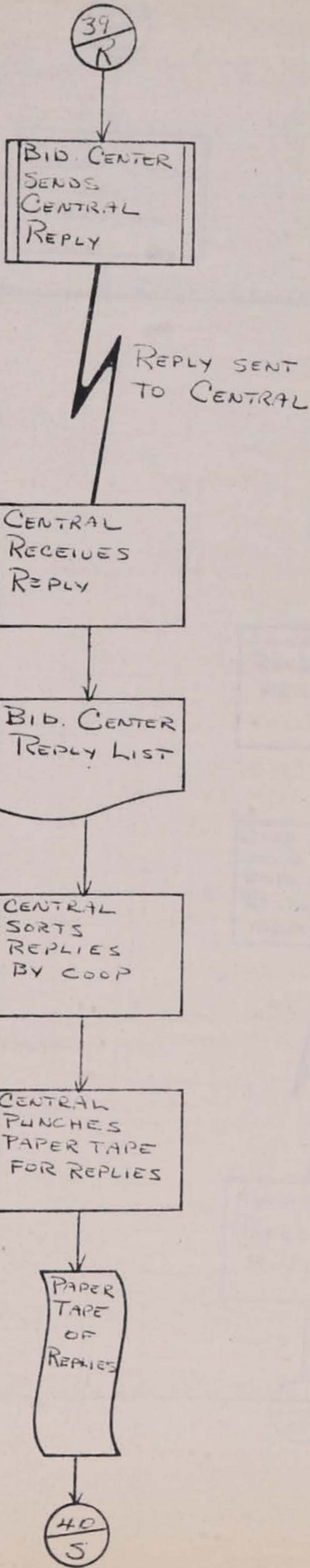


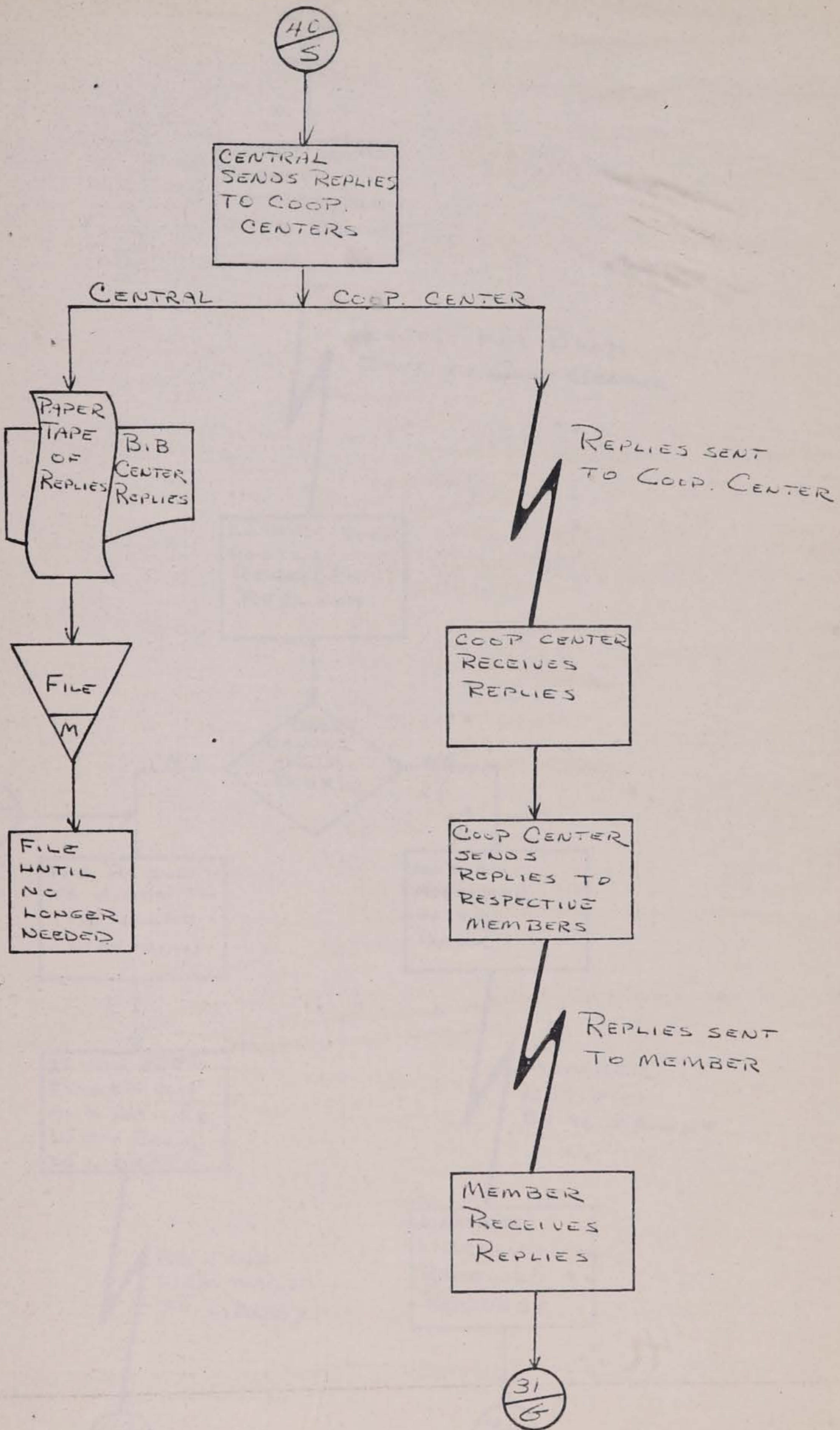


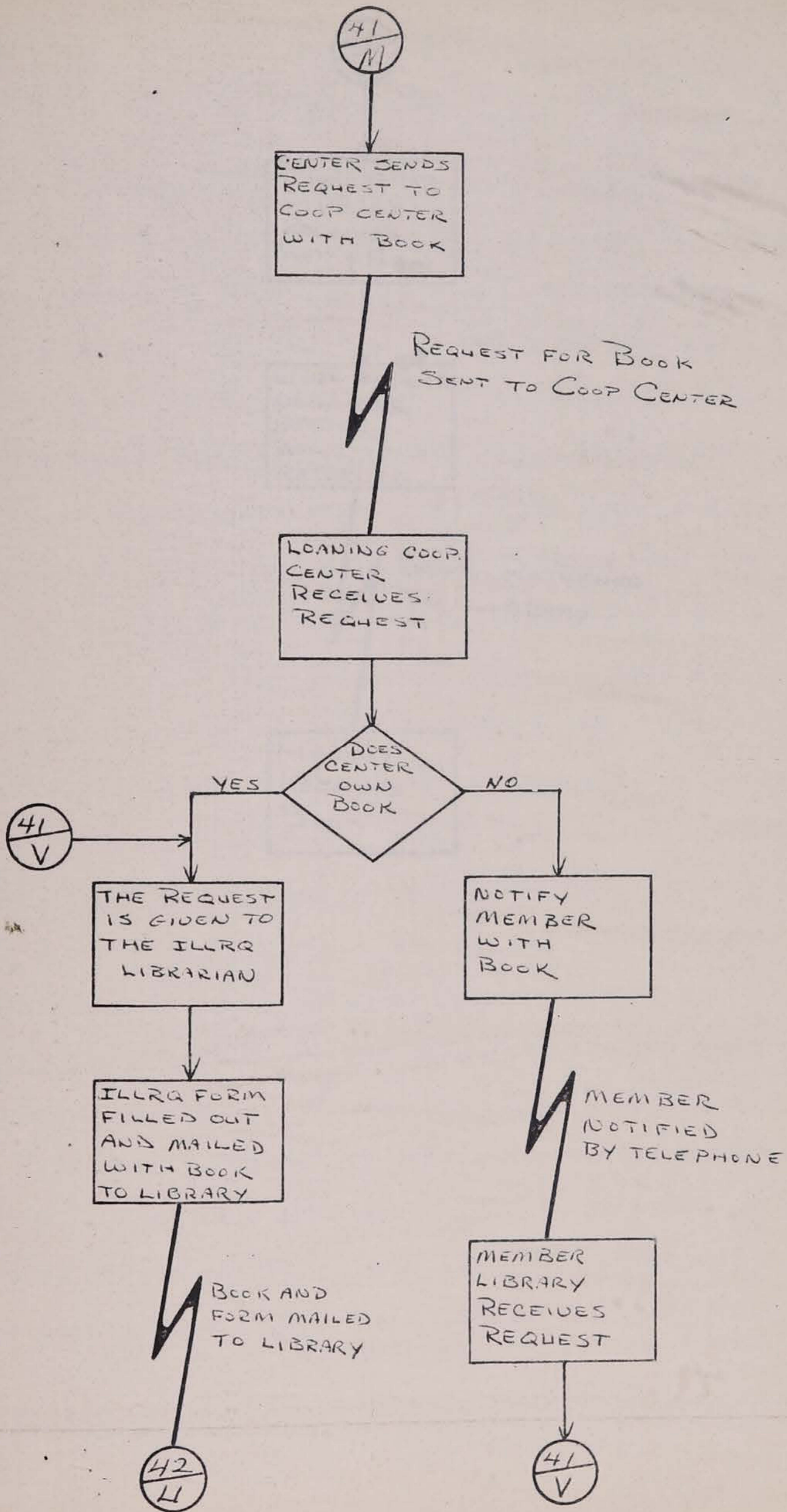


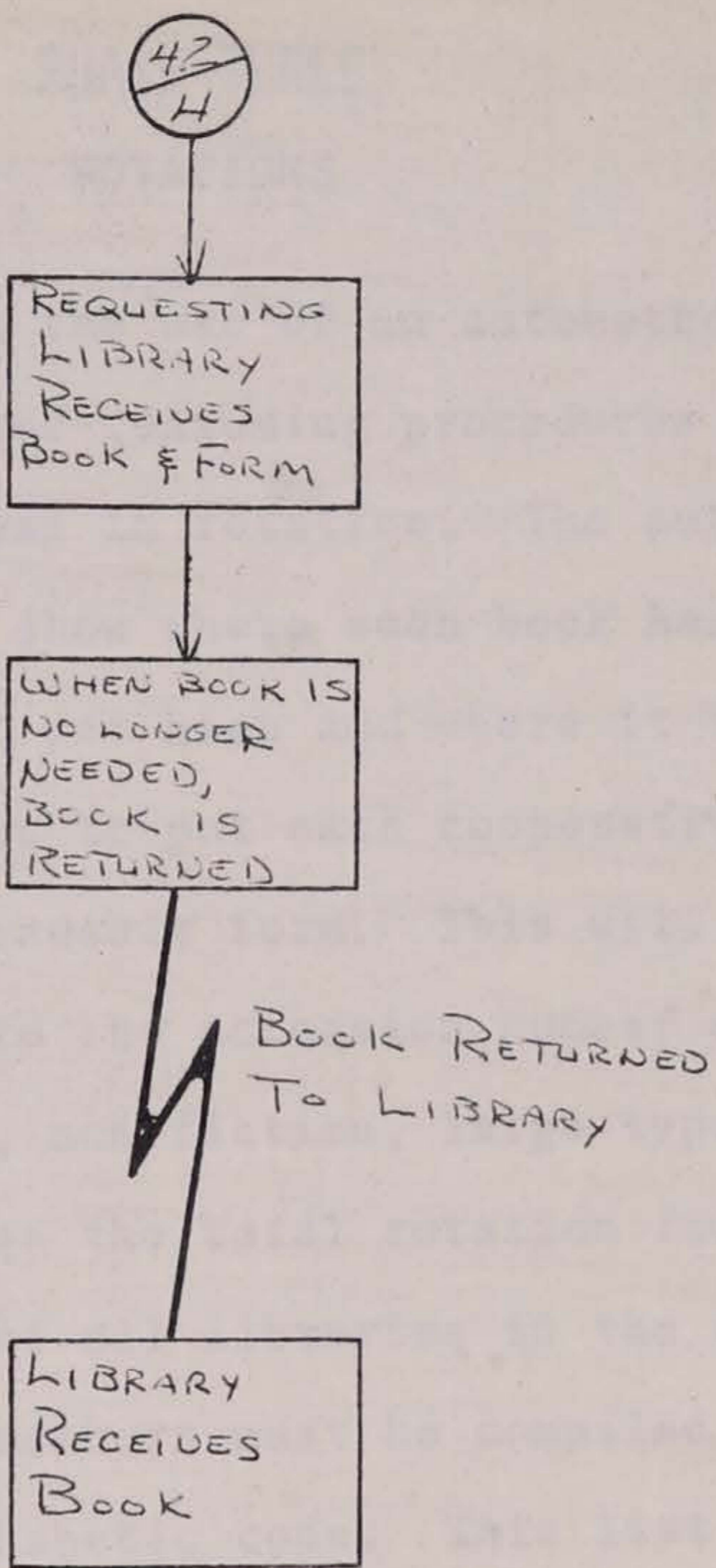












PHASE THREE

ROTATIONS

This phase, with the use of an automated Matrix, will eliminate the time-consuming procedures of selection and assignment of books in rotation. The automated Matrix will not only show where each book has been, but also where it has not yet been and where it is presently.

The first step is to put each cooperative's rotation files into machine-readable form. This will be done by key-punching onto card the accession number and type of material (fiction, non-fiction, large-type, etc.). See sample card. When the total rotation file has been key-punched, a list of all libraries in the coop and any possible future members must be compiled with their proper two-place alphabetic code. This list and the punched cards are mailed to Central to build a rotation file.

After the coop's rotation file has been created, any new books brought by the coop for rotation must also be punched and sent to Central on paper tape via the 1050. This will enable Central to update the rotation file.

The second step of Phase Three is the printing and updating of the Matrix. Central's first procedure will be to print a Matrix for the cooperative. This Matrix

will be printed in accession number order by type of material. The Matrix will show where the book has been, where it is presently, and where it is available to go. This Matrix is then mailed to the cooperative. By using the Matrix, the cooperative will assign the book to a library for the next rotation. The next step is to rotate the books. If there is any change in the assignment of books, the changes must be indicated on the Matrix.

The next step is to update the Matrix. This is accomplished by punching on to paper tape the accession number and the location code for where the book has rotated. This paper tape is then transmitted to Central for updating purposes. This completes the rotation procedure. When it is time for the next rotation, a new Matrix will be mailed to each coop and the procedures repeated.

05/16/69

ROTATION MATRIX
PRAIRIE HILLS
FICTION BOOKS

PAGE 1

ACCESSION NUMBER.	A	A	A	A	A	G	X	X	R	B	B	C	V	D	F	H	K	O	H
	A	B	C	D	E	A	A	B	S	Y	X	V	X	F	G	J	Z	X	R
PA 000 001	R		R	R				R			-								
PA 000 002	-	R	R	R		R			R					R		R	R		R
PA 000 004	R			-			R			R			R			R			R
PA 000 005			R			R			R	R	R		R					-	
PA 000 009		-		R			R				R							R	
PA 000 071				R			R							R					R
PA 001 000		R				-	R					R							R
PA 001 010		R			R			R			R			-		R			R
PA 001 112			R		R		R		R			R						-	
PA 001 999	R	R		R		R		R		-			R		R		R		
PA 002 000		R	R	R		R		R				R							-
PA 002 001	R	R	R		R			-			R								
PA 002 137		R		R	-	R			R										
PA 002 243		R		R	R	R		-											
3 001	R		-	R		R													

This Matrix lists all rotation books in accession number order by type of book. The alphabetic letters indicate the member library identification codes. The 'R' in a column indicates that the library above has had the book and has returned it. The '-' indicates the book is presently located at the library above. Any blank column means the book is available to go there.

PHASE THREE

ROTATIONS

CREATE ROTATION FILE

CENTER
PUNCHES
CARD FOR
EVERY
ROTATION
BOOK

CENTER COMPILES
LIST OF ALL
LIBRARIES
PARTICIPATING
IN ROTATIONS

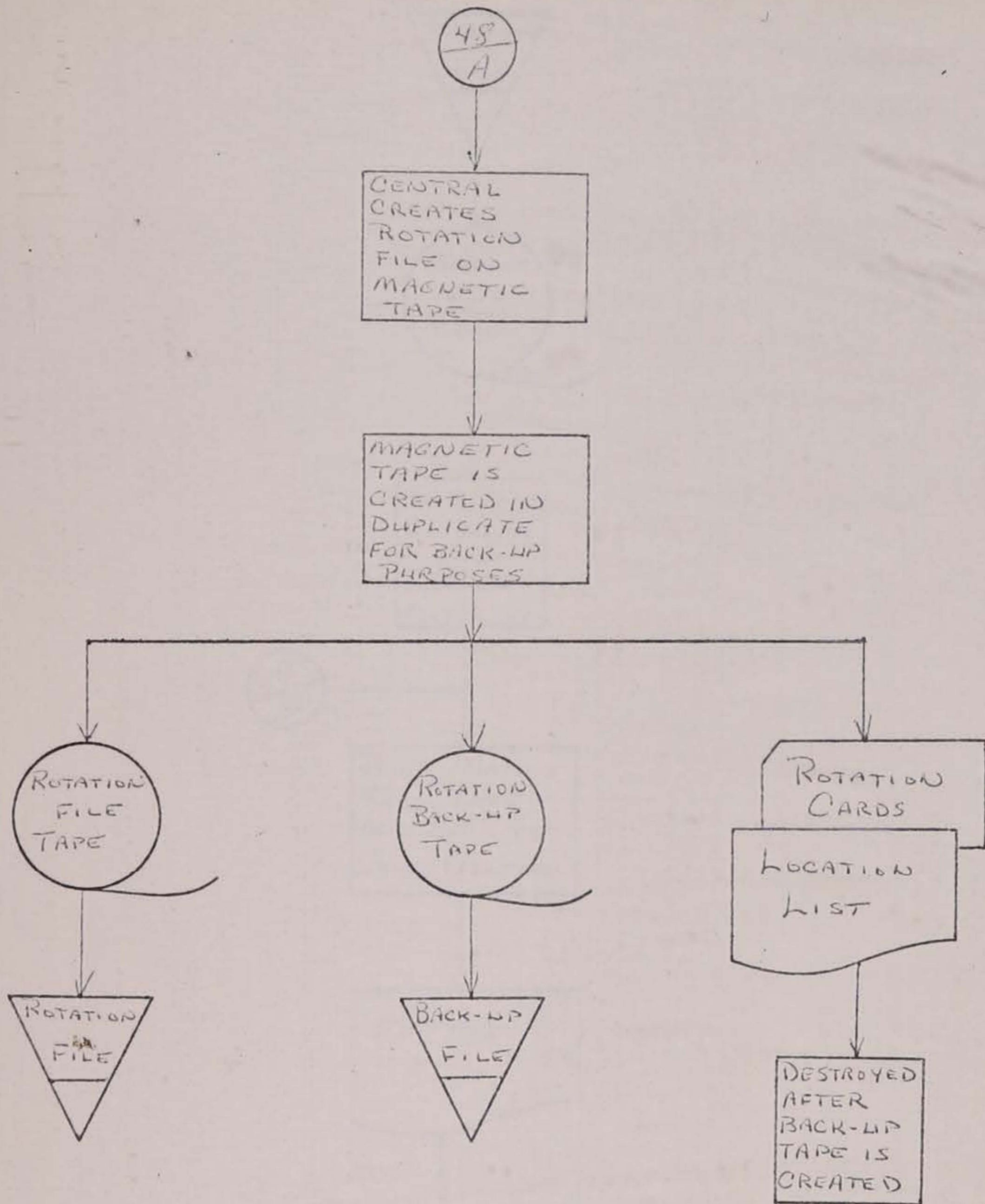
LOCATION
LIST
ROTATION
CARDS

CENTER SENDS
CARDS AND
LIST TO
CENTRAL

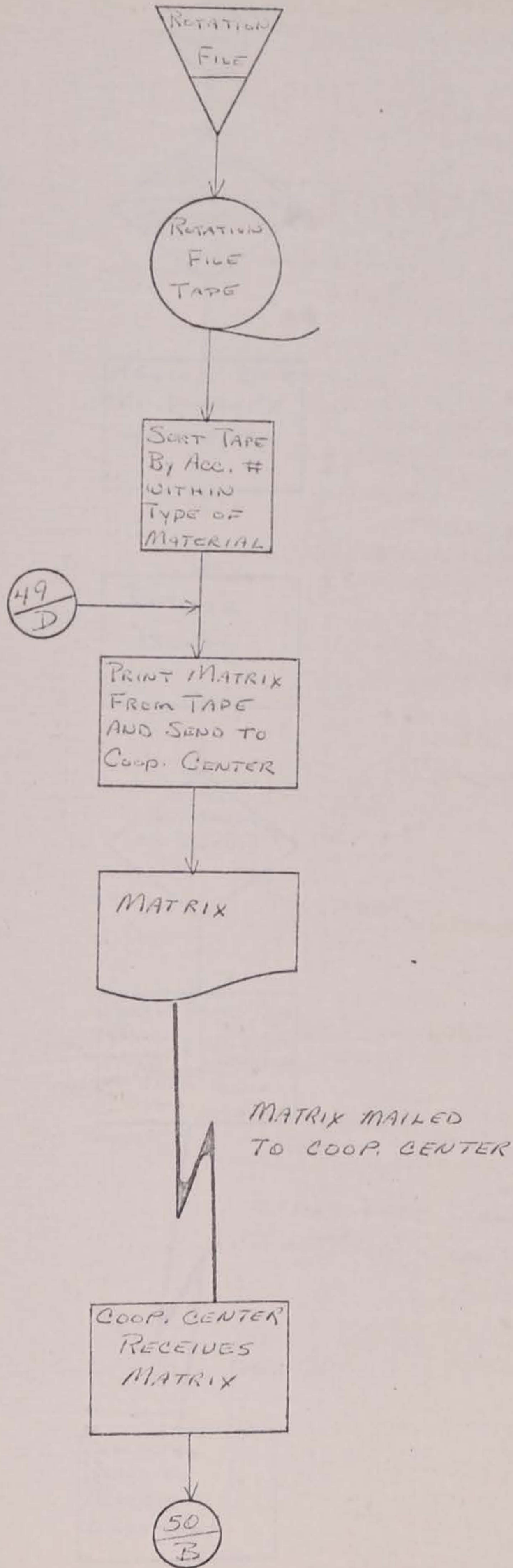
CARDS AND LIST
SENT TO CENTRAL

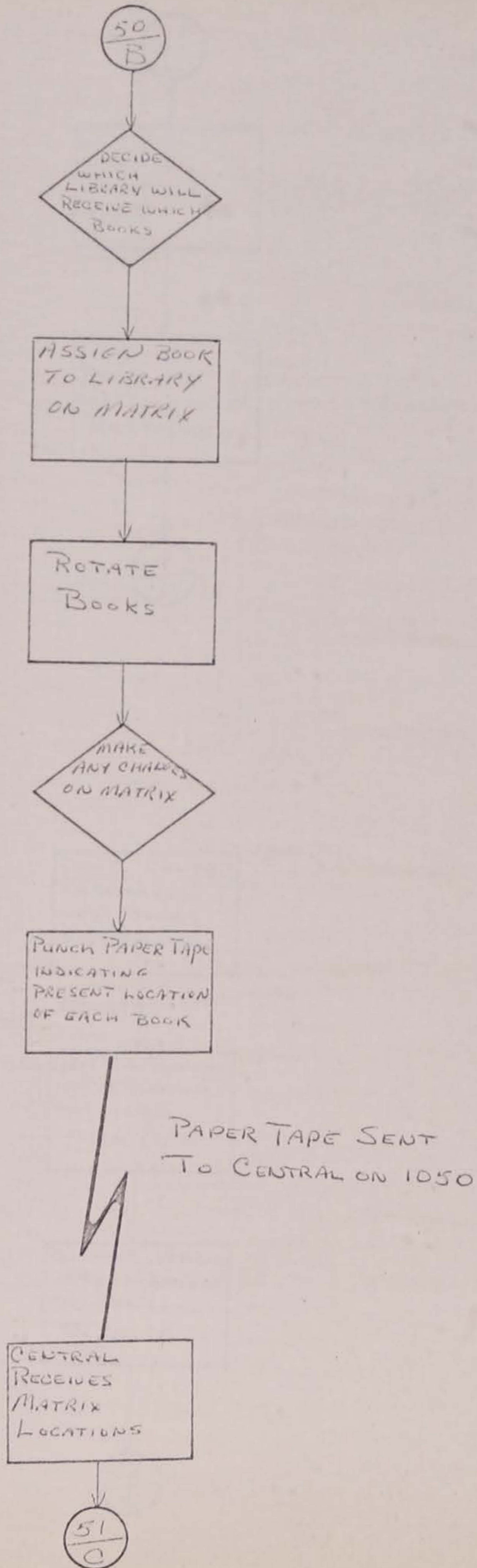
CENTRAL
RECEIVES
CARDS &
LIST

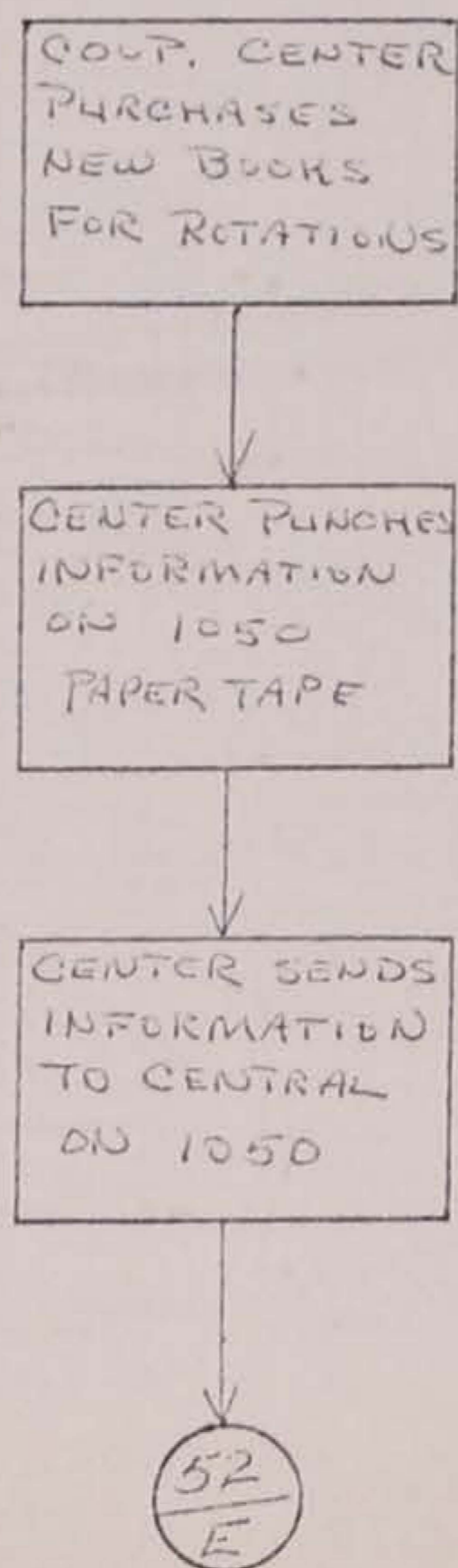
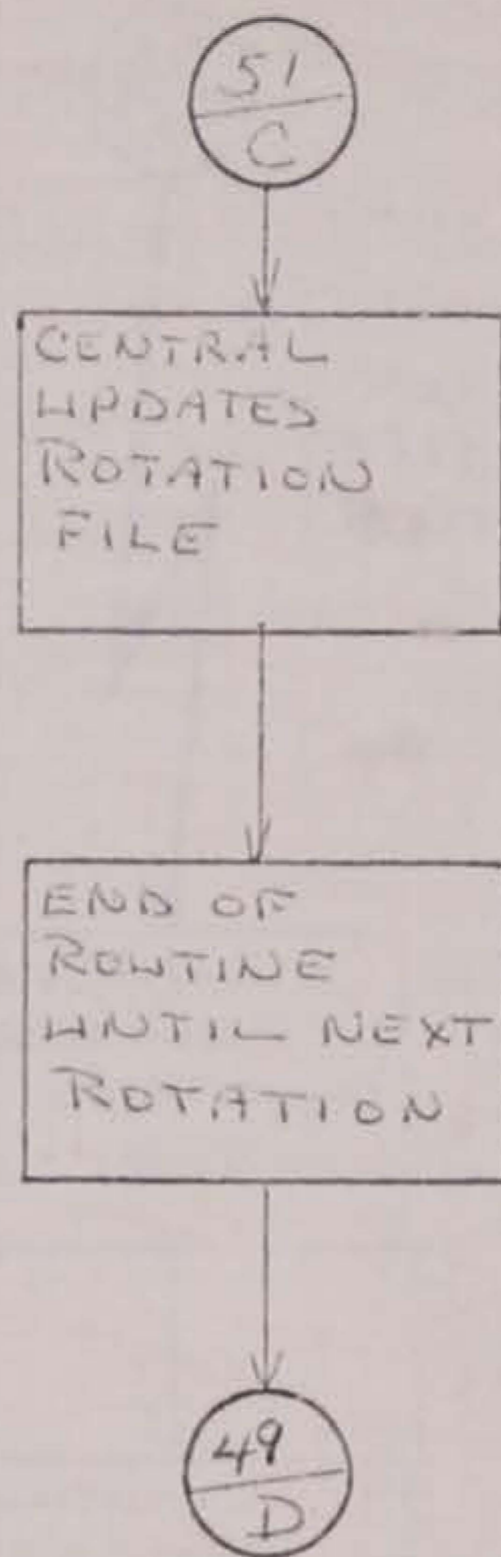
48
A

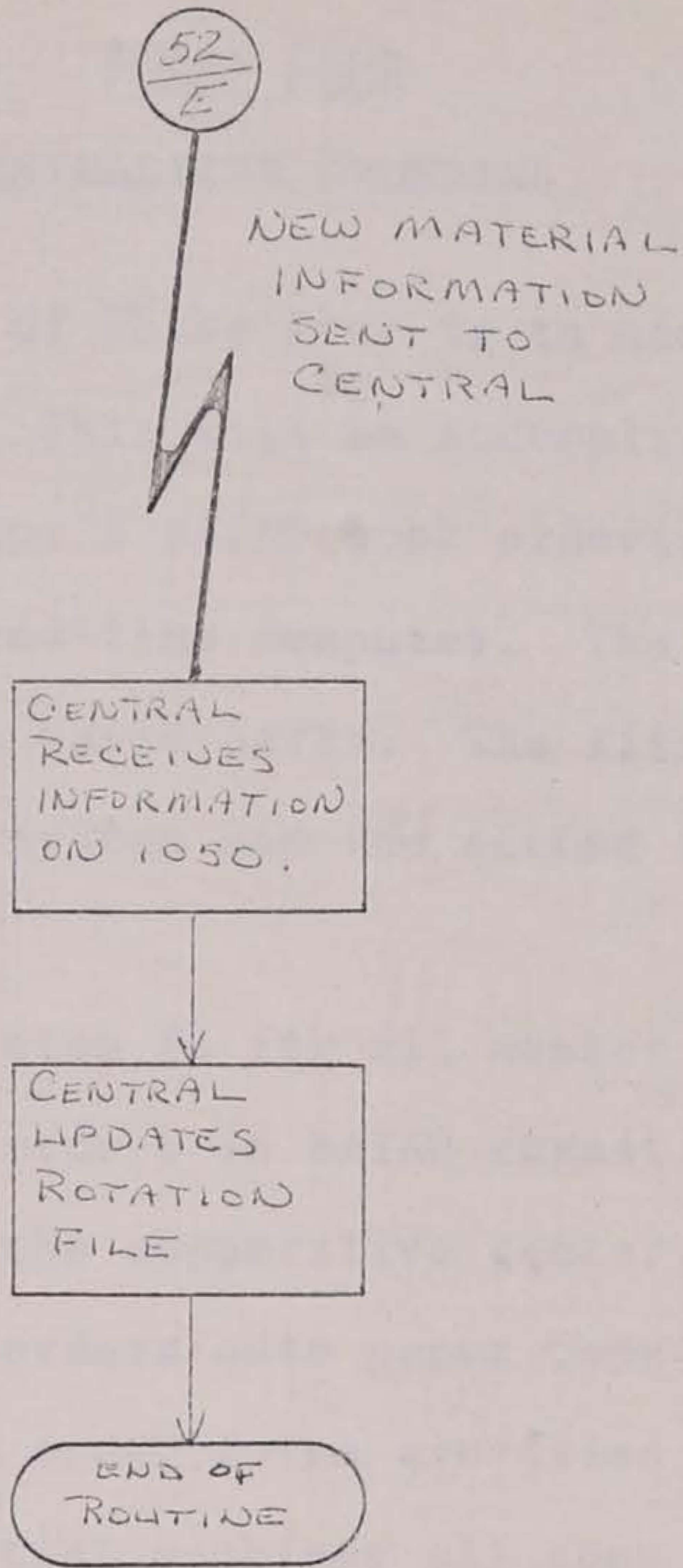


PRINTING OF MATRIX









PHASE FOUR

CENTRALIZED ORDERING

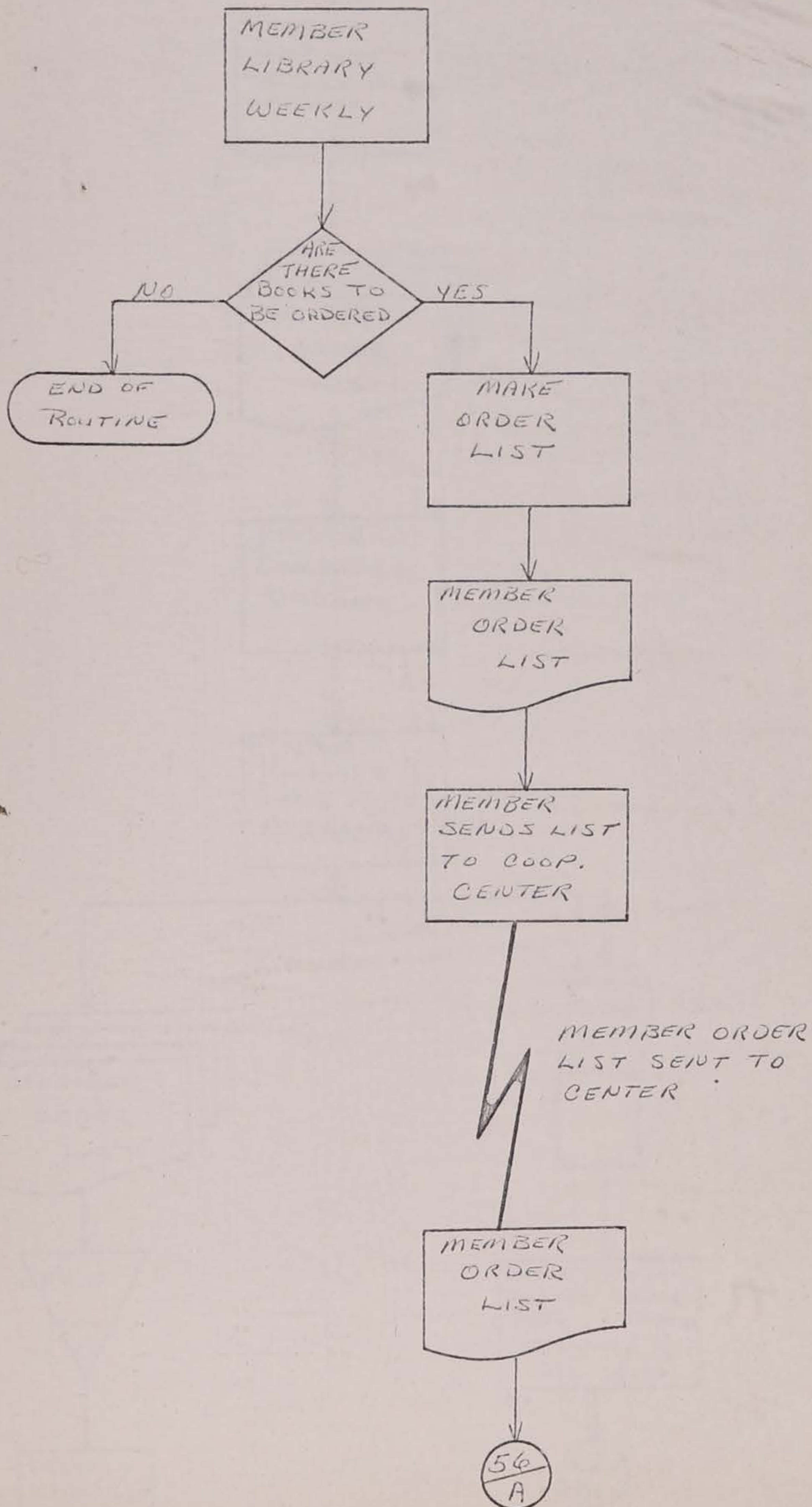
The objective of Phase Four is to centralize the ordering of books. This will be accomplished by the use of Baker & Taylor's BATAB book ordering system, the 1050 and a shared-time computer. The flow chart is divided into two basic parts. The first step is the input to the BATAB system and the second is the output from BATAB.

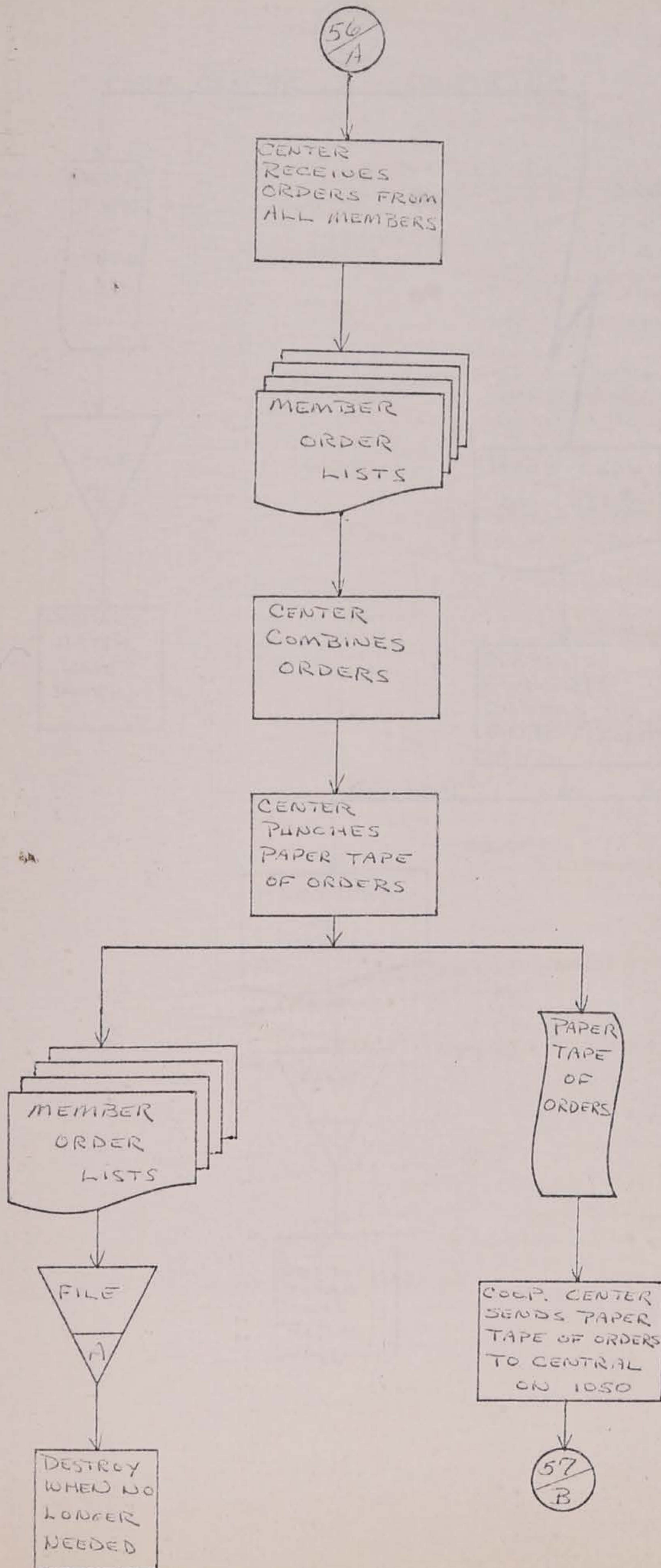
The beginning step is for all member libraries to prepare their book orders in BATAB format. These orders are then mailed to the cooperative center. The cooperative punches these orders onto paper tape and transmits it to Central. The order forms are filed until no longer needed. Central combines all coop orders and creates a magnetic tape for direct input to BATAB. The magnetic tape is transmitted from our shared-time computer to BATAB's computer, thus completing the input or ordering procedure.

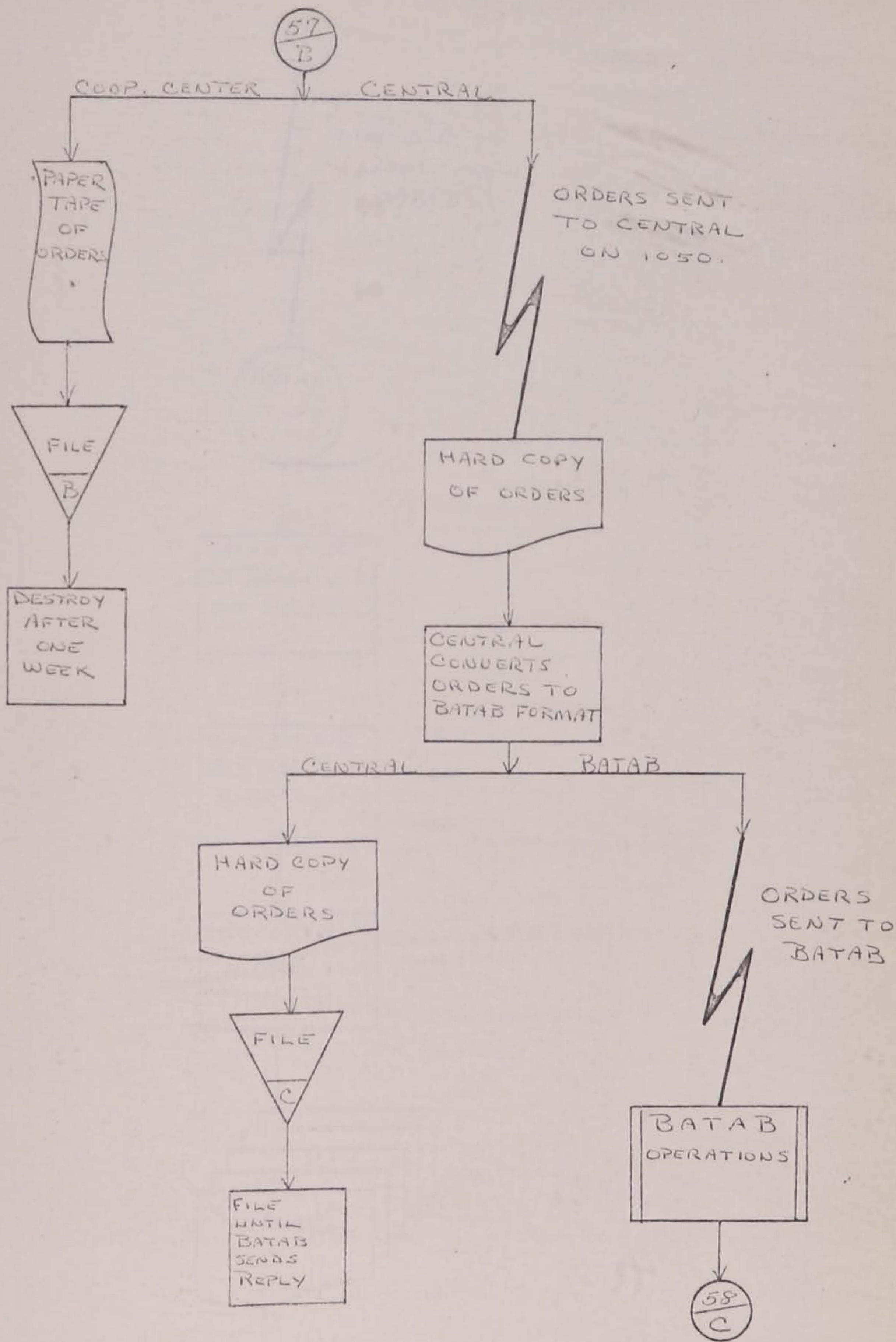
The output segment of this procedure begins with magnetic tape information transmitted from BATAB to our computer. When this tape is received, the resulting reports are printed for each cooperative and member. The final step is to mail the reports to the appropriate libraries. The reports should be received a day or two before the books arrive.

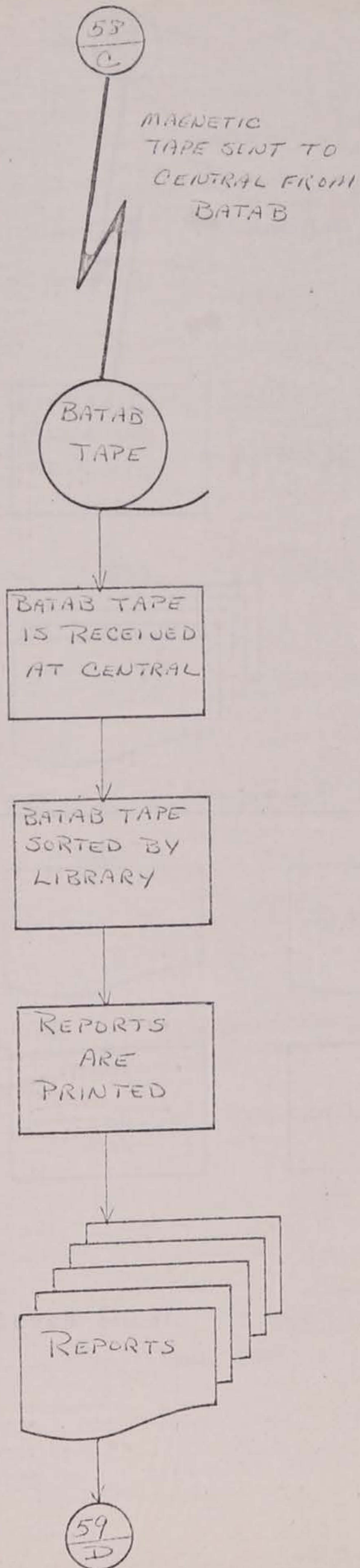
The output step discussed above and shown below greatly oversimplifies the phase and perhaps doesn't adequately show its true value. There are some 20 different output reports showing order status, fund accounting, invoicing, new title lists, open order reports and so on. Under the BATAB system, each individual library will get frequent, accurate up-to-date reports of such a nature that will eliminate nearly all the problems of book ordering and fund accounting libraries now have using traditional methods.

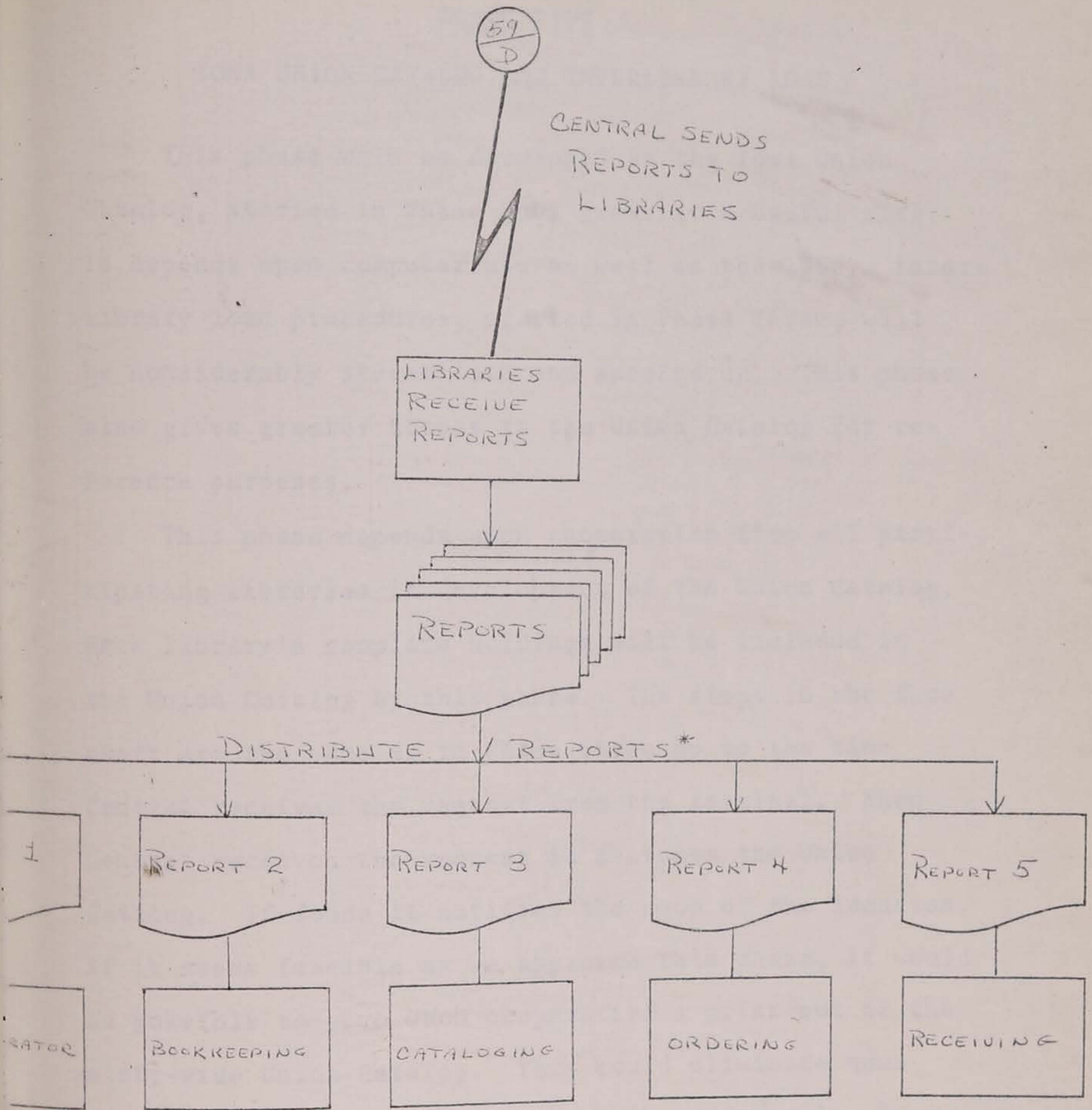
PHASE FOUR CENTRALIZED ORDERING











* Five Reports of Eleven Shown

PHASE FIVE

IOWA UNION CATALOG AND INTERLIBRARY LOAN

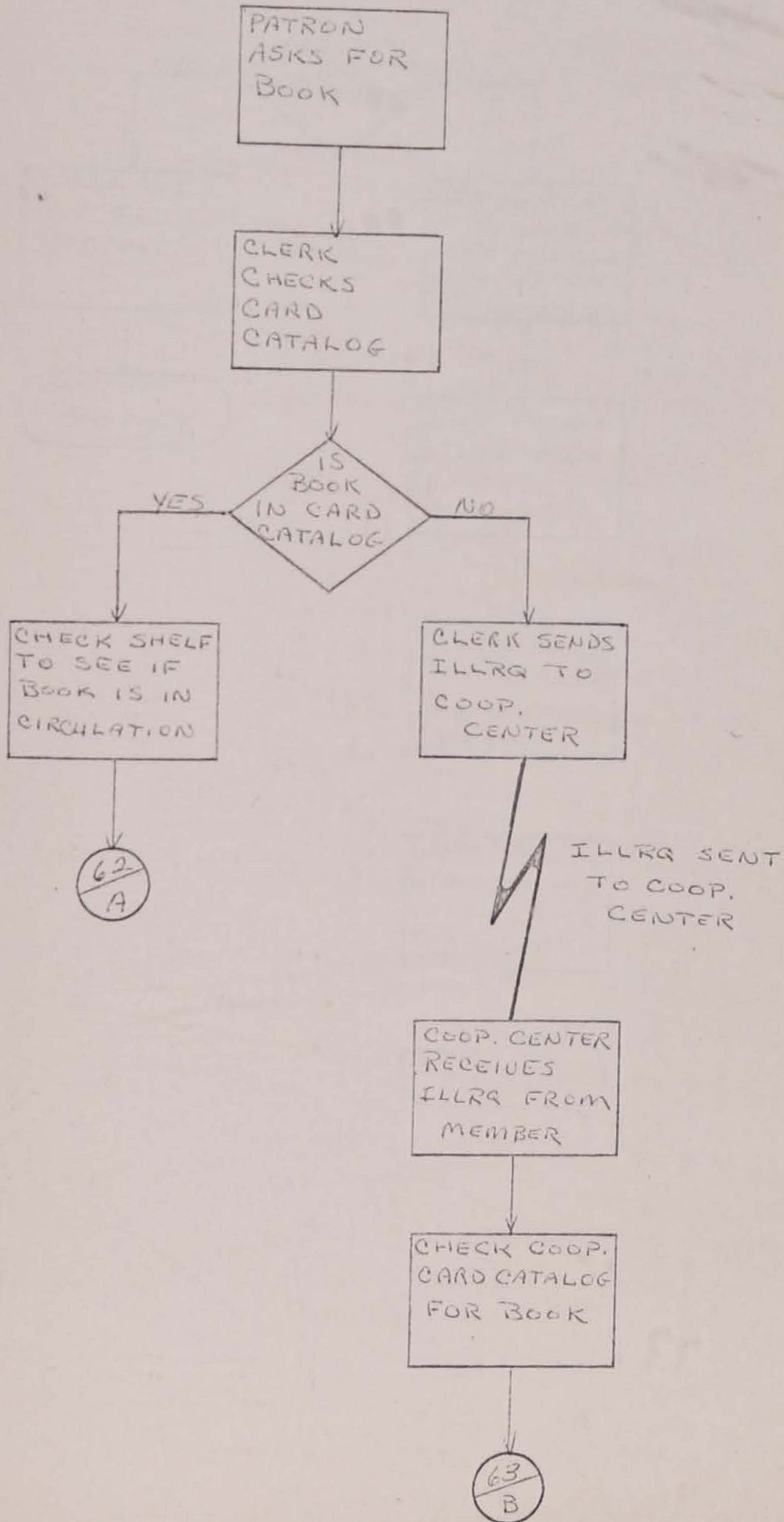
This phase will be developed as the Iowa Union Catalog, started in Phase One, grows to a useful size. It depends upon computer use as well as the 1050. Interlibrary loan procedures, started in Phase Three, will be considerably streamlined and speeded up. This phase also gives greater access to the Union Catalog for reference purposes.

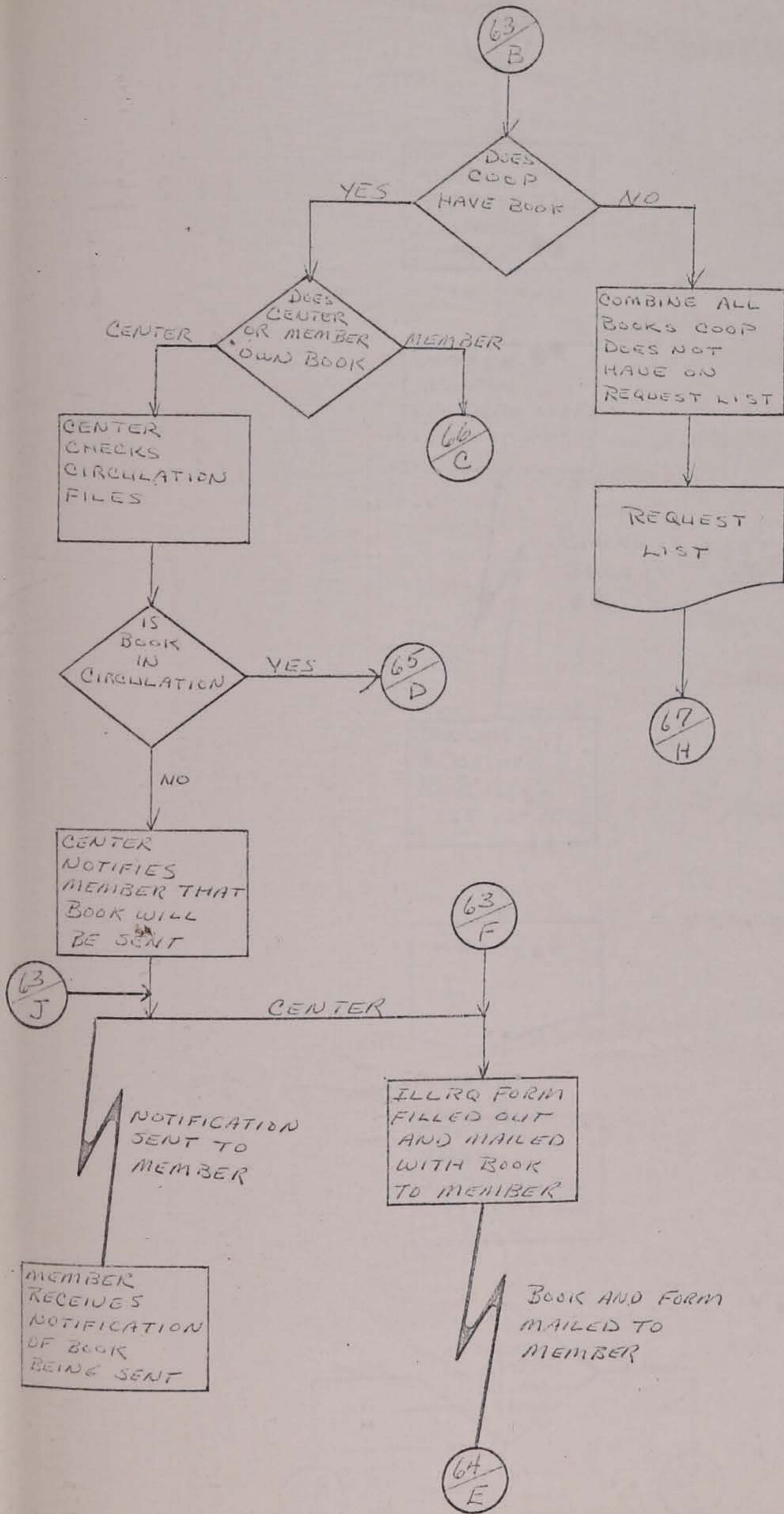
This phase depends upon cooperation from all participating libraries in development of the Union Catalog. Each library's complete holdings will be included in the Union Catalog by this phase. The steps in the flow chart are the same as in Phase Three up to the time Central receives the request from the terminal. When Central receives the request it searches the Union Catalog. If found it notifies the coop of the location. If it seems feasible as we approach this phase, it would be possible to give each cooperative a print-out of the state-wide Union Catalog. This could eliminate much transmission time between the coops and Central. Or a print-out by library could be distributed upon request.

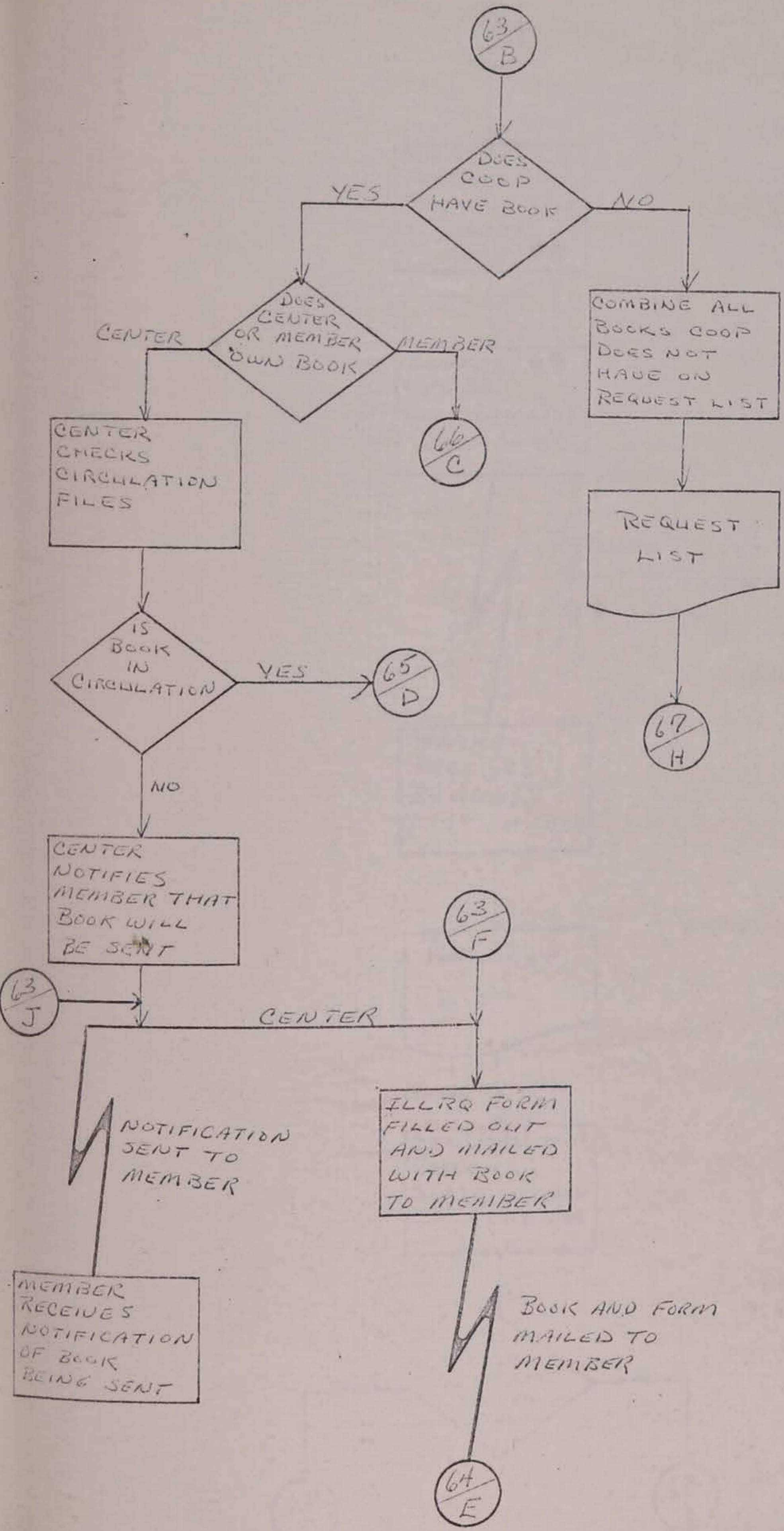
In any case, if the book isn't located in the Union Catalog, it will be referred to a higher bibliographic level. Location data, when received, will be returned to the requesting library.

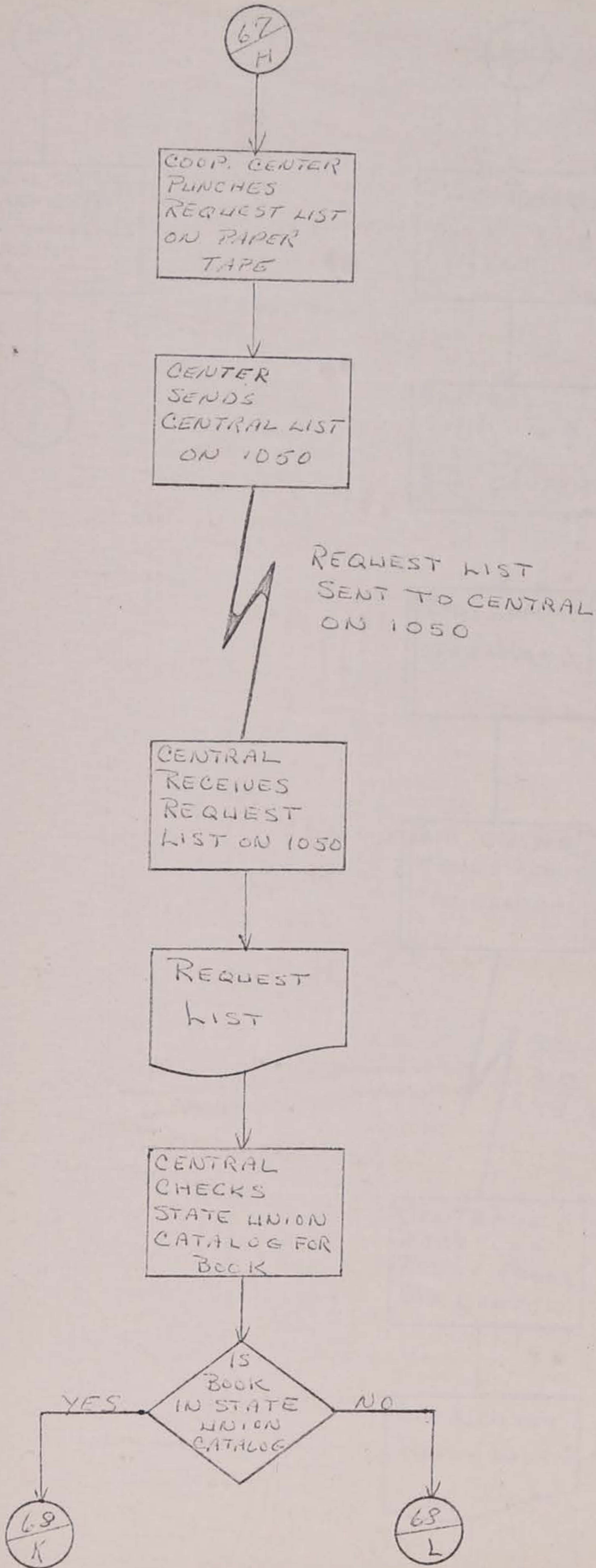
PHASE FIVE

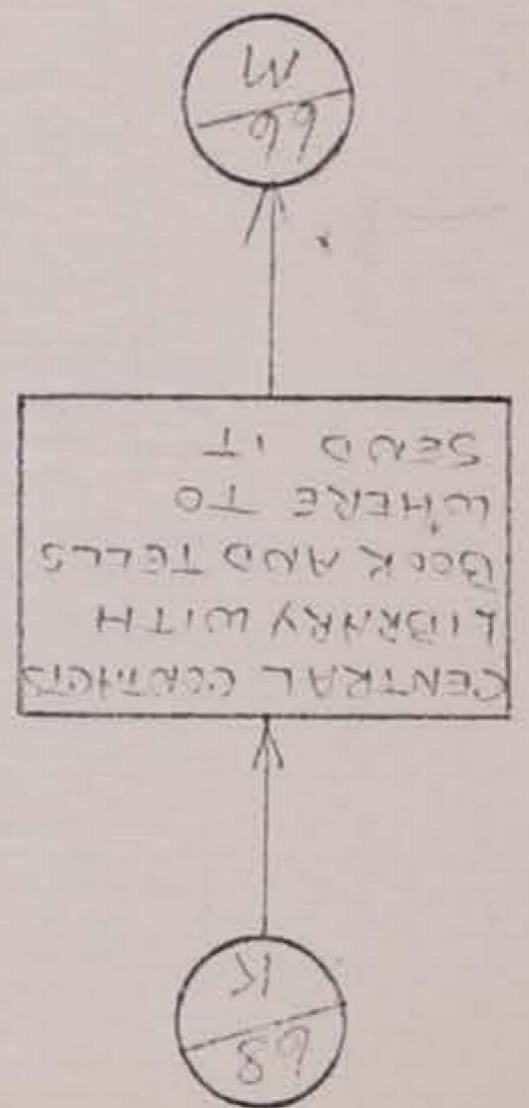
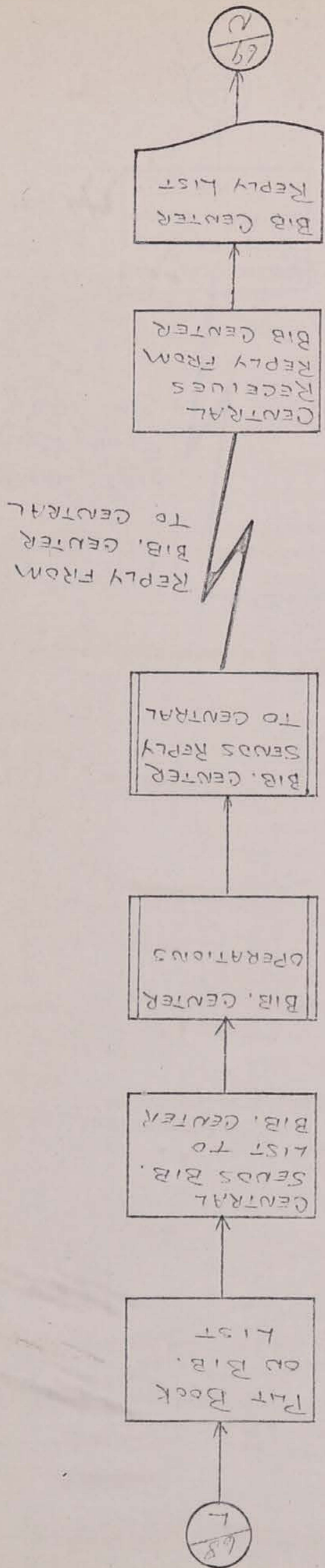
STATE-WIDE UNION CATALOG & INTERLIBRARY LOAN

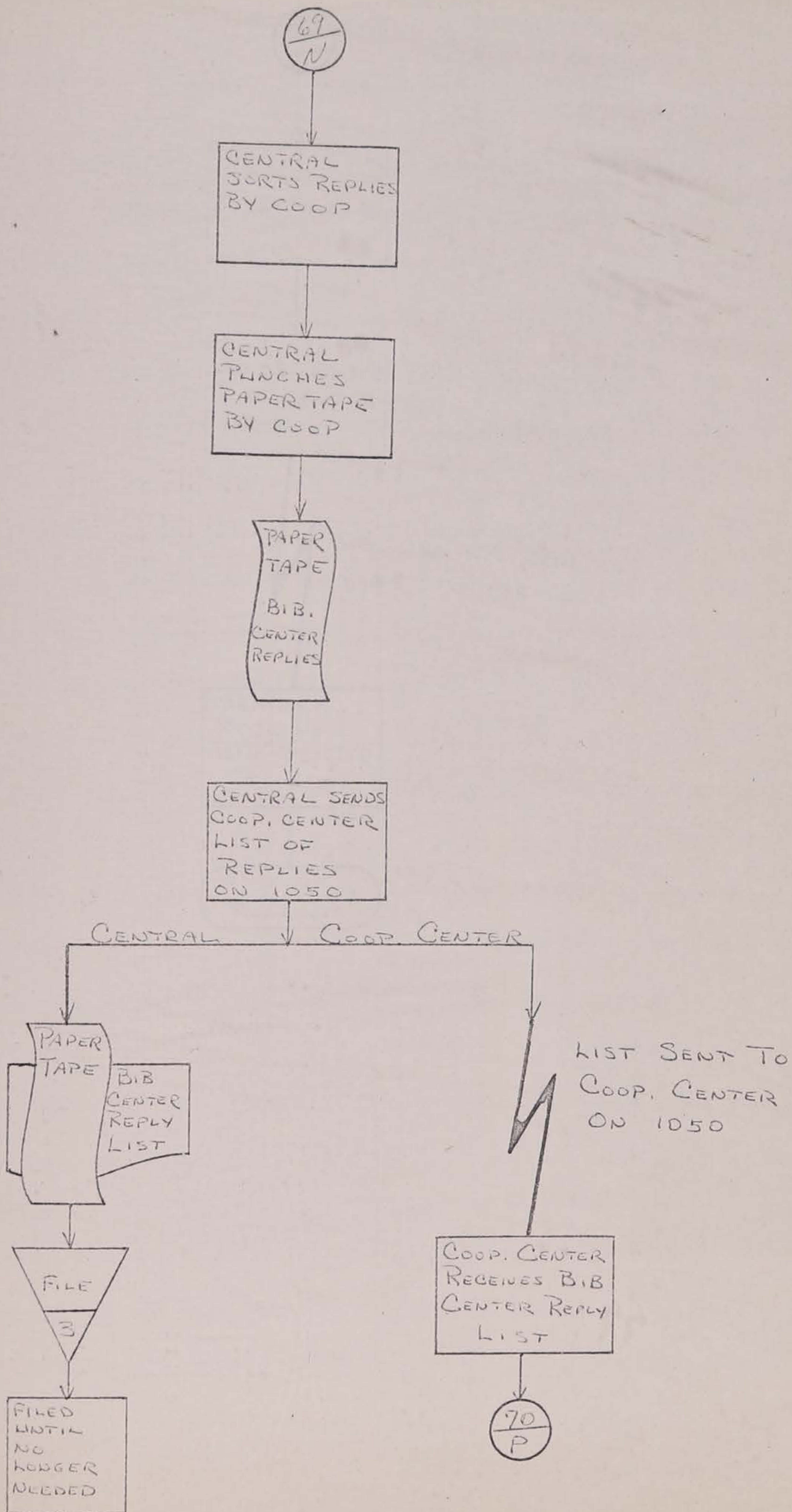


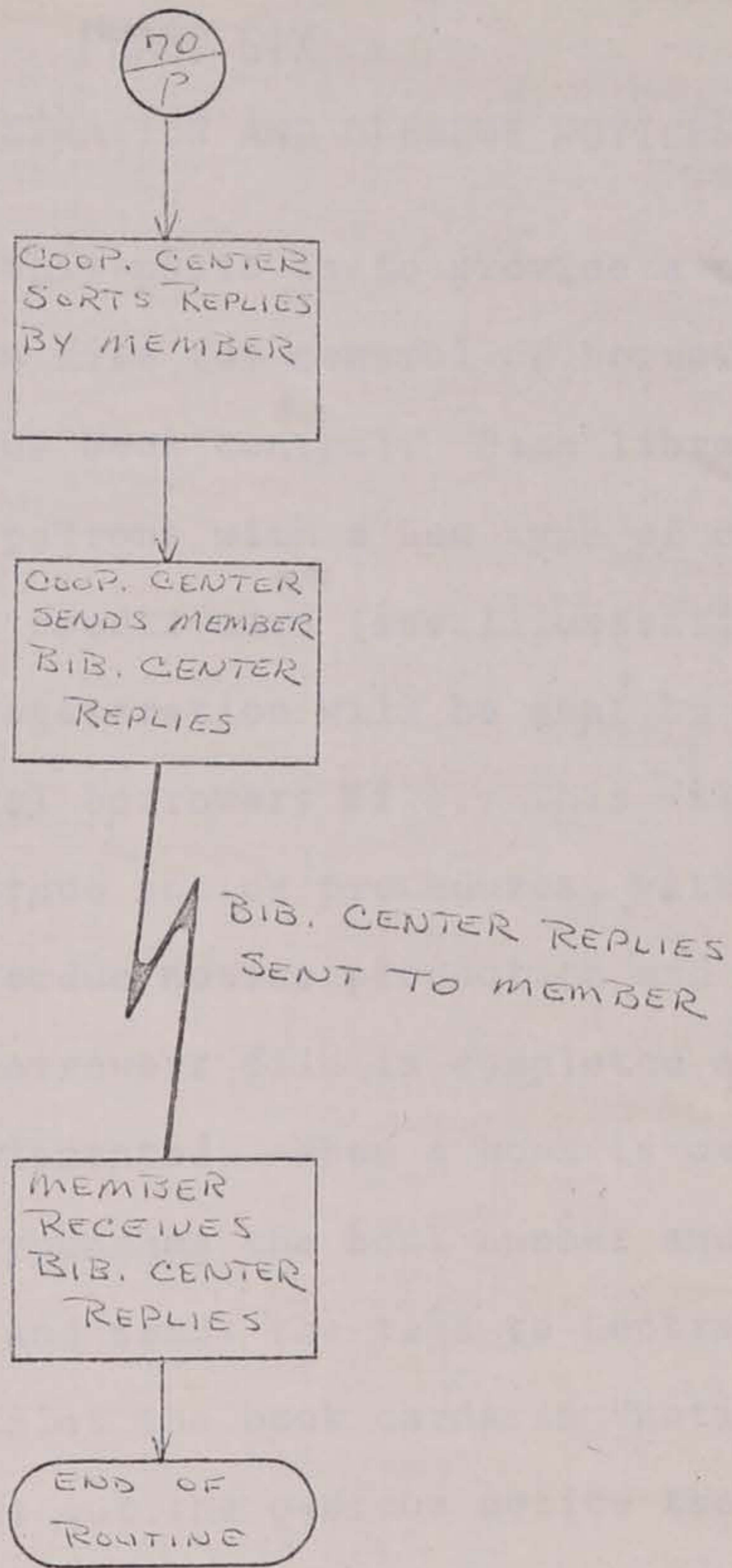












PHASE SIX

BORROWER REGISTRATION AND OVERDUE NOTICES

The purpose of this phase is to provide a central borrower registration file for control of borrowing privileges and overdue book control. Each library will re-register all its patrons with a new type of card, much like a gasoline credit card (see illustration). A copy of each new registration will be sent to central to develop the central borrowers file. This file will greatly simplify overdue notice procedures, with Central doing most of the overdue notice production and mailing.

After the new borrowers file is completed at Central Phase Six can be implemented. When a book is overdue 5 days, the library keypunches the book number and borrower registration number and sends the tape to Central via 1050. The library files the book cards in "notice one" file. Central prints out the overdue notice the same day and mails it to the borrower. At the same time, an overdue list, arranged by call number is printed and mailed to the terminal station, where it is compared with the "notice one" file if necessary. When the book is returned, the book card is returned to the book. If the book is not returned after 6 days a "notice-two" list is key-punched and sent to Central and "notice-two" file is created at the library. Central prints and mails a second notice and sends a "notice-two" list to the library.

If the book is not returned after 6 more days, the book card is pulled from the "notice-two" file and the library takes appropriate action on its own. While this phase seems elemental, it serves merely as a stepping-stone to Phase Eight, when all circulation will be handled by Central.

IOWA
LINE-BOOK

NOT VALID
UNLESS
SIGNED BY
PATRON

PA 505 549 62

IF FOUND, PUT IN ANY MAILBOX.
POSTAGE WILL BE PAID BY
IOWA LIBRARY CENTRAL

MAIL TO:
IOWA LIBRARY CENTRAL
ADDRESS
CITY, IOWA

This is a design of the new library card. This card is machine readable, which the computer can use to record the transaction.

No. _____

Expires _____

DO NOT WRITE ABOVE THIS LINE

I apply for the right to use the Library, and agree to comply with all its rules and regulations, and to give immediate notice of any change of address.

Sign Full Name _____

Address _____ Phone _____

Occupation _____

Business Address _____

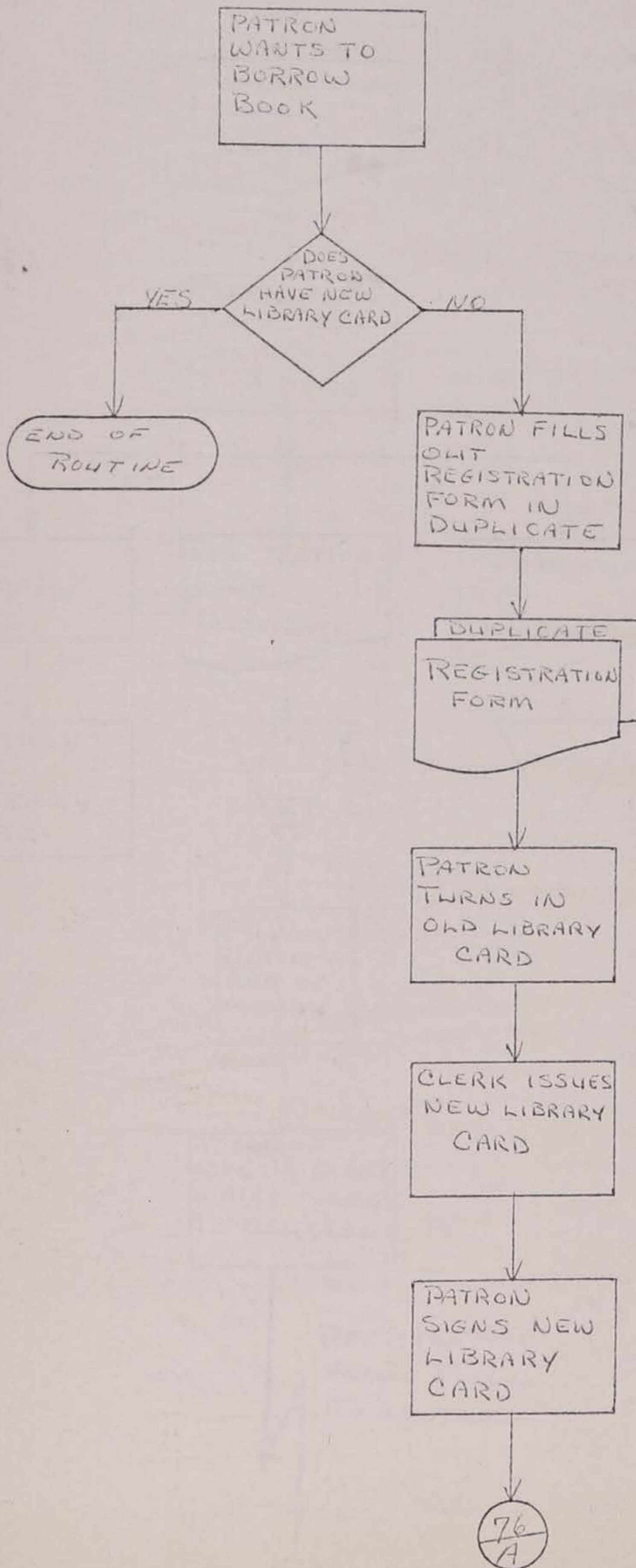
GAYLORD 125

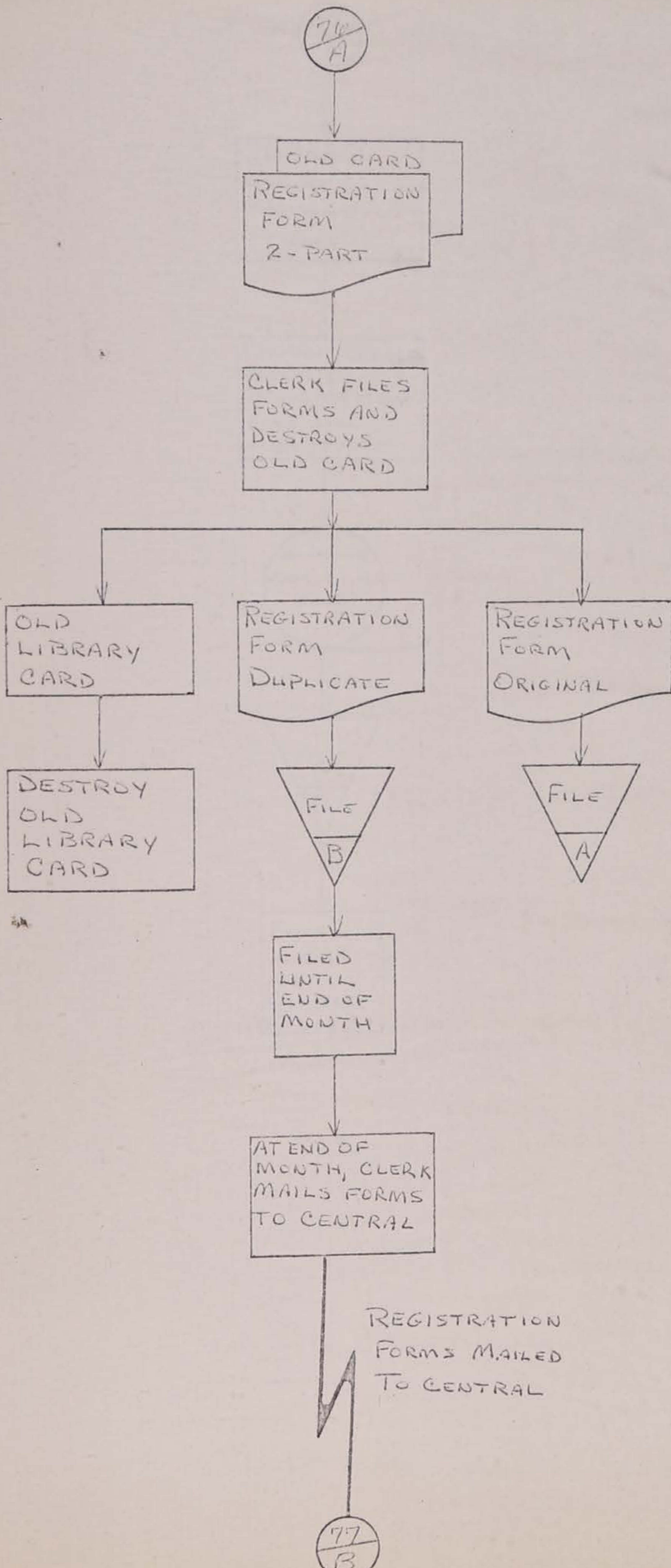
PRINTED IN U.S.A.

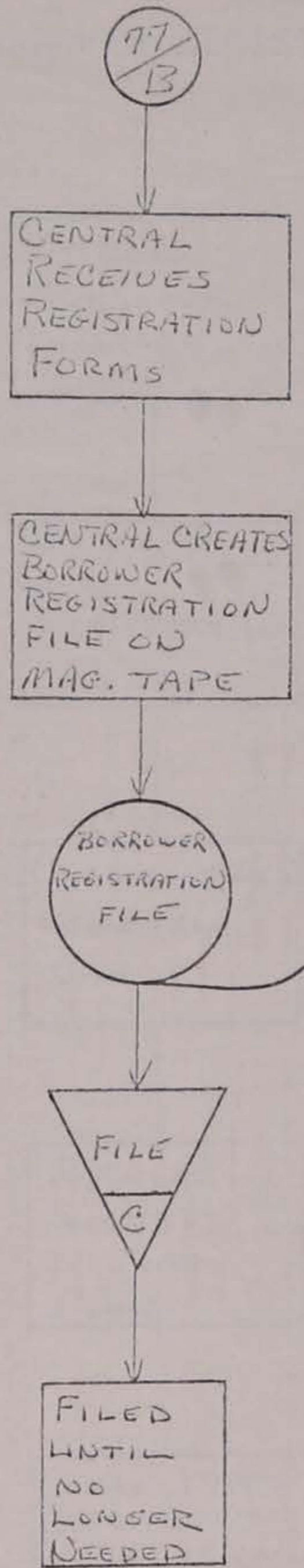
This form or one like it will be used for borrower registration. It will be a two-part form. The library keeps the original and sends the carbon copy to Central.

PHASE SIX

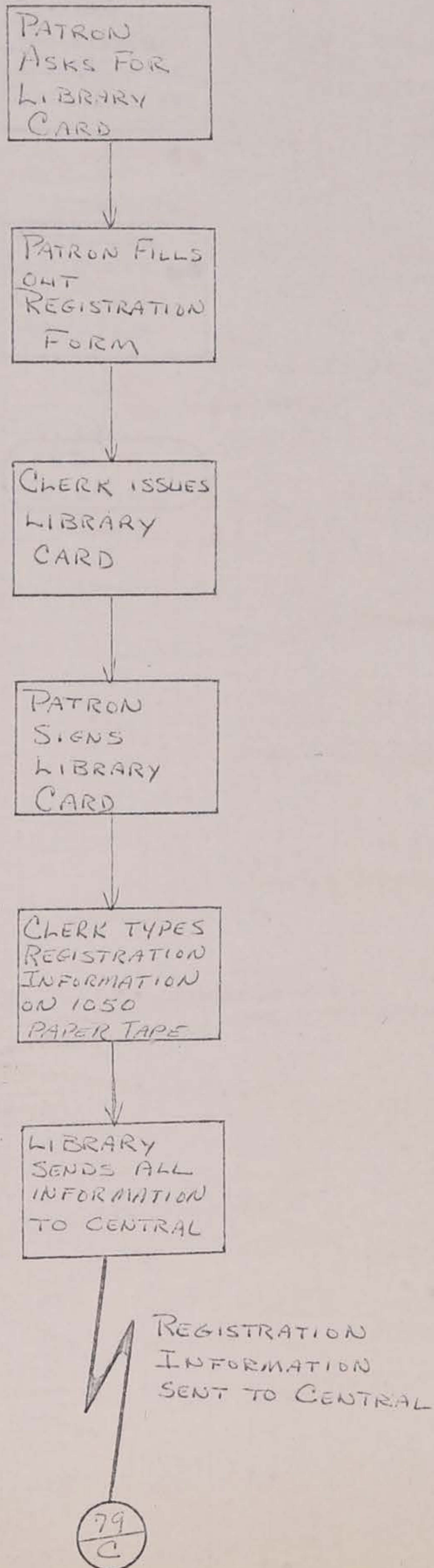
CONVERSION OF OLD LIBRARY CARD TO NEW LIBRARY CARD

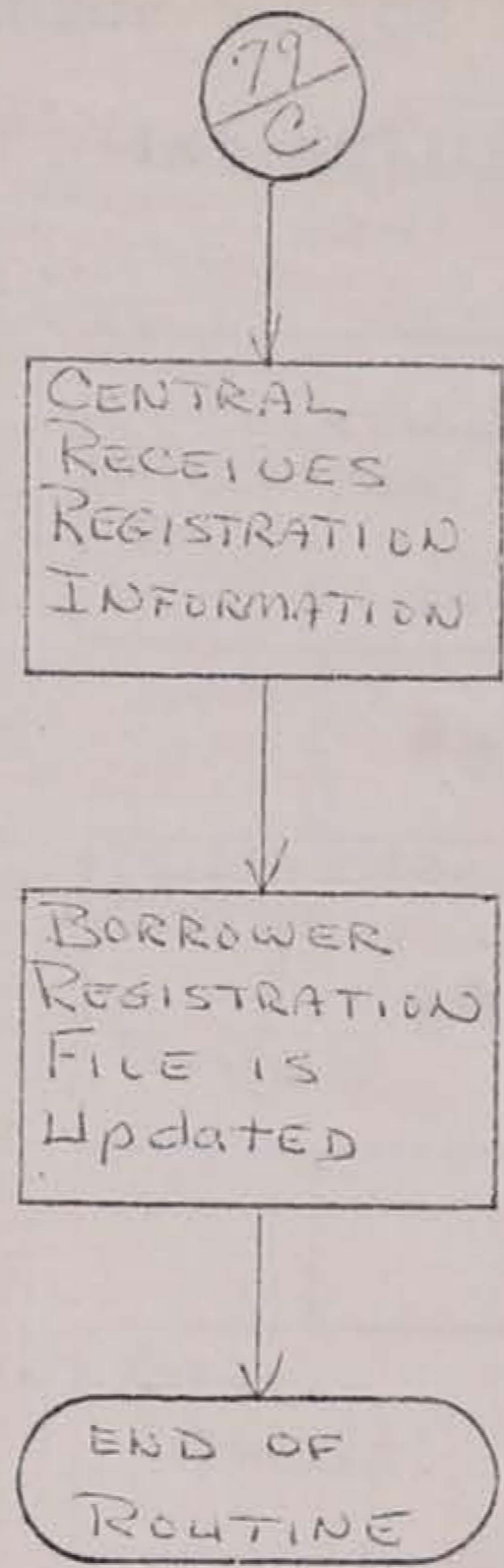






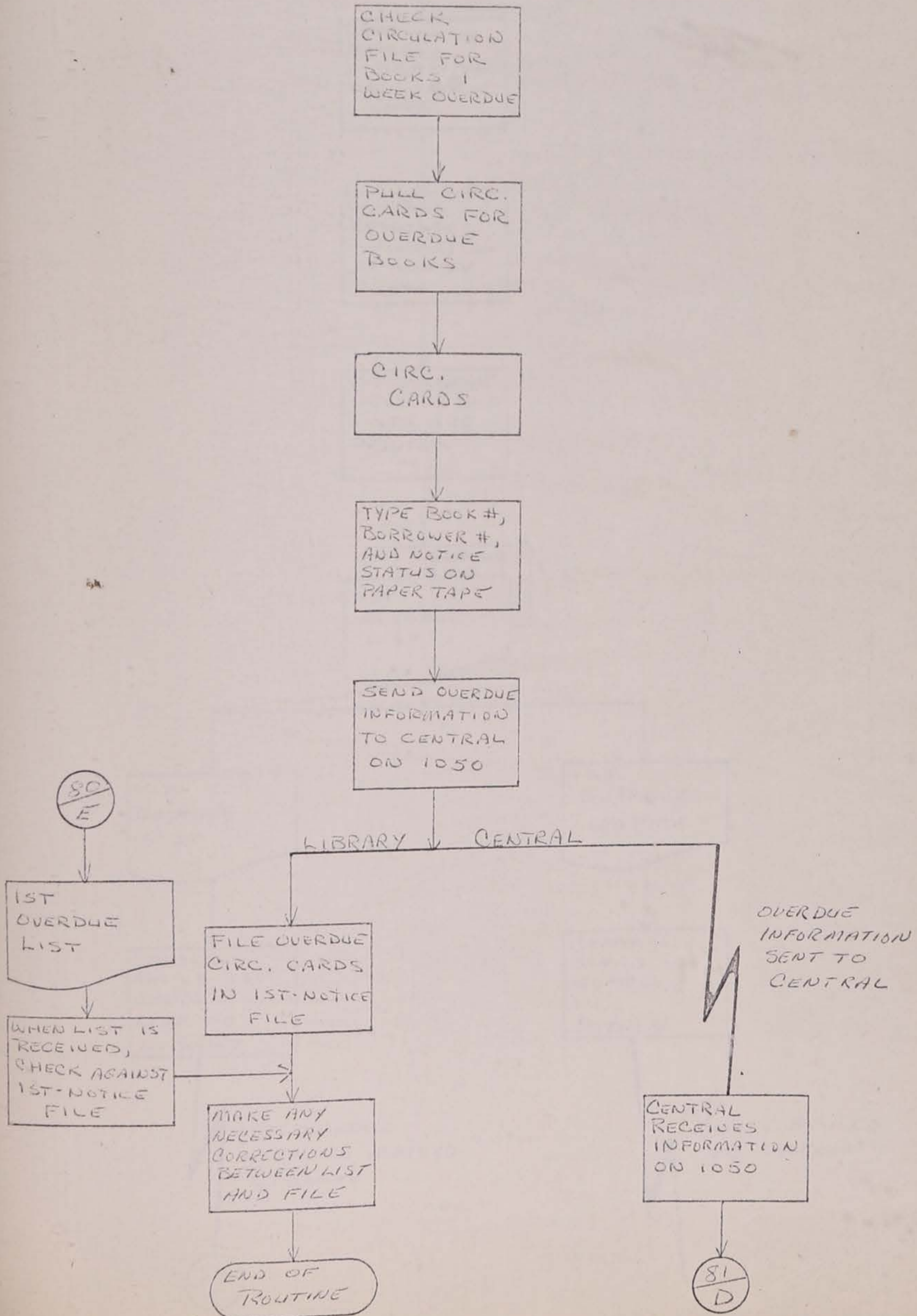
NEW BORROWER REGISTRATION

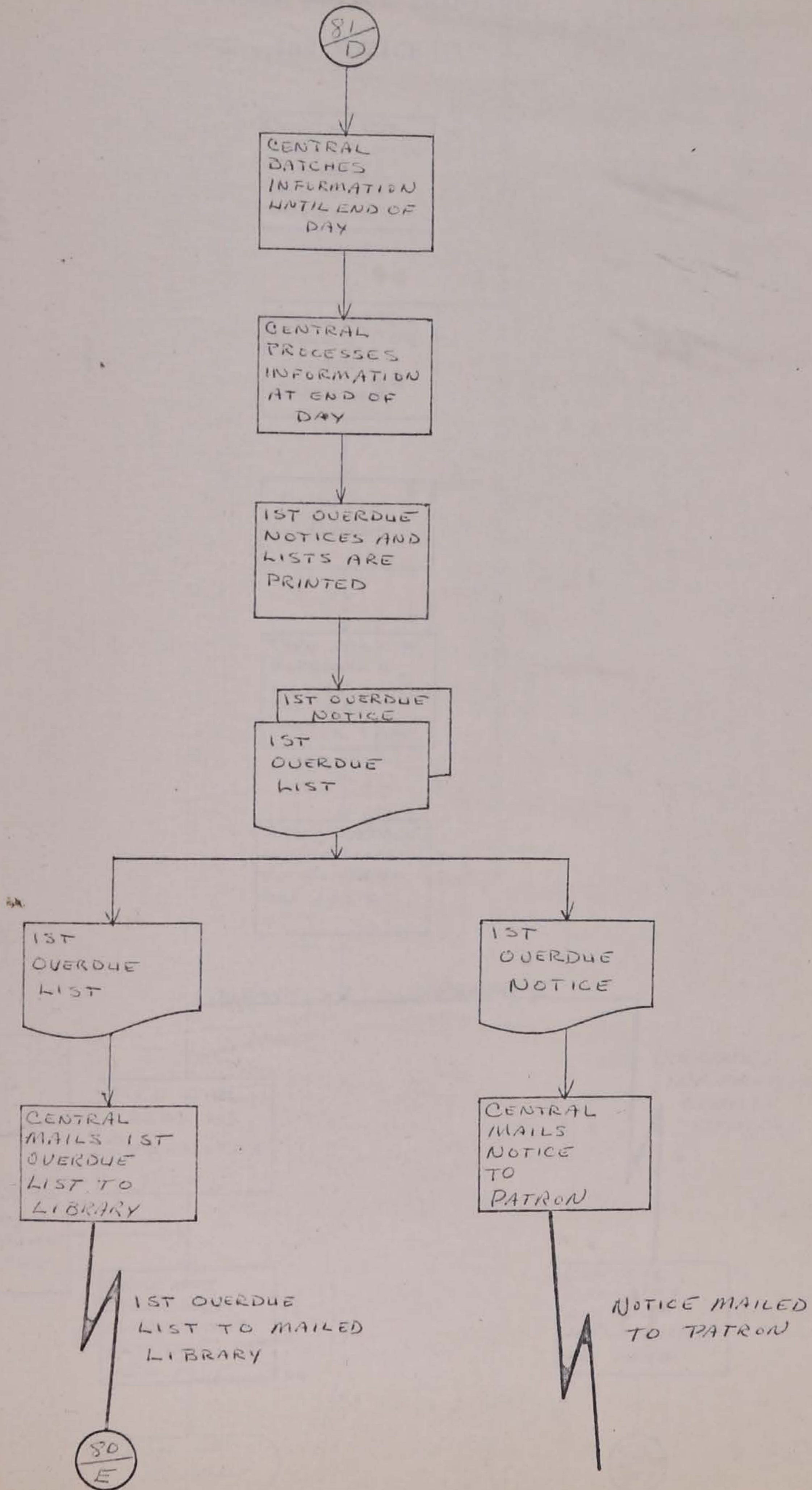




OVERDUE NOTICE PRINTING

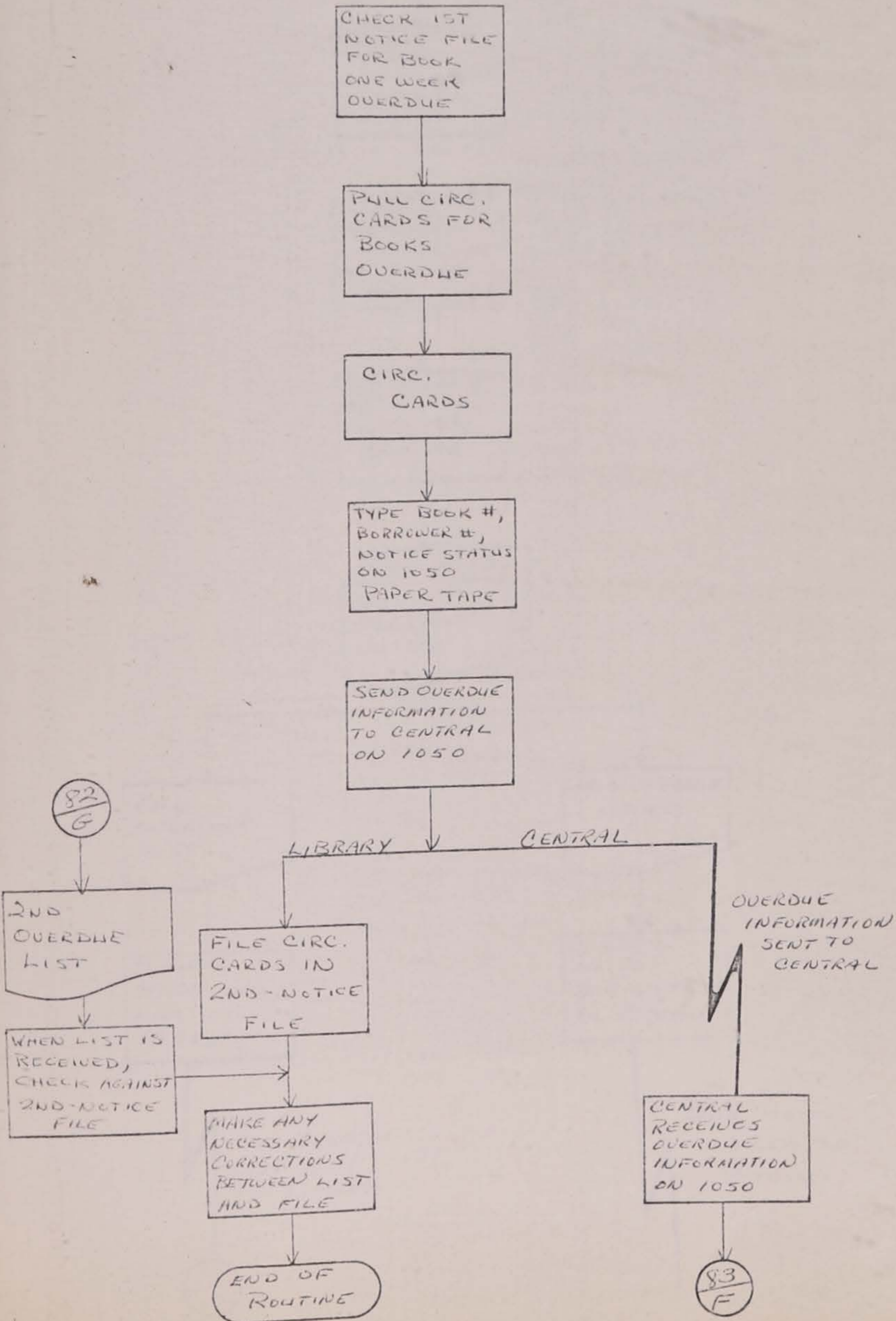
1st NOTICE

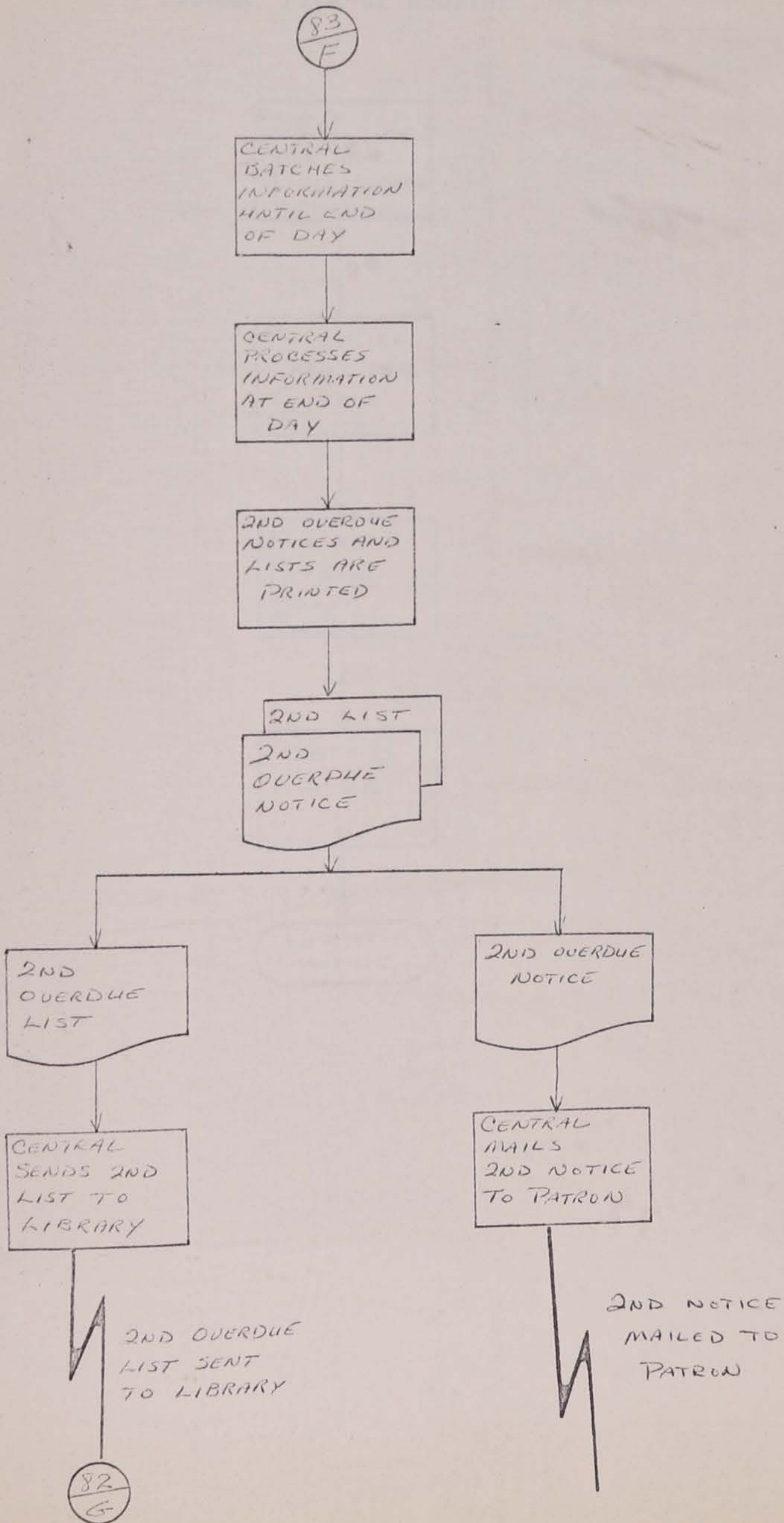




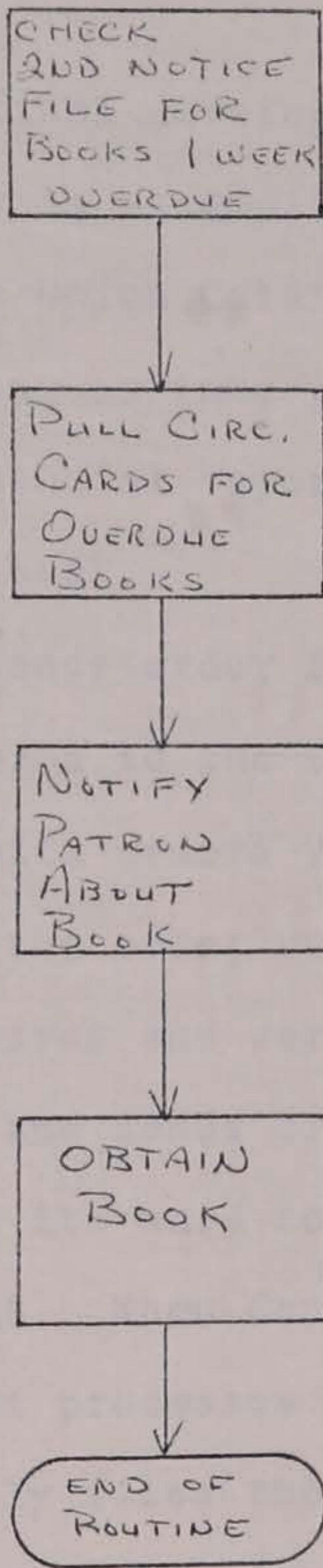
OVERDUE NOTICE PRINTING

2nd NOTICE





LIBRARY PICK-UP ROUTINE



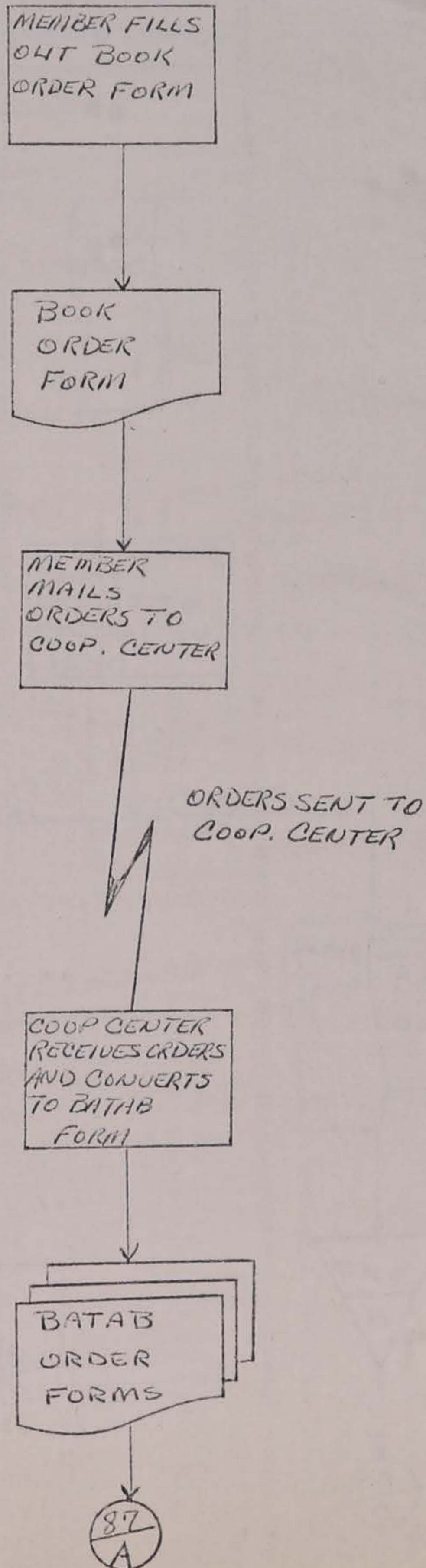
PHASE SEVEN
CENTRALIZED CATALOGING

In this phase, final development of the automated cataloging procedures is accomplished. Full use of the MARC II tapes and the Union Catalog is made and all ordering and cataloging is intergrated to get catalog cards, labels and financial reports to the coop at the same time as the new book.

Member library sends order forms to the coop, which converts the order forms to the BATAB format, batches the orders and transmits orders via 1050 to Central. Coop files a copy of the order until the orders are filled. Central receives and verifies the orders, corrects any errors, and sends orders to BATAB via computer. Central files its hard copy until confirmation is received from BATAB. When Central receives status reports from BATAB, it processes all necessary financial reports and temporarily files them.

After status reports are processed, computer searches for cataloging information in Union Catalog and MARC II tapes. If found, catalog cards and labels are printed. If not found, notice is printed, by library, of each book for which no cataloging exists and sends list to appropriate coop. Coop will catalog this itself and return cataloging information to Central for its files. All financial statements, cards and labels are then sent to the coop to be matched with book.

PHASE SEVEN CENTRALIZED CATALOGING



87
A

COOP. CENTER
PUNCHES
PAPER TAPE OF
BATAS ORDERS

ORDER
TAPE

COOP CENTER
SENDS
ORDERS TO
CENTRAL ON
1050

CENTRAL COOP. CENTER

ORDERS SENT
TO CENTRAL
ON 1050

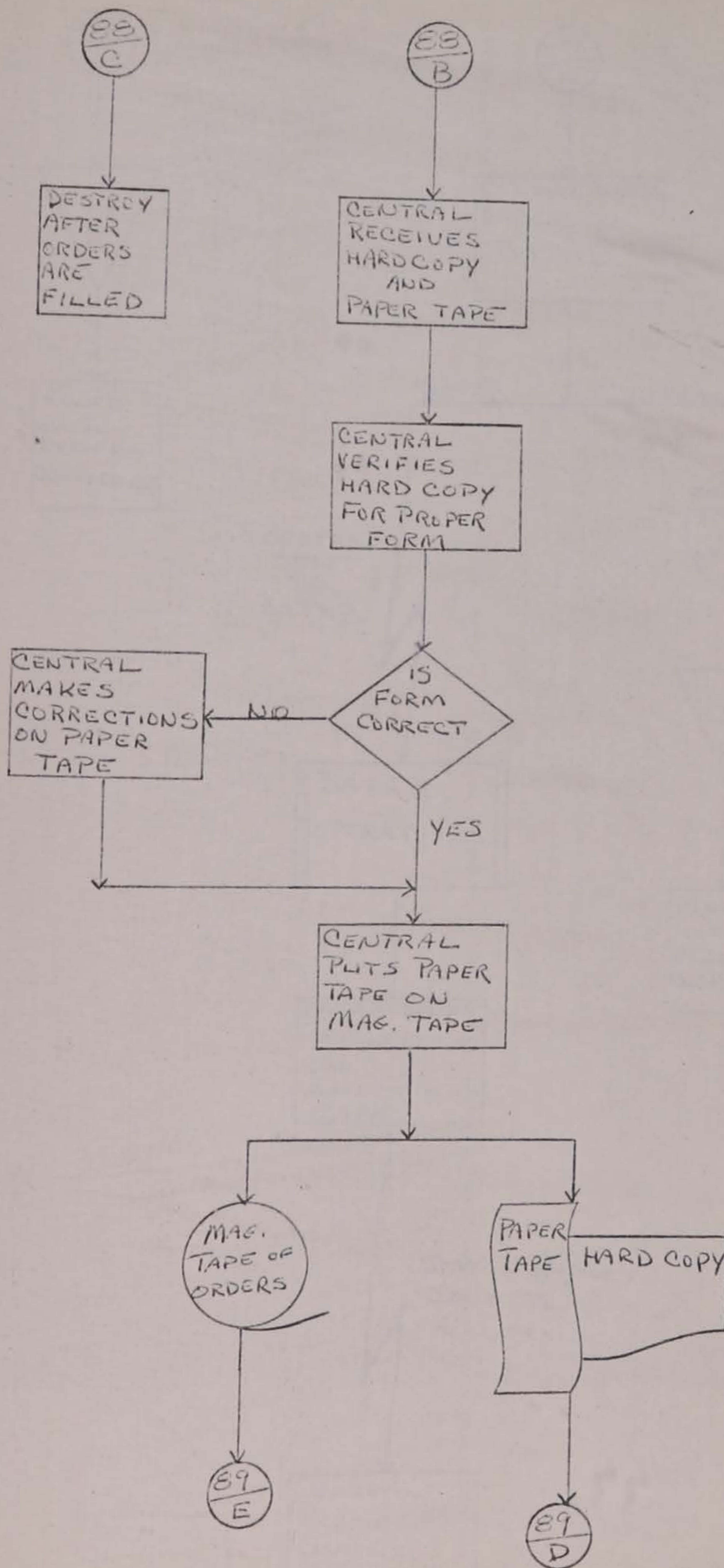
PAPER
TAPE BATAS
ORDERS

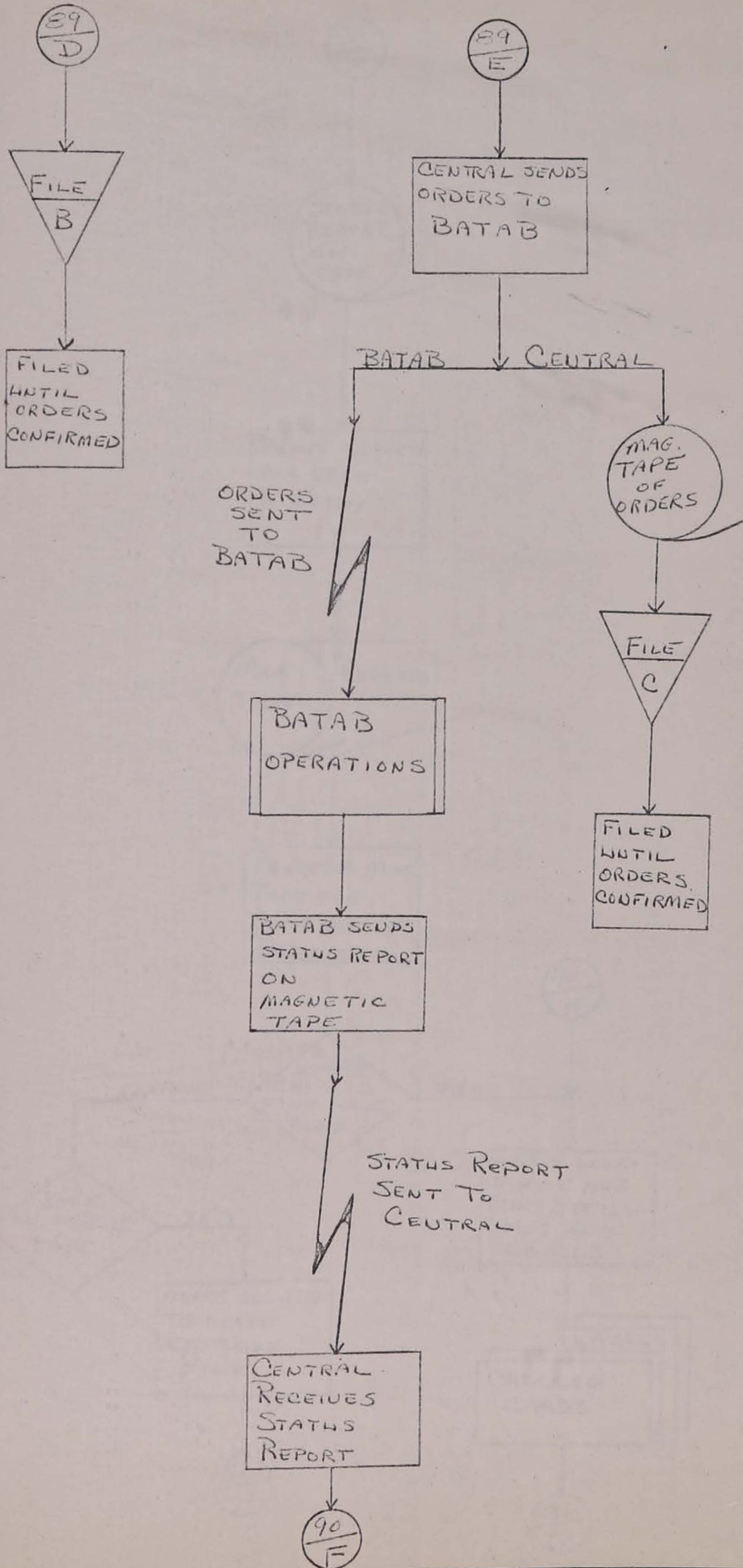
ORDER
TAPE HARD
COPY
OF
ORDERS

FILE
H

88
B

88
C





90
F

STATUS
REPORT
MAG.
TAPE

PRINT REPORTS
FOR EACH
LIBRARY

MAG.
TAPE REPORTS

PROCESS MAG.
TAPE FOR
CATALOGING
PURPOSES

DOES
STATE
CATALOG
FILE HAVE
BOOK

NO

YES

IS
BOOK
ON MARC II
TAPE

NO

YES

91
J

MAKE ADDITION
TO STATE
CATALOG
FILE

90
H

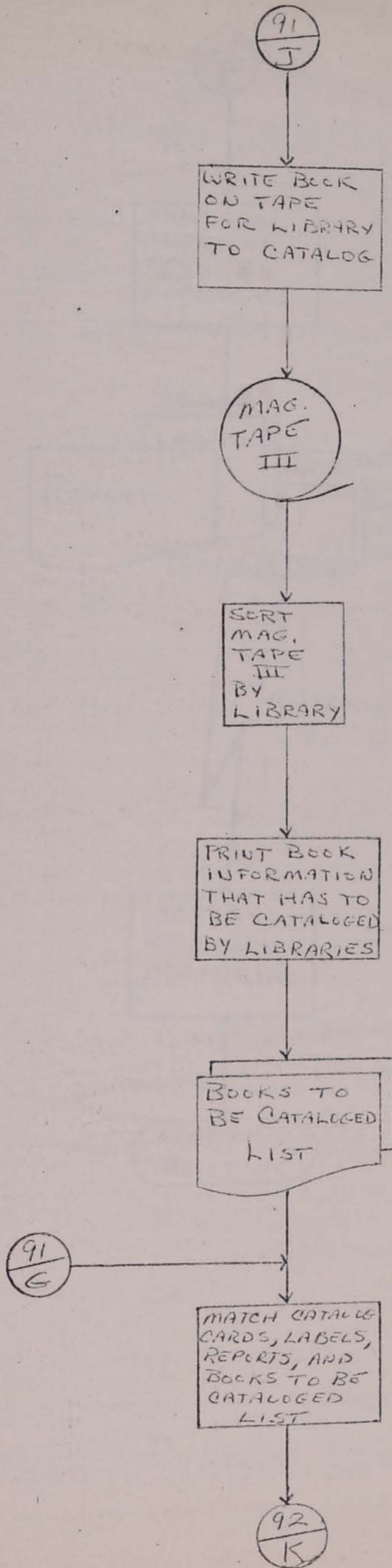
90
H

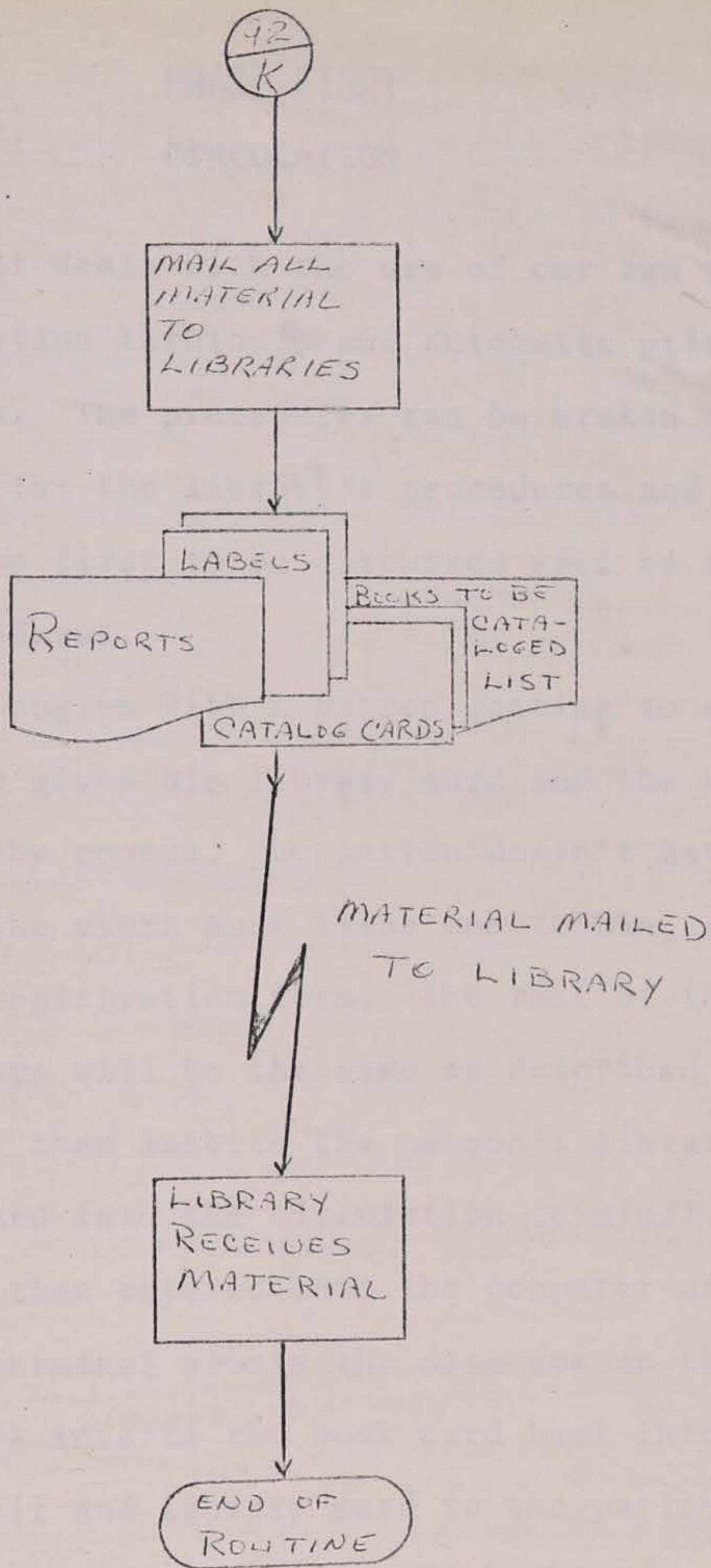
UPDATE LOOK-
UP FILE AND
PRINT CATALOG
CARDS AND
LABELS

LABELS

CATALOG
CARDS

91
G





PHASE EIGHT

CIRCULATION

Phase Eight deals with the use of our own computer, on-line circulation terminals and automatic printing of overdue notices. The procedures can be broken down into two main parts: the library's procedures and Central's procedures. The first to be discussed will be the library's procedures.

The phase begins with a patron wanting to check out a book. Patron gives his library card and the book to the clerk. If by chance, the patron doesn't have a new library card, the clerk must issue one to him, after he fills out the registration form. The rest of the registration procedure will be the same as described in Phase Six. The clerk then inserts the patron's library card and the book card into the circulation terminal. This information is then entered into the computer at Central on-line. The terminal prints the date due on the book card. The clerk inserts the book card back into the book and gives it and library card to the patron. This ends the procedures for checking out books.

The second part of circulation deals with the return of books. When a book is returned, the clerk inserts the book card and a standard return card into the terminal. This information is entered into the computer at Central on-line. The clerk will receive a new book card, from the circulation terminal without any dates,

and the old book card which will be destroyed. The new book card is inserted into the book, and the book is returned to the shelf. This is the extent of the procedures for the library.

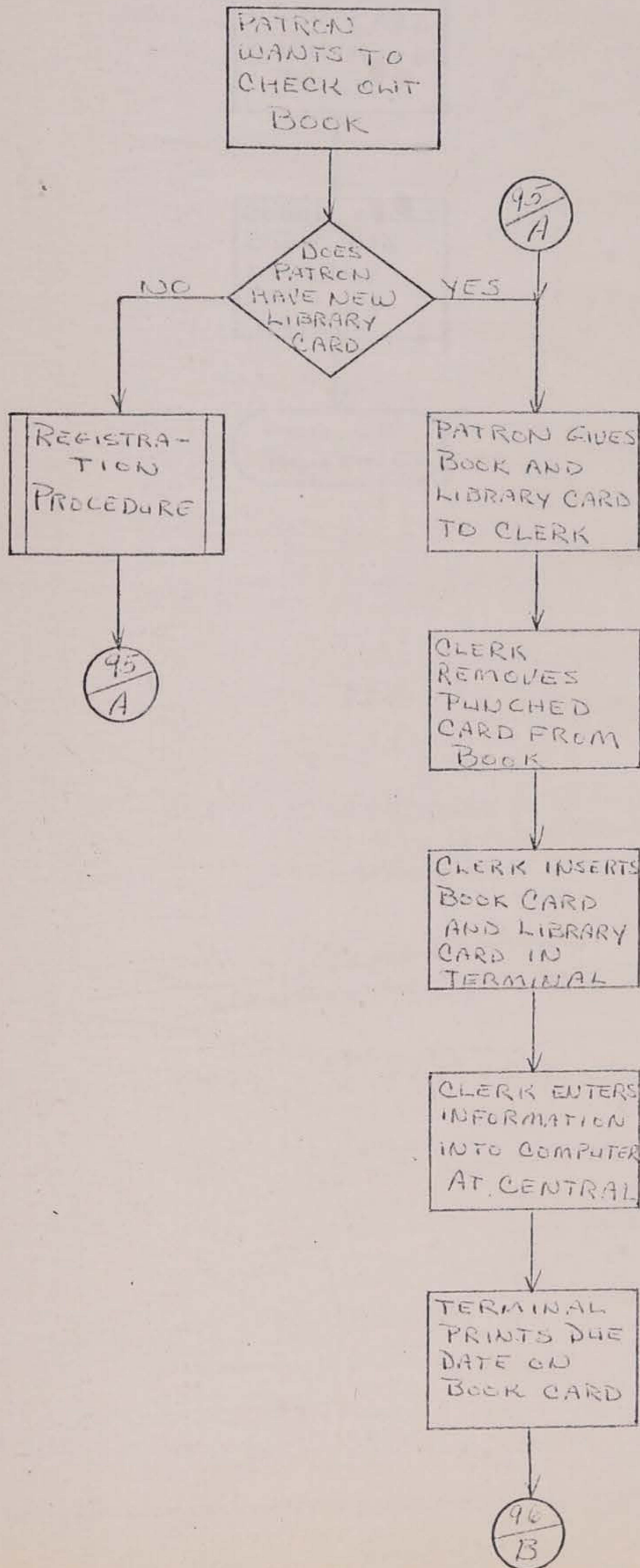
The rest of the procedures in Phase Eight deal with Central's part of circulation. Central's computer receives all transactions from the circulation terminals. If the transaction is a checking-out type the computer writes the transaction on an addition tape. If it is a checking-in transaction on a delete tape, at the end of the day, the delete tape is matched against the master transaction tape. This processing will delete all appropriate transactions. The master transactions tape, which contains records of all books checked out, is then processed for books requiring an overdue notice. All overdue notices and a list for each library of overdues are printed. The overdue notices are mailed directly to the patron and the lists are mailed to the appropriate library. The computer will keep track of first notices, second notices, and library pick up for each book. The library pick up is a list of all books that have had two notices written. This list will be sent to the library.

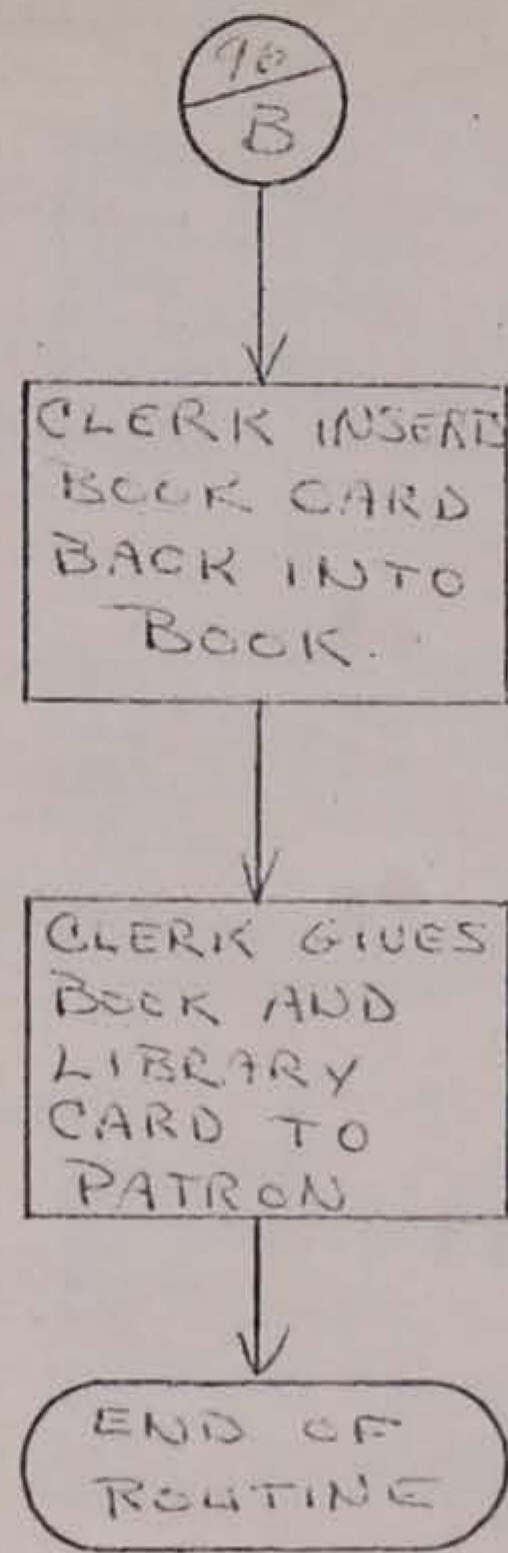
The final step is to merge the addition tape with the master transaction tape and up date the master tape for the next day.

PHASE EIGHT

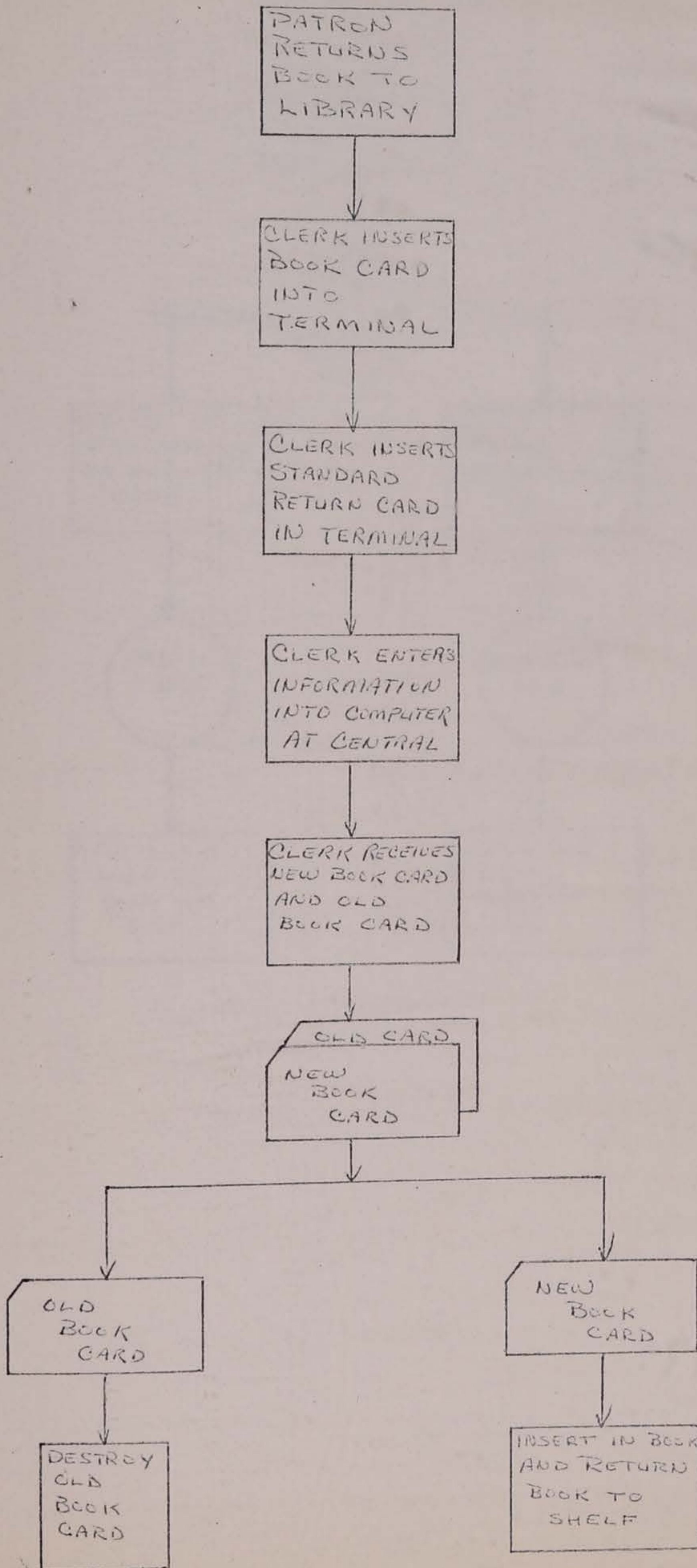
CIRCULATION

CHECKING OUT BOOKS

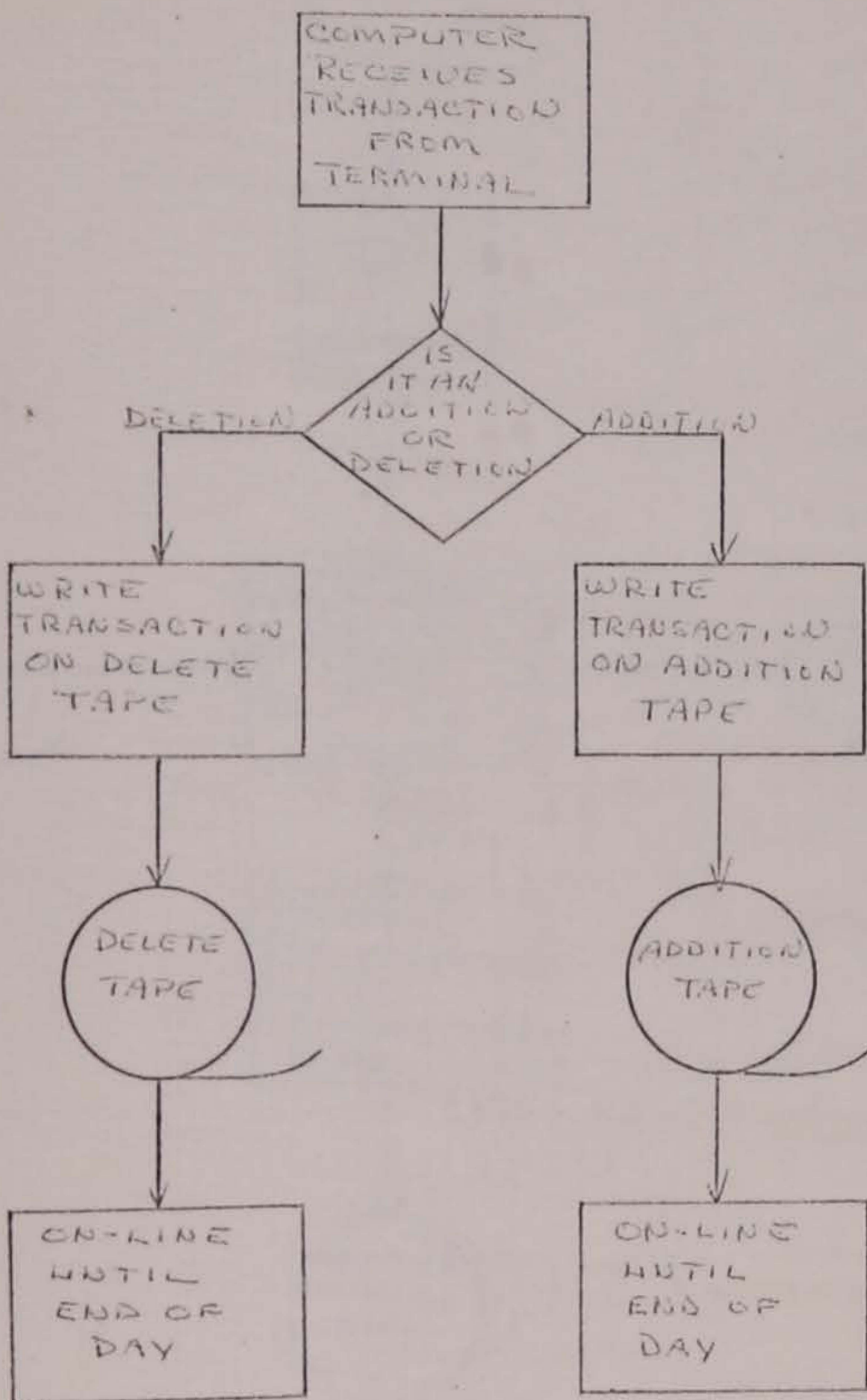




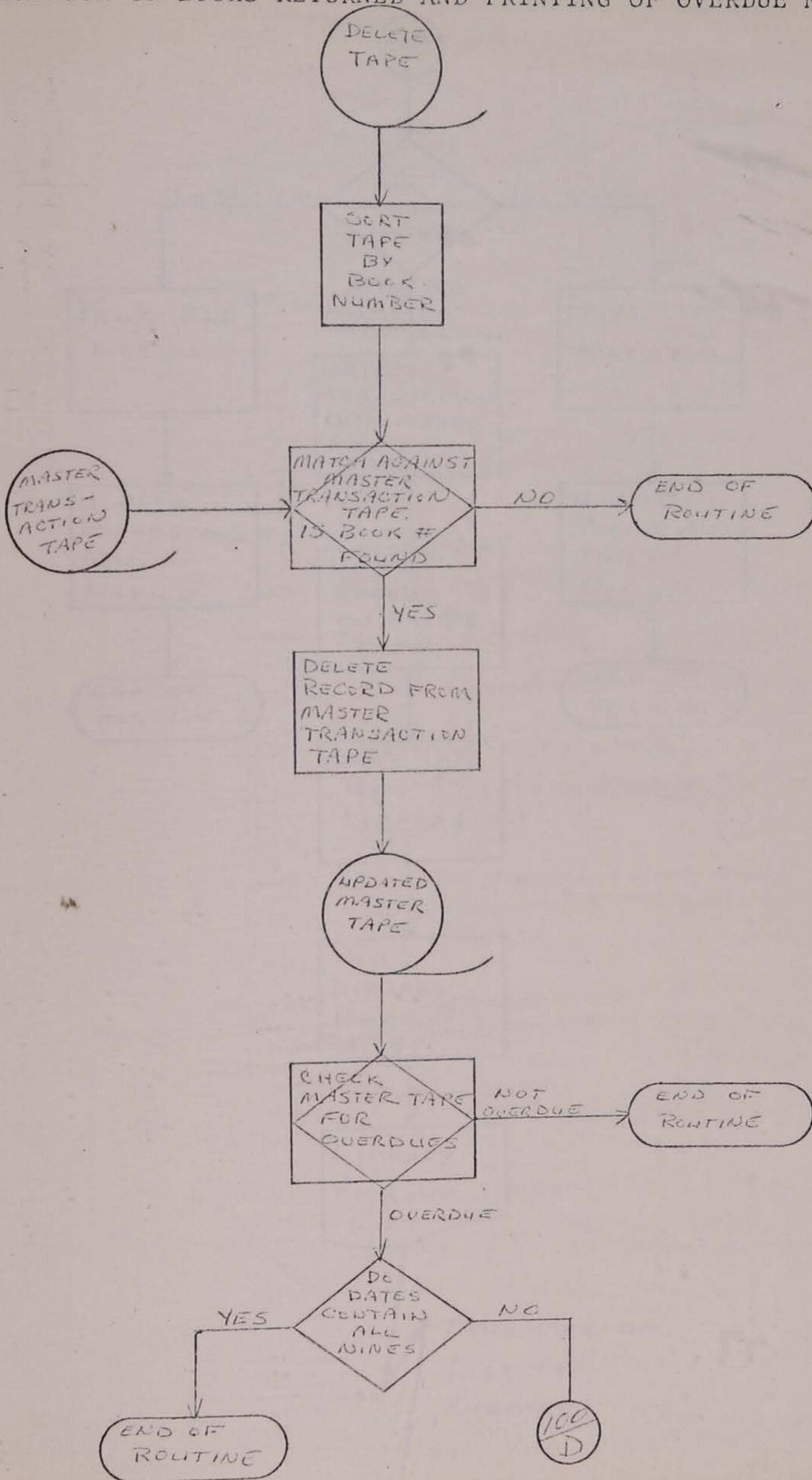
RETURN OF BOOKS

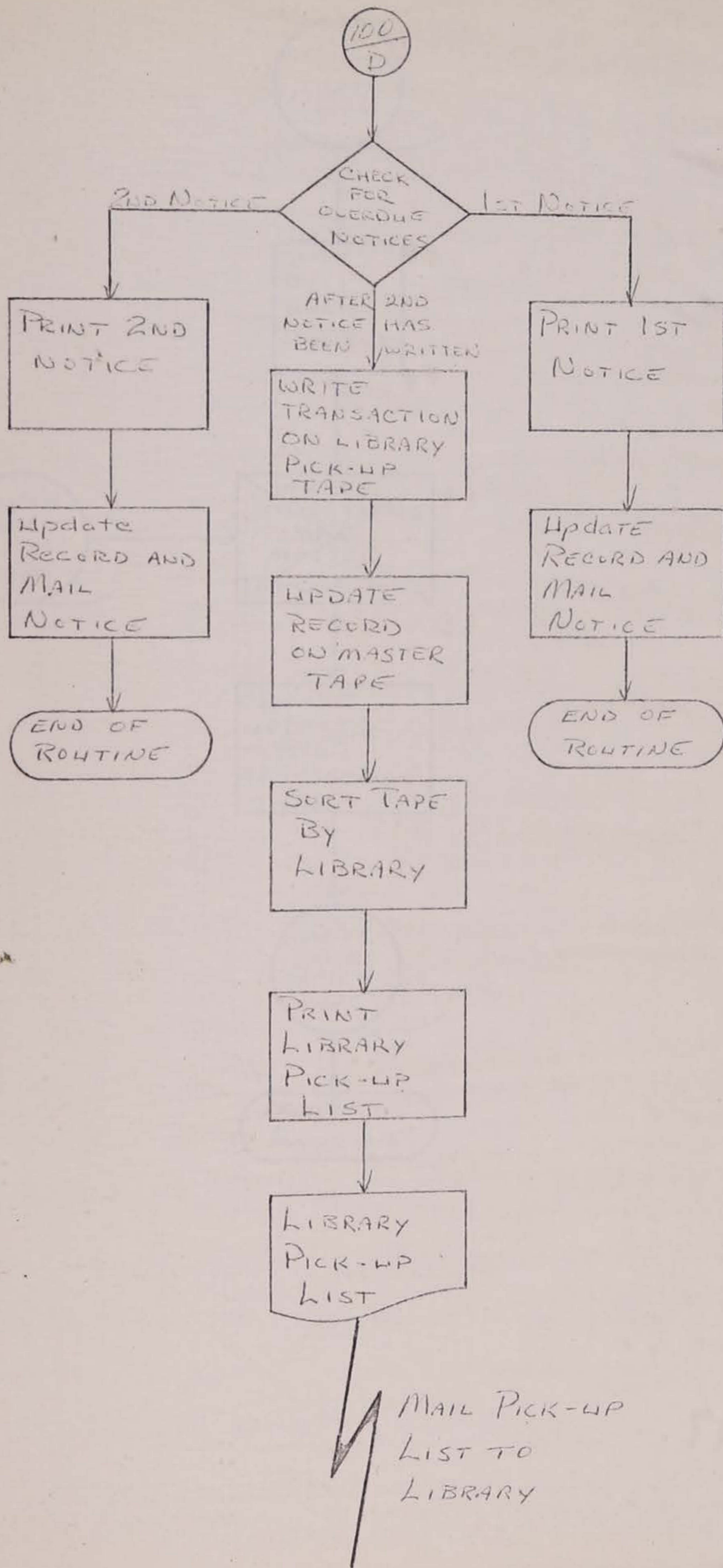


COMPUTER AT CENTRAL DURING THE DAY

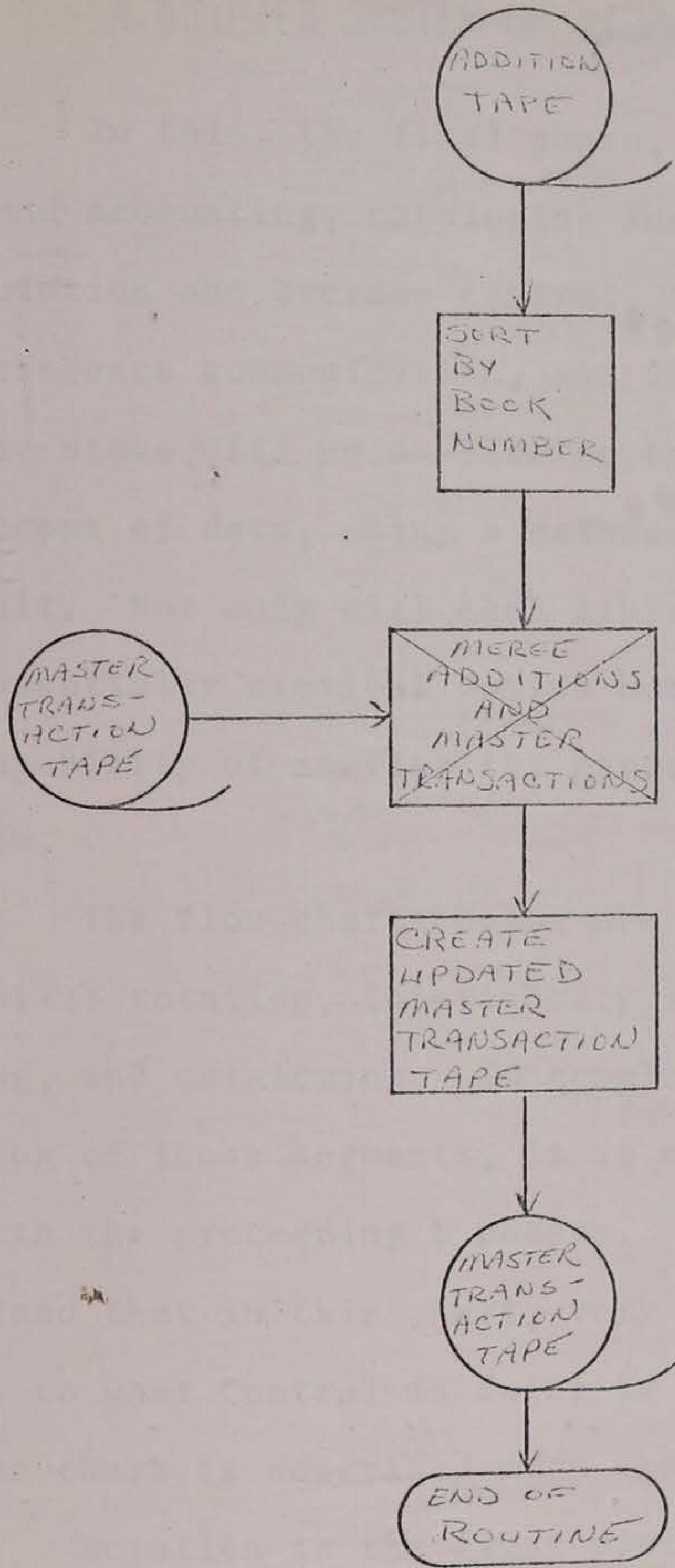


DELETION OF BOOKS RETURNED AND PRINTING OF OVERDUE NOTICES





ADDITION OF NEW TRANSACTIONS



A UNIFIED SYSTEM OF LIBRARY AUTOMATION

In this, the final phase, all book ordering and fund accounting, cataloging and card production, circulation and overdue control, interlibrary loan and reference communication, and information retrieval in the state will be on-line to the computer for random access of data, using a cathode-ray tube video display unit. Not only will each library be freed from many essentially clerical duties but will also have the capability of serving its patrons in ways not possible now.

The flow charts below are divided into four separate units: rotation, interlibrary loan, circulation and ordering, and cataloging. To completely understand the operation of these segments, it is necessary to be familiar with the preceeding 8 phases. It will also help to understand that in this chart, very little indication is given as to what Central is doing in handling these procedures. The chart is described from the terminal's view point only.

Rotation is the first procedure described. The phase "Hot-Rot" means "handling on-time rotations," the schedule for rotations. It indicates by title where each book is now and where it is to go. This schedule is produced at Central and mailed to the coop. The coop uses the schedule to pick up and deliver the rotation books. After rotation, any changes made by the coop in

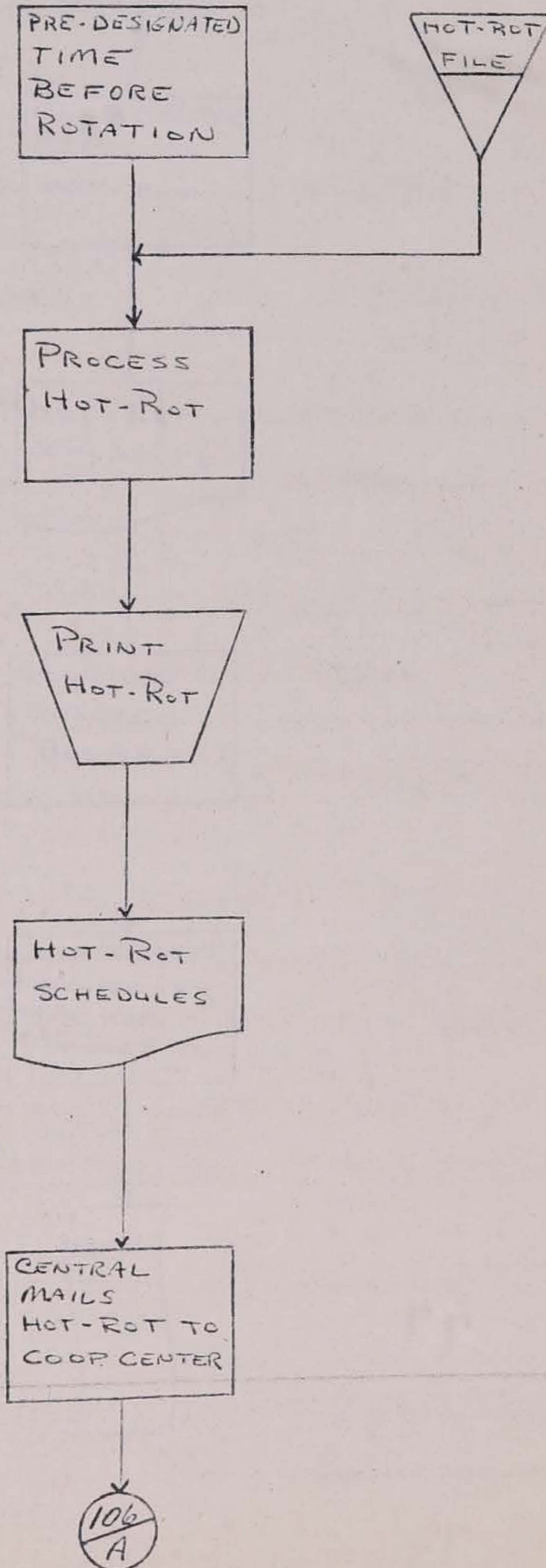
"Hot-Rot" are transmitted to Central who updates the rotation file and prints 3 book catalogs for each library, indicating by author, title, and subject the books they received on rotation. The coop also gets a master list of all books by author, title, and subject showing where each book is.

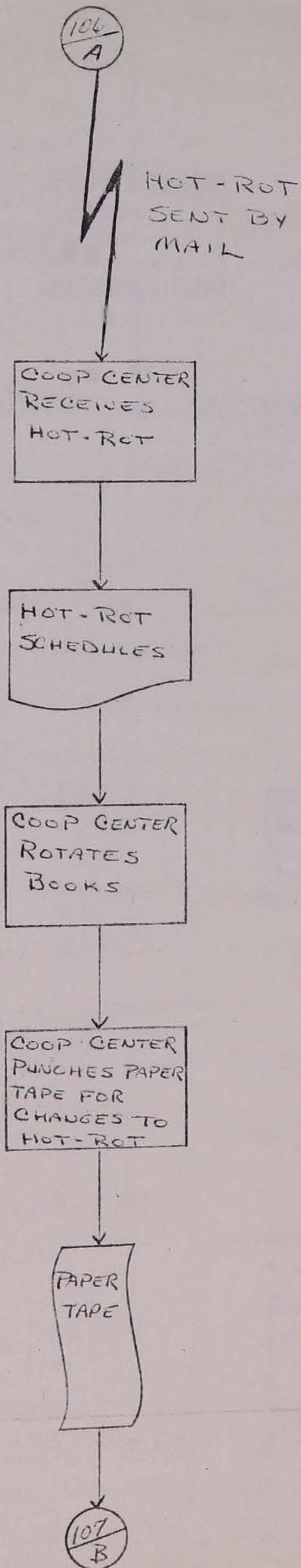
The next description is of interlibrary loan services developed in this stage. When a member library gets a request for a book it doesn't have, it calls the coop center which transfers to call to the teleprocessing unit, an IBM 2265. This unit is a television screen with a keyboard and has instantaneous access to the Central Union Catalog. With the member library still on the phone, the teleprocessing operator keyboards the request to the computer and gets an instant response from the computer in the form of a visual display on the screen. The response will have the title, author and locator symbols of the book if it is in the Union Catalog. If the book is located in the state, the locator information is given to the member who initiates the usual ILLRQ routine.

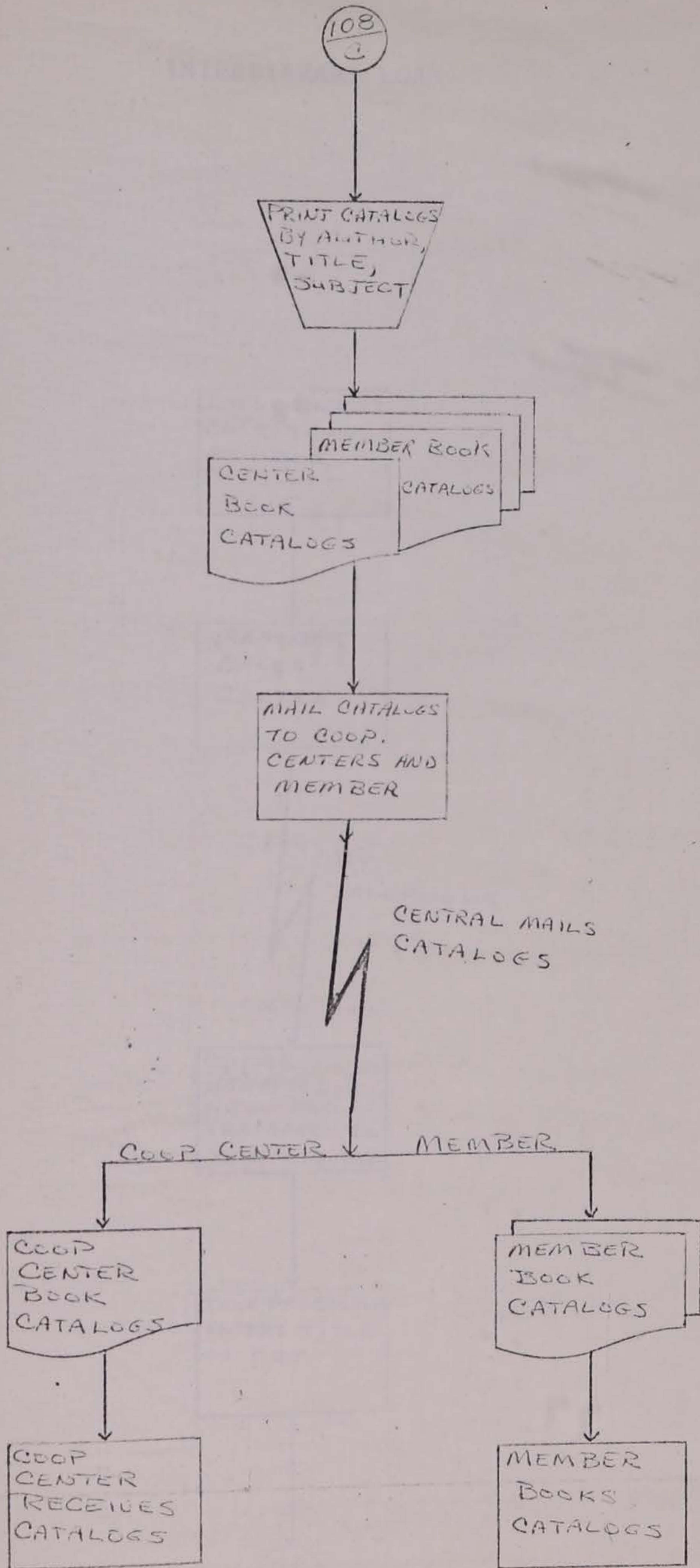
If the book isn't located in the state, the coop asks the member if it wants the book referred to higher levels. If so, the coop notifies Central of the request and Central refers the request to other bibliographic centers. When location data is received by Central it returns this data to the coop who initiates the appropriate ILLRQ action.

Circulation procedures in this phase are the same as in phase eight. The flow chart describes only what is done at the terminal. The ordering and cataloging procedures are also the same as in phase seven. These two charts are merely simplifications of the previous phases.

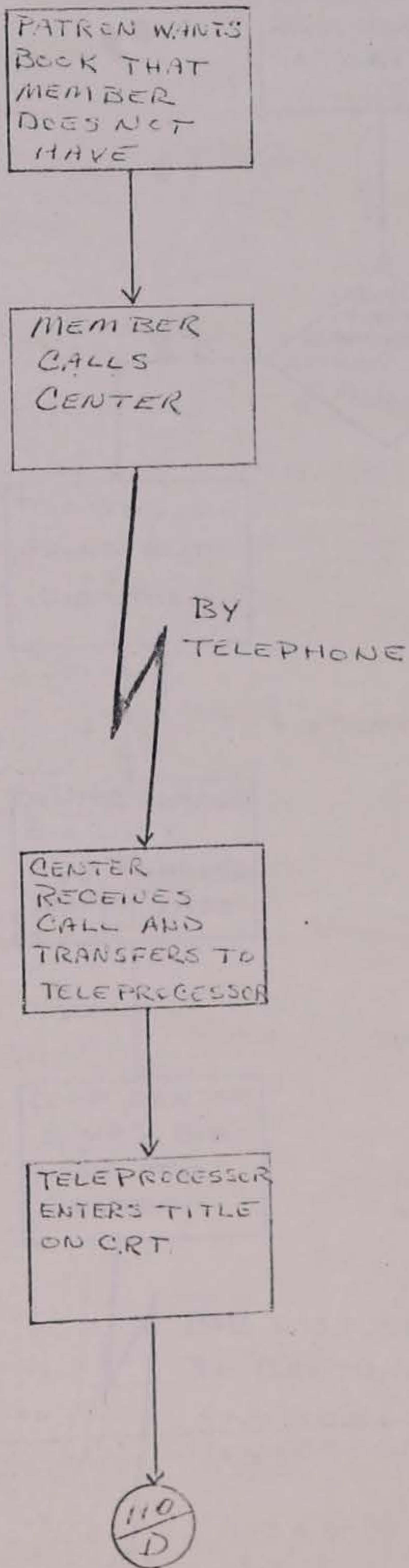
UNIFIED SYSTEM ROTATION ROUTINE

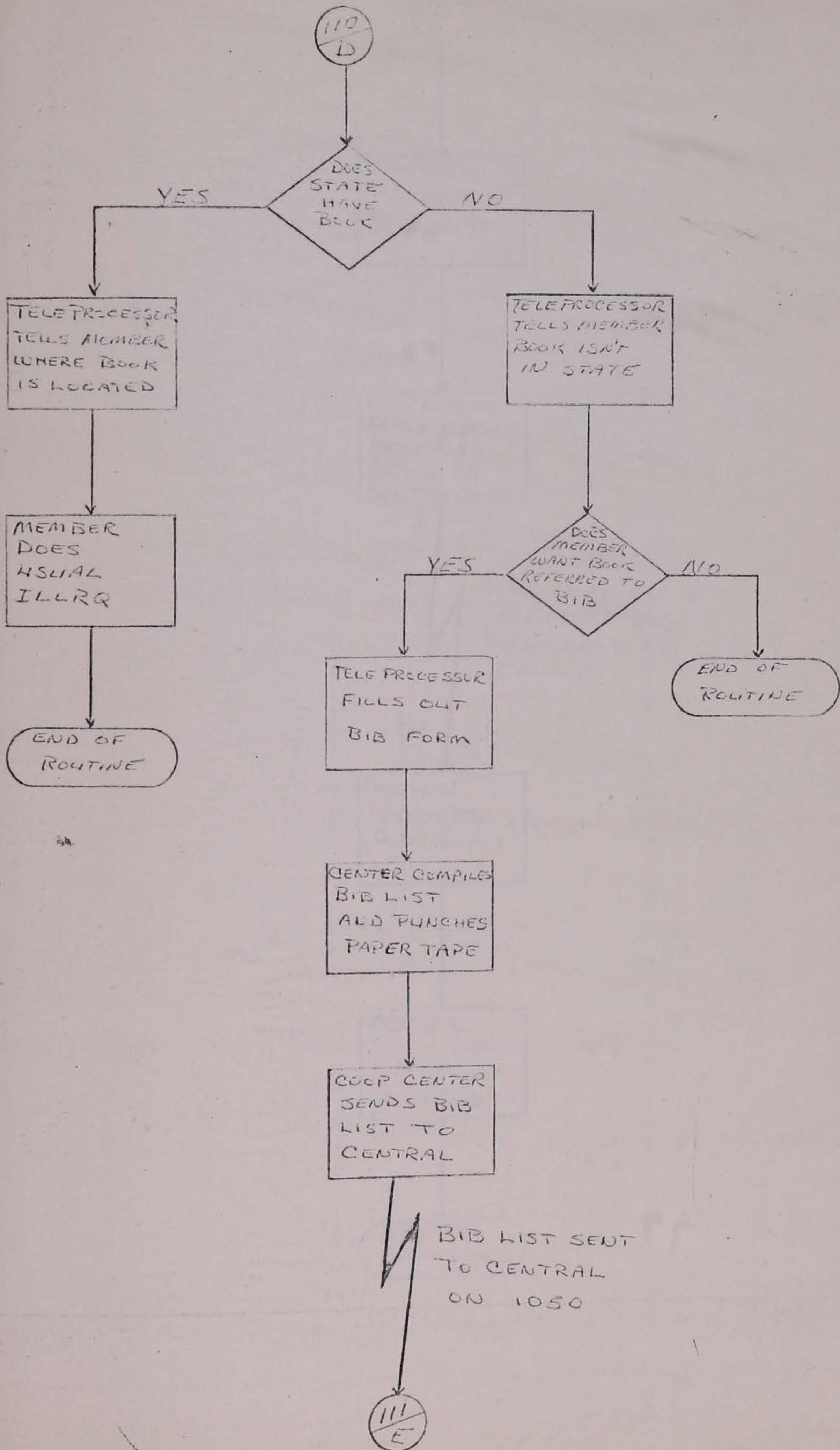


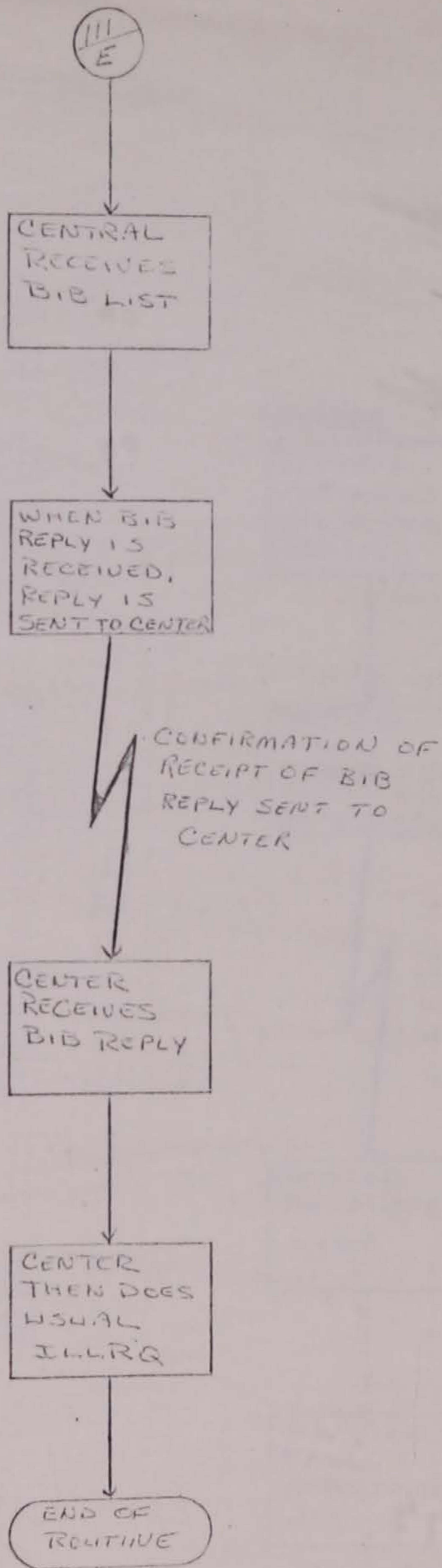




INTERLIBRARY LOAN

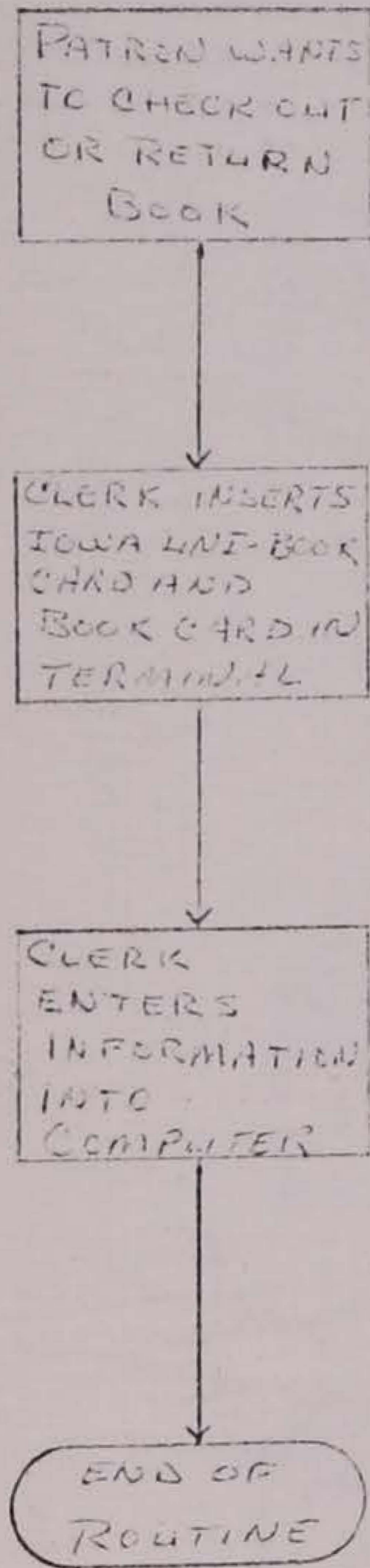




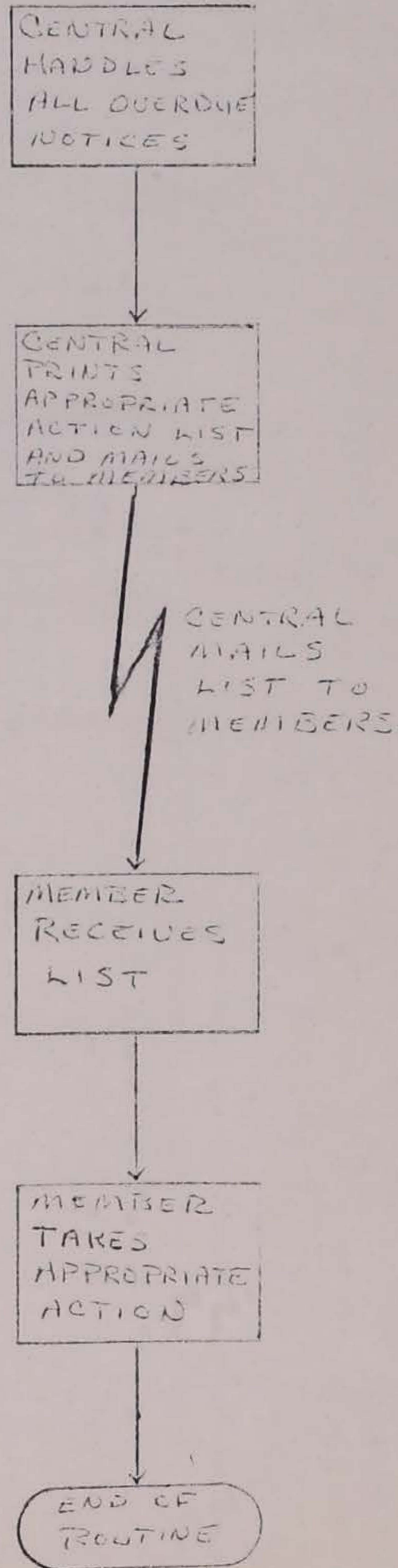


CIRCULATION

IN & OUT



OVERDUE



CIRCULATION

IN & OUT

PATRON WANTS
TO CHECK OUT
OR RETURN
BOOK

CLERK INSERTS
IOWA LANE-BOOK
CARD AND
BOOK CARD IN
TERMINAL

CLERK
ENTERS
INFORMATION
INTO
COMPUTER

END OF
ROUTINE

OVERDUE

CENTRAL
HANDLES
ALL OVERDUE
NOTICES

CENTRAL
PRINTS
APPROPRIATE
ACTION LIST
AND MAILS
TO MEMBERS

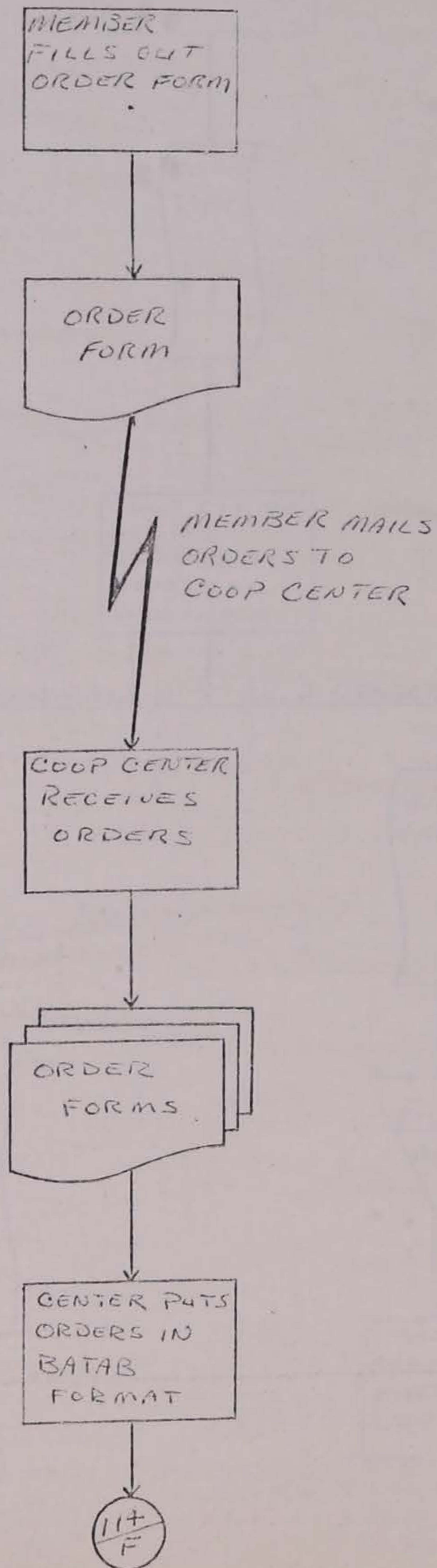
CENTRAL
MAILS
LIST TO
MEMBERS

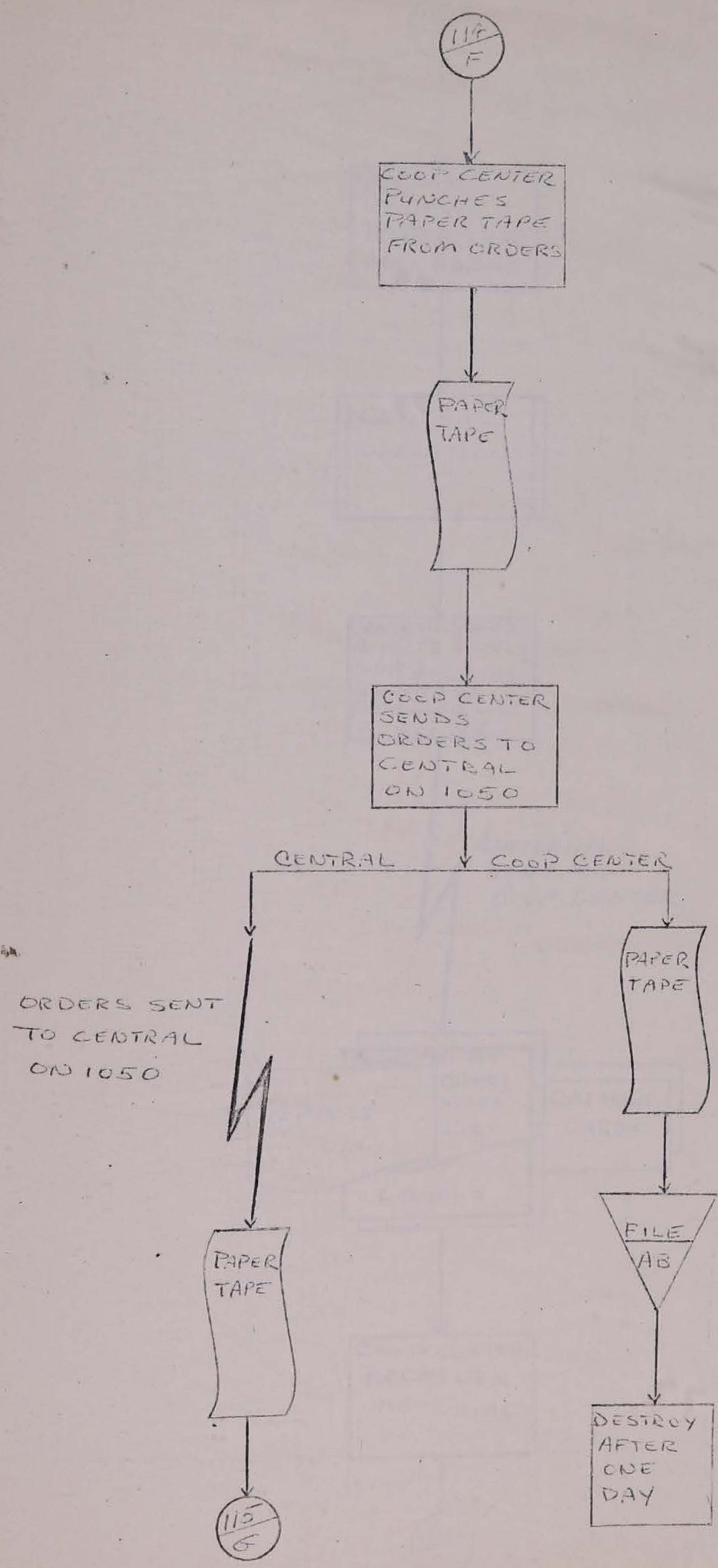
MEMBER
RECEIVES
LIST

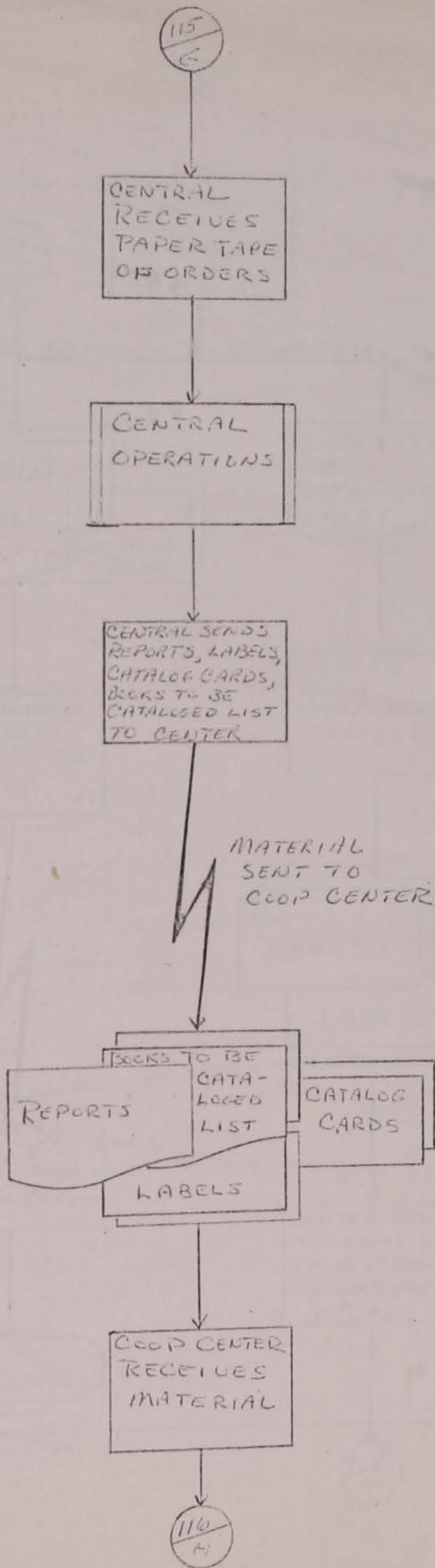
MEMBER
TAKES
APPROPRIATE
ACTION

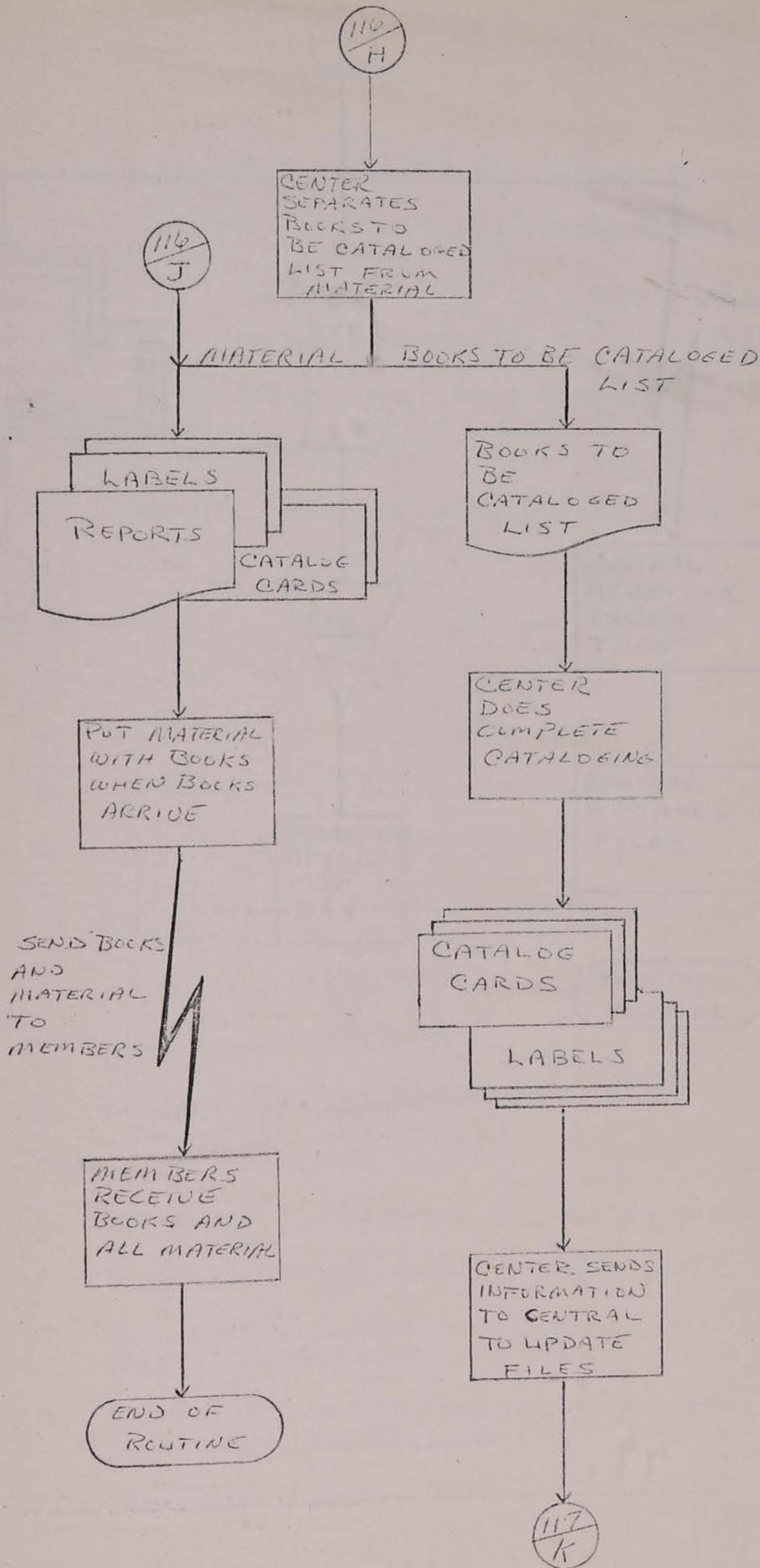
END OF
ROUTINE

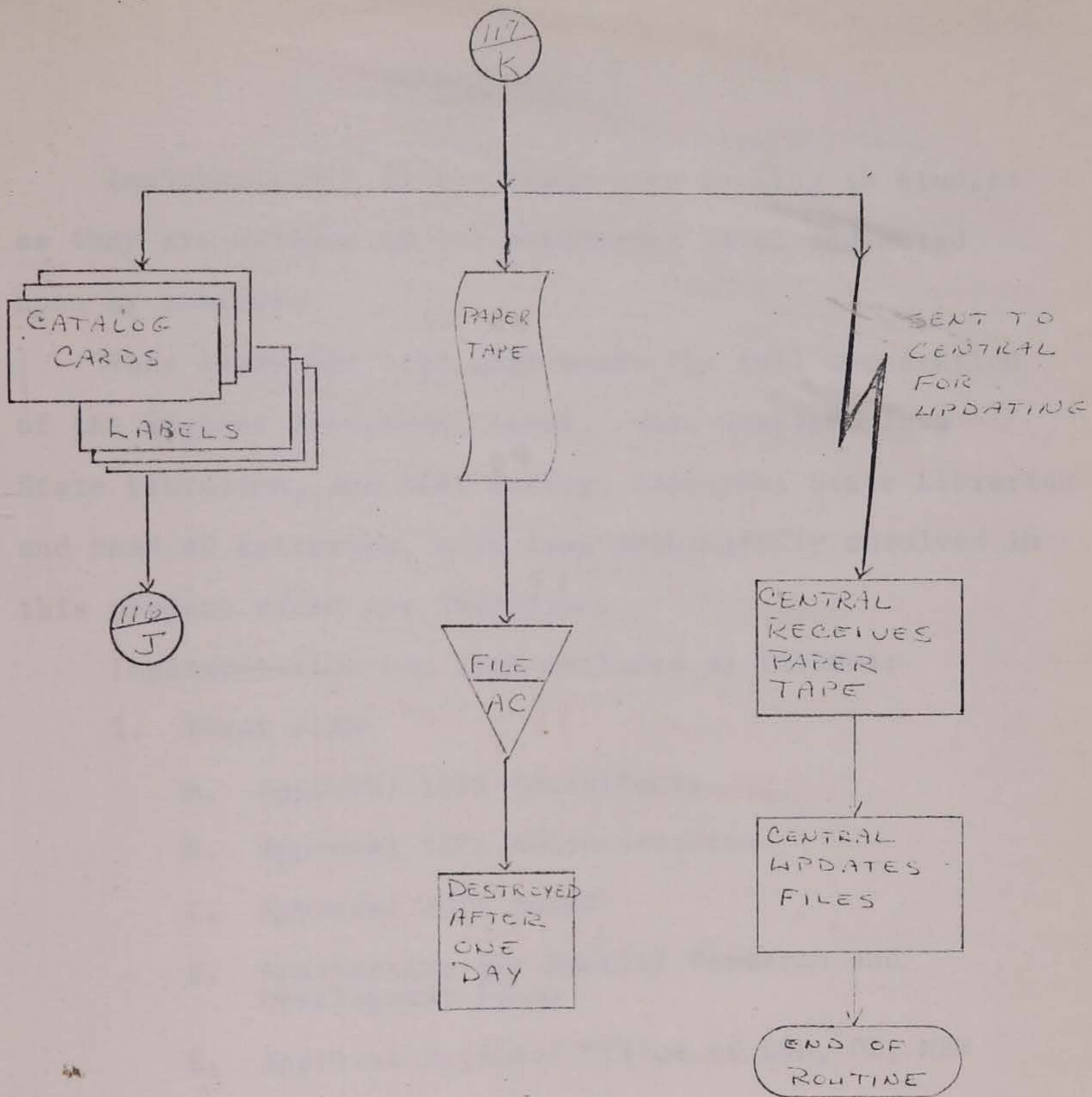
ORDERING AND CATALOGING PROCEDURE











IMPLEMENTATION

Implementation is too frequently lacking in studies as they are written on one management level and acted upon by another.

This study has been done under the full cooperation of the highest management level. Miss Grafton, Iowa State Librarian, and Miss Coffey, Assistant State Librarian and Head of Extension, have been meaningfully involved in this project since its inception.

Implementation has been outlined as follows:

1. TOTAL PLAN

- A. Approval ISTL Consultants
- B. Approval ISTL-Administration
- C. Approval ISTL Board
- D. Application for Special Research and Development Funds
- E. Approval Regional Office of LSD, OE, HEW
- F. Approval LSD, OE, HEW
- G. Approval Special Projects OE, HEW

2. IOWA STATE TRAVELING LIBRARY

- A. Supervise applications for special funds
- B. Administrate and assign special funds received
- C. Determine assignment of regular LSCA Title I and III Funds to project
- D. Designate full-time project staff--with reporting responsibilities
- E. Designate location

3. LOCAL COOP CENTER

- A. Get specifications for individual coop equipment
- B. Order proper configuration of IBM 1050 equipment
- C. Assign 3 staff to attend training workshop
- D. Administrator to attend management seminar
- E. Set up period for parallel operation of new and old systems

CONCLUSION

Implementation should begin on all levels immediately. The Introduction states that "We ain't got time...", and it's equally true that we will have even less in the future unless something is done quickly.

In the same vernacular of the opening,

"Let's quit foolin" around."

TERMS AND ABBREVIATIONS

BATAB	Baker and Taylor Automated Book ordering System.
BATAB Tape	Magnetic tape with information to produce Book Status Reports.
BATAB Format	The format that Baker and Taylor uses for ordering.
BIB Center	Multi-State Bibliographic Level.
BIB List	List of books which are sent to Bib Center.
Center	Cooperative Headquarters.
Central	State Processing Headquarters.
Coop	Cooperative Headquarters.
CRT	Cathode-Ray Tube, Video Display Unit.
EDP	Electronic Data Processing.
Hard Copy	Printed Output from 1050 terminal or Computer.
Hot-Rot	Handling on-time rotation.
ILLRQ	Interlibrary loan request form.
Iowa Uni-Book	State-wide borrowers card.
Mag Tape	Magnetic tape for computer processing.
MARC II Tape	Machine readable cataloging information on magnetic tape.
Matrix	Automated rotation listing.
Member	Library which is a member of cooperative system.
On-line	Directly connected to computer.
Terminal	Equipment used for input/output operations.
1050	On-line/Off-line terminal.

DES MOINES METROPOLITAN LIBRARY SERVICE AREA

DALLAS

BR Adel

BB Dallas Center

BC Dexter

BD Granger

BE Linden

BF Minburn

BG Perry

BH Redfield

BI Van Meter

BJ Waukee

BK Woodward

MADISON

BL Earlham

BM Truro

BN Winterset

STORY

BO Ames

BP Cambridge

BQ Collins

BS Colo

BT McCallsburg

BU Maxwell

DES MOINES METROPOLITAN LIBRARY SERVICE AREA (cont.)

STORY (cont.)

BV Nevada

BW Story City

BX Roland

BY Zearing

BZ Slater

POLK

GB Ankeny

BA Des Moines

GC Mitchellville

GD Urbandale

GE West Des Moines

GF Altoona

GG Norwoodville

GH Grimes

GM Pleasant Hill

GJ Windsor Heights

GK Fort Des Moines

GA Metro

MARSHALL

GN Liscomb

GO Marshalltown

GP State Center

DES MOINES METROPOLITAN LIBRARY SERVICE AREA (cont.)

MARSHALL (cont.)

GQ Melbourne

GR Gilman

JASPER

GS Colfax

GT Jasper County

GU Newton

GV Monroe

GW Prairie City

GX Baxter

WARREN

UG Indianola

UH Milo

UJ Norwalk

UK Carlisle

MARION

GY Knoxville

GZ Pella

UB Pleasantville

UC Melcher

UF Pershing

UE Bussey

EASTERN AREA COOPERATIVE LIBRARY PROGRAM

ALLAMAKEE

VS Lansing

FZ New Albin

VB Postville

VC Waukon

BLACKHAWK

SA Cedar Falls

SB Dunkerton

SC Hudson

SD Janesville

SE LaPorte City

SF Waterloo

SG Evansdale

FA Eastern Area Library Cooperative

BREMER

SH Denver

SJ Readlyn

SK Sumner

SL Tripoli

SM Waverly

EASTERN AREA COOPERATIVE LIBRARY PROGRAM (cont.)

BUCHANAN

SN Fairbank

SO Hazelton

SP Independence

SQ Jesup

SR Lamont

SS Winthrop

BUTLER

ST Allison

SU Aplington

SV Clarkesville

SW Dumont

SX Greene

SY New Hartford

SZ Parkersburg

FB Shell Rock

CHICKASAW

FC Alta Vista

FD Fredericksburg

FE Lawler

FF Nashua

FG New Hampton

EASTERN AREA COOPERATIVE LIBRARY PROGRAM (cont.)

BUCHANAN

SN Fairbank
SO Hazelton
SP Independence
SQ Jesup
SR Lamont
SS Winthrop

BUTLER

ST Allison
SU Aplington
SV Clarkesville
SW Dumont
SX Greene
SY New Hartford
SZ Parkersburg
FB Shell Rock

CHICKASAW

FC Alta Vista
FD Fredericksburg
FE Lawler
FF Nashua
FG New Hampton

EASTERN AREA COOPERATIVE LIBRARY PROGRAM (cont.)

CLAYTON

FH Edgewood

FJ Elkadar

FK Farmersburg

FL Garnavillo

FM Guttenberg

FN Littleport

FO McGregor

FP Monona

FQ Strawberry Point

FR Volga

FS Marquette

FAYETTE

VD Arlington

VE Clermont

VF Elgin

VG Fayette

VH Hawkeye

VJ Maynard

VK Oelwein

VL Wadena

VM West Union

VN Westgate

EASTERN AREA COOPERATIVE LIBRARY PROGRAM (cont.)

DUBUQUE

FX Dubuque (city)

FY Dubuque (county)

GRUNDY

VO Conrad

VP Grundy Center

VQ Reinbeck

VR Wellsburg

HOWARD

VT Cresco

VU Elma

VV Lime Springs

WINNESHIEK

VW Calmar

VX Decorah

VY Fort Atkinson

VZ Ossian

DELAWARE

FT Delhi

FU Earlville

FV Hopkinton

FW Manchester

KEOSIPPI LIBRARY DEVELOPMENT

HENRY

KM Hillsboro

KN Mount Pleasant

KO New London

KP Salem

KQ Winfield

KR Wayland

DES MOINES

KS Burlington

KT Mediapolis

KU West Burlington

LEE

KHⁿⁿ Donnellson

KJ Fort Madison

KA Keokuk

KK Montrose

KL West Point

VAN BUREN

KB Birmingham

KC Bonaparte

KD Farmington

KE Keosauqua

KEOSIPPI LIBRARY DEVELOPMENT (cont.)

VAN BUREN (cont.)

KF Milton

KG Stockport

NORTH IOWA LIBRARY EXTENSION

FLOYD

NY Charles City

NZ Marble Rock

NM Nora Springs

NG Rockford

ML Rudd

CERRO GORDO

DB Clear Lake

DA Mason City

DC Meservey

DD Rockwell

DE Thornton

NA North Iowa Library Extension

LZ Ventura

MITCHELL

NU Osage

NV Riceville

NW St. Ansgar

NX Stacyville

NORTH IOWA LIBRARY EXTENSION (cont.)

HARDIN

DX Alden

DY Eldora

DZ Hubbard

MB Iowa Falls

MC Radcliffe

MD Steamboat Rock

ME Union

HANCOCK

DR Britt

DS Corwith

DT Garner

DU Kanawha

DV Klemme

DW Woden

HAMILTON

DL Ellsworth

DM Jewell

DN Stanhope

DO Stratford

DP Webster City

DQ Williams

NORTH IOWA LIBRARY EXTENSION (cont.)

WORTH

NN Fertile

NO Grafton

NP Hanlontown

NQ Joice

NR Kensett

NS Manly

NT Northwood

WRIGHT

NH Belmond

NJ Clarion

NK Eagle Grove

NL Rowan

WINNEBAGO

NC Buffalo Center

ND Forest City

NE Lake Mills

NF Rake

WEBSTER

MV Callendar

MW Dayton

MX Fort Dodge

NORTH IOWA LIBRARY EXTENSION (cont.)

WEBSTER (cont.)

MY Gowrie

MZ Harcourt

NB Lehigh

KOSSUTH

MM Algona

MN Bancroft

MO Burt

MP Lakota

MQ Swea City

MR Titonka

MS Wesley

MT West Bend

MU Whittemore

HUMBOLDT

MF Bode

MG Humboldt

MH Livermore

MJ LuVerne

MK Renwick

NORTH IOWA LIBRARY EXTENSION (cont.)

WEBSTER (cont.)

MY Gowrie

MZ Harcourt

NB Lehigh

KOSSUTH

MM Algona

MN Bancroft

MO Burt

MP Lakota

MQ Swea City

MR Titonka

MS Wesley

MT West Bend

MU Whittemore

HUMBOLDT

MF Bode

MG Humboldt

MH Livermore

MJ LuVerne

MK Renwick

NORTH IOWA LIBRARY EXTENSION (cont.)

FRANKLIN

DF Ackley

DG Alexander

DH Dows

DJ Hampton

DK Sheffield

PRAIRIE HILLS LIBRARY SYSTEM

WAPELLO

AB Agency

AE Blakesburg

PF Eddyville

AK Eldon

AA Ottumwa

PA Prairie Hills Library System

JEFFERSON

PJ Batavia

AL Fairfield

MONROE

AC Albia

PRAIRIE HILLS LIBRARY SYSTEM (cont.)

LUCAS

AH Chariton

UNION

AJ Creston

RINGGOLD

AU Mount Ayr

DECATUR

AM Garden Grove

AQ Lamoni

AR Leon

WAYNE

AD Allerton

AI Corydon

AO Humeston

AZ Seymour

APPANOOSE

AG Centerville

AS Moravia

AT Moulton

PRAIRIE HILLS LIBRARY SYSTEM (cont.)

DAVIS

AF Bloomfield

CLARKE

AV Murray

AN Osceola

MAHASKA

AX Oskaloosa

PE New Sharon

KEOKUK

AN Hedrick

AY Richland

PB Sigourney

PC South English

PD What Cheer

AP Keota

RACCOON AREA LIBRARY COOPERATIVE SERVICE PROGRAM

ADAIR

RB Adair

RC Casey

RD Fontanelle

RE Greenfield

RF Stuart

GREENE

RG Churdan

RH Grand Junction

RA Jefferson

RJ Paton

RK Rippey

RL Scranton

GUTHRIE

RM Bayard

RN Guthrie Center

RO Jamaica

RP Menlo

RQ Panora

RACCOON AREA LIBRARY COOPERATIVE SERVICE PROGRAM (cont.)

CALHOUN

RR Farnhamville

RS Lake City

RT Lohrville

RU Manson

RW Rinard

RV Pomeroy

RX Rockwell City

CARROLL

RY Breda

RZ Carroll

JB Coon Rapids

JC Glidden

JD Manning

SAC

JE Early

JF Lake View

JG Odeboldt

JH Sac City

JJ Schaller

JK Wall Lake

RACCOON AREA LIBRARY COOPERATIVE SERVICE PROGRAM (cont.)

BOONE

JL Boone

JM Madrid

JN Ogden

SEVEN RIVERS LIBRARY SYSTEM

CLINTON

YR Calamus

YS Camanche

YT Clinton

YU DeWitt

YV Lost Nation

WASHINGTON

CP Kalona

CQ Washington

CR Wellman

CS Brighton

CT Riverside

SEVEN RIVERS LIBRARY SYSTEM (cont.)

LOUISA

CU Columbus Junction

CV Letts

CW Morning Sun

CX Wapello

MUSCATINE

CY Muscatine

CZ West Liberty

TB Wilton Junction

SCOTT

TC Bettendorf

TD Davenport

TF Eldridge

TG LeClaire

TH Buffalo

JACKSON

TJ Bellevue

TK Maquoketa

TL Sabula

TM Preston

SEVEN RIVERS LIBRARY SYSTEM (cont.)

BENTON

TN Belle Plaine

TO Blairstown

TP Keystone

TQ Van Horne

TR Vinton

TAMA

TS Dysart

TT Garwin

TU Gladbrook

TV Tama

TW Toledo

TX Traer

POWESHIEK

CL Brooklyn

CM Grinnell

CN Montezuma

LINN

TY Cedar Rapids

TZ Center Point

YB Central City

YC Hiawatha

SEVEN RIVERS LIBRARY SYSTEM (cont.)

LINN (cont.)

YD Lisbon

YE Marion

YF Springville

CO Coggon

YH Walker

YJ Mt. Vernon

JONES

YK Anamosa

YL Cascade

YM Monticello

YN Morley

YO Olin

YP Oxford Junction

YQ Wyoming

IOWA

CG Marengo

CH North English

CI Victor

CJ Williamsburg

CK Amanas

SEVEN RIVERS LIBRARY SYSTEM (cont.)

JOHNSON

CB Coralville

CA Iowa City

CC Oxford

CD Solon

CF Lone Tree

YA Seven Rivers Library System

CEDAR

YX Clarence

YY Mechanicsville

YZ Stanwood

YW Tipton

YG West Branch

SIOUXLAND COOPERATIVE REGIONAL LIBRARY SYSTEM

WOODBURY

LC Anthon

LD Correctionville

LE Merville

LA Sioux City

LG Sloan

ZA Siouland Cooperative Regional Library System

SIouxLAND COOPERATIVE REGIONAL LIBRARY SYSTEM (cont.)

AUDUBON

LH Audubon

LJ Gray

LK Kimballton

LL Exira

LM Danbury

LN Sergeant Bluff

SHELBY

ZY Harlan

ZZ Shelby

LB Elk Horn

MONONA

ZU Onawa

ZV Whiting

ZW Ute

ZX Mapleton

IDA

ZP Arthur

ZQ Battle Creek

ZR Galva

ZS Holstein

ZT Ida Grove

SIOUXLAND COOPERATIVE REGIONAL LIBRARY SYSTEM (cont.)

HARRISON

ZJ Dunlap

ZK Logan

ZL Missouri Valley

ZM Modale

ZN Mondamin

ZO Woodbine

CRAWFORD

ZB Denison

ZC Dow City

ZD Manilla

ZE Schleswig

ZF Westside

ZG Charter Oak

ZH Vail

SOUTHWEST AREA COOPERATIVE PROGRAM

PAGE

XB Clarinda

XC Essex

XA Shenandoah

OA Southwest Area Inter Library Service

SOUTHWEST AREA COOPERATIVE PROGRAM (cont.)

MONTGOMERY

- XD Elliot
- XE Red Oak
- XF Stanton
- XG Villisca

MILLS

- XH Glenwood
- XJ Malvern
- XK Silver City
- XL Emerson
- XM Pacific Junction

FREMONT

- XN Hamburg
- XO Randolph
- XP Sidney
- XQ Tabor

CASS

- XR Anita
- XS Atlantic
- XT Cumberland
- XU Griswold
- XV Massena

SOUTHWEST AREA COOPERATIVE PROGRAM (cont.)

POTTAWATTAMIE

XW Avoca

XX Council Bluffs

XY Oakland

XZ Walnut

OB Carson

OC Lake Manawa

OD Neola

TAYLOR

OE Bedford

OF Clearfield

OG Lennox

OH New Market

ADAMS

OJ Corning

OK Prescott

WAR EAGLE COOPERATIVE

CLAY

WP Everly

WQ Peterson

WR Royal

WAR EAGLE COOPERATIVE (cont.)

CLAY (cont.)

WS Spencer

WT Webb

BUENA VISTA

WB Albert City

WC Alta

WD Linn Grove

WE Marathon

WF Newell

WG Sioux Rapids

WH Storm Lake

CHEROKEE

WJ Aurelia

WK Cherokee

WL Cleghorn

WM Marcus

WN Quimby

WO Washta

DICKINSON

WU Arnolds Park

WV Lake Park

WW Milford

WAR EAGLE COOPERATIVE (cont.)

DICKINSON (cont.)

WX Spirit Lake

WY Terril

EMMET

WZ Armstrong

EB Estherville

EC Rinsted

LYON

ED Doon

EE George

EF Inwood

EG Larchwood

EH Little Rock

EJ Rock Rapids

O'BRIEN

EK Hartley

EL Paullina

EM Primghar

EN Sanborn

WA Sheldon

EO Sutherland

WAR EAGLE COOPERATIVE (cont.)

OSCEOLA

EP Ashton

EQ Melvin

ER Ocheyedon

ES Sibley

PALO ALTO

ET Emmetsburg

EU Graettinger

EV Mallard

EW Ruthven

PLYMOUTH

EX Akron

EY Kingsley

EZ LeMars

HB Merrill

HC Remsen

HD Westfield

POCAHONTAS

HE Fonda

HF Gilmore City

HG Havelock

HH Laurens

WAR EAGLE COOPERATIVE (cont.)

POCAHONTAS (cont.)

HI Pocahontas

HJ Rolfe

HK Varina

SIOUX

HL Alton

HM Boyden

HN Hawarden

HO Hull

HP Orange City-

HQ Rock Valley

HR Sioux Center

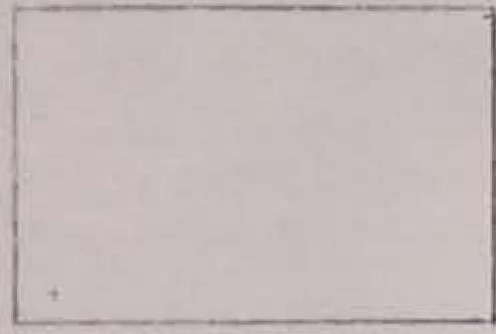
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HT Ireton

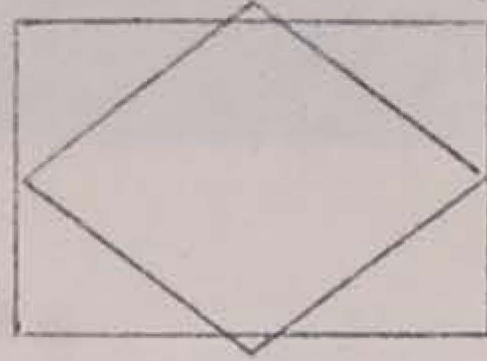
IOWA INSTITUTIONS

- IA Iowa State Traveling Library
- IC Iowa Soldiers Home
- IJ Mens Reformatory
- IK Riverview Release Center
- IL Training School for Girls
- IM Training School for Boys
- IN Iowa State Law Library
- IO Iowa State Medical Library
- IP Department of Social Services
- IQ Cherokee Mental Health Institute
- IR Clarinda Mental Health Institute
- IS Independence Mental Health Institute
- IT Mount Pleasant Mental Health Institute
- IU Glenwood State Hospital-School
- IV Woodward State Hospital-School
- IW Annie Wittenmyer Home
- IY Women's Reformatory
- IZ State Penitentiary

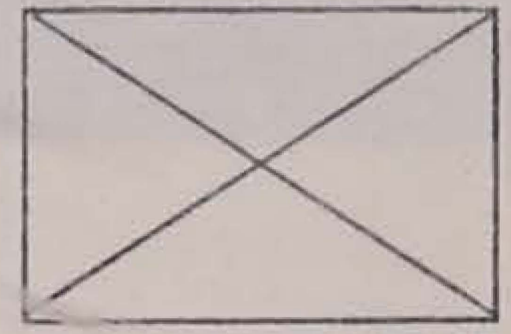
FLOW CHART SYMBOLS USED



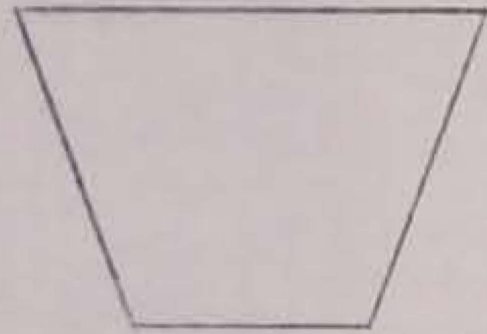
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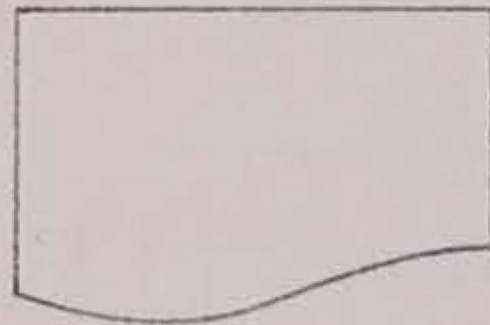
Match Process



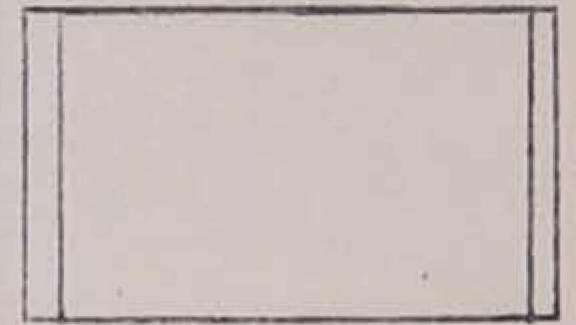
Merge



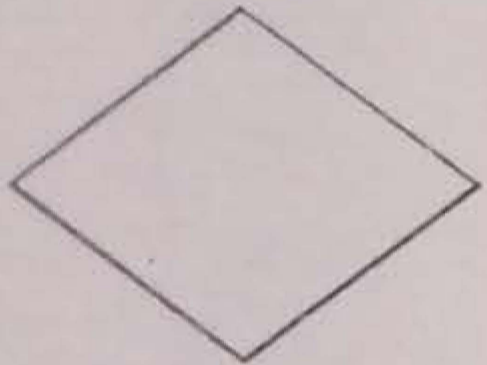
Input or
Output



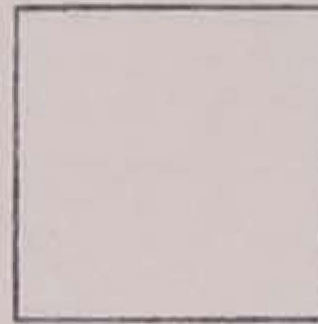
Document



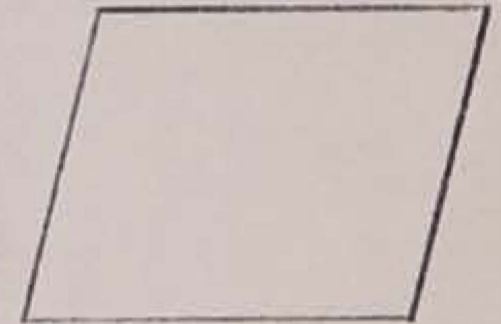
Predefined
Process



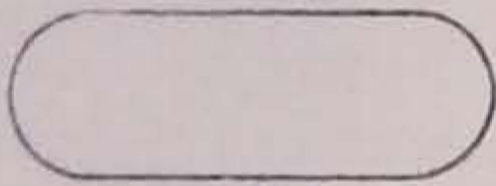
Decision



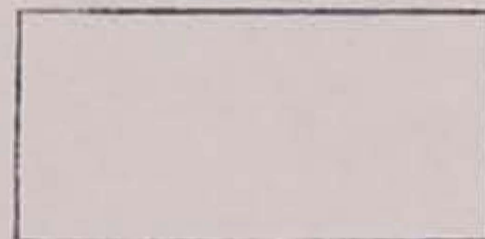
Auxiliary
Operation



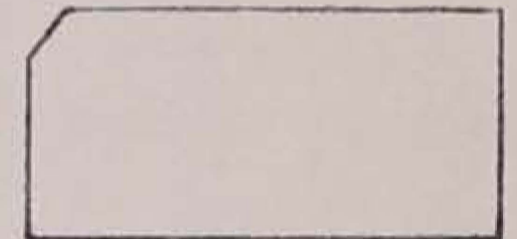
Clerical
Operation



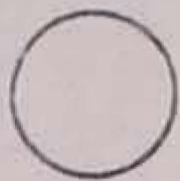
Terminal



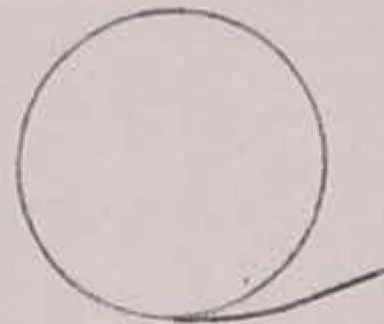
Catalog Cards
or Labels



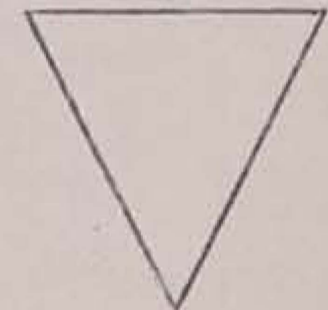
Punch Card



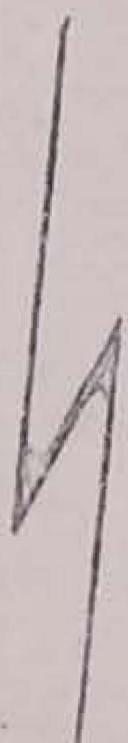
Connector



Magnetic
Tape



File



Communication
Link



Paper Tape

SEVEN RIVERS LIBRARIES CODES

*Add these
to your codes*
REC'D JAN 21 1970

CA IOWA CITY PUBLIC LIBRARY
MISS MARY GROTEAU, LIBRARIAN
IOWA CITY, IOWA 52249

CD SOLON PUBLIC LIBRARY
MRS. JOE TURKAL, LIBRARIAN
SOLON, IOWA 52333

CE MARENGO PUBLIC LIBRARY
MRS. HELEN HIBBS., LIBRARIAN
MARENGO, IOWA 52301

CH NORTH ENGLISH PUBLIC LIBRARY
MRS. WILDA STRAUSSER, LIBRARIAN
NORTH ENGLISH, IOWA 52316

CI VICTOR PUBLIC LIBRARY
MRS. H.C. FOLKERTS, LIBRARIAN
VICTOR, IOWA 52347

CL BROOKLYN PUBLIC LIBRARY
MRS. RAYMOND NELDON, LIBRARIAN
BROOKLYN, IOWA 52211

CM STEWART PUBLIC LIBRARY°
MRS. JULIE MULLINS, LIBRARIAN
~~STEWART~~ IOWA Grinnell, iowa 50112

CM

CN MONTEZUMA PUBLIC LIBRARY
MISS GERALDEAN HORN, LIBERAIAN
MONTEZUMA, IOWA 50171

CR SCOFIELD PUBLIC LIBRARY
MRS. GLENN GUENGERICH, LIBRARIAN
WELLMAN, IOWA 52356

~~XXXXXXXXXXXXXXXXXXXXXXXXXXXX~~

CZ WEST LIBERTY PUBLIC LIBRARY
MRS. BETTY AKERS, LIBRARIAN
WEST LIBERTY, IOWA 52776

CY MUSCATINE PUBLIC LIBRARY
MR. JAMES WHITE, LIBRARIAN
MUSCATINE, IOWA 52761

2.
IJ MEN'S REFORMATORY
— ROBERT THORINTON, LIBRARIAN
XXX ANAMOSA, IOWA 52205

IW ANNIE WITTENMEYER HOME
— MRS. DALTON LIBRARIAN — (ERMA) 2800 EASTERN AVE.
DAVENPORT, IOWA 52803

GO MARSHALLTOWN PUBLIC LIBRARY
NORTH AND CENTER
MARSHALLTOWN, IOWA 50158

(D.M. METROPOLITAN COOP)

TB WILTON JUNCTION PUBLIC LIBRARY
MRS. ~~XXXX~~ MARJORIE NEIPERT, LIBRARIAN
~~WILTON, IOWA~~ ~~WILTON, IOWA~~
WILTON JUNCTION, IOWA 52778

— TC BETTENDORF PUBLIC LIBRARY
MRS. MARY HERRING, LIBRARIAN
BETTENDORF, IOWA 52722

TO BLAIRSTOWN PUBLIC LIBRARY
MRS. MARIAN KIMM, LIBRARIAN
BLAIRSTOWN, IOWA 52209

TP KEYSTONE PUBLIC LIBRARY
MRS. ~~SK~~DAWN KING, LIBRARIAN
KEYSTONE, IOWA 52249

tq van horne public library
mrs. mark reilly, librarian
VAN HORNE, IOWA 52346

— TR VINTON PUBLIC LIBRARY
MRS. ~~MY~~MARY HARLAN, LIBRARIAN
VENTON, IOWA 52347

TS DYSART PUBLIC LIBRARY
MRS. LLOYD WUNDER, ~~IOWA~~
DYSART, IOWA 52224

TT GARWIN PUBLIC LIBRARY
MRS. CARL JENSEN, LIBRARIAN
GARWIN, IOWA 50632

TU GLADBROOK PUBLIC LIBRARY
MRS. RAYMONDROWDEN, LIBRARIAN
GLADBROOK, IOWA 50635

TV TAMA PUBLIC LIBRARY
MRS. ALMA FOREMAN, LIBRARYAN
~~TX~~ TAMA, IOWA 52339

~~EWXXGKEX~~

TW TOLEDO PUBLIC LIBRARY
MRS. RUTH WELLS, LIBRARIAN
TOLEDO, IOWA 52342

YZ

STANWOOD PUBLI LIBRARY
MRS. MIRIAM KLAHN, LIB.
STANWOOD, IOWA 52337

TX TRAER PUBLIC LIBRARY
MRS. MARCELLA WIGNALL, LIBRARIAN
TRAER, IOWA 50675

TZ CENTER POINT PUBLIC LIBRARY
MRS. MAXINE WHITMORE, LIBRARIAN
~~XXXXXXXX~~ CENTER POINT, IOWA 52213

YC HIAWATHA PUBLIC LIBRARY
MRS. DIANE HURLEY, LIBRARIAN
HIAWATHA, IOWA 52233

YG ENLOW PUBLIC LIBRARY
— MRS. ETHEL ALBIN, LIBRARIAN
WEST BRANCH, IOWA 52358

YM MONTICELLO PUBLIC LIBRARY
MRS. BEE GOUGHNER, LIBRARIAN
MONTICELLO, IOWA 52310

YQ

YQ WYOMING PUBLIC LIBRARY
MISS HERTA LEVSON, LIBRARIAN
WYOMING, IOWA 52362

YO OLIN PUBLIC LIBRARY
MRS. GRACE VROOMAN, LIBRARIAN
OLIN, IOWA 52320

YS CAMANCHE PUBLIC LIBRARY
MRS. JANE WELTY, LIBRARIAN
— 102 12th AVE.
~~YS~~ CAMANCHE, IOWA 52730

YT CLINTON PUBLIC LIBRARY
MR. ROBERT SEGER, LIBRARIAN
CLINTON, IOWA 52732

YU DEWITT PUBLIC LIBRARY
MRS. J^EANNEIR KNEPPER, LIBRARIAN
DEWITT, IOWA 52742

YX EDNA ZYBELL MEMORIAL LIBRARY
MRS. LOSI BRINK, LIBRARIAN
CLARENCE, IOWA 52216

YY Mrs. Everett Ferguson, Librarian (7Riv.)
Mechanicsville PL.
Mechanicsville, Ia. 52306

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- JE Early Public Library
Mrs. Elise Bettin, Lbrn.
Early, Iowa 50535
- JF Lake View Public Library
Mrs. Hazel Gerdes, Lbrn.
Lake View, Iowa 51450
- JJ Schaller Public Library
Mrs. P.H. Hendrick, Lbrn.
Schaller, Iowa 51053
- JK Wall Lake Public Library
Mrs. Clara Wenzel, Lbrn.
Wall Lake, Iowa 51466
- LA Sioux City Public Library
Miss Altamae Briden, Interlibrary Loan
705 6th Street
Sioux City, Iowa 51105
- LC Anthon Public Library
Mrs. B.J. Thayer, Lbrn.
Anthon, Iowa 51004
- LD Correctionville - no information
- LE (Merville) Woodbury County Library
Mrs. Sara McElrath, Lbrn.
Merville, Iowa 51039
- LG Sloan - no information
- ZA Siouxland Cooperarive Regional Library System
Miss Altamae Briden, Interlibrary Loan
705 6th Street
Sioux City, Iowa 51105
- LH Audbon Public Library
Mary Frederiksen, Lbrn.
Audbon, Iowa 50025
- LJ Gray - no information
- LK Kimballton Public Library
Mrs. Gudrun Esbeck, Lbrn.
Kimballton, Iowa 51543
- LL Exria - no information
- LM Danbury Public Library
Mrs. Eugene Volkman, Lbrn.
Danbury, Iowa 51019

LN Sergeant Bluff Luton Community Schools
Miss Patricia Bellows
Sergeant Bluff, Iowa 51054

ZY Harlan Public Library
Mrs. Mary Finken, Lbrn.
Harlan, Iowa 51537

ZZ Mrs. Lois F. Crane, Chairman of Library Board
Shelby, Iowa 51570 (They do not have a public library)

LB Elk Horn Public Library
Mrs. M. Jeane Johnson, Lbrn.
Elk Horn, Iowa 51531

ZU Onawa Public Library
Mrs. Myrtle Williams, Lbrn.
Onawa, Iowa 51040

ZV Whiting Public Library
Mrs. Mildred Hedum, Lbrn.
Whiting, Iowa 51063

ZW Ute, Iowa - no information

ZX Mapleton - no information

ZP Arthur Public Library
Mrs. Florence Winnings, Lbrn.
Arthur, Iowa 51431

ZQ Battle Creek Public Library
Mrs. Nadine Mickelsen, Lbrn.
Battle Creek, Iowa 51006

ZR Galva Public Library
Mrs. Amenda Carstens, Lbrn.
Galva, Iowa 51020

ZS Holstein Public Library
Mrs. R.L. Stubbs, Lbrn.
Holstein, Iowa 51025

ZT Ida Grove Public Library
Mrs. Edna Prior, Lbrn.
Ida Grove, Iowa 51445

ZJ Dunlap, Iowa - no information

ZK Logan Public Library
Mrs. Ted Wohlers, Lbrn.
Logan, Iowa 51546

ZL Missouri Valley Public Library
Mrs. Leona Levinson, Lbrn.
Missouri Valley, Iowa 51555

ZM Modale Public Library
Mrs. Dorothy Brandiff, Lbrn.
Modale, Iowa 51556

ZN Mondamin, Iowa - no information

ZO Woodbine Public Library
Mrs. Ethel Elston, Lbrn.
Woodbine, Iowa 51579

ZB Denison Public Library
Mrs. W.H. McHenry, Lbrn.
Denison, Iowa 51442

ZC Dow City, Iowa - no information

ZD Manilla Public Library
Mrs. Olga Christensen, Lbrn.
Manilla, Iowa 51454

ZE Schleswig, Iowa - no information

ZF Westside, Iowa - no information

ZG Charter Oak, Iowa - no information

ZH Vail, Iowa - no information

STATE LIBRARY OF IOWA



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