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Report of

A STUDY OF THE OPERATIONS AND COSTS OF THE INSTRUCTIONAL MATERIALS CENTERS IN IOWA

July 1, 1968 - June 30, 1969

3-375

Report of A Study of the Operations
and Costs of the Instructional Materials
Centers in Iowa, as Supported by
Title II of the Elementary-Secondary Education Act

For the Period
July 1, 1968 to June 30, 1969

A Report Based on the Replies to a Questionnaire
Prepared by a Title II Cooperative Services Committee
Appointed by Paul L. Spurlock, Chief, Title II, ESEA,
and Educational Media Section, Department of Public
Instruction.

Mary Travillian

Geraldine French

William Burns

Ira E. Larson, Chairman

October 2, 1969

ACKNOWLEDGEMENTS

Members of the Committee wish to express their personal thanks to all those who by their suggestions have assisted in the preparation of the questionnaire, or who have provided for the questionnaire the information concerning each of Iowa's sixteen instructional materials centers. The Committee is especially indebted to Dr. Glen Easterday, Director, Research and Evaluation, Joint County System of Cedar, Johnson, Linn, and Washington Counties for his assistance in the preparation of the tables in this report.

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I. BACKGROUND OF THE REPORT

The Iowa Plan for Title II of the Elementary-Secondary Education Act is unique among the state plans in that funds from Title II are distributed to sixteen area sub-agencies, rather than directly to local schools. Each local school, under the Iowa Plan, is then permitted to obtain instructional materials from the Center that serves its geographical area.

The development of sixteen Instructional Materials Centers in Iowa began with the first distribution of Title II funds in the 1966-67 school year. Visitations of Title II personnel were made to many of the Instructional Materials Centers in a series of meetings called by the Department of Public Instruction for the discussion of Title II problems. These meetings provided an opportunity to make general observations of the organization and operations of each of the Centers visited. However, the Centers developed more rapidly in some areas than in others and the information available prior to the 1968-69 school year concerning costs, circulation, personnel and other details was understandably limited or unavailable in some areas. Operation of all sixteen Centers was realized in the 1968-69 school year.

Personnel involved in the state-wide meetings of Title II personnel agreed in a meeting at Davenport early in 1969 that it would be desirable to have a more complete picture of Title II operations in all of the sixteen Centers so that some valid comparisons of operations could be made and so that a better understanding of the full impact of Title II on education in Iowa could be obtained. Accordingly, a committee was appointed by Paul L. Spurlock, Chief, Title II, ESEA, Department of Public Instruction, to prepare a questionnaire which might be used to obtain the desired information concerning the details of operations of Title II in Iowa. A committee was

appointed as follows:

Mary Travillian, Librarian, Area VI, Marshalltown

Jeraldine French, Librarian, Area V, Ft. Dodge

William Burns, Librarian, Area VIII, Dubuque

Ira E. Larson, Chairman, Assistant Superintendent,
Joint County System, Area X, Cedar Rapids

The Committee developed a suggested questionnaire and submitted it for consideration by Title II personnel of the state at a meeting in Dubuque May 22-23, 1969. Several suggestions made by personnel at the Dubuque meeting were incorporated in the questionnaire as finally printed.

The questionnaire was mailed to the sixteen areas on June 27, 1969, and replies from all areas were received by late August, 1969.

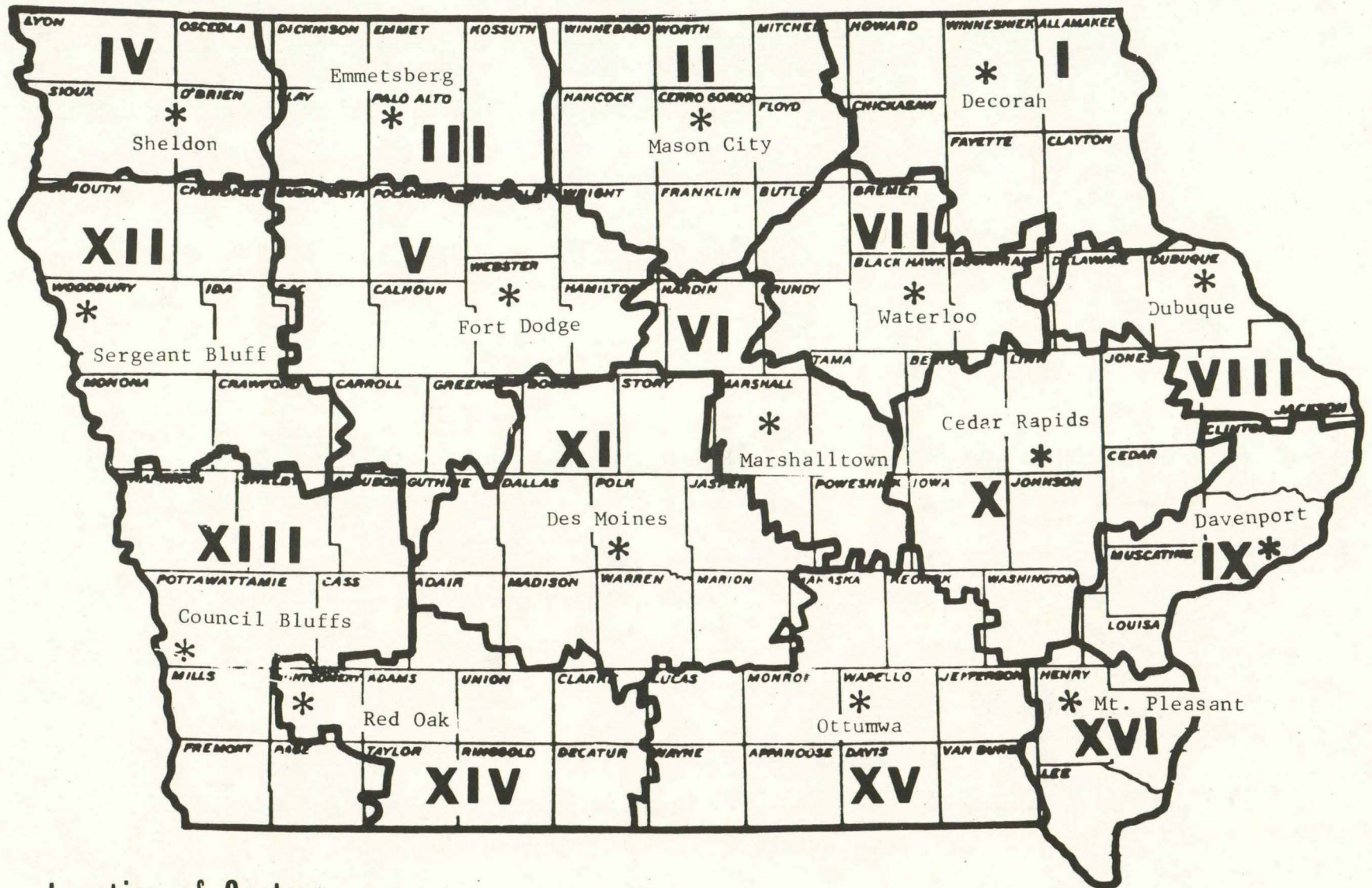
The questionnaire is divided into the following major categories of information:

- A. AREA DATA
- B. FACILITIES -- SPACE
- C. FACILITIES -- EQUIPMENT
- D. CIRCULATION -- MATERIALS
- E. CIRCULATION -- INVENTORY
- F. PROCESSING AND CATALOGING
- G. PERSONNEL
- H. EXPENDITURES
- I. RECEIPTS

The purpose of the first category "AREA DATA" was to provide an over-view of each of the sixteen areas in which the Instructional Materials Centers are located. The remaining categories provide the details needed to make comparisons of operations and costs and to gain some understanding of the total effort being made in the state through Title II and local funding. It should be noted throughout an examination of the report that the information provided is for the period July 1, 1968 to June 30, 1969.

Copies of the completed questionnaires from each of the sixteen areas are included in the appendix of this report.

IOWA'S REGIONAL EDUCATIONAL MEDIA CENTERS



* Location of Centers

II. EXPLANATION OF THE SUMMARY TABLE

The following pages present data taken from the "Title II Questionnaires" from each of the sixteen areas of the state. Most of the data is lifted directly from the questionnaire, but some, which will be noted, is from data treated mathematically in order to arrive at new, more comparable, figures.

Each of the first 16 rows on the table represents a separate area or region of the state; the last row gives totals or state-wide calculations. Column 1 presents the number of public school districts as reported by each area. This is taken from page 1 of the questionnaire, item number 5. You will note that the sum of all sixteen districts of the state totals 451 public school districts. Column 2 presents the school populations as of September 15, 1968. The third column reports the number of teachers and administrators in each area. The next information provided makes use of columns 2 and 3 for a calculation of a pupil-teacher ratio. This is presented in column 4.

Column 5 gives the total assessed valuation reported by each of the areas. This, too, was taken from the questionnaire, page 1, item 10. The assessed valuation per enrollee, or student, was calculated as indicated in the questionnaire itself. That is presented in column 6.

The data for column 7 was taken from section H of the questionnaire, beginning on page 8, and it lists the expenditures for facilities for the year. Column 8 presents the facilities cost per pupil

from simply dividing the cost of facilities by the student population as reported in column 2. Column 9 creates a new subtotal from page 9, question 2, "Materials Costs Per Year." In this case, the data for column 9 was generated by adding only the first column in the questionnaire: those costs of materials purchased under Title II. Information for column 10 of the table again presents the results of division by the number of pupils reported for a per pupil cost of Title II materials. Column 11 takes a subtotal from the next column of the questionnaire, summing here only the non-Title II expenditures for materials. Then column 12 presents the per pupil cost of non-Title II materials. Column 13 reproduces from the questionnaire itself that entire subtotal, materials costs, which was presented on page 9 of the questionnaire. Column 14 again presents a per pupil figure for the total cost of material. The next item in the questionnaire pertained to the circulation costs of each area per year, and this is reported in column 15 of the table, followed by the per pupil costs for circulation only, in column 16. Column 17 goes to the next category, that of personnel costs per year, as reported in the questionnaire, and then, is followed by the per pupil figure for personnel costs. This is reported in column 18 of the table.

Next follows the total expenditures for all four sub-areas: facilities, all materials, circulation, and personnel. This is the grand total expenditure for the 12 month period, reported in column 19. The total pupil enrollment was used as a divisor to figure the data in column 20, which is the total expenditure per pupil. Column 21 reports a grand total changed somewhat by subtracting

the cost of Title II materials. This had been presented in column 9 of the table we are describing as "Title II Material Costs." This amount was subtracted from the total expenditure to present here in column 21 "Expenditures Less Title II Funds." Column 22 follows the pattern by presenting the total expenditures less Title II funds per pupil. This might be considered the local funds expended per pupil.

Column 23 moves on to more data taken directly from page 9 of the questionnaire, the total amount of receipts for the 12-month period. Total receipts per pupil, shown in column 24, were arrived at by dividing the entry of column 23 by the entry of column 2, student population. From the data in the questionnaire another figure, made up only of local receipts, was arrived at, and that is presented in column 25. This data was derived by adding the tax funds from County or Joint System, the service fees or fines or insurance fees, and the local school assessments or cooperating county assessments. Those receipts from local sources are reported in column 25, followed, naturally enough, by the local receipts per pupil presented in column 26.

Columns 27, 28, 29, and 30 deal with related material, which was presented in section G of the questionnaire - personnel. This provides a way to report the number of full time or part time directors or coordinators of centers, librarians, audio-visual directors, and other professional personnel. Column 31, then, enumerates the non-certificated staff members working within each center.

Numbers in column 32 were lifted from another section of the original report, section B, dealing with facilities and space. Item number 1, there, called for the square feet of space occupied for Title

II operations, and that figure is presented in column 32.

Column 33 summarizes data dealing with the type of catalog provided by the center and the number of catalogs printed. The data for this column was taken from the section on processing and catalogs which was on page 7 and labeled section F in the original questionnaire. The primary types of responses indicated whether catalogs had book form or card form, and then the number of catalogs that were printed by the center. Column 34 carries this one step further by reporting how these catalogs were distributed. Generally it tells the number of catalogs per attendance center or the number of catalogs per teacher that were provided by the center.

Column 35 gets at a somewhat different type of data. It reports the number of delivery stops per school per week and the policy concerning delivery. Of course, a blank space here means that no delivery service was provided by the area. The data summarized in this column was taken from questions number 5 and 6 on page 4 of the original "Title II Questionnaire."

In a summarized fashion, column 36 presents the circulation plan described in response to question 8 of page 4. The options which were selected dealt with a) circulating materials by title requested by teachers, b) circulating materials based on requests for specific sets of materials, or c) circulating materials without requests from individual schools or teachers.

Column 37 starts a section on information from page 5 dealing with circulation and inventory of materials. It was determined that most areas dealt with books and 16 mm films; therefore, information about these materials was selected for the summary table. So in

column 37, we have the number of volumes of books in the center. Column 38 presents the count of book circulation for the school year 1968-69. Column 39 presents the number of 16 mm films housed in each center, and column 40 presents the number of circulations of 16 mm films.

Columns 41-46 present information which was taken primarily from page 5 of the questionnaire, section E, "Circulation and Inventory." Column 41 presents the ratio of circulation of books to the number of volumes of books on hand at the materials center. Column 42 presents the circulation of books divided by the entry of column 2, the student population, for a circulation of books per pupil in the area. Column 43 presents circulation of books this time divided by the figures presented in column 21, the total expenditures of the center, minus the Title II funds. So here we have the circulation of books per non-Title II dollar. Columns 44-46 present the same findings dealing with 16 mm films. Specifically, column 44 presents an index of the circulation of 16 mm films per 16 mm film housed in the center. Column 45 presents the circulation of 16 mm films per pupil enrolled within the area served by the center, and column 46 presents the circulation of 16 mm films per dollar of non-Title II money. Since both columns 43 and 46 use the same non-Title II expenditure figures, neither can be considered as an estimate of cost of circulating items. They should be viewed merely as indices of operation with these two items.

SUMMARY TABLE

Area Number	(1) Number of Public School Districts	(2) Student Population	(3) School Personnel	(4) Pupil-Teacher Ratio
1	22	30,126	1,900	15.9:1
2	29	36,576	1,899	19.3:1
3	28	23,057	1,321	17.5:1
4	19	19,375	1,104	17.5:1
5	51	53,724	2,878	18.7:1
6	21	27,489	1,492	18.4:1
7	26	55,782	2,622	21.3:1
8	11	38,769	1,681	23.1:1
9	19	65,872	3,113	21.2:1
10	43	80,199	4,158	19.3:1
11	58	127,249	6,336	20.1:1
12	32	50,598	2,617	19.3:1
13	31	49,936	2,746	18.2:1
14	22	16,950	885	19.2:1
15	26	36,702	1,958	18.7:1
16	13	28,746	1,419.6	20.2:1
State As A Whole	451	741,150	38,129.6	19.4:1

SUMMARY TABLE (con't)

Area Number	(5) Assessed Valuation	(6) Valuation Per Pupil	(7) Cost of Facilities	(8) Facilities Cost Per Pupil
1	251,247,729	8,339.90	16,544.18	0.55
2	400,602,429	10,952.60	3,839.20	0.10
3	278,158,875	12,063.97	2,936.74	0.13
4	218,760,000	11,290.84	3,174.76	0.16
5	629,015,973	11,708.29	6,781.86	0.13
6	371,205,978	13,503.80	10,620.00	0.39
7	423,919,960	7,599.58	8,098.00	0.15
8	260,510,352	6,719.55	14,150.00	0.36
9	528,685,415	8,025.95	24,066.00	0.37
10	554,403,589	6,912.85	30,880.00	0.39
11	991,942,000	7,795.28	4,200.00	0.03
12	445,058,417	8,795.97	4,825.69	0.10
13	439,547,910	8,802.23	14,003.90	0.28
14	179,000,000	10,560.47	33,150.00	1.96
15	321,439,026	8,759.08	22,106.00	0.60
16	233,780,066	8,132.61	6,600.00	0.23
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State As A Whole	6,527,277,719	8,807.00	205,976.33	0.28

SUMMARY TABLE (con't)

Area Number	(9) Title II Material Cost	(10) Title II Material Cost Per Pupil	(11) Non-Title II Material Cost	(12) Non-Title II Material Cost Per Pupil
1	53,028.16	1.76	0.00	0.00
2	56,243.23	1.54	647.99	0.02
3	45,635.12	1.98	0.00	0.00
4	33,672.59	1.74	0.00	0.00
5	83,145.00	1.55	0.00	0.00
6	45,152.00	1.64	15,199.00	0.55
7	95,603.00	1.71	0.00	0.00
8	85,644.00	2.21	5,474.00	0.14
9	109,186.00	1.66	700.00	0.01
10	122,538.95	1.53	10,347.86	0.13
11	190,412.00	1.50	0.00	0.00
12	112,205.29	2.22	0.00	0.00
13	87,981.58	1.76	0.00	0.00
14	29,767.59	1.76	32,883.50	1.94
15	62,017.70	1.69	0.00	0.00
16	52,706.00	1.83	0.00	0.00
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State As A Whole	1,264,938.21	1.71	65,252.35	0.09

SUMMARY TABLE (con't)

Area Number	(13) Total Material Cost	(14) Material Cost Per Pupil	(15) Circulation Costs	(16) Circulation Cost Per Pupil
1	53,028.16	1.76	8,307.20	0.28
2	56,891.22	1.56	5,330.13	0.15
3	45,635.12	1.98	1,188.27	0.05
4	33,672.59	1.74	1,844.10	0.10
5	83,145.00	1.55	15,845.98	0.29
6	60,351.00	2.20	5,735.00	0.21
7	95,603.00	1.71	7,329.00	0.13
8	91,118.00	2.35	7,000.00	0.18
9	109,886.00	1.67	13,100.00	0.20
10	132,886.81	1.66	21,854.76	0.27
11	190,412.00	1.50	4,735.00	0.04
12	112,205.29	2.22	13,301.93	0.26
13	87,981.58	1.76	21,277.18	0.43
14	62,651.09	3.70	26,600.00	1.57
15	62,017.70	1.69	20,930.52	0.57
16	52,706.00	1.83	2,400.00	0.08
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State As A Whole	1,330,190.56	1.79	176,779.07	0.24

SUMMARY TABLE (con't)

Area Number	(17) Personnel Costs	(18) Personnel Costs Per Pupil	(19) Grand Total Expenditures	(20) Expenditures Per Pupil
1	18,469.21	0.61	96,348.75	3.20
2	18,060.74	0.49	84,121.29	2.30
3	8,303.00	0.36	58,063.13	2.52
4	12,963.10	0.67	51,654.55	2.67
5	18,947.43	0.35	124,720.27	2.32
6	24,000.00	0.87	100,706.00	3.66
7	24,157.00	0.43	135,187.00	2.42
8	19,400.00	0.50	131,668.00	3.40
9	66,382.00	1.01	213,434.00	3.24
10	111,240.00	1.39	296,861.57	3.70
11	36,635.00	0.29	235,982.00	1.85
12	54,745.00	1.08	185,077.91	3.66
13	54,773.24	1.10	178,035.90	3.57
14	101,000.00	5.96	223,401.09	13.18
15	137,723.73	3.75	242,777.95	6.61
16	24,637.36	0.86	86,343.36	3.00
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State As A Whole	731,436.81	0.99	2,444,382.77	3.30

SUMMARY TABLE (con't)

Area Number	(21) Expenditures Less Title II Funds	(22) Local Expenditures Per Pupil	(23) Total Receipts	(24) Total Receipts Per Pupil
1	43,320.59	1.44	82,802.88	2.75
2	27,878.06	0.76	56,583.04	1.55
3	12,428.01	0.54	50,083.62	2.17
4	17,981.96	0.93	51,654.55	2.67
5	41,575.27	0.77	128,227.36	2.39
6	55,554.00	2.02	103,289.00	3.76
7	39,584.00	0.71	135,187.00	2.42
8	46,024.00	1.19	131,668.00	3.40
9	104,248.00	1.58	215,127.00	3.27
10	174,322.62	2.17	253,514.31	3.16
11	45,570.00	0.36	267,575.00	2.10
12	72,872.62	1.44	184,332.71	3.64
13	90,054.32	1.80	190,167.53	3.81
14	193,633.50	11.42	247,057.00	14.58
15	180,760.25	4.93	306,611.95	8.35
16	33,637.36	1.17	92,494.00	3.22
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State As A Whole	1,176,328.65	1.59	2,496,374.95	3.37

SUMMARY TABLE (con't)

Area Number	(25)	(26)	(27)	(28)	(29)	(30)	(31)
	Local Receipts	Local Receipts Per Pupil	Coordinator	Librarian	Certificated Staff Audio-Visual Director	Other	Non-Certificated Staff
1	24,756.71	0.82	1	0	0	0	2
2	9,281.06	0.25	1 p.t.	0	0	0	4.5
3	5,749.67	0.25	0	1 p.t.	0	Sub-Agent & Director 1 p.t.	3
4	9,772.90	0.50	0	0	0	Sub-Agent & Director 1 p.t.	3.5
5	33,103.00	0.62	1 p.t.	1 p.t.	0	0	6.5
6	43,075.00	1.57	1 p.t.	0	0	0	4
7	19,635.00	0.35	1 p.t.	1 p.t.	0	0	7
8	36,109.24	0.93	1	0	0	0	5
9	86,217.73	1.31	1	1	0	0	10
10	105,870.74	1.32	1	1	1	Asst. Librarian 1	29
11	45,560.00	0.36	1 p.t.	0	0	1	6.5
12	75,000.00	1.48	1	1	0	0	13
13	71,723.68	1.44	1	0	0	0	13
14	0.00	0.00	1	0	1	0	15.25
15	45,082.71	1.23	1	1	1	0	16
16	30,249.00	1.05	1	0	0	1	7
State As A Whole	641,186.44	0.87	9 f.t. 5 p.t.	4 f.t. 3 p.t.	3 f.t. 0 p.t.	3 f.t. 2 p.t.	145.25

SUMMARY TABLE (con't)

	(32)	(33)	(34)	(35)	(36)
Area Number	Square Feet of Title II Operations	Number & Type Catalog	Catalog Distribution	Number of Delivery Stops Per School/Wk. & Policy	Circulation Plan
1	3,580	400 Book 500 Film	2 book, 3 film per attendance center	---	Titles requested
2	1,216	1,000 Book	1 ⁺ /attendance center	---	Titles & sets requested
3	2,251	300 Book & Card	2/attendance center	---	Titles & sets requested
4	1,500	1,200 Book	1/each 2 teachers	---	Titles requested
5	2,300	1,200 Book	1/each 2 teachers	1/central distribution point	Titles & sets requested
6	1,900	500 Book	3/attendance center	1/attendance center	Titles requested
7	3,600 ⁺	Book, Card In process of providing	Request of School	---	Titles requested
8	2,000	Book, Card	1/teacher	---	Titles requested
9	10,000	Book 1,000 K-6 500 7-12	1/each 3 teachers	2/central distribution point	Titles & sets requested
10	8,000	350 Card	1/attendance center	2/attendance center	Titles requested
11	3,840	2,000 Book	3/attendance center	---	Titles requested
12	8,181	Card	1/teacher	Depends on Material requests/ Attendance center	Titles & sets requested. Sets circulated without requests
13	5,240	2,000 Book	1/teacher	2/attendance center	Titles & sets requested

Other areas continued on following page

SUMMARY TABLE (con't)

	(32)	(33)	(34)	(35)	(36)
Area Number	Square Feet of Title II Operations	Number & Type Catalog	Catalog Distribution	Number of Delivery Stops Per School/Wk. & Policy	Circulation Plan
14	3,800	1,000 Book	1/teacher	5/attendance center & each central distribution point	Titles & sets requested
15	12,700	2,200 Book	1/teacher	6/month/attendance center	Titles requested
16	6,700	289 ⁺ Book	4/attendance center	---	Titles requested
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State As A Whole	76,808				

SUMMARY TABLE (con't)

Area Number	(37) Volumes of Books	(38) Books Circulated 1968-69	(39) No. of 16 mm Films	(40) 16 mm Films Circulated 1968-69
1	19,996	31,140	709	10,060
2	20,296	31,794	873	9,841
3	13,879	16,774	635	5,946
4	12,829	45,000	478	8,000
5	23,287	48,859	738	14,251
6	14,835	12,067	552	5,201
7	29,152	N.A.	981	12,000 (est.)
8	31,822	27,275	1,108	15,264
9	64,972	86,979	2,171	18,776
10	43,192	85,799	4,215	47,899
11	64,282	66,411	2,535	27,974
12	30,886	24,698	1,111	15,932
13	47,849	61,585	1,128	18,586
14	10,800	10,400	2,270	22,716
15	30,800	42,223	1,750	15,017
16	30,156	39,000	715	8,200
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State As A Whole	489,033	630,004	21,969	255,663

SUMMARY TABLE (con't)

Area Number	(41)	(42)	(43)	(44)	(45)	(46)
	Books		Circ./ Non T-II Dollar	16 mm Films		Circ./ Non T-II Dollar
Circ./ Item	Circ./ Pupil	Circ./ Item		Circ./ Pupil		
1	1.557	1.034	0.719	14.189	0.334	0.232
2	1.567	0.869	1.141	11.273	0.269	0.353
3	1.209	0.728	1.350	9.364	0.258	0.478
4	3.508	2.336	2.503	16.736	0.413	0.445
5	2.098	0.909	1.175	19.310	0.265	0.343
6	0.813	0.439	0.217	9.422	0.189	0.094
7	N.A.	N.A.	N.A.	12.232 (est.)	0.215 (est.)	0.303 (est.)
8	0.857	0.704	0.593	13.776	0.394	0.332
9	1.339	1.320	0.834	8.649	0.285	0.180
10	1.987	1.070	0.492	11.364	0.597	0.275
11	1.033	0.522	1.457	11.035	0.220	0.614
12	0.800	0.488	0.339	14.340	0.315	0.219
13	1.287	1.233	0.684	16.477	0.372	0.206
14	0.963	0.614	0.054	10.007	1.340	0.117
15	1.371	1.151	0.234	8.581	0.409	0.083
16	1.293	1.357	1.159	11.469	0.285	0.244
State As A Whole	1.288	0.850	0.536	11.637	0.345	0.217

TITLE II
QUESTIONNAIRE

1968--69

TITLE II
QUESTIONNAIRE

A Study of the Operations and Costs of the Instructional Materials Centers in
Iowa, as supported by Title II, ESEA, for the period July 1, 1968 - June 30, 1969.

Questionnaire Prepared By a Title II Cooperative Services Committee
appointed by Paul L. Spurlock, Chief, Title II, ESEA, and Educational
Media Section, Department of Public Instruction.

Mary Travillian
Geraldine French
William Burns
Ira E. Larson, Chairman

JOINT COUNTY SYSTEM OF
CEDAR, JOHNSON, LINN, AND WASHINGTON COUNTIES
305 Second Avenue, S.E.
Cedar Rapids, Iowa 52401

June 27, 1969

Subject: Title II Questionnaire

To: Title II Coordinators

In accordance with discussions held at the Dubuque Title II meeting, May 22-23, 1969, we are forwarding herewith two copies of a questionnaire which pertains to Title II operations for the period July 1, 1968 - June 30, 1969. The questionnaire has been revised to incorporate several suggestions made at the Dubuque meeting.

We urge you to complete the questionnaire as soon as possible and return to the office, with address as given above, not later than July 25, 1969. Several coordinators present at the Dubuque meeting indicated that they would have most of the information collected and recorded on the draft copy of the questionnaire which was distributed at Dubuque. You may keep the second copy of the questionnaire for your files. More copies are available if you should have a special need for them.

We are also enclosing some additional copies of the Title II summary concerning cooperative services which was reviewed at Dubuque. Some areas have requested extra copies, and we will keep a limited reserve for any future needs.

Ira E. Larson, Chairman
Mary Travillian
Geraldine French
William Burns
Cooperative Services Study Committee

A. AREA DATA

Area No. I

1. Information about your Instructional Materials Center - Name Area I Media Center
 Address 326 Washington Street
 City Decorah, Iowa 52101
 Telephone No. 319 382 4369

2. Number of county school systems included in whole or in part in your area 6

3. Is there a legal merger of county school systems in your area? Yes 7-1-1969
 No _____

4. If so, how many county school systems are included in the merger? 3

5. Number of public school districts in your area 22

6. Number of attendance centers in your area Public 95
 Non-Public 43
 Total 138

7. Total school population (K-12) as of 9-15-68 Public 23,139
 Non-Public 6,987
 Total 30,126

8. Number of teachers and administrators in area Public 1,631
 Non-Public 269
 Total 1,900

9. Approximate total general population of all school districts of your area 115,944
 (Find this information in the Iowa Educational Directory for 1968-69)

10. Total assessed valuation (1968) of your area \$251,247,729.

11. Total assessed valuation per enrollee as of 9-15-68 ($10 \div 7$) \$ 8,339.89

12. Number of employees in your Instructional Materials Center (in full-time equivalent) 2

B. FACILITIES - SPACE

1. Square feet of space occupied for Title II operations 3,580

2. Type of space occupied. (check appropriate response)

- a. A separate facility
- b. A separate floor of a larger facility
- c. Space shared with other county or Joint County System operations
- d. Other (Indicate)

3. Facilities currently provided or readily available in your Title II Center: (check as appropriate)

- a. Conference room
- b. Preview room
- c. Private office(s)
- d. Office(s) in open display space
- e. Storage room(s)
- f. Processing room(s)
- g. Librarian's work room
- h. Restrooms on same floor
- i. Lounge on same floor
- j. Loading dock: Interior
- Exterior
- k. Space for materials examination (Browsing space)
- l. Space for production facilities (Graphic arts, transparencies, etc.)
- m. Darkroom for photography
- n. Other rooms:

4. Location, accessibility, parking:

- a. Is your Center in the main downtown area of a city?
- b. Is your Center in the suburbs?
- c. Is your Center in a rural area?
- d. Is parking space provided?
- e. Is parking space adequate?

Yes	No
<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	<input checked="" type="checkbox"/>

5. Is your Center air conditioned?

C. FACILITIES - EQUIPMENT

Please indicate below the items of equipment which you have in your Center primarily to serve Title II needs or to provide services related to Title II operations.

	Yes	No	Number of Each
1. Film Inspection Machine	x		1
2. Film Splicing Machine	x		2
3. Film Washing Equipment	x		1
4. Projector, 16mm	x		1
5. Projector, 8mm			
6. Projector, Super 8mm	x		1
7. Projector, Overhead	x		1
8. Projector, Slide	x		1
9. Projector, Filmstrip			
a. Silent	x		1
b. Sound			
10. Tape Recorders	x		1
11. Record Players	x		1
12. Microfilm Camera			
13. Microfilm Reader			
14. Microfilm Reader-printer			
15. Transparency Production Equipment			
a. Thermal (e.g., Thermofax)			
b. Diazo	x		1
16. Dry Mount Press			
17. Copy Machines	x		1
18. Mimeograph Duplicator	x		1
19. Spirit Process Duplicator			
20. Offset Printing Equipment			
21. Headliner			
22. Varytper			
23. Typewriters			
a. Manual	x		2
b. Electric			
c. Library Labeling			
24. Card Catalog Cabinet	x		2
25. Special Education Equipment			
a. Ezy Rede	x		5
b. Dazor Magnifier			
1) Desk Model	x		2
2) Clamp-on Model	x		2
c. Primary Typewriters			
d. Brailers			
e. Tape Recorders			
f. Other			
g. Other			
26. Addressograph			
27. Laminator	x		1
28. Video Taping Equipment			
29. Photographic Developing Equipment			
30. Other			
			Approx. Shelf Footage*
31. Shelving:	Wood	Steel	
Library (Books & Other Print Materials):		x	2,436
AV (Films & Other Non-Print Materials):		x	180

*Express in terms of lineal, single shelf footage. E.g., a section of double shelving, six feet long, with six "levels" of shelving would have a total of 72 lineal feet of shelving space.

D. CIRCULATION MATERIALS
(Forms & Procedures)

1. Is delivery service provided? Yes No
2. Number of vans or vehicles?
3. Number of different delivery routes served on a regular basis?
4. Length of routes from shortest to longest?
5. Number of delivery stops per school per week, or,
if not weekly, number of delivery stops per school per month?
6. Do your delivery policies provide for:
 - a. Delivery to each attendance center of a district? Yes No
 - b. Delivery to a central distribution point only? Yes No
 - c. Delivery directly to non-public schools? Yes No
7. Check as appropriate the following items pertaining to distribution from your Center:

	Films	Books	Other
a. Some materials distributed by U.S. Mail	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	_____
b. Some materials distributed by commercial delivery	_____	_____	_____
c. Some materials picked up by individual or school	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	_____
8. Which of the following describe(s) best the basic plan of circulation of your Center's printed materials?
 - a. Requests from teachers or pupils for specific titles are honored
 - b. Sets, or boxes, of books are prepared by Center and these are circulated upon request
 - c. Sets, or boxes, of books are circulated on established circuits without requests from individuals or schools
 - d. Other: _____

E. CIRCULATION, INVENTORY

Definition: For the purposes of this questionnaire, one circulation of a book, film, or other item of instructional material shall be considered as accomplished when that item goes from the Center to a using school or individual, or when the item goes from one school district to another in conformity with a pre-arranged circuit or schedule. (No attempt will be made to determine the further circulation which may take place in the local schools or classroom.)

	(a) No. of Titles	(b) No. of Volumes or Copies	(c) Number Circulated 1968-69*	(d) Previous Year's Circulation (1967-68)	(e) Usual Length of Loan or Use Period	(f) Average No. of Circulations per Item per Year (c) ÷ (a)(B)	(g) No. of Turndowns, if Available
1. Books	4935	19,996	31,140	14,629	9 wks.	1.5	75
2. Periodical Subscriptions	10	163	10	0	9 wks.	.06	0
3. Films (16mm)	709	709	10,060	6,632	4 days	14	578
4. Films (8mm)							
5. Films (8mm Loops)							
6. Filmstrips	60	60			2 wks.	4	0
7. Slides	360	720			2 wks.	10	1
8. Transparencies (Commercial)							
9. Transparency Master Books	6	6			2 wks.	3	0
10. Transparency Master Packets	30	30	20	0	2 wks.	0.6	0
11. Microfilm (Reels)							
12. Disc Recordings	6	6			2 wks.	6	0
13. Tape Recordings							
14. Art Prints							
15. Study Prints	5	5	48	10	2 wks.	9.6	0
16. Maps							
17. Globes							
18. Charts							
19. Pamphlets							
20. Multi-Media Kits (Hawks, etc.)	12	36	336	144	1 mo.	9.3	5
Special Education							
21. Large Print Books	58	240	15	10	9 mos.	.06	0
22. Braille Books							
23. Recordings	1	1	1	0	1 mo.	1	0
24. Other							
25. Other							
26. Other							

*July 1, 1968, to June 30, 1969

27. Describe your policies concerning advance booking by checking as appropriate. Do you permit advance booking of . . .

	Yes	No	How far in advance of use period do you permit material to be booked?				Other
			Less than 9 weeks	9 weeks	Semester	Year	
a. Books	<input checked="" type="checkbox"/>					<input checked="" type="checkbox"/>	
b. Other Print Materials	<input checked="" type="checkbox"/>					<input checked="" type="checkbox"/>	
c. Films	<input checked="" type="checkbox"/>					<input checked="" type="checkbox"/>	
d. Other Non-Print	<input checked="" type="checkbox"/>					<input checked="" type="checkbox"/>	

28. Circulation Reports (Check as appropriate)

Do you regularly prepare printed reports of the following, either for your schools or for your Center's use?

	Books	Other Print	Films	Other Non-Print	By Data Processing	Prepared "By Hand"
a. Each order filled for a school						
b. Periodic circulation summary reports	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>
c. List of overdue materials	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>
d. Lists of turndowns						

29. Are films inspected after each usage? Yes No _____

30. Are films washed at least once per year? Yes No _____

31. Circulation Service Fees & Fines. (Complete as appropriate)

Item	Service Fees			Fines			
	Amt. of Handling Charge	Amt. of Delivery Charges Per Item	Insurance or Other Fees	Late Return (Per day)	Charge for Lost Item	Charge for Damaged Item	Who Pays?
a. Books		Postage if mailed			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	School
b. Films (16mm)	.50				<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	School
c. Films (8mm)							
d. Disc Recordings							
e. Filmstrips							
f. Art Prints							
g. Transparencies							
h. Other							
i. Other							

32. If you do not assess fines, how do you control circulation? Describe briefly. _____

F. PROCESSING & CATALOGS

1. Check as appropriate to describe your Center's practices with respect to processing of materials:

	Commercially Processed	Processed In-Shop	Combination of Preceding
a. Books			x
b. Other Printed Materials			x
c. Films			x
d. Other Non-Print			x

2. Catalogs (Check as appropriate to show what catalogs you provide, and how.)

	Book Catalog	Card Catalog	Prepared In Center	Commercially Prepared	Centralized Data Processing	Provided by Vendor	Number Printed
a. For Books	(X) ?		x				400
b. Other Print Materials							
c. Films	(X) ?		x			}	500
d. Other Non-Print	(X) ?		x				

1967

1968

3. Distribution of Catalogs

	Print	Non-Print	Number Distributed
a. On basis of one per teacher			
b. On basis of limited number () per attendance center	2	3	840
c. On basis of enrollment (One per students)			

d. Are extra copies available? Yes x No x Cost \$ Free

e. Plans for further catalog publications:

	Annually	More Often	Less Often
1) Of Supplements to Book Catalogs of Films	x		
2) Of Complete Revisions of Book Catalogs			
3) Of Supplements to Card Catalogs			
4) New Card Catalogs	x		

4. What happens to catalogs at the end of school year?

- a. They remain with individual teachers
- b. They remain with building principal or in building library
- c. They are returned to the Instructional Materials Center

Book Catalogs		Card Catalogs	
Yes	No	Yes	No
x			

G. PERSONNEL

1. Certificated Personnel (Check as appropriate, but check only the major position of an individual if he serves in more than one capacity.)

Position	Full Time	Part Time	Highest Degree Held		
			BA	MA	Ed.S. or Ph.D.
a. Director or Coordinator	x			x	
b. Librarian					
c. AV Director					
d. Other					
e. Other					
f.					

2. Does the sub-agency chairman double in any of the above capacities? Yes _____ No x

3. Does the director or coordinator double in any of the other positions? Yes x No _____

4. Non-Certificated Staff:

a. Total Number Serving Title II (Full-time Equivalent) 2

1) How many of these are paid by tax funds of the county or Joint County System? 2

2) How many are paid by agencies such as Neighborhood Youth Corps, Voc. Rehab., Title III (ESEA)?

b. Number of Drivers for Delivery Vans?

Full-time duties for delivery? Yes _____ No _____

H. EXPENDITURES (1968-69)

(An accurate financial picture for 12 months of operation is desired. The figures supplied here will not necessarily be in agreement with your current expenditures and receipts ledger entries)

1. Facilities Costs Per Year:

a. Lease Costs	\$ 3,020.00
b. Utilities	787.23
c. Maintenance	378.49
d. Equipment	8,300.65
e. Supplies	1,487.50
f. Other	2,570.31

Total Facilities \$ 16,544.18

2. Materials Costs Per Year

	Title II	Non-Title II	Total
a. Books	23,988.16		23,988.16
b. Other Print	40.00		40.00
c. Films, 16mm	28,964.00		28,964.00
d. Films, 8mm			
e. Filmstrips			
f. Recordings			
g. Art Prints			
h. Other Non-print	36.00		36.00

Total Materials \$ 53,028.16

3. Circulation Costs Per Year

a. Delivery Costs (Drivers, 1/3 vehicle cost, maint., supplies)	\$	
b. Postage		1,300.00
c. Processing		6,600.00
d. Catalog Costs		407.20
e. Other		

Total Circulation \$ 8,307.20

4. Personnel Per Year (including salaries, fringe benefits, travel)

a. Certificated	\$ 11,420.05
b. Non-Certificated	7,049.16

Total Personnel \$ 18,469.21

Grand Total Expenditures for 12-month period \$ ~~26,776.41~~
96,348.75

I. RECEIPTS FOR 12-MONTH PERIOD

1. State allocation, including catalog allocation	\$ 64,046.17
2. Tax Funds from your County or Joint System	
3. Service Fees, Fines, Insurance Fee	4,936.52
4. State Special Education Handling Fee	3,300.00
5. Local School Assessments, or Cooperating County Assessments	19,820.19
6. Other Federal Programs (Estimate)	
7. Other	
8. Other	

Total \$ 82,802.88

9. How many counties, other than those in a merged area, support your Center's operation? 6
10. How many counties do not provide any support? 0
11. How many local school districts in your area support your Center's operation by direct payments to your Center in lieu of support from their county boards of education? 0
12. On what basis is the amount of support due from each county determined?
- a. By assessment on a per pupil basis?
- b. By assessment of a percent of total costs based on:
- 1) comparison of assessed valuation, or
- 2) pupil population of county? Public only x
- c. Other?
13. If assessment is on a ^{public} per/pupil basis, what is the amount paid per pupil by cooperating counties? \$1.03

A. AREA DATA

Area No. II

1. Information about your Instructional Materials Center - Name AREA II EDUCATIONAL MEDIA CENTER
 Address 2111 South Federal
 City Mason City, Iowa 50401
 Telephone No. 515 424-5154
2. Number of county school systems included in whole or in part in your area 9
3. Is there a legal merger of county school systems in your area? Yes x
 No _____
4. If so, how many county school systems are included in the merger? 4
5. Number of public school districts in your area 29
6. Number of attendance centers in your area Public 110
 Non-Public 13
 Total 123
7. Total school population (K-12) as of 9-15-68 Public 33,997
 Non-Public 2,579
 Total 36,576
8. Number of teachers and administrators in area Public 1,794
 Non-Public 105
 Total 1,899
9. Approximate total general population of all school districts of your area 141,886
 (Find this information in the Iowa Educational Directory for 1968-69)
10. Total assessed valuation (1968) of your area \$ 400,602,429
11. Total assessed valuation per enrollee as of 9-15-68 (10 + ⁷~~x~~) \$ 11,783
12. Number of employees in your Instructional Materials Center (in full-time equivalent) 4.5

B. FACILITIES - SPACE

1. Square feet of space occupied for Title II operations 1216
2. Type of space occupied: (check appropriate response)
- a. A separate facility
 - b. A separate floor of a larger facility
 - c. Space shared with other county or Joint County System operations X
 - d. Other (Indicate)

3. Facilities currently provided or readily available in your Title II Center: (check as appropriate)
- a. Conference room X
 - b. Preview room X
 - c. Private office(s) X
 - d. Office(s) in open display space
 - e. Storage room(s) X
 - f. Processing room(s) X
 - g. Librarian's work room
 - h. Restrooms on same floor X
 - i. Lounge on same floor
 - j. Loading dock: Interior
 - Exterior X
 - k. Space for materials examination (Browsing space)
 - l. Space for production facilities (Graphic arts, transparencies, etc.) X
 - m. Darkroom for photography
 - n. Other rooms:

4. Location, accessibility, parking:

- a. Is your Center in the main downtown area of a city?
- b. Is your Center in the suburbs?
- c. Is your Center in a rural area?
- d. Is parking space provided?
- e. Is parking space adequate?

Yes	No
	X
X	
	X
X	
X	
	X

5. Is your Center air conditioned?

C. FACILITIES - EQUIPMENT

Please indicate below the items of equipment which you have in your Center primarily to serve Title II needs or to provide services related to Title II operations.

	Yes	No	Number of Each
1. Film Inspection Machine	X		1
2. Film Splicing Machine	X		1
3. Film Washing Equipment	X **		1
4. Projector, 16mm	X		1
5. Projector, 8mm	X		1
6. Projector, Super 8mm		X	
7. Projector, Overhead	X		
8. Projector, Slide	X		
9. Projector, Filmstrip			
a. Silent	X		
b. Sound	X		
10. Tape Recorders		X	
11. Record Players		X	
12. Microfilm Camera		X	
13. Microfilm Reader		X	
14. Microfilm Reader-printer		X	
15. Transparency Production Equipment			
a. Thermal (e.g., Thermofax)	X		1
b. Diazo	X		1
16. Dry Mount Press		X	
17. Copy Machines		X	
18. Mimeograph Duplicator	X		1
19. Spirit Process Duplicator	X		1
20. Offset Printing Equipment		X	
21. Headliner		X	
22. Varsity		X	
23. Typewriters			
a. Manual	X		1
b. Electric	X		2
c. Library Labeling		X	
24. Card Catalog Cabinet	X		1
25. Special Education Equipment			
a. Ezy Rede	X		8
b. Dazor Magnifier			
1) Desk Model	X		4
2) Clamp-on Model	X		6
c. Primary Typewriters	X		1
d. Braille		X	
e. Tape Recorders	X		2
f. Other	X		1
g. Other		X	
26. Addressograph		X	
27. Laminator		X	
28. Video Taping Equipment		X	
29. Photographic Developing Equipment		X	
30. Other		X	
31. Shelving:	Wood	Steel	Approx. Shelf Footage*
Library (Books & Other Print Materials):		X	1860
AV (Films & Other Non-Print Materials):		X	246

*Express in terms of lineal, single shelf footage. E.g., a section of double shelving, six feet long, with six "levels" of shelving would have a total of 72 lineal feet of shelving space.

** Joint ownership with Areas I, VII, VIII

D CIRCULATION MATERIALS
(Policies & Procedures)

1. Is delivery service provided? Yes _____ No X
2. Number of vans or vehicles? none
3. Number of different delivery routes served on a regular basis?
4. Length of routes from shortest to longest?
5. Number of delivery stops per school per week, or,
if not weekly, number of delivery stops per school per month?
6. Do your delivery policies provide for:
 - a. Delivery to each attendance center of a district? Yes _____ No X
 - b. Delivery to a central distribution point only? Yes _____ No X
 - c. Delivery directly to non-public schools? Yes _____ No X
7. Check as appropriate the following items pertaining to distribution from your Center:

	Films	Books	Other
a. Some materials distributed by U.S. Mail	<u> X </u>	<u> X </u>	<u> X </u>
b. Some materials distributed by commercial delivery	_____	_____	_____
c. Some materials picked up by individual or school	<u> X </u>	<u> X </u>	<u> X </u>
8. Which of the following describe(s) best the basic plan of circulation of your Center's printed materials?
 - a. Requests from teachers or pupils for specific titles are honored yes
 - b. Sets, or boxes, of books are prepared by Center and these are circulated upon request X
 - c. Sets, or boxes, of books are circulated on established circuits without requests from individuals or schools
 - d. Other: Library material - teachers/librarians mail requests & books are boxed by staff. Schools pick up & return material to center. Materials also selected by teacher/librarian at the center.

E. CIRCULATION, INVENTORY

Definition: For the purposes of this questionnaire, one circulation of a book, film, or other item of instructional material shall be considered as accomplished when that item goes from the Center to a using school or individual, or when the item goes from one school district to another in conformity with a pre-arranged circuit or schedule. (No attempt will be made to determine the further circulation which may take place in the local schools or classroom.)

	(a) No. of Titles	(b) No. of Volumes or Copies	(c) Number Circulated 1968-69*	(d) Previous Year's Circulation (1967-68)	(e) Usual Length of Loan or Use Period	(f) Average No. of Circulations per Item per Year (c) ÷ (b)	(g) No. of Turndowns, if Available
1. Books	3543	20,296	31,794	15,211	9 weeks	1.56	
2. Periodical Subscriptions	0	0	0	0	0	0	
3. Films (16mm)	812	873	9,841	6,767	4 days	11	3585
4. Films (8mm)							
5. Films (8mm Loops)	15	15	52	12	1 month	3.5	
6. Filmstrips	125	125	459	208	1 month	3.5	
7. Slides	51 sets	5 sets	20 sets	11 sets	1 month	4	
8. Transparencies (Commercial)							
9. Transparency Master Books	18	18	1	0	1 week		
10. Transparency Master Packets	33	33	15	0	1 week		
11. Microfilm (Reels)	0	0	0	0			
12. Disc Recordings	189	189	350	116	1 month	1.67	
13. Tape Recordings	119	119	30	45	1 month		
14. Art Prints	53	53	62	45	1 month	1	
15. Study Prints							
16. Maps							
17. Globes							
18. Charts							
19. Pamphlets							
20. Multi-Media Kits (Hawks, etc.)	Kgtn & 1st	3 sets	196	145	3 weeks	6	40
** Special Education							
21. Large Print Books	45	90	110	48	School year	1	
22. Braille Books	0						
23. Recordings	1	1	0	0	3 weeks	0	
24. Other SECDC	8	40	40	no count kept.	9 weeks	1	
25. Other							
26. Other							

*July 1, 1968, to June 30, 1969

** Printed material returned to Iowa Commission for the Blind.

27. Describe your policies concerning advance booking by checking as appropriate. Do you permit advance booking of . . .

	Yes	No	How far in advance of use period do you permit material to be booked?				
			Less than 9 weeks	9 weeks	Semester	Year	Other
a. Books	X		X				
b. Other Print Materials	X		X				
c. Films	X						X
d. Other Non-Print <i>Hawks</i>	X		X				X

28. Circulation Reports (Check as appropriate)

Do you regularly prepare printed reports of the following, either for your schools or for your Center's use?

	Books	Other Print	Films	Other Non-Print	By Data Processing	Prepared "By Hand"
a. Each order filled for a school						
b. Periodic circulation summary reports	X	X	X	X		X
c. List of overdue materials	X					X
d. Lists of turndowns			X			X

29. Are films inspected after each usage? Yes X No _____

30. Are films washed at least once per year? Yes X No _____

31. Circulation Service Fees & Fines. (Complete as appropriate)

Item	Service Fees			Fines			
	Amt. of Handling Charge	Amt. of Delivery Charges Per Item	Insurance or Other Fees	Late Return (Per day)	Charge for Lost Item	Charge for Damaged Item	Who Pays?
a. Books				none	cost	pro rates	school
b. Films (16mm)				\$1.00	cost	"	"
c. Films (8mm)				0	"	"	"
d. Disc Recordings				0	"	"	"
e. Filmstrips				0	"	"	"
f. Art Prints				0	"	"	"
g. Transparencies				0	"	"	"
h. Other <i>Hawks</i>				none	"	"	"
i. Other							

32. If you do not assess fines, how do you control circulation? Describe briefly. Books! Reminders sent 2 weeks before due date; overdues sent once a month if not returned.

F. PROCESSING & CATALOGS

1. Check as appropriate to describe your Center's practices with respect to processing of materials:

	Commercially Processed	Processed In-Shop	Combination of Preceding
a. Books	X		X
b. Other Printed Materials		X	
c. Films		X	
d. Other Non-Print		X	

2. Catalogs (Check as appropriate to show what catalogs you provide, and how.)

	Book Catalog	Card Catalog	Prepared In Center	Commercially Prepared	Centralized Data Processing	Provided by Vendor	Number Printed
a. For Books	X		X				1000
b. Other Print Materials							
c. Films	X	X	X				1000
d. Other Non-Print	X	X	X				1000

3. Distribution of Catalogs

	Print	Non-Print	Number Distributed
a. On basis of one per teacher			
b. On basis of limited number (<u>1</u>) per attendance center +		X	
c. On basis of enrollment (One per _____ students)			

d. Are extra copies available? Yes X No _____ Cost \$ 1.00

e. Plans for further catalog publications:

	Annually	More Often	Less Often
1) Of Supplements to Book Catalogs	X		
2) Of Complete Revisions of Book Catalogs			
3) Of Supplements to Card Catalogs			
4) New Card Catalogs			

4. What happens to catalogs at the end of school year?

	Book Catalogs		Card Catalogs	
	Yes	No	Yes	No
a. They remain with individual teachers				
b. They remain with building principal or in building library	X			
c. They are returned to the Instructional Materials Center				

G. PERSONNEL

1. Certificated Personnel (Check as appropriate, but check only the major position of an individual if he serves in more than one capacity.)

Position	Full Time	Part Time	Highest Degree Held		
			BA	MA	Ed.S. or Ph.D.
a. Director or Coordinator		X			X
b. Librarian					
c. AV Director					
d. Other					
e. Other					
f.					

2. Does the sub-agency chairman double in any of the above capacities? Yes X No _____

3. Does the director or coordinator double in any of the other positions? Yes _____ No X

4. Non-Certificated Staff:

- a. Total Number Serving Title II (Full-time Equivalent) 4.5
 - 1) How many of these are paid by tax funds of the county or Joint County System? 4.5
 - 2) How many are paid by agencies such as Neighborhood Youth Corps, Voc. Rehab., Title III (ESEA)? 0
- b. Number of Drivers for Delivery Vans? none
 - Full-time duties for delivery? Yes _____ No _____

H. EXPENDITURES (1968-69)

(An accurate financial picture for 12 months of operation is desired. The figures supplied here will not necessarily be in agreement with your current expenditures and receipts ledger entries)

1. Facilities Costs Per Year:

a. Lease Costs	\$ 1789.00
b. Utilities	325.00
c. Maintenance	603.41
d. Equipment	664.67
e. Supplies	375.12
f. Other	82.00
Total Facilities	\$ 3,839.20

2. Materials Costs Per Year

	Title II	Non-Title II	Total
a. Books	\$21,679.94		\$21,679.94
b. Other Print			
c. Films, 16mm	33,820.40	\$273.15	34,093.55
d. Films, 8mm			
e. Filmstrips		3.90	3.90
f. Recordings			
g. Art Prints	380.00		380.00
h. Other Non-print	362.89	370.94	733.83

Total Materials \$ 56,891.22

3. Circulation Costs Per Year

- a. Delivery Costs (Drivers, 1/3 vehicle cost, maint., supplies)
- b. Postage
- c. Processing
- d. Catalog Costs
- e. Other

Total Circulation \$ 5,330.13

4. Personnel Per Year (including salaries, fringe benefits, travel)

- a. Certificated
- b. Non-Certificated

Total Personnel \$ 18,060.74

Grand Total Expenditures for 12-month period \$ 84,121.29

I. RECEIPTS FOR 12-MONTH PERIOD

- 1. State allocation, including catalog allocation
- 2. Tax Funds from your County or Joint System
- 3. Service Fees, Fines, Insurance Fee
- 4. State Special Education Handling Fee
- 5. Local School Assessments, or Cooperating County Assessments
- 6. Other Federal Programs (Estimate)
- 7. Other
- 8. Other

Total \$ 56,583.04

Such a wide discrepancy between expenditures and receipts because of when state money and other income was received, and when materials costs, facilities costs, etc. were paid.

9. How many counties, other than those in a merged area, support your Center's operation? 5
10. How many counties do not provide any support? 0
11. How many local school districts in your area support your Center's operation by direct payments to your Center in lieu of support from their county boards of education? 0
12. On what basis is the amount of support due from each county determined?
- a. By assessment on a per pupil basis?
- b. By assessment of a percent of total costs based on:
- 1) comparison of assessed valuation, or
- 2) pupil population of county? X
- c. Other?
13. If assessment is on a per pupil basis, what is the amount paid per pupil by cooperating counties? 41¢

A. AREA DATA

Area No. III

1. Information about your Instructional Materials Center - Name Area III Material Center
 Address Palo Alto County Building
 City Emmetsburg, Iowa
 Telephone No. 712-852-2572

2. Number of county school systems included in whole or in part in your area 5

3. Is there a legal merger of county school systems in your area? Yes _____
 No x

4. If so, how many county school systems are included in the merger?

5. Number of public school districts in your area 28

6. Number of attendance centers in your area Public 62
 Non-Public 13
 Total 75

7. Total school population (K-12) as of 9-15-68 Public 20081
 Non-Public 2976
 Total 23057

8. Number of teachers and administrators in area Public 1193
 Non-Public 128
 Total 1321

9. Approximate total general population of all school districts of your area 88,629
 (Find this information in the Iowa Educational Directory for 1968-69)

10. Total assessed valuation (1968) of your area \$ 278,158,875.

11. Total assessed valuation per enrollee as of 9-15-68 ($10 \div 7$) \$ 12,064.

12. Number of employees in your Instructional Materials Center (in full-time equivalent) 3

B. FACILITIES - SPACE

1. Square feet of space occupied for Title II operations 2251

2. Type of space occupied: (check appropriate response)

- a. A separate facility
- b. A separate floor of a larger facility
- c. Space shared with other county or Joint County System operations
- d. Other (Indicate) separate rooms joining county superintendents office yes

3. Facilities currently provided or readily available in your Title II Center: (check as appropriate)

- a. Conference room
- b. Preview room
- c. Private office(s) no
- d. Office(s) in open display space no
- e. Storage room(s) 1
- f. Processing room(s) one
- g. Librarian's work room comb
- h. Restrooms on same floor yes
- i. Lounge on same floor no
- j. Loading dock: Interior no
- Exterior no
- k. Space for materials examination (Browsing space) yes
- l. Space for production facilities (Graphic arts, transparencies, etc.) no
- m. Darkroom for photography no
- n. Other rooms: combination preview & conference room one

4. Location, accessibility, parking:

- a. Is your Center in the main downtown area of a city?
- b. Is your Center in the suburbs?
- c. Is your Center in a rural area?
- d. Is parking space provided?
- e. Is parking space adequate?

Yes	No
x	
x	
	x
*	

5. Is your Center air conditioned?

* work area

C. FACILITIES - EQUIPMENT

Please indicate below the items of equipment which you have in your Center primarily to serve Title II needs or to provide services related to Title II operations.

	Yes	No	Number of Each
1. Film Inspection Machine	x		1
2. Film Splicing Machine	x		1
3. Film Washing Equipment		x	
4. Projector, 16mm	*		2*
5. Projector, 8mm		x	
6. Projector, Super 8mm		x	
7. Projector, Overhead		x	
8. Projector, Slide		x	
9. Projector, Filmstrip			
a. Silent	*		2*
b. Sound		x	
10. Tape Recorders	*		1*
11. Record Players	*		1*
12. Microfilm Camera		x	
13. Microfilm Reader		x	
14. Microfilm Reader-printer		x	
15. Transparency Production Equipment			
a. Thermal (e.g., Thermofax)		x	
b. Diazo		x	
16. Dry Mount Press		x	
17. Copy Machines	*		2*
18. Mimeograph Duplicator	*		1*
19. Spirit Process Duplicator	*		1*
20. Offset Printing Equipment		x	
21. Headliner		x	
22. Varsityper		x	
23. Typewriters			
a. Manual		x	
b. Electric	x		2
c. Library Labeling		x	
24. Card Catalog Cabinet	x		1
25. Special Education Equipment			
a. Ezy Rede	x		5
b. Dazor Magnifier			
1) Desk Model	x		4
2) Clamp-on Model	x		3
c. Primary Typewriters		x	
d. Braille		x	
e. Tape Recorders		x	
f. Other			
g. Other			
26. Addressograph		x	
27. Laminator		x	
28. Video Taping Equipment		x	
29. Photographic Developing Equipment		x	
30. Other			
31. Shelving:	Wood	Steel	Approx. Shelf Footage*
Library (Books & Other Print Materials):		x	2566
AV (Films & Other Non-Print Materials):		x	204

*Express in terms of lineal, single shelf footage. E.g., a section of double shelving, six feet long, with six "levels" of shelving would have a total of 72 lineal feet of shelving space.

* Property of the Palo Alto County Board of Education--may be used by Title II

D. CIRCULATION MATERIALS
(Policies & Procedures)

1. Is delivery service provided? Yes _____ No x*
2. Number of vans or vehicles?
3. Number of different delivery routes served on a regular basis?
4. Length of routes from shortest to longest?
5. Number of delivery stops per school per week, or,
if not weekly, number of delivery stops per school per month?
6. Do your delivery policies provide for:
 - a. Delivery to each attendance center of a district? Yes _____ No _____
 - b. Delivery to a central distribution point only? Yes _____ No _____
 - c. Delivery directly to non-public schools? Yes _____ No _____
7. Check as appropriate the following items pertaining to distribution from your Center:

	Films	Books	Other
a. Some materials distributed by U.S. Mail	<u>x</u>	_____	_____
b. Some materials distributed by commercial delivery	_____	_____	_____
c. Some materials picked up by individual or school	<u>x</u>	<u>x</u>	_____
8. Which of the following describe(s) best the basic plan of circulation of your Center's printed materials?
 - a. Requests from teachers or pupils for specific titles are honored : yes **
 - b. Sets, or boxes, of books are prepared by Center and these are circulated upon request yes
 - c. Sets, or boxes, of books are circulated on established circuits without requests from individuals or schools no
 - d. Other: _____

* Films are sent by mail

** As much as possible

E. CIRCULATION, INVENTORY

Definition: For the purposes of this questionnaire, one circulation of a book, film, or other item of instructional material shall be considered as accomplished when that item goes from the Center to a using school or individual, or when the item goes from one school district to another in conformity with a pre-arranged circuit or schedule. (No attempt will be made to determine the further circulation which may take place in the local schools or classroom.)

	(a) No. of Titles	(b) No. of Volumes or Copies	(c) Number Circulated 1968-69*	(d) Previous Year's Circulation (1967-68)	(e) Usual Length of Loan or Use Period	(f) Average No. of Circulations per Item per Year (c) ÷ (b)	(g) No. of Turndowns, if Available
1. Books	7613	13879	16774	9271	3 months	1.3	--
2. Periodical Subscriptions							
3. Films (16mm)	505	635	5946	3034	2 days	9.3	--
4. Films (8mm)							
5. Films (8mm Loops)							
6. Filmstrips							
7. Slides							
8. Transparencies (Commercial)		10*				--	
9. Transparency Master Books							
10. Transparency Master Packets							
11. Microfilm (Reels)							
12. Disc Recordings	23				2 weeks		
13. Tape Recordings							
14. Art Prints							
15. Study Prints							
16. Maps							
17. Globes							
18. Charts							
19. Pamphlets							
20. Multi-Media Kits (Hawks, etc.)	6	18			2 weeks		
Special Education							
21. Large Print Books	1**	32	1	--		1	
22. Braille Books							
23. Recordings							
24. Other							
25. Other							
26. Other							

*July 1, 1968, to June 30, 1969

* not available until 1969-70

** set of World Book Encyclopedia

27. Describe your policies concerning advance booking by checking as appropriate. Do you permit advance booking of . . .

	Yes	No	How far in advance of use period do you permit material to be booked?				
			Less than 9 weeks	9 weeks	Semester	Year	Other
a. Books		x					
b. Other Print Materials		x					
c. Films	x					x	
d. Other Non-Print	x					x	

28. Circulation Reports (Check as appropriate)

Do you regularly prepare printed reports of the following, either for your schools or for your Center's use?

	Books	Other Print	Films	Other Non-Print	By Data Processing	Prepared "By Hand"
a. Each order filled for a school	x		x			x
b. Periodic circulation summary reports	x		x			x
c. List of overdue materials						
d. Lists of turndowns						

29. Are films inspected after each usage? Yes x No _____

30. Are films washed at least once per year? Yes _____ No x

31. Circulation Service Fees & Fines. (Complete as appropriate)

Item	Service Fees			Fines			
	Amt. of Handling Charge	Amt. of Delivery Charges Per Item	Insurance or Other Fees	Late Return (Per day)	Charge for Lost Item	Charge for Damaged Item	Who Pays?
a. Books				actual value	actual value	actual value	school
b. Films (16mm)	25¢				"	repair footage	center
c. Films (8mm)							
d. Disc Recordings					"	"	center
e. Filmstrips							
f. Art Prints							
g. Transparencies							
h. Other							
i. Other							

32. If you do not assess fines, how do you control circulation? Describe briefly. _____

Collect calls to the schools

F. PROCESSING & CATALOGS

1. Check as appropriate to describe your Center's practices with respect to processing of materials:

	Commercially Processed	Processed In-Shop	Combination of Preceding
a. Books		x	
b. Other Printed Materials		x	
c. Films		x	
d. Other Non-Print		x	

2. Catalogs (Check as appropriate to show what catalogs you provide, and how.)

	Book Catalog	Card Catalog	Prepared In Center	Commercially Prepared	Centralized Data Processing	Provided by Vendor	Number Printed
a. For Books	x	x		x	x		300
b. Other Print Materials							
c. Films	x		x				300
d. Other Non-Print	x*						300*

* Included with film catalog

3. Distribution of Catalogs

	Print	Non-Print	Number Distributed
a. On basis of one per teacher			
b. On basis of limited number (<u>2</u>) per attendance center	x	x	150
c. On basis of enrollment (One per _____ students)			

d. Are extra copies available? Yes x No _____ Cost \$ none at present

e. Plans for further catalog publications:

	Annually	More Often	Less Often
1)★Of Supplements to Book Catalogs	x		
2) Of Complete Revisions of Book Catalogs			
3) Of Supplements to Card Catalogs			
4) New Card Catalogs			

*will be annually

4. What happens to catalogs at the end of school year?

- a. They remain with individual teachers
- b. They remain with building principal or in building library
- c. They are returned to the Instructional Materials Center

Book Catalogs		Card Catalogs	
Yes	No	Yes	No
x			
		x	

G. PERSONNEL

1. Certificated Personnel (Check as appropriate, but check only the major position of an individual if he serves in more than one capacity.)

Position	Full Time	Part Time	Highest Degree Held		
			BA	MA	Ed.S. or Ph.D.
a. Director or Coordinator		X	X		
b. Librarian		X	X		
c. AV Director					
d. Other (Sub Agent & Director)		X		X	
e. Other					
f.					

2. Does the sub-agency chairman double in any of the above capacities? Yes X No _____

3. Does the director or coordinator double in any of the other positions? Yes X No _____

4. Non-Certificated Staff:

- a. Total Number Serving Title II (Full-time Equivalent) 3
- 1) How many of these are paid by tax funds of the county or Joint County System?
- 2) How many are paid by agencies such as Neighborhood Youth Corps, Voc. Rehab., Title III (ESEA)? 1
- b. Number of Drivers for Delivery Vans? none
- Full-time duties for delivery? Yes _____ No _____

H. EXPENDITURES (1968-69)

(An accurate financial picture for 12 months of operation is desired. The figures supplied here will not necessarily be in agreement with your current expenditures and receipts ledger entries)

1. Facilities Costs Per Year:

a. Lease Costs	\$ 1200.00
b. Utilities	339.88
c. Maintenance	110.05
d. Equipment	462.52
e. Supplies	710.29
f. Other <u>trucking</u>	114.00

Total Facilities \$ 2936.74

2. Materials Costs Per Year

	Title II	Non-Title II	Total
a. Books	21,743.70		
b. Other Print			
c. Films, 16mm	23,891.42		
d. Films, 8mm			
e. Filmstrips			
f. Recordings			
g. Art Prints			
h. Other Non-print			

Total Materials \$ 45,635.12

3. Circulation Costs Per Year

a. Delivery Costs (Drivers, 1/3 vehicle cost, maint., supplies)	\$	
b. Postage		733.70
c.*Processing		291.68 & salaries
d.*Catalog Costs	**	162.89 & salaries
e. Other		
* material only		
Total Circulation	\$	1188.27

4. Personnel Per Year (including salaries, fringe benefits, travel)

a. Certificated	\$	
b. Non-Certificated		8303.00
Total Personnel	\$	8303.00

Grand Total Expenditures for 12-month period \$ 58063.13

I. RECEIPTS FOR 12-MONTH PERIOD

1. State allocation, including catalog allocation	\$	41709.71
2. Tax Funds from your County or Joint System		923.27
3. Service Fees, Fines, Insurance Fee		838.67
4. State Special Education Handling Fee		2624.24
5. Local School Assessments, or Cooperating County Assessments		3987.73
6. Other Federal Programs (Estimate)		
7. Other		
8. Other		
Total	\$	50,083.62

** Library catalog will cost \$1400 which will not be printed until we receive our computer print-out.

9. How many counties, other than those in a merged area, support your Center's operation? 5
10. How many counties do not provide any support? 0
11. How many local school districts in your area support your Center's operation by direct payments to your Center in lieu of support from their county boards of education? 0
12. On what basis is the amount of support due from each county determined?
- a. By assessment on a per pupil basis?
- b. By assessment of a percent of total costs based on:
- 1) comparison of assessed valuation, or
- 2) pupil population of county?
- c. Other? promoted on school census 7-21 basis yes
13. If assessment is on a per pupil basis, what is the amount paid per pupil by cooperating counties?

A. AREA DATA

Area No. IV

1. Information about your Instructional Materials Center - Name Educational Resource Center
 Address Old Post Office Building
 City Sheldon, Iowa 51201
 Telephone No. 712-324-2254
2. Number of county school systems included in whole or in part in your area 4
3. Is there a legal merger of county school systems in your area? Yes _____
 No X
4. If so, how many county school systems are included in the merger? -
5. Number of public school districts in your area 19
6. Number of attendance centers in your area Public 34
 Non-Public 30
 Total 64
7. Total school population (K-12) as of 9-15-68 Public 14,816
 Non-Public 4,559
 Total 19,375
8. Number of teachers and administrators in area Public 885
 Non-Public 219
 Total 1104
9. Approximate total general population of all school districts of your area 69,747
 (Find this information in the Iowa Educational Directory for 1968-69)
10. Total assessed valuation (1968) of your area \$ 218,760,000.
11. Total assessed valuation per enrollee as of 9-15-68 ($10 \div 7$) \$ 11,290.84
12. Number of employees in your Instructional Materials Center (in full-time equivalent) 3.5

B. FACILITIES - SPACE

1. Square feet of space occupied for Title II operations 1500

2. Type of space occupied: (check appropriate response)

- a. A separate facility X
- b. A separate floor of a larger facility X
- c. Space shared with other county or Joint County System operations X
- d. Other (Indicate) Area Vocational School X

3. Facilities currently provided or readily available in your Title II Center: (check as appropriate)

- a. Conference room
- b. Preview room
- c. Private office(s)
- d. Office(s) in open display space
- e. Storage room(s) X
- f. Processing room(s) Combined (X
- g. Librarian's work room (X
- h. Restrooms on same floor X
- i. Lounge on same floor
- j. Loading dock: Interior
- Exterior X
- k. Space for materials examination (Browsing space) (of sorts) X
- l. Space for production facilities (Graphic arts, transparencies, etc.)
- m. Darkroom for photography
- n. Other rooms:

4. Location, accessibility, parking:

- a. Is your Center in the main downtown area of a city? (Not really urban!)
- b. Is your Center in the suburbs?
- c. Is your Center in a rural area?
- d. Is parking space provided? X
- e. Is parking space adequate? X

Yes	No
X	
X	
X	
	X

5. Is your Center air conditioned?

C. FACILITIES - EQUIPMENT

Please indicate below the items of equipment which you have in your Center primarily to serve Title II needs or to provide services related to Title II operations.

	Yes	No	Number of Each
1. Film Inspection Machine	X		2
2. Film Splicing Machine	X		2
3. Film Washing Equipment		X	
4. Projector, 16mm		X	
5. Projector, 8mm		X	
6. Projector, Super 8mm		X	
7. Projector, Overhead		X	
8. Projector, Slide		X	
9. Projector, Filmstrip			
a. Silent		X	
b. Sound		X	
10. Tape Recorders		X	
11. Record Players		X	
12. Microfilm Camera		X	
13. Microfilm Reader		X	
14. Microfilm Reader-printer		X	
15. Transparency Production Equipment			
a. Thermal (e.g., Thermofax)		X	
b. Diazo		X	
16. Dry Mount Press		X	
17. Copy Machines Available - not owned	X		1
18. Mimeograph Duplicator " " "	X		1
19. Spirit Process Duplicator " " "	X		1
20. Offset Printing Equipment " " "	X		1
21. Headliner		X	
22. Varytper		X	
23. Typewriters			
a. Manual			
b. Electric	X		2
c. Library Labeling	X		1
24. Card Catalog Cabinet (No. of 6-drawer units)	X		26
25. Special Education Equipment (Arranged in "stacks")			
a. Ezy Rede	X		8
b. Dazor Magnifier			
1) Desk Model			
2) Clamp-on Model	X		3
c. Primary Typewriters		X	
d. Brailers		X	
e. Tape Recorders		X	
f. Other			
g. Other			
26. Addressograph		X	
27. Laminator		X	
28. Video Taping Equipment		X	
29. Photographic Developing Equipment		X	
* 30. Other Peabody kits and cash registers purchased by Title VI funds	X		? not sure Approx. Shelf Footage*
31. Shelving:			
Library (Books & Other Print Materials): Some of each	Wood X	Steel X	1125
AV (Films & Other Non-Print Materials): Mostly wood	X	X	80

*Express in terms of lineal, single shelf footage. E.g., a section of double shelving, six feet long, with six "levels" of shelving would have a total of 72 lineal feet of shelving space.

*30. These were circulated directly by special education office in 68-69 because of lack of space in Resource Center. Will be circulated by center as soon as room available.

D. CIRCULATION, MATERIALS
(Policies & Procedures)

1. Is delivery service provided?	Yes _____	No <u> X </u>	
2. Number of vans or vehicles?		-	
3. Number of different delivery routes served on a regular basis?		-	
4. Length of routes from shortest to longest?		-	
5. Number of delivery stops per school per week, or,		-	
if not weekly, number of delivery stops per school per month?		-	
6. Do your delivery policies provide for:			
a. Delivery to each attendance center of a district?	Yes _____	No _____	
b. Delivery to a central distribution point only?	Yes _____	No _____	
c. Delivery directly to non-public schools?	Yes _____	No _____	
7. Check as appropriate the following items pertaining to distribution from your Center:			
	Films	Books	Other
a. Some materials distributed by U.S. Mail	<u> X </u>	-	-
b. Some materials distributed by commercial delivery	-	-	-
c. Some materials picked up by individual or school	<u> X </u>	<u> X </u>	-
8. Which of the following describe(s) best the basic plan of circulation of your Center's printed materials?			
a. Requests from teachers or pupils for specific titles are honored			<u> X </u>
b. Sets, or boxes, of books are prepared by Center and these are circulated upon request			-
c. Sets, or boxes, of books are circulated on established circuits without requests from individuals or schools			-
d. Other:			-

E. CIRCULATION, INVENTORY

Definition: For the purposes of this questionnaire, one circulation of a book, film, or other item of instructional material shall be considered as accomplished when that item goes from the Center to a using school or individual, or when the item goes from one school district to another in conformity with a pre-arranged circuit or schedule. (No attempt will be made to determine the further circulation which may take place in the local schools or classroom.)

	(a) No. of Titles	(b) No. of Volumes or Copies	(c) Number Circulated 1968-69*	(d) Previous Year's Circulation (1967-68)	(e) Usual Length of Loan or Use Period	(f) Average No. of Circulations per Item per Year (c) ÷ (e)	(g) No. of Turndowns, if Available
1. Books	10864	12829	45,000	35,000	5 weeks	3.51	N.A.
2. Periodical Subscriptions	-	-	-	-	-	-	-
3. Films (16mm)	478	478	8,000	6,000	3 days	16.73	1252
4. Films (8mm)	-	-	-	-	-	-	-
5. Films (8mm Loops)	-	-	-	-	-	-	-
6. Filmstrips	-	-	-	-	-	-	-
7. Slides	-	-	-	-	-	-	-
8. Transparencies (Commercial)	-	-	-	-	-	-	-
9. Transparency Master Books	-	-	-	-	-	-	-
10. Transparency Master Packets	-	-	-	-	-	-	-
11. Microfilm (Reels)	-	-	-	-	-	-	-
12. Disc Recordings	-	-	-	-	-	-	-
13. Tape Recordings	-	-	-	-	-	-	-
14. Art Prints	-	-	-	-	-	-	-
15. Study Prints	-	-	-	-	-	-	-
16. Maps	-	-	-	-	-	-	-
17. Globes	-	-	-	-	-	-	-
18. Charts	-	-	-	-	-	-	-
19. Pamphlets	-	-	-	-	-	-	-
20. Multi-Media Kits (Hawks, etc.)	48	48	87	?	1 mo.	1.81	15
Special Education							
21. Large Print Books	72	72	?	?	?	?	?
22. Braille Books	0	0	-	-	-	-	-
23. Recordings	0	0	-	-	-	-	-
24. Other							
25. Other							
26. Other							

*July 1, 1968, to June 30, 1969

27. Describe your policies concerning advance booking by checking as appropriate. Do you permit advance booking of . . .

	Yes	No	How far in advance of use period do you permit material to be booked?				
			Less than 9 weeks	9 weeks	Semester	Year	Other
a. Books		X					
b. Other Print Materials		X					
c. Films					X		
d. Other Non-Print					X		

28. Circulation Reports (Check as appropriate)

Do you regularly prepare printed reports of the following, either for your schools or for your Center's use?

	Books	Other Print	Films	Other Non-Print	By Data Processing	Prepared "By Hand"
a. Each order filled for a school	No					
b. Periodic circulation summary reports	"					
c. List of overdue materials	"					
d. Lists of turndowns	"					

29. Are films inspected after each usage? Yes No

30. Are films washed at least once per year? Yes No

31. Circulation Service Fees & Fines. (Complete as appropriate)

Item	Service Fees			Fines			
	Amt. of Handling Charge	Amt. of Delivery Charges Per Item	Insurance or Other Fees	Late Return (Per day)	Charge for Lost Item	Charge for Damaged Item	Who Pays?
a. Books				None	Cost	Cost	School
b. Films (16mm)							
c. Films (8mm)							
d. Disc Recordings							
e. Filmstrips							
f. Art Prints							
g. Transparencies							
h. Other							
i. Other							

32. If you do not assess fines, how do you control circulation? Describe briefly. Direct phone call to administrator.

F. PROCESSING & CATALOGS

1. Check as appropriate to describe your Center's practices with respect to processing of materials:

	Commercially Processed	Processed In-Shop	Combination of Preceding
a. Books			X
b. Other Printed Materials		X	
c. Films		X	
d. Other Non-Print			

2. Catalogs (Check as appropriate to show what catalogs you provide, and how.)

No book catalog in 68-69 - Now being prepared for 69-70

	Book Catalog	Card Catalog	Prepared In Center	Commercially Prepared	Centralized Data Processing	Provided by Vendor	Number Printed
a. For Books	69-70	X		X	X		1200
b. Other Print Materials		X					
c. Films	X	X	X				700
d. Other Non-Print							

3. Distribution of Catalogs

	Print	Non-Print	Number Distributed
a. On basis of one per teacher - Book catalog 69-70	X		1100
b. On basis of limited number (<u>1</u>) per classroom ^{each two teachers}		X	700
c. On basis of enrollment (One per _____ students)			

1969-70
1967-69

d. Are extra copies available? Yes X No _____ Cost \$ 2.00 Book
.50 Film

e. Plans for further catalog publications:

	Annually	More Often	Less Often
1) Of Supplements to Book Catalogs	X		
2) Of Complete Revisions of Book Catalogs			X
3) Of Supplements to Card Catalogs			
4) New Card Catalogs			

4. What happens to catalogs at the end of school year?

- a. They remain with individual teachers
- b. They remain with building principal or in building library
- c. They are returned to the Instructional Materials Center

Book Catalogs		Card Catalogs	
Yes	No	Yes	No
X			

May adopt b or c next year.

G. PERSONNEL

1. Certificated Personnel (Check as appropriate, but check only the major position of an individual if he serves in more than one capacity.)

None - except Sub-Agency Chairman

See 2 below

Position	Full Time	Part Time	Highest Degree Held		
			BA	MA	Ed.S. or Ph.D.
a. Director or Coordinator		X		X	
b. Librarian					
c. AV Director					
d. Other					
e. Other					
f.					

2. Does the sub-agency chairman double in any of the above capacities? Yes X No _____
 As director of coordinator
3. Does the director or coordinator double in any of the other positions? Yes _____ No X
4. Non-Certificated Staff:
- a. Total Number Serving Title II (Full-time Equivalent) 3.5
- 1) How many of these are paid by tax funds of the county or Joint County System? 2.0
- 2) How many are paid by agencies such as Neighborhood Youth Corps, Voc. Rehab., Title III (ESEA)? 1.5
- b. Number of Drivers for Delivery Vans? None
- Full-time duties for delivery? Yes - No -

H. EXPENDITURES (1968-69)

(An accurate financial picture for 12 months of operation is desired. The figures supplied here will not necessarily be in agreement with your current expenditures and receipts ledger entries)

1. Facilities Costs Per Year:

a. Lease Costs	\$	None	
b. Utilities		<u>200.15</u>	We paid telephone only.
c. Maintenance			Light and heat free.
d. Equipment		<u>1,670.24</u>	
e. Supplies		<u>1,304.37</u>	Part of this is processing cost.
f. Other			
Total Facilities.....		\$	<u>3,174.76</u>

2. Materials Costs Per Year

	Title II	Non-Title II	Total
a. Books	14,726.85	-	14,726.85
b. Other Print			
c. Films, 16mm	18,945.74	-	18,945.74
d. Films, 8mm			
e. Filmstrips			
f. Recordings			
g. Art Prints			
h. Other Non-print			

Total Materials \$ 33,672.59

3. Circulation Costs Per Year

a. Delivery Costs (Drivers, 1/3 vehicle cost, maint., supplies)	\$ None	
b. Postage (Includes meter rental)	914.84	
c. Processing	543.96	Does not include salaries
d. Catalog Costs Some done by Sioux Co. free	177.80	in item 4 below.
e. Other Film and Bk. repair	207.50	

Total Circulation \$ 1,844.10

4. Personnel Per Year (including salaries, fringe benefits, travel)

a. Certificated	\$	
b. Non-Certificated	12,963.10	About \$3,000. of this, at least is for processing
Total Personnel	\$	12,963.10

Grand Total Expenditures for 12-month period \$ 51,654.55

I. RECEIPTS FOR 12-MONTH PERIOD

1. State allocation, including catalog allocation	\$ 38,117.16
2. Tax Funds from your County or Joint System	7,751.69
3. Service Fees, Fines, Insurance Fee	83.71
4. State Special Education Handling Fee	2,124.80
5. Local School Assessments, or Cooperating County Assessments	1,937.50
6. Other Federal Programs (Estimate) Wk-Study funds for part-time help	1,639.69
7. Other	
8. Other	

Total \$ 51,654.55

- | | |
|--|----|
| 9. How many counties, other than those in a merged area, support your Center's operation? | 4 |
| 10. How many counties do not provide any support? | 0 |
| 11. How many local school districts in your area support your Center's operation by direct payments to your Center in lieu of support from their county boards of education? | 19 |
| Also 31 non-public schools | |
| 12. On what basis is the amount of support due from each county determined? | |
| a. By assessment on a per pupil basis? | |
| b. By assessment of a percent of total costs based on: | |
| 1) comparison of assessed valuation, or | |
| 2) pupil population of county? | X |
| c. Other? | |
| 13. If assessment is on a per pupil basis, what is the amount paid per pupil by cooperating counties? | - |

Each local school - both public and non-public - pay 10 cents per pupil enrolled. That accounts for the \$1937.50 of receipts in item 5 on previous page.

A. AREA DATA

Area No. V

1. Information about your Instructional Materials Center - Name Instructional Materials Center
 Address 1909 First Avenue North
 City Fort Dodge, Iowa 50501
 Telephone No. 576-3117

2. Number of county school systems included in whole or in part in your area 10

3. Is there a legal merger of county school systems in your area? Yes X
 No _____

4. If so, how many county school systems are included in the merger? 3

5. Number of public school districts in your area 51

6. Number of attendance centers in your area Public 169
 Non-Public 38
 Total 207

7. Total school population (K-12) as of 9-15-68 Public 45,295
 Non-Public 8,429
 Total 53,724

8. Number of teachers and administrators in area Public 2507
 Non-Public 371
 Total 2878

9. Approximate total general population of all school districts of your area 200,188
 (Find this information in the Iowa Educational Directory for 1968-69)

10. Total assessed valuation (1968) of your area \$ 629015973

11. Total assessed valuation per enrollee as of 9-15-68 ($10 \div 7$) \$ 11708

12. Number of employees in your Instructional Materials Center (in full-time equivalent) 4

B. FACILITIES - SPACE

1. Square feet of space occupied for Title II operations 2300

2. Type of space occupied: (check appropriate response)

- a. A separate facility
- b. A separate floor of a larger facility **X**
- c. Space shared with other county or Joint County System operations
- d. Other (Indicate)

3. Facilities currently provided or readily available in your Title II Center: (check as appropriate)

- a. Conference room
- b. Preview room
- c. Private office(s) **X**
- d. Office(s) in open display space
- e. Storage room(s) **X**
- f. Processing room(s)
- g. Librarian's work room
- h. Restrooms on same floor
- i. Lounge on same floor
- j. Loading dock: Interior **X**
Exterior **X**
- k. Space for materials examination (Browsing space) **X**
- l. Space for production facilities (Graphic arts, transparencies, etc.)
- m. Darkroom for photography
- n. Other rooms:

4. Location, accessibility, parking:

- a. Is your Center in the main downtown area of a city?
- b. Is your Center in the suburbs?
- c. Is your Center in a rural area?
- d. Is parking space provided?
- e. Is parking space adequate?

Yes	No
X	
	X
	X
	X
	X
X	

5. Is your Center air conditioned?

C. FACILITIES - EQUIPMENT

Please indicate below the items of equipment which you have in your Center primarily to serve Title II needs or to provide services related to Title II operations.

	Yes	No	Number of Each
1. Film Inspection Machine	<input checked="" type="checkbox"/>		1
2. Film Splicing Machine	<input checked="" type="checkbox"/>		1
3. Film Washing Equipment	<input checked="" type="checkbox"/>		1
4. Projector, 16mm			
5. Projector, 8mm			
6. Projector, Super 8mm			
7. Projector, Overhead			
8. Projector, Slide	<input checked="" type="checkbox"/>		1
9. Projector, Filmstrip			
a. Silent	<input checked="" type="checkbox"/>		1
b. Sound			
10. Tape Recorders			
11. Record Players			
12. Microfilm Camera			
13. Microfilm Reader			
14. Microfilm Reader-printer			
15. Transparency Production Equipment			
a. Thermal (e.g., Thermofax)			
b. Diazo			
16. Dry Mount Press			
17. Copy Machines			
18. Mimeograph Duplicator	<input checked="" type="checkbox"/>		1
19. Spirit Process Duplicator	<input checked="" type="checkbox"/>		1
20. Offset Printing Equipment			
21. Headliner			
22. Varsityper			
23. Typewriters			
a. Manual	<input checked="" type="checkbox"/>		1
b. Electric	<input checked="" type="checkbox"/>		2
c. Library Labeling	<input checked="" type="checkbox"/>		1
24. Card Catalog Cabinet	<input checked="" type="checkbox"/>		2
25. Special Education Equipment			
a. Ezy Rede	<input checked="" type="checkbox"/>		10
b. Dazor Magnifier			
1) Desk Model	<input checked="" type="checkbox"/>		4
2) Clamp-on Model	<input checked="" type="checkbox"/>		6
c. Primary Typewriters			
d. Brailers			
e. Tape Recorders			
f. Other <u>Hand lens magnifiers</u>	<input checked="" type="checkbox"/>		2
g. Other			
26. Addressograph			
27. Laminator			
28. Video Taping Equipment			
29. Photographic Developing Equipment			
30. Other			
			Approx. Shelf Footage*
31. Shelving:	Wood	Steel	
Library (Books & Other Print Materials):.....		<input checked="" type="checkbox"/>	856
AV (Films & Other Non-Print Materials):.....		<input checked="" type="checkbox"/>	96

*Express in terms of lineal, single shelf footage. E.g., a section of double shelving, six feet long, with six "levels" of shelving would have a total of 72 lineal feet of shelving space.

D. CIRCULATION, MATERIALS
(Policies & Procedures)

1. Is delivery service provided? Yes No
2. Number of vans or vehicles? 1
3. Number of different delivery routes served on a regular basis? 6
4. Length of routes from shortest to longest? 130 to 185 miles
5. Number of delivery stops per school per week, or, 1
if not weekly, number of delivery stops per school per month?
6. Do your delivery policies provide for:
 - a. Delivery to each attendance center of a district? Yes No
 - b. Delivery to a central distribution point only? Yes No
 - c. Delivery directly to non-public schools? Yes No
7. Check as appropriate the following items pertaining to distribution from your Center:

	Films	Books	Other
a. Some materials distributed by U.S. Mail	<u>X</u>	_____	_____
b. Some materials distributed by commercial delivery	_____	_____	_____
c. Some materials picked up by individual or school	<u>X</u>	<u>X</u>	_____
8. Which of the following describe(s) best the basic plan of circulation of your Center's printed materials?
 - a. Requests from teachers or pupils for specific titles are honored
 - b. Sets, or boxes, of books are prepared by Center and these are circulated upon request
 - c. Sets, or boxes, of books are circulated on established circuits without requests from individuals or schools
 - d. Other: _____

E. CIRCULATION, INVENTORY

Definition: For the purposes of this questionnaire, one circulation of a book, film, or other item of instructional material shall be considered as accomplished when that item goes from the Center to a using school or individual, or when the item goes from one school district to another in conformity with a pre-arranged circuit or schedule. (No attempt will be made to determine the further circulation which may take place in the local schools or classroom.)

	(a) No. of Titles	(b) No. of Volumes or Copies	(c) Number Circulated 1968-69*	(d) Previous Year's Circulation (1967-68)	(e) Usual Length of Loan or Use Period	(f) Average No. of Circulations per Item per Year (c) ÷ (d) b	(g) No. of Turndowns, if Available
1. Books	3810	23,287	48,859	21,000	3 mon.	2.1	--
2. Periodical Subscriptions							
3. Films (16mm)	683	738	14,251	8,213	4 days	19.3	4650
4. Films (8mm)							
5. Films (8mm Loops)							
6. Filmstrips							
7. Slides							
8. Transparencies (Commercial)							
9. Transparency Master Books							
10. Transparency Master Packets							
11. Microfilm (Reels)							
12. Disc Recordings							
13. Tape Recordings							
14. Art Prints							
15. Study Prints							
16. Maps							
17. Globes							
18. Charts							
19. Pamphlets							
20. Multi-Media Kits (Hawks, etc.)	12	36 kits	174	51*	1 month	4.8	
Special Education							
21. Large Print Books	104	354	64		year	.2	
22. Braille Books	12	28	0			0	
23. Recordings (book)	5	5	1		year	.2	
24. Other							
25. Other							
26. Other							

* 18 kindergarten kits

*July 1, 1968, to June 30, 1969

27. Describe your policies concerning advance booking by checking as appropriate. Do you permit advance booking of . . .

	Yes	No	How far in advance of use period do you permit material to be booked?				
			Less than 9 weeks	9 weeks	Semester	Year	Other
a. Books	X					X	
b. Other Print Materials							
c. Films	X					X	
d. Other Non-Print							

28. Circulation Reports (Check as appropriate)

Do you regularly prepare printed reports of the following, either for your schools or for your Center's use?

	Books	Other Print	Films	Other Non-Print	By Data Processing	Prepared "By Hand"
a. Each order filled for a school						
b. Periodic circulation summary reports	X		X			X
c. List of overdue materials						
d. Lists of turndowns						

29. Are films inspected after each usage? Yes X No _____

30. Are films washed at least once per year? Yes X No _____

31. Circulation Service Fees & Fines. (Complete as appropriate)

Item	Service Fees			Fines			
	Amt. of Handling Charge	Amt. of Delivery Charges Per Item	Insurance or Other Fees	Late Return (Per day)	Charge for Lost Item	Charge for Damaged Item	Who Pays?
a. Books		None			None		
b. Films (16mm)		None					
c. Films (8mm)							
d. Disc Recordings							
e. Filmstrips							
f. Art Prints							
g. Transparencies							
h. Other							
i. Other							

32. If you do not assess fines, how do you control circulation? Describe briefly. Send notices

F. PROCESSING & CATALOGS

1. Check as appropriate to describe your Center's practices with respect to processing of materials:

	Commercially Processed	Processed In-Shop	Combination of Preceding
a. Books			X
b. Other Printed Materials			
c. Films		X	
d. Other Non-Print			

2. Catalogs (Check as appropriate to show what catalogs you provide, and how.)

	Book Catalog	Card Catalog	Prepared In Center	Commercially Prepared	Centralized Data Processing	Provided by Vendor	Number Printed
a. For Books	X		X				1200
b. Other Print Materials							
c. Films	X			X			1500
d. Other Non-Print							

3. Distribution of Catalogs

	Print	Non-Print	Number Distributed
a. On basis of one per teacher one for 2 teachers	1	1	2500
b. On basis of limited number () per attendance center			
c. On basis of enrollment (One per students)			

d. Are extra copies available? Yes No Cost \$ --

e. Plans for further catalog publications:

	Annually	More Often	Less Often
1) Of Supplements to Book Catalogs			
2) Of Complete Revisions of Book Catalogs	X		
3) Of Supplements to Card Catalogs			
4) New Card Catalogs			

4. What happens to catalogs at the end of school year?

	Book Catalogs		Card Catalogs	
	Yes	No	Yes	No
a. They remain with individual teachers	X			
b. They remain with building principal or in building library				
c. They are returned to the Instructional Materials Center				

G. PERSONNEL

1. Certificated Personnel (Check as appropriate, but check only the major position of an individual if he serves in more than one capacity.)

Position	Full Time	Part Time	Highest Degree Held		
			BA	MA	Ed.S. or Ph.D.
a. Director or Coordinator		X		X	
b. Librarian		X		X	
c. AV Director					
d. Other					
e. Other					
f.					

2. Does the sub-agency chairman double in any of the above capacities? Yes _____ No X
3. Does the director or coordinator double in any of the other positions? Yes X No _____
4. Non-Certificated Staff:
- a. Total Number Serving Title II (Full-time Equivalent) 5½
- 1) How many of these are paid by tax funds of the county or Joint County System? 4
- 2) How many are paid by agencies such as Neighborhood Youth Corps, Voc. Rehab., Title III (ESEA)? 1½
- b. Number of Drivers for Delivery Vans? 1
- Full-time duties for delivery? Yes _____ No X

H. EXPENDITURES (1968-69)

(An accurate financial picture for 12 months of operation is desired. The figures supplied here will not necessarily be in agreement with your current expenditures and receipts ledger entries)

1. Facilities Costs Per Year:

a. Lease Costs	\$ 2880.00
b. Utilities	190.04
c. Maintenance	134.47
d. Equipment	2497.28
e. Supplies	926.07
f. Other	154.00

Total Facilities \$ 6781.86

2. Materials Costs Per Year

	Title II	Non-Title II	Total
a. Books	38,572.00		
b. Other Print			
c. Films, 16mm	44,573.00		
d. Films, 8mm			
e. Filmstrips			
f. Recordings			
g. Art Prints			
h. Other Non-print			

Total Materials \$ 83,145.00

3. Circulation Costs Per Year

a. Delivery Costs (Drivers, 1/3 vehicle cost, maint., supplies)	\$ 5939.21
b. Postage	1551.94
c. Processing	5979.36
d. Catalog Costs	1300.51
e. Other	1074.96

Total Circulation \$ 15,845.98

4. Personnel Per Year (including salaries, fringe benefits, travel)

a. Certificated	\$ 12,548.50
b. Non-Certificated	6,398.93

Total Personnel \$ 18,947.43

Grand Total Expenditures for 12-month period \$ 124,720.27

I. RECEIPTS FOR 12-MONTH PERIOD

1. State allocation, including catalog allocation	\$ 89,145.00
2. Tax Funds from your County or Joint System	400.00
3. Service Fees, Fines, Insurance Fee	
4. State Special Education Handling Fee	5,979.36
5. Local School Assessments, or Cooperating County Assessments	32,703.00
6. Other Federal Programs (Estimate)	
7. Other	
8. Other	

Total \$ 128,227.36

9. How many counties, other than those in a merged area, support your Center's operation? 7
10. How many counties do not provide any support? --
11. How many local school districts in your area support your Center's operation by direct payments to your Center in lieu of support from their county boards of education? --
12. On what basis is the amount of support due from each county determined?
- a. By assessment on a per pupil basis? x
- b. By assessment of a percent of total costs based on:
- 1) comparison of assessed valuation, or _____
- 2) pupil population of county? _____
- c. Other? _____
13. If assessment is on a per pupil basis, what is the amount paid per pupil by cooperating counties? per census child 50¢

A. AREA DATA

Area No. 6

1. Information about your Instructional Materials Center - Name Area Six Resource Center
 Address 709 North Third Avenue
 City Marshalltown, Iowa 50158
 Telephone No. 752-1578
2. Number of county school systems included in whole or in part in your area 5
3. Is there a legal merger of county school systems in your area? Yes _____
 No x
4. If so, how many county school systems are included in the merger? -
5. Number of public school districts in your area 21
6. Number of attendance centers in your area Public 87
 Non-Public 6
 Total 93
7. Total school population (K-12) as of 9-15-68 Public 26,288
 Non-Public 1,201
 Total 27,489
8. Number of teachers and administrators in area Public 1,417
 Non-Public 75
 Total 1,492
9. Approximate total general population of all school districts of your area 105,800
 (Find this information in the Iowa Educational Directory for 1968-69)
10. Total assessed valuation (1968) of your area \$ 371,205,978
11. Total assessed valuation per enrollee as of 9-15-68 ($10 \frac{7}{9}$) \$ 14,120
12. Number of employees in your Instructional Materials Center (in full-time equivalent) 4

B. FACILITIES - SPACE

1. Square feet of space occupied for Title II operations 1900 sq. ft.

2. Type of space occupied: (check appropriate response)

- a. A separate facility
- b. A separate floor of a larger facility
- c. Space shared with other county or Joint County System operations X
- d. Other (Indicate)

3. Facilities currently provided or readily available in your Title II Center: (check as appropriate)

- a. Conference room X
- b. Preview room X
- c. Private office(s) X
- d. Office(s) in open display space X
- e. Storage room(s) X
- f. Processing room(s) X
- g. Librarian's work room
- h. Restrooms on same floor X
- i. Lounge on same floor
- j. Loading dock: Interior
- Exterior X
- k. Space for materials examination (Browsing space)
- l. Space for production facilities (Graphic arts, transparencies, etc.) X
- m. Darkroom for photography
- n. Other rooms:

4. Location, accessibility, parking:

- a. Is your Center in the main downtown area of a city?
- b. Is your Center in the suburbs?
- c. Is your Center in a rural area?
- d. Is parking space provided?
- e. Is parking space adequate?

Yes	No
	X
X	
	X
X	
	X
X	

5. Is your Center air conditioned?

C. FACILITIES - EQUIPMENT

Please indicate below the items of equipment which you have in your Center primarily to serve Title II needs or to provide services related to Title II operations.

	Yes	No	Number of Each
1. Film Inspection Machine		X	
2. Film Splicing Machine	X		2
3. Film Washing Equipment	x		1
4. Projector, 16mm	X		1
5. Projector, 8mm	X		1
6. Projector, Super 8mm		X	
7. Projector, Overhead	X		1
8. Projector, Slide		X	
9. Projector, Filmstrip			
a. Silent	X		1
b. Sound	X		1
10. Tape Recorders		X	
11. Record Players		X	
12. Microfilm Camera		X	
13. Microfilm Reader		X	
14. Microfilm Reader-printer		X	
15. Transparency Production Equipment			
a. Thermal (e.g., Thermofax)	X		1
b. Diazo	X		1
16. Dry Mount Press		X	
17. Copy Machines	X		1
18. Mimeograph Duplicator		X	
19. Spirit Process Duplicator		X	
20. Offset Printing Equipment	X		1
21. Headliner		X	
22. Varytper		X	
23. Typewriters			
a. Manual	X		1
b. Electric	X		3
c. Library Labeling		X	
24. Card Catalog Cabinet	X		1
25. Special Education Equipment			
a. Ezy Rede	X		6
b. Dazor Magnifier			
1) Desk Model	X		
2) Clamp-on Model	X		
c. Primary Typewriters	X		2
d. Brailers	X		1
e. Tape Recorders	X		1
f. Other			
g. Other			
26. Addressograph		X	
27. Laminator		X	
28. Video Taping Equipment		X	
29. Photographic Developing Equipment		X	
30. Other Collating Machines	X		1
31. Shelving:			Approx. Shelf Footage*
Library (Books & Other Print Materials):	Wood	Steel	1368 linear
AV (Films & Other Non-Print Materials):	120 ft	204 ft	1368 linear 324 ft.

*Express in terms of lineal, single shelf footage. E.g., a section of double shelving, six feet long, with six "levels" of shelving would have a total of 72 lineal feet of shelving space.

D. CIRCULATION, MATERIALS
(Policies & Procedures)

1. Is delivery service provided? Yes X No
2. Number of vans or vehicles? 1
3. Number of different delivery routes served on a regular basis? 6
4. Length of routes from shortest to longest? 15 miles to 165 miles
5. Number of delivery stops per school per week, or, 1
if not weekly, number of delivery stops per school per month?
6. Do your delivery policies provide for:
 - a. Delivery to each attendance center of a district? Yes X No
 - b. Delivery to a central distribution point only? Yes No X
 - c. Delivery directly to non-public schools? Yes X No
7. Check as appropriate the following items pertaining to distribution from your Center:

	Films	Books	Other
a. Some materials distributed by U.S. Mail	<u> X </u>	<u> X(Minimal) </u>	
b. Some materials distributed by commercial delivery	<u> </u>	<u> </u>	<u> </u>
c. Some materials picked up by individual or school .. <u>minimal</u>	<u> X </u>	<u> X </u>	<u> X </u>
8. Which of the following describe(s) best the basic plan of circulation of your Center's printed materials?
 - a. Requests from teachers or pupils for specific titles are honored X
 - b. Sets, or boxes, of books are prepared by Center and these are circulated upon request.....
 - c. Sets, or boxes, of books are circulated on established circuits without requests from individuals or schools
 - d. Other: _____

E. CIRCULATION, INVENTORY

Definition: For the purposes of this questionnaire, one circulation of a book, film, or other item of instructional material shall be considered as accomplished when that item goes from the Center to a using school or individual, or when the item goes from one school district to another in conformity with a pre-arranged circuit or schedule. (No attempt will be made to determine the further circulation which may take place in the local schools or classroom.)

	(a) No. of Titles	(b) No. of Volumes or Copies	(c) Number Circulated 1968-69*	(d) Previous Year's Circulation (1967-68)	(e) Usual Length of Loan or Use Period	(f) Average No. of Circulations per Item per Year (c) ÷ (a) b	(g) No. of Turndowns, if Available
1. Books	5,690	14,835	12,067	8,364	4 weeks	.81	NA
2. Periodical Subscriptions	55	in most cases 2 years	negligible		2 weeks		
3. Films (16mm)	528	552	5,201	2,696	1 week	9.4	NA
4. Films (8mm)							
5. Films (8mm Loops)	18	18	6	--	1 week	.3	
6. Filmstrips							
7. Slides							
8. Transparencies (Commercial)							
9. Transparency Master Books	21	21	--		Do not loan		
10. Transparency Master Packets	All of 3M's	1 copy	--		Do not loan		
11. Microfilm (Reels)							
12. Disc Recordings	575	935	497	--	1 week	.51	
13. Tape Recordings							
14. Art Prints							
15. Study Prints							
16. Maps							
17. Globes							
18. Charts							
19. Pamphlets							
20. Multi-Media Kits (Hawks, etc.)	12	36	62	--	1 month	1.72	
Special Education							
21. Large Print Books							
22. Braille Books							
23. Recordings							
24. Other							
25. Other							
26. Other							

*July 1, 1968, to June 30, 1969

27. Describe your policies concerning advance booking by checking as appropriate. Do you permit advance booking of . . .

	Yes	No	How far in advance of use period do you permit material to be booked?				
			Less than 9 weeks	9 weeks	Semester	Year	Other
a. Books	X (minimal use)					X	
b. Other Print Materials							
c. Films	X					X	
d. Other Non-Print	X					X	

28. Circulation Reports (Check as appropriate)

Do you regularly prepare printed reports of the following, either for your schools or for your Center's use?

	Books	Other Print	Films	Other Non-Print	By Data Processing	Prepared "By Hand"
a. Each order filled for a school						
b. Periodic circulation summary reports	X	X	X	X		X
c. List of overdue materials	X					X
d. Lists of turndowns			X			X

29. Are films inspected after each usage? Yes X No _____

30. Are films washed at least once per year? Yes X No _____

31. Circulation Service Fees & Fines. (Complete as appropriate)

Item	Service Fees			Fines			
	Amt. of Handling Charge	Amt. of Delivery Charges Per Item	Insurance or <u>Other Fees</u>	Late Return (Per day)	Charge for Lost Item	Charge for Damaged Item	Who Pays?
a. Books					retail cost of books		school
b. Films (16mm)		return postage				cost of footage	school
c. Films (8mm)							
d. Disc Recordings		return postage			retail price		school
e. Filmstrips							
f. Art Prints							
g. Transparencies			cost of materials				
h. Other							
i. Other							

32. If you do not assess fines, how do you control circulation? Describe briefly. Post card if one day late ... collect phone call to chronic offenders.

F. PROCESSING & CATALOGS

1. Check as appropriate to describe your Center's practices with respect to processing of materials:

	Commercially Processed	Processed In-Shop	Combination of Preceding
a. Books		X	
b. Other Printed Materials		X	
c. Films		X	
d. Other Non-Print		X	

2. Catalogs (Check as appropriate to show what catalogs you provide, and how.)

68-69

	Book Catalog	Card Catalog	Prepared In Center	Commercially Prepared	Centralized Data Processing	Provided by Vendor	Number Printed
a. For Books	X		X				500
b. Other Print Materials	X		X				
c. Films	X		X				500
d. Other Non-Print	X		X				300

3. Distribution of Catalogs

	Print	Non-Print	Number Distributed
a. On basis of one per ⁵ teachers		X	800
b. On basis of limited number (3) per attendance center	X		300
c. On basis of enrollment (One per ___ students)			

d. Are extra copies available? Yes ___ No X Cost \$ --

e. Plans for further catalog publications:

	Annually	More Often	Less Often
1) Of Supplements to Book Catalogs	X		
2) Of Complete Revisions of Book Catalogs			X
3) Of Supplements to Card Catalogs			
4) New Card Catalogs			

4. What happens to catalogs at the end of school year?

	Book Catalogs		Card Catalogs	
	Yes	No	Yes	No
a. They remain with individual teachers	X			
b. They remain with building principal or in building library	X			
c. They are returned to the Instructional Materials Center		X		

G. PERSONNEL

1. Certificated Personnel (Check as appropriate, but check only the major position of an individual if he serves in more than one capacity.)

Position	Full Time	Part Time	Highest Degree Held		
			BA	MA	Ed.S. or Ph.D.
a. Director or Coordinator		X		X	
b. Librarian					
c. AV Director					
d. Other					
e. Other					
f.					

Not "Teacher Certified"

2. Does the sub-agency chairman double in any of the above capacities? Yes _____ No X
3. Does the director or coordinator double in any of the other positions? Yes X No _____
4. Non-Certificated Staff:
- a. Total Number Serving Title II (Full-time Equivalent) 3
- 1) How many of these are paid by tax funds of the county or Joint County System? 3
- 2) How many are paid by agencies such as Neighborhood Youth Corps, Voc. Rehab., Title III (ESEA)? 0
- b. Number of Drivers for Delivery Vans? 1
- Full-time duties for delivery? Yes X No _____

H. EXPENDITURES (1968-69)

(An accurate financial picture for 12 months of operation is desired. The figures supplied here will not necessarily be in agreement with your current expenditures and receipts ledger entries)

1. Facilities Costs Per Year:

a. Lease Costs	\$ 3600
b. Utilities	720
c. Maintenance	800
d. Equipment	3500
e. Supplies	2000
f. Other	

Total Facilities..... \$ 10,620

2. Materials Costs Per Year 1968

	Title II	Non-Title II	Total
a. Books	18,115	204	18,319
b. Other Print	53		53
c. Films, 16mm	26,984	10,129	37,113
d. Films, 8mm			
e. Filmstrips		216	216
f. Recordings		500	500
g. Art Prints			
h. Other Non-print		4,150	4,150

Total Materials \$ 60,351

3. Circulation Costs Per Year

a. Delivery Costs (Drivers, 1/3 vehicle cost, maint., supplies)	\$ 3040
b. Postage	426
c. Processing	1569
d. Catalog Costs	700
e. Other	

Total Circulation \$ 5,735

4. Personnel Per Year (including salaries, fringe benefits, travel)

a. Certificated	\$ 9,000
b. Non-Certificated	15,000

Total Personnel \$ 24,000

Grand Total Expenditures for 12-month period \$ ~~90,086~~

* 100,706

I. RECEIPTS FOR 12-MONTH PERIOD

1. State allocation, including catalog allocation	\$ 57,414
2. Tax Funds from your County or Joint System	30,000
3. Service Fees, Fines, Insurance Fee	-
4. State Special Education Handling Fee	2,800
5. Local School Assessments, or Cooperating County Assessments	13,075
6. Other Federal Programs (Estimate)	
7. Other	
8. Other	

Total \$103,289

- 9. How many counties, other than those in a merged area, support your Center's operation? 5
- 10. How many counties do not provide any support? 0
- 11. How many local school districts in your area support your Center's operation by direct payments to your Center in lieu of support from their county boards of education? 0
- 12. On what basis is the amount of support due from each county determined?
 - a. By assessment on a per pupil basis?
 - b. By assessment of a percent of total costs based on:
 - 1) comparison of assessed valuation, or
 - 2) pupil population of county? x
 - c. Other?
- 13. If assessment is on a per pupil basis, what is the amount paid per pupil by cooperating counties? 1.98

A. AREA DATA

Area No. VII

1. Information about your Instructional Materials Center - Name Area VII Educational Media Center
Address 501 Jefferson St.
City Waterloo, Iowa 50701
Telephone No. (319) 232-6621
2. Number of county school systems included in whole or in part in your area 7
3. Is there a legal merger of county school systems in your area? Yes X
No _____
4. If so, how many county school systems are included in the merger? 2
5. Number of public school districts in your area 26
6. Number of attendance centers in your area Public 143
Non-Public 21
Total 164
7. Total school population (K-12) as of 9-15-68 Public 49,463
Non-Public 6,319
Total 55,782
8. Number of teachers and administrators in area Public 2362
Non-Public 260
Total 2,622
9. Approximate total general population of all school districts of your area 205,422
(Find this information in the Iowa Educational Directory for 1968-69)
10. Total assessed valuation (1968) of your area \$ 423,919,960
11. Total assessed valuation per enrollee as of 9-15-68 ($10 \div 7$) \$ 7,586
12. Number of employees in your Instructional Materials Center (in full-time equivalent) 6 + 2 NYC

B. FACILITIES - SPACE

1. Square feet of space occupied for Title II operations 3600+

2. Type of space occupied: (check appropriate response)

- a. A separate facility _____
- b. A separate floor of a larger facility _____
- c. Space shared with other county or Joint County System operations X
- d. Other (Indicate) _____

3. Facilities currently provided or readily available in your Title II Center: (check as appropriate)

- a. Conference room X
- b. Preview room X
- c. Private office(s) X
- d. Office(s) in open display space _____
- e. Storage room(s) X
- f. Processing room(s) X
- g. Librarian's work room _____
- h. Restrooms on same floor X
- i. Lounge on same floor _____
- j. Loading dock: Interior X
- Exterior X
- k. Space for materials examination (Browsing space) X
- l. Space for production facilities (Graphic arts, transparencies, etc.) X
- m. Darkroom for photography X
- n. Other rooms: _____

4. Location, accessibility, parking:

- a. Is your Center in the main downtown area of a city?
- b. Is your Center in the suburbs?
- c. Is your Center in a rural area?
- d. Is parking space provided?
- e. Is parking space adequate?

Yes	No
X	
X	
	X
X	

5. Is your Center air conditioned?

C. FACILITIES - EQUIPMENT

Please indicate below the items of equipment which you have in your Center primarily to serve Title II needs or to provide services related to Title II operations.

	Yes	No	Number of Each
1. Film Inspection Machine	X		2
2. Film Splicing Machine	X		2
3. Film Washing Equipment	X		Shared
4. Projector, 16mm	X		1
5. Projector, 8mm			
6. Projector, Super 8mm			
7. Projector, Overhead	X		1
8. Projector, Slide	X		1
9. Projector, Filmstrip			
a. Silent	X		1
b. Sound			
10. Tape Recorders	X		X
11. Record Players			
12. Microfilm Camera			
13. Microfilm Reader			
14. Microfilm Reader-printer			
15. Transparency Production Equipment			
a. Thermal (e.g., Thermofax)	X		1
b. Diazo	X		1
16. Dry Mount Press	X		1
17. Copy Machines	X		2
18. Mimeograph Duplicator			
19. Spirit Process Duplicator	X		1
20. Offset Printing Equipment	X		1
21. Headliner	X		1
22. Varsityper			
23. Typewriters			
a. Manual	X		1
b. Electric	X		X
c. Library Labeling			
24. Card Catalog Cabinet	X		1
25. Special Education Equipment			
a. Ezy Rede			
b. Dazor Magnifier			
1) Desk Model			
2) Clamp-on Model			
c. Primary Typewriters			
d. Braille			
e. Tape Recorders			
f. Other			
g. Other			
26. Addressograph			
27. Laminator	X		1
28. Video Taping Equipment	X		6 cameras
29. Photographic Developing Equipment	X		1 darkroom
30. Other <u>automatic paper cutter, collator, binder</u> <u>sign press</u>			
31. Shelving:	Wood	Steel	Approx. Shelf Footage*
Library (Books & Other Print Materials):		X	3,193
AV (Films & Other Non-Print Materials):		X	249

*Express in terms of lineal, single shelf footage. E.g., a section of double shelving, six feet long, with six "levels" of shelving would have a total of 72 lineal feet of shelving space.

D. CIRCULATION, MATERIALS
(Policies & Procedures)

1. Is delivery service provided? Yes _____ No X
2. Number of vans or vehicles?
3. Number of different delivery routes served on a regular basis?
4. Length of routes from shortest to longest?
5. Number of delivery stops per school per week, or,
if not weekly, number of delivery stops per school per month?
6. Do your delivery policies provide for:
 - a. Delivery to each attendance center of a district? Yes _____ No _____
 - b. Delivery to a central distribution point only? Yes _____ No _____
 - c. Delivery directly to non-public schools? Yes _____ No _____
7. Check as appropriate the following items pertaining to distribution from your Center:

	Films	Books	Other
a. Some materials distributed by U.S. Mail	<u>X</u>	_____	_____
b. Some materials distributed by commercial delivery	_____	_____	_____
c. Some materials picked up by individual or school	<u>X</u>	<u>X</u>	<u>X</u>
8. Which of the following describe(s) best the basic plan of circulation of your Center's printed materials?
 - a. Requests from teachers or pupils for specific titles are honored X
 - b. Sets, or boxes, of books are prepared by Center and these are circulated upon request..... _____
 - c. Sets, or boxes, of books are circulated on established circuits without requests from individuals or schools _____
 - d. Other: _____

E. CIRCULATION, INVENTORY

Definition: For the purposes of this questionnaire, one circulation of a book, film, or other item of instructional material shall be considered as accomplished when that item goes from the Center to a using school or individual, or when the item goes from one school district to another in conformity with a pre-arranged circuit or schedule. (No attempt will be made to determine the further circulation which may take place in the local schools or classroom.)

	(a) No. of Titles	(b) No. of Volumes or Copies	(c) Number Circulated 1968-69*	(d) Previous Year's Circulation (1967-68)	(e) Usual Length of Loan or Use Period	(f) Average No. of Circulations per Item per Year (c) + (d)	(g) No. of Turndowns, if Available
	Elem. 3538	17,604					
1. Books	Sec. 2,152	11,548	Total Books	29,152	4 weeks		
2. Periodical Subscriptions	10	981	(Est) 12,000	NA	4 weeks	12.2 (Est)	
3. Films (16mm)	981				1 week		
4. Films (8mm)	0						
5. Films (8mm Loops)	0						
6. Filmstrips	0						
7. Slides	200				4 weeks		
8. Transparencies (Commercial)	0						
9. Transparency Master Books	21						
10. Transparency Master Packets	350						
11. Microfilm (Reels)							
12. Disc Recordings	28						
13. Tape Recordings	10						
14. Art Prints	10 sets of 10 each						
15. Study Prints	0						
16. Maps	0						
17. Globes	0						
18. Charts	0						
19. Pamphlets	0						
20. Multi-Media Kits (Hawks, etc.)	36						
Special Education							
21. Large Print Books	0						
22. Braille Books	0						
23. Recordings	0						
24. Other							
25. Other							
26. Other							

*July 1, 1968, to June 30, 1969

27. Describe your policies concerning advance booking by checking as appropriate. Do you permit advance booking of . . .

	Yes	No	How far in advance of use period do you permit material to be booked?				
			Less than 9 weeks	9 weeks	Semester	Year	Other
a. Books		X					
b. Other Print Materials		X					
c. Films	X			X			
d. Other Non-Print		X					

28. Circulation Reports (Check as appropriate)

Do you regularly prepare printed reports of the following, either for your schools or for your Center's use?

NO	Books	Other Print	Films	Other Non-Print	By Data Processing	Prepared "By Hand"
a. Each order filled for a school						
b. Periodic circulation summary reports						
c. List of overdue materials						
d. Lists of turndowns						

29. Are films inspected after each usage? Yes X No _____

30. Are films washed at least once per year? Yes X No _____

31. Circulation Service Fees & Fines. (Complete as appropriate)

Item	Service Fees			Fines			
	Amt. of Handling Charge	Amt. of Delivery Charges Per Item	Insurance or Other Fees	Late Return (Per day)	Charge for Lost Item	Charge for Damaged Item	Who Pays?
a. Books	None			None	None	None	Operational
b. Films (16mm)		Return Postage		1.00	None	None	budget
c. Films (8mm)	0						
d. Disc Recordings	0						
e. Filmstrips	0						
f. Art Prints	0						
g. Transparencies	0						
h. Other	0						
i. Other							

32. If you do not assess fines, how do you control circulation? Describe briefly. Prompt notification of overdues and common sense policies.

F. PROCESSING & CATALOGS

1. Check as appropriate to describe your Center's practices with respect to processing of materials:

	Commercially Processed	Processed In-Shop	Combination of Preceding
a. Books			X
b. Other Printed Materials		X	
c. Films		X	
d. Other Non-Print		X	

2. Catalogs (Check as appropriate to show what catalogs you provide, and how.)

	Book Catalog	Card Catalog	Prepared In Center	Commercially Prepared	Centralized Data Processing	Provided by Vendor	Number Printed
a. For Books	X	X	X		X	In process of providing	275
b. Other Print Materials	X		X				
c. Films	X		X		X	860	
d. Other Non-Print							

3. Distribution of Catalogs

	Print	Non-Print	Number Distributed
a. On basis of one per teacher	Upon request of school		
b. On basis of limited number (___) per attendance center			
c. On basis of enrollment (One per ___ students)			

d. Are extra copies available? Yes No Cost \$ depends on catalog
 e. Plans for further catalog publications: \$1.00 and up

	Annually	More Often	Less Often
1) Of Supplements to Book Catalogs	X		
2) Of Complete Revisions of Book Catalogs			
3) Of Supplements to Card Catalogs			
4) New Card Catalogs			

4. What happens to catalogs at the end of school year?

	Book Catalogs		Card Catalogs	
	Yes	No	Yes	No
a. They remain with individual teachers				
b. They remain with building principal or in building library	X			
c. They are returned to the Instructional Materials Center				

G. PERSONNEL

1. Certificated Personnel (Check as appropriate, but check only the major position of an individual if he serves in more than one capacity.)

Position	Full Time	Part Time	Highest Degree Held		
			BA	MA	Ed.S. or Ph.D.
a. Director or Coordinator	1/2		X		
b. Librarian	1/2				
c. AV Director					
d. Other					
e. Other					
f.					

2. Does the sub-agency chairman double in any of the above capacities? Yes _____ No X

3. Does the director or coordinator double in any of the other positions? Yes X No Librarian

4. Non-Certificated Staff:

- a. Total Number Serving Title II (Full-time Equivalent) 5 + 2 NYC
 - 1) How many of these are paid by tax funds of the county or Joint County System? 5
 - 2) How many are paid by agencies such as Neighborhood Youth Corps, Voc. Rehab., Title III (ESEA)? 2
- b. Number of Drivers for Delivery Vans? 0
 - Full-time duties for delivery? Yes _____ No _____

H. EXPENDITURES (1968-69)

(An accurate financial picture for 12 months of operation is desired. The figures supplied here will not necessarily be in agreement with your current expenditures and receipts ledger entries)

1. Facilities Costs Per Year:

- a. Lease Costs \$ 3,000
- b. Utilities
- c. Maintenance
- d. Equipment 4,317
- e. Supplies 781
- f. Other

Total Facilities \$ 8,098

2. Materials Costs Per Year

	Title II	Non-Title II	Total
a. Books	42,438		
b. Other Print			
c. Films, 16mm	53,165		
d. Films, 8mm			
e. Filmstrips			
f. Recordings			
g. Art Prints			
h. Other Non-print			

Total Materials \$ 95,603

3. Circulation Costs Per Year

a. Delivery Costs (Drivers, 1/3 vehicle cost, maint., supplies)	\$	
b. Postage		1500
c. Processing		5067*
d. Catalog Costs		762
e. Other		

Total Circulation \$ 7,329

4. Personnel Per Year (including salaries, fringe benefits, travel)

a. Certificated	\$	9,838
b. Non-Certificated		14,319

Total Personnel \$ 24,157

Grand Total Expenditures for 12-month period \$ 135,187

I. RECEIPTS FOR 12-MONTH PERIOD

1. State allocation, including catalog allocation	\$	107,550
2. Tax Funds from your County or Joint System		13,071
3. Service Fees, Fines, Insurance Fee		0
4. State Special Education Handling Fee		5,859
5. Local School Assessments, or Cooperating County Assessments		6,564
6. Other Federal Programs (Estimate)		0
7. Other Reimbursement from Film Co-op Lib.		2,143
8. Other		

Total \$ 135,187

* Total processing costs total \$11,523--\$5,067 is amount paid to suppliers for processing. Balance of \$6,456 included in non-certificated salaries and supplies.

9. How many counties, other than those in a merged area, support your Center's operation? 5
10. How many counties do not provide any support? 0
11. How many local school districts in your area support your Center's operation by direct payments to your Center in lieu of support from their county boards of education? 0
12. On what basis is the amount of support due from each county determined?
- a. By assessment on a per pupil basis? X
- b. By assessment of a percent of total costs based on:
- 1) comparison of assessed valuation, or
- 2) pupil population of county?
- c. Other?
13. If assessment is on a per pupil basis, what is the amount paid per pupil by cooperating counties? \$.4112

A. AREA DATA

Area No. 8

1. Information about your Instructional Materials Center - Name Area VIII Instructional Materials Center
 Address 1862-1868 Central Avenue
 City Dubuque, Iowa 52001
 Telephone No. 319-588-0388

2. Number of county school systems included in whole or in part in your area 3

3. Is there a legal merger of county school systems in your area? Yes _____
 No X

4. If so, how many county school systems are included in the merger?

5. Number of public school districts in your area 11

6. Number of attendance centers in your area Public 57
 Non-Public 43
 Total 100

7. Total school population (K-12) as of 9-15-68 Public 21,551
 Non-Public 17,218
 Total 38,769

8. Number of teachers and administrators in area Public 1,024
 Non-Public 657
 Total 1,681

9. Approximate total general population of all school districts of your area 134,609
 (Find this information in the Iowa Educational Directory for 1968-69)

10. Total assessed valuation (1968) of your area \$ 260,510,352

11. Total assessed valuation per enrollee as of 9-15-68 ($10 \div 7$) \$ 6,720

12. Number of employees in your Instructional Materials Center (in full-time equivalent) 6

B. FACILITIES - SPACE

1. Square feet of space occupied for Title II operations 2000 sq. ft.

2. Type of space occupied: (check appropriate response)

- a. A separate facility _____
- b. A separate floor of a larger facility X
- c. Space shared with other county or Joint County System operations _____
- d. Other (Indicate) _____

3. Facilities currently provided or readily available in your Title II Center: (check as appropriate)

- a. Conference room _____
- b. Preview room _____
- c. Private office(s) _____
- d. Office(s) in open display space X
- e. Storage room(s) X
- f. Processing room(s) _____
- g. Librarian's work room _____
- h. Restrooms on same floor X
- i. Lounge on same floor _____
- j. Loading dock: Interior X
Exterior _____
- k. Space for materials examination (Browsing space) _____
- l. Space for production facilities (Graphic arts, transparencies, etc.) _____
- m. Darkroom for photography _____
- n. Other rooms: _____

4. Location, accessibility, parking:

- a. Is your Center in the main downtown area of a city?
- b. Is your Center in the suburbs?
- c. Is your Center in a rural area?
- d. Is parking space provided?
- e. Is parking space adequate?

Yes	No
<u>X</u>	
	<u>X</u>
	<u>X</u>
<u>X</u>	
	<u>X</u>

5. Is your Center air conditioned?

X

C. FACILITIES - EQUIPMENT

Please indicate below the items of equipment which you have in your Center primarily to serve Title II needs or to provide services related to Title II operations.

	Yes	No	Number of Each
1. Film Inspection Machine	X		2
2. Film Splicing Machine	X		2
3. Film Washing Equipment	X		1
4. Projector, 16mm	X		1
5. Projector, 8mm		X	
6. Projector, Super 8mm	X		1
7. Projector, Overhead	X		1
8. Projector, Slide		X	
9. Projector, Filmstrip			
a. Silent	X		1
b. Sound	X		1
10. Tape Recorders		X	
11. Record Players	X		2
12. Microfilm Camera		X	
13. Microfilm Reader	X		2
14. Microfilm Reader-printer		X	
15. Transparency Production Equipment			
a. Thermal (e.g., Thermofax)	X		1
b. Diazo	X		1
16. Dry Mount Press		X	
17. Copy Machines	X		1
18. Mimeograph Duplicator	X		1
19. Spirit Process Duplicator		X	
20. Offset Printing Equipment		X	
21. Headliner		X	
22. Varytper		X	
23. Typewriters			
a. Manual	X		1
b. Electric	X		2
c. Library Labeling	X		1
24. Card Catalog Cabinet	X		2
25. Special Education Equipment			
a. Ezy Rede	X		2
b. Dazor Magnifier			
1) Desk Model	X		1
2) Clamp-on Model	X		1
c. Primary Typewriters		X	
d. Brailers		X	
e. Tape Recorders		X	
f. Other		X	
g. Other		X	
26. Addressograph		X	
27. Laminator		X	
28. Video Taping Equipment		X	
29. Photographic Developing Equipment		X	
30. Other		X	
31. Shelving:			Approx. Shelf Footage*
Library (Books & Other Print Materials):	Wood 574 ft.	Steel 1443.8ft.	2017.8
AV (Films & Other Non-Print Materials):		208.6 ft.	208.6

*Express in terms of lineal, single shelf footage. E.g., a section of double shelving, six feet long, with six "levels" of shelving would have a total of 72 lineal feet of shelving space.

D. CIRCULATION, MATERIALS
(Policies & Procedures)

1. Is delivery service provided? Yes _____ No x
2. Number of vans or vehicles? 1
3. Number of different delivery routes served on a regular basis?
4. Length of routes from shortest to longest?
5. Number of delivery stops per school per week, or,
if not weekly, number of delivery stops per school per month?
6. Do your delivery policies provide for:
 - a. Delivery to each attendance center of a district? Yes _____ No _____
 - b. Delivery to a central distribution point only? Yes _____ No _____
 - c. Delivery directly to non-public schools? Yes _____ No _____
7. Check as appropriate the following items pertaining to distribution from your Center:

	Films	Books	Other
a. Some materials distributed by U.S. Mail	<u> x </u>	<u> x </u>	_____
b. Some materials distributed by commercial delivery	<u> x </u>	_____	_____
c. Some materials picked up by individual or school	<u> x </u>	<u> x </u>	_____
8. Which of the following describe(s) best the basic plan of circulation of your Center's printed materials?
 - a. Requests from teachers or pupils for specific titles are honored x
 - b. Sets, or boxes, of books are prepared by Center and these are circulated upon request..... _____
 - c. Sets, or boxes, of books are circulated on established circuits without requests from individuals or schools _____
 - d. Other: _____

E. CIRCULATION, INVENTORY

Definition: For the purposes of this questionnaire, one circulation of a book, film, or other item of instructional material shall be considered as accomplished when that item goes from the Center to a using school or individual, or when the item goes from one school district to another in conformity with a pre-arranged circuit or schedule. (No attempt will be made to determine the further circulation which may take place in the local schools or classroom.)

	(a) No. of Titles	(b) No. of Volumes or Copies	(c) Number Circulated 1968-69*	(d) Previous Year's Circulation (1967-68)	(e) Usual Length of Loan or Use Period	(f) Average No. of Circulations per Item per Year (c) ÷ (a) b	(g) No. of Turndowns, if Available
1. Books	5,203	31,822	27,275	15,685	3 months	0.8571	
2. Periodical Subscriptions	3						
3. Films (16mm)	1,027	1,108	15,264	8,260	4 days	13.7762	
4. Films (8mm)							
5. Films (8mm Loops)	69	69	464		2 weeks	6.7246	
6. Filmstrips	123	123	655	247	2 weeks	5.3252	
7. Slides	768	768	440		2 weeks	0.5729	
8. Transparencies (Commercial)	96	96	93		2 weeks	0.9688	
9. Transparency Master Books	9						
10. Transparency Master Packets							
11. Microfilm (Reels)	116		34		2 weeks		
12. Disc Recordings	220	220	378	79	2 weeks	1.7182	
13. Tape Recordings	251	251	149		2 weeks	0.5936	
14. Art Prints	48	48	48		2 weeks	1.0000	
15. Study Prints	492	492	342		2 weeks	0.6951	
16. Maps							
17. Globes							
18. Charts							
19. Pamphlets	203	203					
20. Multi-Media Kits (Hawks, etc.)	12	36	83	68	1 month	2.3056	
Special Education							
21. Large Print Books							
22. Braille Books							
23. Recordings							
24. Other							
25. Other							
26. Other							

*July 1, 1968, to June 30, 1969

27. Describe your policies concerning advance booking by checking as appropriate. Do you permit advance booking of . . .

	Yes	No	How far in advance of use period do you permit material to be booked?				
			Less than 9 weeks	9 weeks	Semester	Year	Other
a. Books		<input checked="" type="checkbox"/>					
b. Other Print Materials	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>				
c. Films	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
d. Other Non-Print	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	

28. Circulation Reports (Check as appropriate)

Do you regularly prepare printed reports of the following, either for your schools or for your Center's use?

	Books	Other Print	Films	Other Non-Print	By Data Processing	Prepared "By Hand"
a. Each order filled for a school			<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>
b. Periodic circulation summary reports	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>
c. List of overdue materials			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>
d. Lists of turndowns						

29. Are films inspected after each usage? Yes No _____

30. Are films washed at least once per year? Yes No _____

31. Circulation Service Fees & Fines. (Complete as appropriate)

Item	Service Fees			Fines			
	Amt. of Handling Charge	Amt. of Delivery Charges Per Item	Insurance or Other Fees	Late Return (Per day)	Charge for Lost Item	Charge for Damaged Item	Who Pays?
a. Books					BIP price		Borrower
b. Films (16mm)	40/film			\$1.00			County Board
c. Films (8mm)				1.00			
d. Disc Recordings				1.00			
e. Filmstrips				1.00			
f. Art Prints				1.00			
g. Transparencies							
h. Other							
i. Other							

32. If you do not assess fines, how do you control circulation? Describe briefly. _____

F. PROCESSING & CATALOGS

1. Check as appropriate to describe your Center's practices with respect to processing of materials:

	Commercially Processed	Processed In-Shop	Combination of Preceding
a. Books		x	
b. Other Printed Materials		x	
c. Films		x	
d. Other Non-Print		x	

2. Catalogs (Check as appropriate to show what catalogs you provide, and how.)

	Book Catalog	Card Catalog	Prepared In Center	Commercially Prepared	Centralized Data Processing	Provided by Vendor	Number Printed
a. For Books		x	x	x			
b. Other Print Materials	x		x				2,000
c. Films	x			x			2,000
d. Other Non-Print	x		x				2,000

3. Distribution of Catalogs

	Print	Non-Print	Number Distributed
a. On basis of one per teacher		x	1,400
b. On basis of limited number () per attendance center			
c. On basis of enrollment (One per _____ students)			

d. Are extra copies available? Yes No _____ Cost \$ 1.50

e. Plans for further catalog publications:

	Annually	More Often	Less Often
1) Of Supplements to Book Catalogs	x		
2) Of Complete Revisions of Book Catalogs			
3) Of Supplements to Card Catalogs			
4) New Card Catalogs			

4. What happens to catalogs at the end of school year?

	Book Catalogs		Card Catalogs	
	Yes	No	Yes	No
a. They remain with individual teachers		x		
b. They remain with building principal or in building library	x			
c. They are returned to the Instructional Materials Center		x		

G. PERSONNEL

1. Certificated Personnel (Check as appropriate, but check only the major position of an individual if he serves in more than one capacity.)

Position	Full Time	Part Time	Highest Degree Held		
			BA	MA	Ed.S. or Ph.D.
a. Director or Coordinator	1			x	
b. Librarian					
c. AV Director					
d. Other					
e. Other					
f.					

2. Does the sub-agency chairman double in any of the above capacities? Yes _____ No x
3. Does the director or coordinator double in any of the other positions? Yes x No _____
4. Non-Certificated Staff:
- a. Total Number Serving Title II (Full-time Equivalent) 5
- 1) How many of these are paid by tax funds of the county or Joint County System? 4
- 2) How many are paid by agencies such as Neighborhood Youth Corps, Voc. Rehab., Title III (ESEA)? 1
- b. Number of Drivers for Delivery Vans? _____
- Full-time duties for delivery? Yes _____ No _____

H. EXPENDITURES (1968-69)

(An accurate financial picture for 12 months of operation is desired. The figures supplied here will not necessarily be in agreement with your current expenditures and receipts ledger entries)

1. Facilities Costs Per Year:

a. Lease Costs	\$ <u>3600.00</u>
b. Utilities	<u>800.00</u>
c. Maintenance	<u>100.00</u>
d. Equipment	<u>6300.00</u>
e. Supplies	<u>3350.00</u>
f. Other	_____

Total Facilities \$ 14,150.00

2. Materials Costs Per Year -1968

	Title II	Non-Title II	Total
a. Books	37,924.00	3,049.00	40,973.00
b. Other Print	629.00	408.00	1,037.00
c. Films, 16mm	39,799.00	129.00	39,928.00
d. Films, 8mm	1,156.00		1,156.00
e. Filmstrips	73.00		73.00
f. Recordings	255.00		255.00
g. Art Prints	455.00		455.00
h. Other Non-print	5,353.00	1,888.00	7,241.00

Total Materials \$ 91,118.00

3. Circulation Costs Per Year

a. Delivery Costs (Drivers, 1/3 vehicle cost, maint., supplies)	\$ 2,000.00
b. Postage	1,500.00
c. Processing	500.00
d. Catalog Costs	3,000.00
e. Other	

Total Circulation \$ 7,000.00

4. Personnel Per Year (including salaries, fringe benefits, travel)

a. Certificated	\$ 11,300.00
b. Non-Certificated	8,100.00

Total Personnel \$ 19,400.00

Grand Total Expenditures for 12-month period \$ 131,668.00

I. RECEIPTS FOR 12-MONTH PERIOD

1. State allocation, including catalog allocation	\$ 91,943.00
2. Tax Funds from your County or Joint System	35,573.75
3. Service Fees, Fines, Insurance Fee	535.49
4. State Special Education Handling Fee	3,615.76
5. Local School Assessments, or Cooperating County Assessments	
6. Other Federal Programs (Estimate)	
7. Other	
8. Other	

Total \$ 131,668.00

9. How many counties, other than those in a merged area, support your Center's operation?
10. How many counties do not provide any support?
11. How many local school districts in your area support your Center's operation by direct payments to your Center in lieu of support from their county boards of education? only postage & handling 9
12. On what basis is the amount of support due from each county determined?
- a. By assessment on a per pupil basis?
- b. By assessment of a percent of total costs based on:
- 1) comparison of assessed valuation, or
- 2) pupil population of county?
- c. Other?
13. If assessment is on a per pupil basis, what is the amount paid per pupil by cooperating counties?

A. AREA DATA

Area No. IX

Area IX

1. Information about your Instructional Materials Center - Name Instructional Materials Center
 Address 330 E. 4th Street
 City Davenport, Iowa 52801
 Telephone No. (319) 322-2608
2. Number of county school systems included in whole or in part in your area 4
3. Is there a legal merger of county school systems in your area? Yes X
 No _____
4. If so, how many county school systems are included in the merger? 2
5. Number of public school districts in your area 19
6. Number of attendance centers in your area Public 128
 Non-Public 37
 Total 165
7. Total school population (K-12) as of 9-15-68 Public 59,180
 Non-Public 6,692
 Total 65,872
8. Number of teachers and administrators in area Public 2,817 1/2
 Non-Public 295 1/2
 Total 3,113
9. Approximate total general population of all school districts of your area 240,002
 (Find this information in the Iowa Educational Directory for 1968-69)
10. Total assessed valuation (1968) of your area \$528,685,415.00
11. Total assessed valuation per enrollee as of 9-15-68 ($10 \div 7$) \$ 8,025.95
12. Number of employees in your Instructional Materials Center (in full-time equivalent) 10

B. FACILITIES - SPACE

1. Square feet of space occupied for Title II operations 10,000

2. Type of space occupied: (check appropriate response)

- a. A separate facility X
- b. A separate floor of a larger facility
- c. Space shared with other county or Joint County System operations
- d. Other (Indicate)

3. Facilities currently provided or readily available in your Title II Center: (check as appropriate)

- a. Conference room X
- b. Preview room X
- c. Private office(s) X
- d. Office(s) in open display space
- e. Storage room(s) X
- f. Processing room(s) X
- g. Librarian's work room X
- h. Restrooms on same floor X
- i. Lounge on same floor
- j. Loading dock: Interior X
- Exterior
- k. Space for materials examination (Browsing space) X
- l. Space for production facilities (Graphic arts, transparencies, etc.) X
- m. Darkroom for photography
- n. Other rooms:

4. Location, accessibility, parking:

- a. Is your Center in the main downtown area of a city?
- b. Is your Center in the suburbs?
- c. Is your Center in a rural area?
- d. Is parking space provided? Some
- e. Is parking space adequate?

Yes	No
X	
	X
	X
X	
	X
X	X

5. Is your Center air conditioned?

The conference room and main office area Yes. The balance no.

C. FACILITIES - EQUIPMENT

Please indicate below the items of equipment which you have in your Center primarily to serve Title II needs or to provide services related to Title II operations.

	Yes	No	Number of Each
1. Film Inspection Machine	X		2
2. Film Splicing Machine	X		3
3. Film Washing Equipment		X	
4. Projector, 16mm	X		6
5. Projector, 8mm		X	
6. Projector, Super 8mm		X	
7. Projector, Overhead	X		3
8. Projector, Slide	X		2
9. Projector, Filmstrip			
a. Silent	X		2
b. Sound	X		1
10. Tape Recorders	X		3
11. Record Players	X		2
12. Microfilm Camera		X	
13. Microfilm Reader	X		1
14. Microfilm Reader-printer		X	
15. Transparency Production Equipment			
a. Thermal (e.g., Thermofax)	X		1
b. Diazo	X		1 Portable
16. Dry Mount Press	X		2
17. Copy Machines	X		1 Thermofax
18. Mimeograph Duplicator		X	
19. Spirit Process Duplicator	X		1
20. Offset Printing Equipment	X		1
21. Headliner		X	
22. Varsityper		X	
23. Typewriters		X	
a. Manual		X	
b. Electric	X		7
c. Library Labeling		X	
24. Card Catalog Cabinet	X		2
25. Special Education Equipment			
a. Ezy Rede	X		6
b. Dazor Magnifier			
1) Desk Model	X		3
2) Clamp-on Model	X		3
c. Primary Typewriters	X		1
d. Brailers	X		4
e. Tape Recorders			
f. Other			
g. Other			
26. Addressograph			
27. Laminator		X	
28. Video Taping Equipment	X		1
29. Photographic Developing Equipment		X	
30. Other			
			Approx. Shelf Footage*
31. Shelving:	Wood	Steel	
Library (Books & Other Print Materials):		X	8223
AV (Films & Other Non-Print Materials):		X	525

*Express in terms of lineal, single shelf footage. E.g., a section of double shelving, six feet long, with six "levels" of shelving would have a total of 72 lineal feet of shelving space.

D. CIRCULATION, MATERIALS
(Policies & Procedures)

1. Is delivery service provided? Yes X No
2. Number of vans or vehicles? 1
3. Number of different delivery routes served on a regular basis? 2
4. Length of routes from shortest to longest? 158 - 175
5. Number of delivery stops per school per week, or, 2
if not weekly, number of delivery stops per school per month?
6. Do your delivery policies provide for:
- a. Delivery to each attendance center of a district? Yes No X
- b. Delivery to a central distribution point only? Yes X No
- c. Delivery directly to non-public schools? Yes No X
7. Check as appropriate the following items pertaining to distribution from your Center:
- | | Films | Books | Other |
|--|---------------|---------------|---------------|
| a. Some materials distributed by U.S. Mail | <u> X </u> | <u> </u> | <u> </u> |
| b. Some materials distributed by commercial delivery | <u> </u> | <u> </u> | <u> </u> |
| c. Some materials picked up by individual or school | <u> X </u> | <u> X </u> | <u> X </u> |
8. Which of the following describe(s) best the basic plan of circulation of your Center's printed materials?
- a. Requests from teachers or pupils for specific titles are honored X
- b. Sets, or boxes, of books are prepared by Center and these are circulated upon request Some
- c. Sets, or boxes, of books are circulated on established circuits without requests from individuals or schools
- d. Other:

E. CIRCULATION, INVENTORY

Definition: For the purposes of this questionnaire, one circulation of a book, film, or other item of instructional material shall be considered as accomplished when that item goes from the Center to a using school or individual, or when the item goes from one school district to another in conformity with a pre-arranged circuit or schedule. (No attempt will be made to determine the further circulation which may take place in the local schools or classroom.)

	(a) No. of Titles	(b) No. of Volumes or Copies	(c) Number Circulated 1968-69*	(d) Previous Year's Circulation (1967-68)	(e) Usual Length of Loan or Use Period	(f) Average No. of Circulations per Item per Year (c) ÷ a b	(g) No. of Turndowns, if Available
1. Books	6645	64,972	86,979	50,137	4 weeks	1.33	3839
2. Periodical Subscriptions							
3. Films (16mm)	913	2,171	18,776	8,434	1 week	8.65	2904
4. Films (8mm)							
5. Films (8mm Loops)							
6. Filmstrips							
7. Slides							
8. Transparencies (Commercial)							
9. Transparency Master Books	388	1,353	565	203	1 week		0
10. Transparency Master Packets							
11. Microfilm (Reels)							
12. Disc Recordings							
13. Tape Recordings							
14. Art Prints							
15. Study Prints							
16. Maps							
17. Globes							
18. Charts							
19. Pamphlets							
20. Multi-Media Kits (Hawks, etc.)	12	36	277	116	2 weeks	7.7	15
Special Education							
21. Large Print Books	300	450	225	150	School year		
22. Braille Books	100	130	50	50	School yr.		
23. Recordings							
24. Other							
25. Other							
26. Other							

Approximate
*July 1, 1968, to June 30, 1969

27. Describe your policies concerning advance booking by checking as appropriate. Do you permit advance booking of . . .

	Yes	No	How far in advance of use period do you permit material to be booked?				
			Less than 9 weeks	9 weeks	Semester	Year	Other
a. Books		X					
b. Other Print Materials		X					
c. Films	X					X	
d. Other Non-Print	X					X	

28. Circulation Reports (Check as appropriate)

Do you regularly prepare printed reports of the following, either for your schools or for your Center's use?

	Books	Other Print	Films	Other Non-Print	By Data Processing	Prepared "By Hand"
a. Each order filled for a school	X		X		X Books	
b. Periodic circulation summary reports	X		X		X Books	X Films
c. List of overdue materials	X		X		X Books	
d. Lists of turndowns	X		X		X Films Books	

29. Are films inspected after each usage? Yes X No _____

30. Are films washed at least once per year? Yes _____ No X

31. Circulation Service Fees & Fines. (Complete as appropriate)

Item	Service Fees			Fines			
	Amt. of Handling Charge	Amt. of Delivery Charges Per Item	Insurance or Other Fees	Late Return (Per day)	Charge for Lost Item	Charge for Damaged Item	Who Pays?
a. Books	None	None	None	None	None (only when excessive - 1%)		
b. Films (16mm)	None	None	None	None			
c. Films (8mm)							
d. Disc Recordings							
e. Filmstrips							
f. Art Prints							
g. Transparencies							
h. Other							
i. Other							

32. If you do not assess fines, how do you control circulation? Describe briefly. We have little loss- and only when a school has over a 1% loss on the total circulation for the year is there a charge.

F. PROCESSING & CATALOGS

1. Check as appropriate to describe your Center's practices with respect to processing of materials:

	Commercially Processed	Processed In-Shop	Combination of Preceding
a. Books		X	
b. Other Printed Materials		X	
c. Films		X	
d. Other Non-Print		X	

2. Catalogs (Check as appropriate to show what catalogs you provide, and how.)

	Book Catalog	Card Catalog	Prepared In Center	Commercially Prepared	Centralized Data Processing	Provided by Vendor	Number Printed
a. For Books ^{K-6} ₇₋₁₂	2		X		X		1000 500
b. Other Print Materials	X		X				250
c. Films	X		X		X		1000
d. Other Non-Print	X		X		X		1000

K-6
7-12

3. Distribution of Catalogs

	Print	Non-Print	Number Distributed
a. On basis of one per teacher			
b. On basis of limited number (___) per attendance center			
c. On basis of enrollment (One per ___ students)			

d. Are extra copies available? Yes X No ___ Cost \$ Free

e. Plans for further catalog publications:

	Annually	More Often	Less Often
1) Of Supplements to Book Catalogs	X	X	
2) Of Complete Revisions of Book Catalogs			X
3) Of Supplements to Card Catalogs			
4) New Card Catalogs			

(2 years)

4. What happens to catalogs at the end of school year?

- a. They remain with individual teachers
- b. They remain with building principal or in building library
- c. They are returned to the Instructional Materials Center

Book Catalogs		Card Catalogs	
Yes	No	Yes	No
	X		
	X		
X			

On basis of 1 catalog for each 3 teachers.
 On Book Catalogs for K-6 schools we give (1) 7-12 catalog per building, and for 7-12 schools we give (1) K-6 catalog per building.

G. PERSONNEL

1. Certificated Personnel (Check as appropriate, but check only the major position of an individual if he serves in more than one capacity.)

Position	Full Time	Part Time	Highest Degree Held		
			BA	MA	Ed.S. or Ph.D.
a. Director or Coordinator -	1			X	
b. Librarian	1			X	
c. AV Director <i>Sept. 69</i>	<i>1</i>				
d. Other <i>Asst. Libr. Sept 69</i>	<i>1</i>				
e. Other					
f.					

As of September 1 we will have 1 AV Director and a second librarian.

2. Does the sub-agency chairman double in any of the above capacities? Yes ___ No X

3. Does the director or coordinator double in any of the other positions? Yes X No ___

4. Non-Certificated Staff:

- a. Total Number Serving Title II (Full-time Equivalent) 9
 - 1) How many of these are paid by tax funds of the county or Joint County System? 7 1/4
 - 2) How many are paid by agencies such as Neighborhood Youth Corps, Voc. Rehab., Title III (ESEA)? 1 3/4
- b. Number of Drivers for Delivery Vans? 1
 - Full-time duties for delivery? Yes X No ___

H. EXPENDITURES (1968-69)

(An accurate financial picture for 12 months of operation is desired. The figures supplied here will not necessarily be in agreement with your current expenditures and receipts ledger entries)

1. Facilities Costs Per Year:

- a. Lease Costs \$ 10,800. (\$8400.00) charged to Title II as
- b. Utilities 3,026. Consultants are housed at Center.)
- c. Maintenance 1,000.
- d. Equipment 6,640.
- e. Supplies 4,000.
- f. Other Insurance 1,000.

Total Facilities \$ 24,066.00

2. Materials Costs Per Year

	Title II	Non-Title II	Total
a. Books	48,917.75 \$18,100.37	\$ 200.00	\$ 48,917.75 18,300.37
b. Other Print			
c. Films, 16mm	60,124.38 26,205.50	500.00	60,624.38 26,705.50
d. Films, 8mm			
e. Filmstrips			
f. Recordings			
g. Art Prints			
h. Other Non-print	1,042.50		1,042.50

Total Materials \$ ~~46,048.37~~
109,885

3. Circulation Costs Per Year

a. Delivery Costs (Drivers, 1/3 vehicle cost, maint., supplies)	\$ 7,800.00 + 1/3 vehicle \$900.00
b. Postage	600.00
c. Processing	500.00
d. Catalog Costs & Order forms	3,300.00
e. Other	
Total Circulation	\$ 13,100.00

4. Personnel Per Year (including salaries, fringe benefits, travel)

a. Certificated	\$ 29,866.00
b. Non-Certificated	36,516.00
Total Personnel	\$ 66,382.00

* Grand Total Expenditures for 12-month period \$ ~~140,506.37~~
*** 213,434**

I. RECEIPTS FOR 12-MONTH PERIOD

1. State allocation, including catalog allocation	\$ 50,561.65 122,334
2. Tax Funds from your County or Joint System	61,749.35
3. Service Fees, Fines, Insurance Fee	
4. State Special Education Handling Fee	6,576.08
5. Local School Assessments, or Cooperating County Assessments	24,468.38
6. Other Federal Programs (Estimate)	
7. Other	
8. Other	
* Total	\$ 143,355.46 * 215,127

* The reasons for the two different figures is that the \$900.00 charged for vehicle was spent in 67-68 and income from processing for the 1968 allotment was received in processing.

9. How many counties, other than those in a merged area, support your Center's operation? 3
10. How many counties do not provide any support? 0
11. How many local school districts in your area support your Center's operation by direct payments to your Center in lieu of support from their county boards of education? 0
12. On what basis is the amount of support due from each county determined?
- a. By assessment on a per pupil basis? X
- b. By assessment of a percent of total costs based on:
- 1) comparison of assessed valuation, or
- 2) pupil population of county?
- c. Other?
13. If assessment is on a per pupil basis, what is the amount paid per pupil by cooperating counties? 1.34 for 68-69

A. AREA DATA

Area No. Ten

1. Information about your Instructional Materials Center - Name RESA Instructional Materials Center
 Address 4401 Sixth Street Road SW
 City Cedar Rapids, Iowa - 52404
 Telephone No. (319) 366-7601
2. Number of county school systems included in whole or in part in your area 7
3. Is there a legal merger of county school systems in your area? Yes X
 No _____
4. If so, how many county school systems are included in the merger? 4
5. Number of public school districts in your area 43
6. Number of attendance centers in your area Public 237
 Non-Public 40
 Total 274
7. Total school population (K-12) as of 9-15-68 Public 72,622
 Non-Public 7,577
 Total 80,199
8. Number of teachers and administrators in area Public 3,746
 Non-Public 412
 Total 4,158
9. Approximate total general population of all school districts of your area 406,753
 (Find this information in the Iowa Educational Directory for 1968-69)
10. Total assessed valuation (1968) of your area \$ 554,403,589.00
11. Total assessed valuation per enrollee as of 9-15-68 ($10 \div 7$) \$ 6,913.00
12. Number of employees in your Instructional Materials Center (in full-time equivalent) 21

B. FACILITIES - SPACE

1. Square feet of space occupied for Title II operations 8,000

2. Type of space occupied: (check appropriate response)

- a. A separate facility X
- b. A separate floor of a larger facility X
- c. Space shared with other county or Joint County System operations X
- d. Other (Indicate) _____

3. Facilities currently provided or readily available in your Title II Center: (check as appropriate)

- a. Conference room X
- b. Preview room X
- c. Private office(s) X
- d. Office(s) in open display space X
- e. Storage room(s) X
- f. Processing room(s) X
- g. Librarian's work room X
- h. Restrooms on same floor
- i. Lounge on same floor X
- j. Loading dock: Interior
- Exterior X
- k. Space for materials examination (Browsing space) X
- l. Space for production facilities (Graphic arts, transparencies, etc.) X
- m. Darkroom for photography X
- n. Other rooms: _____

4. Location, accessibility, parking:

- a. Is your Center in the main downtown area of a city?
- b. Is your Center in the suburbs?
- c. Is your Center in a rural area?
- d. Is parking space provided?
- e. Is parking space adequate?

Yes	No
X	
X	
	X
X	

5. Is your Center air conditioned?

C. FACILITIES - EQUIPMENT

Please indicate below the items of equipment which you have in your Center primarily to serve Title II needs or to provide services related to Title II operations.

	Yes	No	Number of Each
1. Film Inspection Machine	X		3
2. Film Splicing Machine	X		3
3. Film Washing Equipment	X		1
4. Projector, 16mm	X		9
5. Projector, 8mm		X	
6. Projector, Super 8mm		X	
7. Projector, Overhead	X		3
8. Projector, Slide	X		3
9. Projector, Filmstrip			
a. Silent	X		5
b. Sound	X		1
10. Tape Recorders	X		7
11. Record Players	X		2
12. Microfilm Camera		X	
13. Microfilm Reader		X	
14. Microfilm Reader-printer		X	
15. Transparency Production Equipment			
a. Thermal (e.g., Thermofax)	X		3
b. Diazo	X		1
16. Dry Mount Press	X		1
17. Copy Machines	X		2
18. Mimeograph Duplicator	X		2
19. Spirit Process Duplicator	X		2
20. Offset Printing Equipment	X		1
21. Headliner	X		1
22. Varsityper	X		1
23. Typewriters			7
a. Manual	X		
b. Electric	X		3 3
c. Library Labeling		X	
24. Card Catalog Cabinet	X		3
25. Special Education Equipment			
a. Ezy Rede	X		7
b. Dazor Magnifier			
1) Desk Model	X		
2) Clamp-on Model	X		
c. Primary Typewriters	Returned to SDPI		
d. Brailers	Returned to SDPI		
e. Tape Recorders	Returned to SDPI		
f. Other			
g. Other			
26. Addressograph		X	
27. Laminator	X		1
28. Video Taping Equipment	X		8
29. Photographic Developing Equipment	X		
30. Other			
31. Shelving:	Wood	Steel	Approx. Shelf Footage*
Library (Books & Other Print Materials):		X	5,602
AV (Films & Other Non-Print Materials):		X	600

*Express in terms of lineal, single shelf footage. E.g., a section of double shelving, six feet long, with six "levels" of shelving would have a total of 72 lineal feet of shelving space.

D. CIRCULATION, MATERIALS
(Policies & Procedures)

1. Is delivery service provided? Yes No
2. Number of vans or vehicles? 3
3. Number of different delivery routes served on a regular basis? 6
4. Length of routes from shortest to longest? 126 Miles to 215 Miles
5. Number of delivery stops per school per week, or, 2
if not weekly, number of delivery stops per school per month?
6. Do your delivery policies provide for:
 - a. Delivery to each attendance center of a district? Yes No
 - b. Delivery to a central distribution point only? Yes No
 - c. Delivery directly to non-public schools? Yes No
7. Check as appropriate the following items pertaining to distribution from your Center:

	Films	Books	Other
a. Some materials distributed by U.S. Mail	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
b. Some materials distributed by commercial delivery	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Some materials picked up by individual or school	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
8. Which of the following describe(s) best the basic plan of circulation of your Center's printed materials?
 - a. Requests from teachers or pupils for specific titles are honored
 - b. Sets, or boxes, of books are prepared by Center and these are circulated upon request
 - c. Sets, or boxes, of books are circulated on established circuits without requests from individuals or schools
 - d. Other: _____

E. CIRCULATION, INVENTORY

Definition: For the purposes of this questionnaire, one circulation of a book, film, or other item of instructional material shall be considered as accomplished when that item goes from the Center to a using school or individual, or when the item goes from one school district to another in conformity with a pre-arranged circuit or schedule. (No attempt will be made to determine the further circulation which may take place in the local schools or classroom.)

	(a) No. of Titles	(b) No. of Volumes or Copies	(c) Number Circulated 1968-69*	(d) Previous Year's Circulation (1967-68)	(e) Usual Length of Loan or Use Period	(f) Average No. of Circulations per Item per Year (c) ÷ (e)	(g) No. of Turndowns, if Available
1. Books	14,227	43,192	85,799	35,143	9 weeks	1.98	
2. Periodical Subscriptions	9	9	0	0	9 weeks	0	
3. Films (16mm)	1,812	* 4,215*	47,899*	25,534*	3 days	11	10%
4. Films (8mm)							
5. Films (8mm Loops)	177	335	(Title	II Pilot Centers - District Level)			
6. Filmstrips	352	352	(Title	II Pilot Centers - District Level)			
7. Slides							
8. Transparencies (Commercial)	756	756	(Title	II Pilot Centers - District Level)			
9. Transparency Master Books		INCLUDED	IN ITEM	1 - BOOKS			
10. Transparency Master Packets							
11. Microfilm (Reels)	64	64					
12. Disc Recordings	979	979	1,742	2,580	2 weeks	1.78	
13. Tape Recordings							
14. Art Prints	141	141	472	219	9 weeks	3.35	
15. Study Prints	768	768	(Title	II Pilot Centers - District Level)			
16. Maps	10	10	(Title	II Pilot Centers - District Level)			
17. Globes	4	4	(Title	II Pilot Centers - District Level)			
18. Charts	2	2	(Title	II Pilot Centers - District Level)			
19. Pamphlets							
20. Multi-Media Kits (Hawks, etc.)	12	36	(Included in Item 3 - Films 16mm)				
Special Education							
21. Large Print Books							
22. Braille Books							
23. Recordings							
24. Other							
25. Other							
26. Other							

*July 1, 1968, to June 30, 1969

* 47,899 Total circulation ESEA, Non ESEA & Lease films
 1/3 ESEA - 1/3 NON ESEA - 1/3 X-5 LEASE

27. Describe your policies concerning advance booking by checking as appropriate. Do you permit advance booking of . . .

	Yes	No	How far in advance of use period do you permit material to be booked?				
			Less than 9 weeks	9 weeks	Semester	Year	Other
a. Books		X					
b. Other Print Materials		X					
c. Films	X					X	
d. Other Non-Print							

28. Circulation Reports (Check as appropriate)

Do you regularly prepare printed reports of the following, either for your schools or for your Center's use?

	Books	Other Print	Films	Other Non-Print	By Data Processing	Prepared "By Hand"
a. Each order filled for a school						
b. Periodic circulation summary reports	X	X	X	X		X
c. List of overdue materials	X	X	X	X		X
d. Lists of turndowns			X			X

29. Are films inspected after each usage? Yes No

30. Are films washed at least once per year? Yes No

31. Circulation Service Fees & Fines. (Complete as appropriate)

Item	Service Fees			Fines			
	Amt. of Handling Charge	Amt. of Delivery Charges Per Item*	Insurance or Other Fees	Late Return (Per day)	Charge for Lost Item	Charge for Damaged Item	Who Pays?
a. Books	None	None*	None	None	Yes	Yes	School
b. Films (16mm)	.50	None	.10	1.00	No	No	Teacher
c. Films (8mm)							
d. Disc Recordings	None	None*	None	.25	Yes	Yes	Teacher
e. Filmstrips							
f. Art Prints	None	None*	None	.25	Yes	Yes	Teacher
g. Transparencies							
h. Other							
i. Other							

32. If you do not assess fines, how do you control circulation? Describe briefly. _____

* Private schools pay .01 per item that is delivered to their schools.

F. PROCESSING & CATALOGS

1. Check as appropriate to describe your Center's practices with respect to processing of materials:

	Commercially Processed	Processed In-Shop	Combination of Preceding
a. Books		X	
b. Other Printed Materials		X	
c. Films		X	
d. Other Non-Print		X	

2. Catalogs (Check as appropriate to show what catalogs you provide, and how.)

	Book Catalog	Card Catalog	Prepared In Center	Commercially Prepared	Centralized Data Processing	Provided by Vendor	Number Printed
a. For Books	*	X	X				350
b. Other Print Materials		X	X				350
c. Films	*	X	X				350
d. Other Non-Print		X	X				350

3. Distribution of Catalogs

	Print	Non-Print	Number Distributed
a. On basis of one per teacher	*	*	4200
b. On basis of limited number (<u>1</u>) per attendance center	X	X	300
c. On basis of enrollment (One per _____ students)			

d. Are extra copies available? *Card Catalogs* Yes X No _____ Cost \$ 90.00

e. Plans for further catalog publications:

	Annually	More Often	Less Often
1) Of Supplements to Book Catalogs			
2) Of Complete Revisions of Book Catalogs			
3) Of Supplements to Card Catalogs		X	
4) New Card Catalogs			

4. What happens to catalogs at the end of school year?

	Book Catalogs		Card Catalogs	
	Yes	No	Yes	No
a. They remain with individual teachers	*			
b. They remain with building principal or in building library			X	
c. They are returned to the Instructional Materials Center				

* Alphabetical listing of fiction books and alphabetical listing of film titles is made available in book catalog form on the basis of 1 per teacher. Prepared annually.

G. PERSONNEL

1. Certificated Personnel (Check as appropriate, but check only the major position of an individual if he serves in more than one capacity.)

Position	Full Time	Part Time	Highest Degree Held		
			BA	MA	Ed.S. or Ph.D.
a. Director or Coordinator	X		X		
b. Librarian	X		X		
c. AV Director	X			X	
d. Other Asst Librarian	X		X		
e. Other					
f.					

2. Does the sub-agency chairman double in any of the above capacities? Yes _____ No X

3. Does the director or coordinator double in any of the other positions? Yes _____ No X

4. Non-Certificated Staff:

- a. Total Number Serving Title II (Full-time Equivalent) 26 ~~28~~
 - 1) How many of these are paid by tax funds of the county or Joint County System? 21
 - 2) How many are paid by agencies such as Neighborhood Youth Corps, Voc. Rehab., Title III (ESEA)? 5 ~~2~~
- b. Number of Drivers for Delivery Vans? 3
 - Full-time duties for delivery? Yes X No _____

H. EXPENDITURES (1968-69)

(An accurate financial picture for 12 months of operation is desired. The figures supplied here will not necessarily be in agreement with your current expenditures and receipts ledger entries)

1. Facilities Costs Per Year:

a. Lease Costs	\$	<u>12,000.00</u>
b. Utilities		<u>1,000.00</u>
c. Maintenance		<u>2,300.00</u>
d. Equipment		<u>8,300.00</u>
e. Supplies		<u>5,280.00</u>
f. Other		<u>2,000.00</u>
Total Facilities		\$ <u>30,880.00</u>

2. Materials Costs Per Year

	Title II	Non-Title II	Total
a. Books	\$54,082.91		\$54,082.91
b. Other Print			
c. Films, 16mm	68,456.04	10,000.00	78,456.04
d. Films, 8mm			
e. Filmstrips			
f. Recordings			
g. Art Prints		347.86	347.86
h. Other Non-print			

Total Materials\$ 132,886.81

3. Circulation Costs Per Year

a. Delivery Costs (Drivers, 1/3 vehicle cost, maint., supplies)	\$ 10,023.00
b. Postage	5,280.00
c. Processing	3,551.76
d. Catalog Costs	3,000.00
e. Other	

Total Circulation\$ 21,854.76

4. Personnel Per Year (including salaries, fringe benefits, travel)

a. Certificated	\$ 49,140.00
b. Non-Certificated	62,100.00

Total Personnel\$ 111,240.00

Grand Total Expenditures for 12-month period\$ 296,861.57

I. RECEIPTS FOR 12-MONTH PERIOD

1. State allocation, including catalog allocation	\$ 139,643.57
2. Tax Funds from your County or Joint System	75,870.74
3. Service Fees, Fines, Insurance Fee	30,000.00
4. State Special Education Handling Fee	8,000.00
5. Local School Assessments, or Cooperating County Assessments	Included in 3
6. Other Federal Programs (Estimate)	
7. Other	
8. Other	

Total\$ 253,514.31

9. How many counties, other than those in a merged area, support your Center's operation? 2
10. How many counties do not provide any support? 1
11. How many local school districts in your area support your Center's operation by direct payments to your Center in lieu of support from their county boards of education? 5
12. On what basis is the amount of support due from each county determined?
- a. By assessment on a per pupil basis? X
- b. By assessment of a percent of total costs based on:
- 1) comparison of assessed valuation, or
- 2) pupil population of county?
- c. Other?
13. If assessment is on a per pupil basis, what is the amount paid per pupil by cooperating counties? \$1.75

A. AREA DATA

Area No. XI

1. Information about your Instructional Materials Center - Name Area XI Media Center
 Address 112-116 Eleventh Street
 City Des Moines, Iowa 50309
 Telephone No. 515-284-6171

2. Number of county school systems included in whole or in part in your area Nine

3. Is there a legal merger of county school systems in your area? Yes
 No X

4. If so, how many county school systems are included in the merger?

5. Number of public school districts in your area 58

6. Number of attendance centers in your area Public 317

Non-Public 37

Total 354

7. Total school population (K-12) as of 9-15-68 Public 119,540

Non-Public 7,709

Total 127,249

8. Number of teachers and administrators in area Public 5,944

Non-Public 392

Total 6,336

9. Approximate total general population of all school districts of your area 475,701

(Find this information in the Iowa Educational Directory for 1968-69)

10. Total assessed valuation (1968) of your area \$ 991,942,000.00

11. Total assessed valuation per enrollee as of 9-15-68 ($10 \div 7$) \$ 7,795.28

12. Number of employees in your Instructional Materials Center (in full-time equivalent) 6½

B. FACILITIES - SPACE

1 Square feet of space occupied for Title II operations 3,840

2. Type of space occupied: (check appropriate response)

- a. A separate facility
- b. A separate floor of a larger facility
- c. Space shared with other county or Joint County System operations X
- d. Other (Indicate)

3. Facilities currently provided or readily available in your Title II Center: (check as appropriate)

- a. Conference room X
- b. Preview room X
- c. Private office(s) X
- d. Office(s) in open display space
- e. Storage room(s)
- f. Processing room(s)
- g. Librarian's work room
- h. Restrooms on same floor X
- i. Lounge on same floor X
- j. Loading dock: Interior X
Exterior X
- k. Space for materials examination (Browsing space) X
- l. Space for production facilities (Graphic arts, transparencies, etc.)
- m. Darkroom for photography
- n. Other rooms:

4. Location, accessibility, parking:

- a. Is your Center in the main downtown area of a city?
- b. Is your Center in the suburbs?
- c. Is your Center in a rural area?
- d. Is parking space provided?
- e. Is parking space adequate?

Yes	No
X	
	X
	X
X	

5. Is your Center air conditioned?

C. FACILITIES - EQUIPMENT

Please indicate below the items of equipment which you have in your Center primarily to serve Title II needs or to provide services related to Title II operations.

	Yes	No	Number of Each
1. Film Inspection Machine	X		2
2. Film Splicing Machine	X		2
3. Film Washing Equipment		X	
4. Projector, 16mm	X		1
5. Projector, 8mm		X	
6. Projector, Super 8mm		X	
7. Projector, Overhead	X		1
8. Projector, Slide	X		1
9. Projector, Filmstrip			
a. Silent	X		1
b. Sound			
10. Tape Recorders	X		1
11. Record Players	X		1
12. Microfilm Camera		X	
13. Microfilm Reader		X	
14. Microfilm Reader-printer		X	
15. Transparency Production Equipment			
a. Thermal (e.g., Thermofax)	X		1
b. Diazo			
16. Dry Mount Press	X		1
17. Copy Machines	X		1
18. Mimeograph Duplicator		X	
19. Spirit Process Duplicator	X		1
20. Offset Printing Equipment	X		2
21. Headliner			
22. Varsity			
23. Typewriters			
a. Manual			
b. Electric	X		1
c. Library Labeling			
24. Card Catalog Cabinet	X		1
25. Special Education Equipment			
a. Ezy Rede	X		20
b. Dazor Magnifier			
1) Desk Model	X		4
2) Clamp-on Model	X		6
c. Primary Typewriters			
d. Brailers	X		6
e. Tape Recorders		X	
f. Other			
g. Other			
26. Addressograph		X	
27. Laminator		X	
28. Video Taping Equipment	X		2
29. Photographic Developing Equipment		X	
30. Other			
31. Shelving:	Wood	Steel	Approx. Shelf Footage*
Library (Books & Other Print Materials):		X	4184
AV (Films & Other Non-Print Materials):		X	462

*Express in terms of lineal, single shelf footage. E.g., a section of double shelving, six feet long, with six "levels" of shelving would have a total of 72 lineal feet of shelving space.

D. CIRCULATION, MATERIALS
(Policies & Procedures)

1. Is delivery service provided? Yes _____ No X
2. Number of vans or vehicles?
3. Number of different delivery routes served on a regular basis?
4. Length of routes from shortest to longest?
5. Number of delivery stops per school per week, or,
if not weekly, number of delivery stops per school per month?
6. Do your delivery policies provide for:
 - a. Delivery to each attendance center of a district? Yes _____ No _____
 - b. Delivery to a central distribution point only? Yes _____ No _____
 - c. Delivery directly to non-public schools? Yes _____ No _____
7. Check as appropriate the following items pertaining to distribution from your Center:

	Films	Books	Other
a. Some materials distributed by U.S. Mail	<u>X</u>	_____	_____
b. Some materials distributed by commercial delivery	_____	_____	_____
c. Some materials picked up by individual or school	<u>X</u>	<u>X</u>	_____
8. Which of the following describe(s) best the basic plan of circulation of your Center's printed materials?
 - a. Requests from teachers or pupils for specific titles are honored X
 - b. Sets, or boxes, of books are prepared by Center and these are circulated upon request..... _____
 - c. Sets, or boxes, of books are circulated on established circuits without requests from individuals or schools
 - d. Other: _____

E. CIRCULATION, INVENTORY

Definition: For the purposes of this questionnaire, one circulation of a book, film, or other item of instructional material shall be considered as accomplished when that item goes from the Center to a using school or individual, or when the item goes from one school district to another in conformity with a pre-arranged circuit or schedule. (No attempt will be made to determine the further circulation which may take place in the local schools or classroom.)

	(a) No. of Titles	(b) No. of Volumes or Copies	(c) Number Circulated 1968-69*	(d) Previous Year's Circulation (1967-68)	(e) Usual Length of Loan or Use Period	(f) Average No. of Circulations per Item per Year (c) ÷ (a) b	(g) No. of Turndowns, if Available
1. Books	4951	64282	66411	40601	3-6 mos.	1.03	NA
2. Periodical Subscriptions							
3. Films (16mm)	1438	2535	27,974	19678	7 days	11	NA
4. Films (8mm)							
5. Films (8mm Loops)							
6. Filmstrips							
7. Slides							
8. Transparencies (Commercial)							
9. Transparency Master Books							
10. Transparency Master Packets							
11. Microfilm (Reels)							
12. Disc Recordings							
13. Tape Recordings							
14. Art Prints							
15. Study Prints							
16. Maps							
17. Globes							
18. Charts							
19. Pamphlets							
20. Multi-Media Kits (Hawks, etc.)	--	36	205			6	NA
Special Education							
21. Large Print Books							
22. Braille Books							
23. Recordings							
24. Other							
25. Other							
26. Other							

*July 1, 1968, to June 30, 1969

27. Describe your policies concerning advance booking by checking as appropriate. Do you permit advance booking of . . .

	Yes	No	How far in advance of use period do you permit material to be booked?				
			Less than 9 weeks	9 weeks	Semester	Year	Other
a. Books		X					
b. Other Print Materials							
c. Films	X					X	
d. Other Non-Print	X		X				

28. Circulation Reports (Check as appropriate)

Do you regularly prepare printed reports of the following, either for your schools or for your Center's use?

	Books	Other Print	Films	Other Non-Print	By Data Processing	Prepared "By Hand"
a. Each order filled for a school	Yes		No		X	
b. Periodic circulation summary reports	Yes		Yes			X
c. List of overdue materials	Yes		Yes		X	X
d. Lists of turndowns	No					

29. Are films inspected after each usage? Yes X No _____

30. Are films washed at least once per year? Yes _____ No X

31. Circulation Service Fees & Fines. (Complete as appropriate)

Item	Service Fees			Fines			
	Amt. of Handling Charge	Amt. of Delivery Charges Per Item	Insurance or Other Fees	Late Return (Per day)	Charge for Lost Item	Charge for Damaged Item	Who Pays?
a. Books				No	X	X	School
b. Films (16mm)				No		X	School
c. Films (8mm)							
d. Disc Recordings							
e. Filmstrips							
f. Art Prints							
g. Transparencies							
h. Other							
i. Other							

32. If you do not assess fines, how do you control circulation? Describe briefly. Phone conference with administrator of transgressing school

F. PROCESSING & CATALOGS

1. Check as appropriate to describe your Center's practices with respect to processing of materials:

	Commercially Processed	Processed In-Shop	Combination of Preceding
a. Books			X
b. Other Printed Materials			
c. Films		X	
d. Other Non-Print		X	

2. Catalogs (Check as appropriate to show what catalogs you provide, and how.)

	Book Catalog	Card Catalog	Prepared In Center	Commercially Prepared	Centralized Data Processing	Provided by Vendor	Number Printed
a. For Books	X		X				2000
b. Other Print Materials							
c. Films	X		X				2000
d. Other Non-Print	X		X				

3. Distribution of Catalogs

	Print	Non-Print	Number Distributed
a. On basis of one per teacher			
b. On basis of limited number (<u>3</u>) per attendance center	X	X	2000
c. On basis of enrollment (One per _____ students)			

d. Are extra copies available? Yes X No _____ Cost \$ None

e. Plans for further catalog publications:

	Annually	More Often	Less Often
1) Of Supplements to Book Catalogs	X		
2) Of Complete Revisions of Book Catalogs			X
3) Of Supplements to Card Catalogs	X		
4) New Card Catalogs			

4. What happens to catalogs at the end of school year?

- a. They remain with individual teachers
- b. They remain with building principal or in building library
- c. They are returned to the Instructional Materials Center

Book Catalogs		Card Catalogs	
Yes	No	Yes	No
X			

G. PERSONNEL

1. Certificated Personnel (Check as appropriate, but check only the major position of an individual if he serves in more than one capacity.)

Position	Full Time	Part Time	Highest Degree Held		
			BA	MA	Ed.S. or Ph.D.
a. Director or Coordinator		X		X+	
b. Librarian					
c. AV Director					
d. Other		X		X+	
e. Other					
f.					

2. Does the sub-agency chairman double in any of the above capacities? Yes _____ No X
3. Does the director or coordinator double in any of the other positions? Yes X No _____
4. Non-Certificated Staff:
- a. Total Number Serving Title II (Full-time Equivalent) 6½
- 1) How many of these are paid by tax funds of the county or Joint County System? All
- 2) How many are paid by agencies such as Neighborhood Youth Corps, Voc. Rehab., Title III (ESEA)?
- b. Number of Drivers for Delivery Vans? No Delivery
 Full-time duties for delivery? Yes _____ No _____

H. EXPENDITURES (1968-69)

(An accurate financial picture for 12 months of operation is desired. The figures supplied here will not necessarily be in agreement with your current expenditures and receipts ledger entries)

1. Facilities Costs Per Year:

- a. Lease Costs \$ _____
- b. Utilities _____
- c. Maintenance _____
- d. Equipment _____
- e. Supplies _____
- f. Other _____

Total Facilities \$ 4,200.00

2. Materials Costs Per Year

	Title II	Non-Title II	Total
a. Books	21,734.04 25,325.70	--	21,734.04 25,325.70
b. Other Print			
c. Films, 16mm	65,936.16 105,087.08	--	65,936.16 105,087.08
d. Films, 8mm			
e. Filmstrips			
f. Recordings			
g. Art Prints			
h. Other Non-print			

Total Materials ~~\$ 36,936.16~~

190,412

3. Circulation Costs Per Year

- a. Delivery Costs (Drivers, 1/3 vehicle cost, maint., supplies)
- b. Postage
- c. Processing
- d. Catalog Costs
- e. Other

Total Circulation \$ 4,735.00

4. Personnel Per Year (including salaries, fringe benefits, travel)

- a. Certificated \$8,135.00
- b. Non-Certificated 28,500.00

Total Personnel \$ 36,635.00

Grand Total Expenditures for 12-month period ~~\$ 132,506.16~~

235,982

I. RECEIPTS FOR 12-MONTH PERIOD

- 1. State allocation, including catalog allocation ~~\$ 87,588.00~~
222,015
- 2. Tax Funds from your County or Joint System 45,560.00
- 3. Service Fees, Fines, Insurance Fee
- 4. State Special Education Handling Fee
- 5. Local School Assessments, or Cooperating County Assessments
- 6. Other Federal Programs (Estimate)
- 7. Other
- 8. Other

Total ~~\$ 133,146.00~~

267,575

9. How many counties, other than those in a merged area, support your Center's operation? 9
10. How many counties do not provide any support? --
11. How many local school districts in your area support your Center's operation by direct payments to your Center in lieu of support from their county boards of education? 0
12. On what basis is the amount of support due from each county determined?
- a. By assessment on a per pupil basis?
- b. By assessment of a percent of total costs based on:
- 1) comparison of assessed valuation, or
- 2) pupil population of county? X
- c. Other?
13. If assessment is on a per pupil basis, what is the amount paid per pupil by cooperating counties? 30 per census child

A. AREA DATA

Area No XII

1. Information about your Instructional Materials Center - Name Educational Resource Center
 Address P. O. Box 42
 City Sergeant Bluff, Iowa 51054
 Telephone No. (712) 277-1058

2. Number of county school systems included in whole or in part in your area 6

3. Is there a legal merger of county school systems in your area? Yes
 No X

4. If so, how many county school systems are included in the merger?

5. Number of public school districts in your area 32

6. Number of attendance centers in your area Public 133
 Non-Public 27
 Total 160

7. Total school population (K-12) as of 9-15-68 Public 43,676
 Non-Public 6,922
 Total 50,598

8. Number of teachers and administrators in area Public 2,336
 Non-Public 281
 Total 2,617

9. Approximate total general population of all school districts of your area 205,425
 (Find this information in the Iowa Educational Directory for 1968-69)

10. Total assessed valuation (1968) of your area \$445,058,417.

11. Total assessed valuation per enrollee as of 9-15-68 (¹⁰⁻⁷~~10-9~~) \$8,795.97

12. Number of employees in your Instructional Materials Center (in full-time equivalent) 12

B. FACILITIES - SPACE

1. Square feet of space occupied for Title II operations 8,181

2. Type of space occupied: (check appropriate response)

a. A separate facility X

b. A separate floor of a larger facility

c. Space shared with other county or Joint County System operations

d. Other (Indicate)

3. Facilities currently provided or readily available in your Title II Center: (check as appropriate)

a. Conference room X

b. Preview room X

c. Private office(s) X

d. Office(s) in open display space

e. Storage room(s) X

f. Processing room(s) X

g. Librarian's work room X

h. Restrooms on same floor X

i. Lounge on same floor X

j. Loading dock: Interior X
 Exterior

k. Space for materials examination (Browsing space) X

l. Space for production facilities (Graphic arts, transparencies, etc.) X

m. Darkroom for photography

n. Other rooms:

4. Location, accessibility, parking:

a. Is your Center in the main downtown area of a city?

b. Is your Center in the suburbs?

c. Is your Center in a rural area?

d. Is parking space provided?

e. Is parking space adequate?

Yes	No
	X
X	
X	
X	
	X

5. Is your Center air conditioned?

C. FACILITIES - EQUIPMENT

Please indicate below the items of equipment which you have in your Center primarily to serve Title II needs or to provide services related to Title II operations.

	Yes	No	Number of Each
1. Film Inspection Machine	X		2
2. Film Splicing Machine	X		2
3. Film Washing Equipment	X		
4. Projector, 16mm	X		1
5. Projector, 8mm	X		1
6. Projector, Super 8mm	X		1
7. Projector, Overhead	X		1
8. Projector, Slide	X		1
9. Projector, Filmstrip			
a. Silent	X		1
b. Sound	X		1
10. Tape Recorders	X		1
11. Record Players	X		1
12. Microfilm Camera		X	
13. Microfilm Reader		X	
14. Microfilm Reader-printer		X	
15. Transparency Production Equipment			
a. Thermal (e.g., Thermofax)	X		1
b. Diazo	X		1
16. Dry Mount Press	X		1
17. Copy Machines	X		1
18. Mimeograph Duplicator		X	
19. Spirit Process Duplicator		X	
20. Offset Printing Equipment	X		1
21. Headliner		X	
22. Varsityper		X	
23. Typewriters			
a. Manual			
b. Electric	X		4
c. Library Labeling			
24. Card Catalog Cabinet	X		1
25. Special Education Equipment			
a. Ezy Rede			
b. Dazor Magnifier			
1) Desk Model			
2) Clamp-on Model	X		3
c. Primary Typewriters		X	
d. Brailers		X	
e. Tape Recorders	X		1
f. Other			
g. Other			
26. Addressograph			
27. Laminator	X		2
28. Video Taping Equipment		X	
29. Photographic Developing Equipment		X	
30. Other		X	
			Approx. Shelf Footage*
31. Shelving:	Wood	Steel	
Library (Books & Other Print Materials):			3,112
AV (Films & Other Non-Print Materials):	530	84	614

*Express in terms of lineal, single shelf footage. E.g., a section of double shelving, six feet long, with six "levels" of shelving would have a total of 72 lineal feet of shelving space.

D. CIRCULATION MATERIALS
(Policies & Procedures)

1. Is delivery service provided? Yes X No 2
2. Number of vans or vehicles?
3. Number of different delivery routes served on a regular basis?
4. Length of routes from shortest to longest? One mile to 85 miles
5. Number of delivery stops per school per week, or, Depends on requests for materials
if not weekly, number of delivery stops per school per month?
6. Do your delivery policies provide for:
 - a. Delivery to each attendance center of a district? Yes X No _____
 - b. Delivery to a central distribution point only? Yes _____ No X
 - c. Delivery directly to non-public schools? Yes X No _____
7. Check as appropriate the following items pertaining to distribution from your Center:

	Films	Books	Other
a. Some materials distributed by U.S. Mail	<u>X</u>	<u>X</u>	_____
b. Some materials distributed by commercial delivery	_____	_____	_____
c. Some materials picked up by individual or school	<u>X</u>	<u>X</u>	_____
8. Which of the following describe(s) best the basic plan of circulation of your Center's printed materials?
 - a. Requests from teachers or ~~pupils~~ for specific titles are honored X
 - b. Sets, or boxes, of books are prepared by Center and these are circulated upon request X
 - c. Sets, or boxes, of books are circulated on established circuits without requests from individuals or schools X
 - d. Other: _____

E. CIRCULATION, INVENTORY

Definition: For the purposes of this questionnaire, one circulation of a book, film, or other item of instructional material shall be considered as accomplished when that item goes from the Center to a using school or individual, or when the item goes from one school district to another in conformity with a pre-arranged circuit or schedule. (No attempt will be made to determine the further circulation which may take place in the local schools or classroom.)

	(a) No. of Titles	(b) No. of Volumes or Copies	(c) Number Circulated 1968-69*	(d) Previous Year's Circulation (1967-68)	(e) Usual Length of Loan or Use Period	(f) Average No. of Circulations per Item per Year (c) ÷ (a) b	(g) No. of Turndowns, if Available
1967-68	2641	16,509		(6 mo.)			
1. Books 68-69	3626	30,886	24,698	16,135	6 wks.	0.7497	
2. Periodical Subscriptions	5						
3. Films (16mm)	1873	1,111	15,932	13,717	1 wk.	14.3402	
4. Films (8mm)							
5. Films (8mm Loops)							
6. Filmstrips	1307	1,407	2,000	1,900	1 wk.	1.4215	
7. Slides	100	200	5	1	1 wk.	0.0250	
8. Transparencies (Commercial)	900		300	150	1 wk.		
9. Transparency Master Books		7	5	1	2 wks.	0.7143	
10. Transparency Master Packets	100		265	130	1 wk.		
11. Microfilm (Reels)							
12. Disc Recordings	25	290	1,500	750	2 wks.	5.1724	
13. Tape Recordings	54	94	50	20	1 wk.	0.5319	
14. Art Prints							
15. Study Prints	11	26	100	20	2 wks.	3.8462	
16. Maps							
17. Globes							
18. Charts							
19. Pamphlets							
20. Multi-Media Kits (Hawks, etc.)	12	24	100	20	2 wks.	4.1667	
Special Education							
21. Large Print Books	43	125					
22. Braille Books							
23. Recordings							
24. Other							
25. Other							
26. Other							

*July 1, 1968, to June 30, 1969

27. Describe your policies concerning advance booking by checking as appropriate. Do you permit advance booking of . . .

	Yes	No	How far in advance of use period do you permit material to be booked?				
			Less than 9 weeks	9 weeks	Semester	Year	Other
a. Books	X			X			
b. Other Print Materials	X			X			
c. Films							X
d. Other Non-Print							X

28. Circulation Reports (Check as appropriate)

Do you regularly prepare printed reports of the following, either for your schools or for your Center's use?

	Books	Other Print	Films	Other Non-Print	By Data Processing	Prepared "By Hand"
a. Each order filled for a school	X		X			X
b. Periodic circulation summary reports	X		X			X
c. List of overdue materials			No			
d. Lists of turndowns			No			

29. Are films inspected after each usage? Yes X No _____

30. Are films washed at least once per year? Yes X No _____

31. Circulation Service Fees & Fines. (Complete as appropriate)

Item	Service Fees			Fines			
	Amt. of Handling Charge	Amt. of Delivery Charges Per Item	Insurance or Other Fees	Late Return (Per day)	Charge for Lost Item	Charge for Damaged Item	Who Pays?
a. Books	None	None	None	None	No	No	
b. Films (16mm)	"	"	"	"	"	"	
c. Films (8mm)	"	"	"	"	"	"	
d. Disc Recordings	"	"	"	"	"	"	
e. Filmstrips	"	"	"	"	"	"	
f. Art Prints	"	"	"	"	"	"	
g. Transparencies	"	"	"	"	"	"	
h. Other							
i. Other							

32. If you do not assess fines, how do you control circulation? Describe briefly. Not a serious problem. Most materials are returned on time.

F. PROCESSING & CATALOGS

1. Check as appropriate to describe your Center's practices with respect to processing of materials:

	Commercially Processed	Processed In-Shop	Combination of Preceding
a. Books		X	X
b. Other Printed Materials			
c. Films			
d. Other Non-Print			

1965-68
1969

2. Catalogs (Check as appropriate to show what catalogs you provide, and how.)

	Book Catalog	Card Catalog	Prepared In Center	Commercially Prepared	Centralized Data Processing	Provided by Vendor	Number Printed
a. For Books		X	X				
b. Other Print Materials							
c. Films							
d. Other Non-Print							

3. Distribution of Catalogs

	Print	Non-Print	Number Distributed
a. One per each teacher			
a. - On basis of one per teacher - Bldg.	X		
b. On basis of limited number () per attendance center			
c. On basis of enrollment (One per _____ students)			

d. Are extra copies available? Yes No _____ Cost \$ _____

e. Plans for further catalog publications:

	Annually	More Often	Less Often
1) Of Supplements to Book Catalogs			
2) Of Complete Revisions of Book Catalogs			
3) Of Supplements to Card Catalogs		X	
4) New Card Catalogs			

4. What happens to catalogs at the end of school year?

- a. They remain with individual teachers
- b. They remain with building principal or in building library
- c. They are returned to the Instructional Materials Center

Book Catalogs		Card Catalogs	
Yes	No	Yes	No
		X	

G. PERSONNEL

1. Certificated Personnel (Check as appropriate, but check only the major position of an individual if he serves in more than one capacity.)

Position	Full Time	Part Time	Highest Degree Held		
			BA	MA	Ed.S. or Ph.D.
a. Director or Coordinator	X			X	
b. Librarian	X			X	
c. AV Director	Mr. Warren Haffner, who recently passed				
d. Other	away held an MA Degree.				
e. Other					
f.					

2. Does the sub-agency chairman double in any of the above capacities? Yes _____ No X

3. Does the director or coordinator double in any of the other positions? Yes X No _____

4. Non-Certificated Staff:

a. Total Number Serving Title II (Full-time Equivalent) 12

1) How many of these are paid by tax funds of the county or Joint County System? 12

2) How many are paid by agencies such as Neighborhood Youth Corps, Voc. Rehab., Title III (ESEA)?

b. Number of Drivers for Delivery Vans? 1

Full-time duties for delivery? Yes X No _____
If needed

H. EXPENDITURES (1968-69)

(An accurate financial picture for 12 months of operation is desired. The figures supplied here will not necessarily be in agreement with your current expenditures and receipts ledger entries)

1. Facilities Costs Per Year:

a. Lease Costs \$ 1.00 per year

b. Utilities 1,285.69

c. Maintenance 800.00

d. Equipment 1,200.00

e. Supplies 1,500.00

f. Other 39.00

Total Facilities \$ 4,825.69

2 Materials Costs Per Year

	Title II	Non-Title II	Total
a. Books	52,841.48		
b. Other Print			
c. Films, 16mm	45,871.81		
d. Films, 8mm			
e. Filmstrips	8,442.00		
f. Recordings	900.00		
g. Art Prints			
h. Other Non-print	4,150.00		

Total Materials ~~\$112,105.79~~
112,205.29

3. Circulation Costs Per Year

- a. Delivery Costs (Drivers, 1/3 vehicle cost, maint., supplies) \$ 4,364.77
- b. Postage 3,421.00
- c. Processing 4,516.16
- d. Catalog Costs 1,000.00
- e. Other

Total Circulation \$ 13,301.93

4. Personnel Per Year (including salaries, fringe benefits, travel)

- a. Certificated \$ 28,535.00
- b. Non-Certificated 26,210.00

Total Personnel \$ 54,745.00

Grand Total Expenditures for 12-month period ~~\$184,978.41~~
185,077.91

I. RECEIPTS FOR 12-MONTH PERIOD

- 1. State allocation, including catalog allocation \$96,793.21
- 2. Tax Funds from your County or Joint System 75,000.00
- 3. Service Fees, Fines, Insurance Fee
- 4. State Special Education Handling Fee
- 5. Local School Assessments, or Cooperating County Assessments
- 6. Other Federal Programs (Estimate) ... Title III ... 12,539.50
- 7. Other
- 8. Other

Total \$184,332.71

- 9. How many counties, other than those in a merged area, support your Center's operation? 0
- 10. How many counties do not provide any support? 0
- 11. How many local school districts in your area support your Center's operation by direct payments to your Center in lieu of support from their county boards of education? 0
- 12. On what basis is the amount of support due from each county determined?
 - a. By assessment on a per pupil basis? Yes
 - b. By assessment of a percent of total costs based on:
 - 1) comparison of assessed valuation, or
 - 2) pupil population of county?
 - c. Other?
- 13. If assessment is on a per pupil basis, what is the amount paid per pupil by cooperating counties? \$1.50

A. AREA DATA

Area No. XIII

1: Information about your Instructional Materials Center - Name Area XIII Educational Media Center

Address Route 1

City Council Bluffs 51501

Telephone No. 366-0503

2. Number of county school systems included in whole or in part in your area 0
3. Is there a legal merger of county school systems in your area? Yes _____
 No X
4. If so, how many county school systems are included in the merger?
5. Number of public school districts in your area 31
6. Number of attendance centers in your area Public 142
 Non-Public 18
 Total 160
7. Total school population (K-12) as of 9-15-68 Public 46,485
 Non-Public 3,451
 Total 49,936
8. Number of teachers and administrators in area Public 2,570
 Non-Public 176
 Total 2,746
9. Approximate total general population of all school districts of your area 189,720
 (Find this information in the Iowa Educational Directory for 1968-69)
10. Total assessed valuation (1968) of your area \$439,547,910.
11. Total assessed valuation per enrollee as of 9-15-68 ($10 \div \overset{7}{\cancel{X}}$) \$ 8,802,22.
12. Number of employees in your Instructional Materials Center (in full-time equivalent) 14

B. FACILITIES - SPACE

1. Square feet of space occupied for Title II operations 5,240
2. Type of space occupied: (check appropriate response)
- a. A separate facility.....
 - b. A separate floor of a larger facility
 - c. Space shared with other county or Joint County System operations
 - d. Other (Indicate) A separate part of a larger facility X
3. Facilities currently provided or readily available in your Title II Center: (check as appropriate)
- a. Conference room X
 - b. Preview room
 - c. Private office(s) X
 - d. Office(s) in open display space X
 - e. Storage room(s) X
 - f. Processing room(s) X
 - g. Librarian's work room X
 - h. Restrooms on same floor X
 - i. Lounge on same floor
 - j. Loading dock: Interior
 - Exterior X
 - k. Space for materials examination (Browsing space) X
 - l. Space for production facilities (Graphic arts, transparencies, etc.) X
 - m. Darkroom for photography X
 - n. Other rooms:

4. Location, accessibility, parking:

- a. Is your Center in the main downtown area of a city?
- b. Is your Center in the suburbs?
- c. Is your Center in a rural area?
- d. Is parking space provided?
- e. Is parking space adequate?

Yes	No
X	
X	
X	
	X

5. Is your Center air conditioned?

C. FACILITIES - EQUIPMENT

Please indicate below the items of equipment which you have in your Center primarily to serve Title II needs or to provide services related to Title II operations.

	Yes	No	Number of Each
1. Film Inspection Machine	X		2
2. Film Splicing Machine	X		1
3. Film Washing Equipment		X	
4. Projector, 16mm	X		1
5. Projector, 8mm		X	
6. Projector, Super 8mm	X		2
7. Projector, Overhead	X		1
8. Projector, Slide	X		1
9. Projector, Filmstrip			
a. Silent	X		2
b. Sound		X	
10. Tape Recorders	X		2
11. Record Players	X		2
12. Microfilm Camera		X	
13. Microfilm Reader		X	
14. Microfilm Reader-printer		X	
15. Transparency Production Equipment			
a. Thermal (e.g., Thermofax)		X	
b. Diazo		X	
16. Dry Mount Press	X		1
17. Copy Machines	X		1
18. Mimeograph Duplicator		X	
19. Spirit Process Duplicator		X	
20. Offset Printing Equipment	X		1
21. Headliner		X	
22. Varytper		X	
23. Typewriters			
a. Manual	X		2
b. Electric	X		4
c. Library Labeling		X	
24. Card Catalog Cabinet	X		2
25. Special Education Equipment			
a. Ezy Rede	X		12
b. Dazor Magnifier			
1) Desk Model	X		4
2) Clamp-on Model		X	
c. Primary Typewriters	X		2
d. Brailers	X		1
e. Tape Recorders	X		1
f. Other Typewriter for visually handicapped	X		2
g. Other			
26. Addressograph	X		1
27. Laminator		X	
28. Video Taping Equipment		X	
29. Photographic Developing Equipment		X	
30. Other			
			Approx. Shelf Footage*
31. Shelving:	Wood	Steel	8100
Library (Books & Other Print Materials):		X	
AV (Films & Other Non-Print Materials):		X	269

*Express in terms of lineal, single shelf footage. E.g., a section of double shelving, six feet long, with six "levels" of shelving would have a total of 72 lineal feet of shelving space.

D. CIRCULATION, MATERIALS
(Policies & Procedures)

1. Is delivery service provided? Yes X No
2. Number of vans or vehicles? 3
3. Number of different delivery routes served on a regular basis? 6
4. Length of routes from shortest to longest?
5. Number of delivery stops per school per week, or, 2
if not weekly, number of delivery stops per school per month?
6. Do your delivery policies provide for:
 - a. Delivery to each attendance center of a district? Yes x No
 - b. Delivery to a central distribution point only? Yes No x
 - c. Delivery directly to non-public schools? Yes No x
7. Check as appropriate the following items pertaining to distribution from your Center:

	Films	Books	Other
a. Some materials distributed by U.S. Mail (summer school)	<u> x </u>	<u> </u>	<u> </u>
b. Some materials distributed by commercial delivery NO	<u> </u>	<u> </u>	<u> </u>
c. Some materials picked up by individual or school	<u> x </u>	<u> x </u>	<u> x </u>
8. Which of the following describe(s) best the basic plan of circulation of your Center's printed materials?
 - a. Requests from teachers or pupils for specific titles are honored Yes
 - b. Sets, or boxes, of books are prepared by Center and these are circulated upon request..... Yes
 - c. Sets, or boxes, of books are circulated on established circuits without requests from individuals or schools No
 - d. Other: _____

E. CIRCULATION, INVENTORY

Definition: For the purposes of this questionnaire, one circulation of a book, film, or other item of instructional material shall be considered as accomplished when that item goes from the Center to a using school or individual, or when the item goes from one school district to another in conformity with a pre-arranged circuit or schedule. (No attempt will be made to determine the further circulation which may take place in the local schools or classroom.)

	(a) No. of Titles	(b) No. of Volumes or Copies	(c) Number Circulated 1968-69*	(d) Previous Year's Circulation (1967-68)	(e) Usual Length of Loan or Use Period	(f) Average No. of Circulations per Item per Year (c) ÷ (a) b	(g) No. of Turndowns, if Available
1. Books	7,829	47,849	61,585	48,006	6 weeks	1.24	none
2. Periodical Subscriptions	X	X	X	X	X	X	X
3. Films (16mm)	1,118	1,128	18,586	9,914	2 or 3 days	16	not avail.
4. Films (8mm)							
5. Films (8mm Loops)	296	296			1 week		not avail.
6. Filmstrips	984	1,288			1 week		not avail.
7. Slides	5,871	6,100			1 week		not avail.
8. Transparencies (Commercial)	549	549			1 week		not avail.
9. Transparency Master Books							
10. Transparency Master Packets							
11. Microfilm (Reels)							
12. Disc Recordings	464	464			1 week		not avail.
13. Tape Recordings	1,440	1,440			1 week		not avail.
14. Art Prints	394	1046			2 weeks		not avail.
15. Study Prints	394	1,505			2 weeks		not avail.
16. Maps Items 5-15 Total Distribution			15,460	-----	-----	1.25	
17. Globes							
18. Charts							
19. Pamphlets							
20. Multi-Media Kits (Hawks, etc.)	12	36	274	93 for 18 copies	2 weeks		not avail.
Special Education							
21. Large Print Books		503	240		9 mos.		
22. Braille Books		1	1		9 mos.		
23. Recordings		1	1		9 mos.		
24. Other							
25. Other							
26. Other							

*July 1, 1968, to June 30, 1969

27. Describe your policies concerning advance booking by checking as appropriate. Do you permit advance booking of . . .

	Yes	No	How far in advance of use period do you permit material to be booked?				
			Less than 9 weeks	9 weeks	Semester	Year	Other
a. Books	<input checked="" type="checkbox"/>						<input checked="" type="checkbox"/>
b. Other Print Materials							
c. Films	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>				
d. Other Non-Print	<input checked="" type="checkbox"/>						<input checked="" type="checkbox"/>

28. Circulation Reports (Check as appropriate)

Do you regularly prepare printed reports of the following, either for your schools or for your Center's use?

	Books	Other Print	Films	Other Non-Print	By Data Processing	Prepared "By Hand"
a. Each order filled for a school	<input checked="" type="checkbox"/>					<input checked="" type="checkbox"/>
b. Periodic circulation summary reports	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
c. List of overdue materials	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
d. Lists of turndowns	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	

29. Are films inspected after each usage? Yes No _____

30. Are films washed at least once per year? Yes No _____

31. Circulation Service Fees & Fines. (Complete as appropriate)

Item	Service Fees			Fines			
	Amt. of Handling Charge	Amt. of Delivery Charges Per Item	Insurance or Other Fees	Late Return (Per day)	Charge for Lost Item	Charge for Damaged Item	Who Pays?
a. Books					<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	School
b. Films (16mm)					<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	"
c. Films (8mm)					<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	"
d. Disc Recordings					<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	"
e. Filmstrips					<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	"
f. Art Prints					<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	"
g. Transparencies					<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	"
h. Other Soundtapes					<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	"
i. Other							

32. If you do not assess fines, how do you control circulation? Describe briefly. Daily check list

F. PROCESSING & CATALOGS

1. Check as appropriate to describe your Center's practices with respect to processing of materials:

	Commercially Processed	Processed In-Shop	Combination of Preceding
a. Books		x	
b. Other Printed Materials		x	
c. Films		x	
d. Other Non-Print		x	

2. Catalogs (Check as appropriate to show what catalogs you provide, and how.)

	Book Catalog	Card Catalog	Prepared In Center	Commercially Prepared	Centralized Data Processing	Provided by Vendor	Number Printed
a. For Books	x		x-----	-----	-----x		2,000
b. Other Print Materials							
c. Films	x		x-----	-----	-----x		2,000
d. Other Non-Print	x		x		x		2,000

3. Distribution of Catalogs

	Print	Non-Print	Number Distributed
a. On basis of one per teacher	x	x	3464
b. On basis of limited number (___) per attendance center			
c. On basis of enrollment (One per ___ students)			

d. Are extra copies available? Yes x No ___ Cost \$ No Charge

e. Plans for further catalog publications:

	Annually	More Often	Less Often
1) Of Supplements to Book Catalogs	x		
2) Of Complete Revisions of Book Catalogs			
3) Of Supplements to Card Catalogs			
4) New Card Catalogs			

4. What happens to catalogs at the end of school year?

	Book Catalogs		Card Catalogs	
	Yes	No	Yes	No
a. They remain with individual teachers		x		
b. They remain with building principal or in building library	x			
c. They are returned to the Instructional Materials Center		x		

G. PERSONNEL

1. Certificated Personnel (Check as appropriate, but check only the major position of an individual if he serves in more than one capacity.)

Position	Full Time	Part Time	Highest Degree Held		
			BA	MA	Ed.S. or Ph.D.
a. Director or Coordinator	x			x	
b. Librarian					
c. AV Director					
d. Other					
e. Other					
f.					

2. Does the sub-agency chairman double in any of the above capacities? Yes ___ No x

3. Does the director or coordinator double in any of the other positions? Yes x No ___

4. Non-Certificated Staff:

- a. Total Number Serving Title II (Full-time Equivalent) 13
 - 1) How many of these are paid by tax funds of the county or Joint County System? 13
 - 2) How many are paid by agencies such as Neighborhood Youth Corps, Voc. Rehab., Title III (ESEA)? 0
- b. Number of Drivers for Delivery Vans? 2
 - Full-time duties for delivery? Yes x No ___

H. EXPENDITURES (1968-69)

(An accurate financial picture for 12 months of operation is desired. The figures supplied here will not necessarily be in agreement with your current expenditures and receipts ledger entries)

1. Facilities Costs Per Year:

a. Lease Costs	\$ 2310.23
b. Utilities	3819.48
c. Maintenance	499.23
d. Equipment	5906.76
e. Supplies	960.15
f. Other	508.00
Total Facilities	\$ 14,003.90

2. Materials Costs Per Year

	Title II	Non-Title II	Total
a. Books	43,184.04		43,184.04
b. Other Print			
c. Films, 16mm			
d. Films, 8mm	44,797.54		44,797.54
e. Filmstrips			
f. Recordings			
g. Art Prints			
h. Other Non-print			

Total Materials \$ 87,981.58

3. Circulation Costs Per Year

a. Delivery Costs (Drivers, 1/3 vehicle cost, maint., supplies)	\$ 9,797.77
b. Postage	1,108.96
c. Processing	5,509.85
d. Catalog Costs	2,278.35
e. Other	2,582.25

Total Circulation \$ 21,277.18

4. Personnel Per Year (including salaries, fringe benefits, travel)

a. Certificated	\$15,556.92
b. Non-Certificated	39,216.32

Total Personnel \$ 54,773.24

Grand Total Expenditures for 12-month period \$178,035.90

I. RECEIPTS FOR 12-MONTH PERIOD

1. State allocation, including catalog allocation	\$ 112,897.37	(parts of allocations)
2. Tax Funds from your County or Joint System	70,981.88	for 2 years
3. Service Fees, Fines, Insurance Fee	741.80	
4. State Special Education Handling Fee	5,546.48	
5. Local School Assessments, or Cooperating County Assessments		
6. Other Federal Programs (Estimate)		
7. Other		
8. Other		
Total	\$ 190,167.53	

9. How many counties, other than those in a merged area, support your Center's operation? 7
10. How many counties do not provide any support? 0
11. How many local school districts in your area support your Center's operation by direct payments to your Center in lieu of support from their county boards of education? 2
12. On what basis is the amount of support due from each county determined?
- a. By assessment on a per pupil basis? X
- b. By assessment of a percent of total costs based on:
- 1) comparison of assessed valuation, or
- 2) pupil population of county?
- c. Other?
13. If assessment is on a per pupil basis, what is the amount paid per pupil by cooperating counties? 2.56

A. AREA DATA

Area No. XIV

1. Information about your Instructional Materials Center - Name Learning Resources Center, Inc.
 Address 2010 Broadway
 City Red Oak, Iowa 51566
 Telephone No. 2766
2. Number of county school systems included in whole or in part in your area 8
3. Is there a legal merger of county school systems in your area? Yes
 No X
4. If so, how many county school systems are included in the merger?
5. Number of public school districts in your area 22
6. Number of attendance centers in your area Public 72
 Non-Public 1
 Total 73
7. Total school population (K-12) as of 9-15-68 Public 16,900
 Non-Public 50
 Total 16,950
8. Number of teachers and administrators in area Public 880
 Non-Public 5
 Total 885
9. Approximate total general population of all school districts of your area 125,000
 (Find this information in the Iowa Educational Directory for 1968-69)
10. Total assessed valuation (1968) of your area \$ 179,000,000
11. Total assessed valuation per enrollee as of 9-15-68 ($10 \div 7$) \$ 10,592
12. Number of employees in your Instructional Materials Center (in full-time equivalent) 14

B. FACILITIES - SPACE

1. Square feet of space occupied for Title II operations 3,800
2. Type of space occupied: (check appropriate response)
- a. A separate facility X
 - b. A separate floor of a larger facility
 - c. Space shared with other county or Joint County System operations
 - d. Other (Indicate)
3. Facilities currently provided or readily available in your Title II Center: (check as appropriate)
- a. Conference room X
 - b. Preview room X
 - c. Private office(s) X
 - d. Office(s) in open display space
 - e. Storage room(s) X
 - f. Processing room(s) X
 - g. Librarian's work room
 - h. Restrooms on same floor X
 - i. Lounge on same floor
 - j. Loading dock: Interior
 - Exterior
 - k. Space for materials examination (Browsing space)
 - l. Space for production facilities (Graphic arts, transparencies, etc.) X
 - m. Darkroom for photography X
 - n. Other rooms: Planetarium

4. Location, accessibility, parking:

- a. Is your Center in the main downtown area of a city?
- b. Is your Center in the suburbs?
- c. Is your Center in a rural area?
- d. Is parking space provided?
- e. Is parking space adequate?

Yes	No
	X
	X
X	
X	
X	
X	

5. Is your Center air conditioned?

X

C. FACILITIES - EQUIPMENT

Please indicate below the items of equipment which you have in your Center primarily to serve Title II needs or to provide services related to Title II operations.

	Yes	No	Number of Each
1. Film Inspection Machine	X		1
2. Film Splicing Machine	X		1
3. Film Washing Equipment	X		1
4. Projector, 16mm	X		6
5. Projector, 8mm	X		2
6. Projector, Super 8mm	X		1
7. Projector, Overhead	X		2
8. Projector, Slide	X		2
9. Projector, Filmstrip			
a. Silent	X		2
b. Sound		X	
10. Tape Recorders	X		10
11. Record Players	X		2
12. Microfilm Camera		X	
13. Microfilm Reader	X		1
14. Microfilm Reader-printer		X	
15. Transparency Production Equipment			
a. Thermal (e.g., Thermofax)	X		1
b. Diazo	X		1
16. Dry Mount Press	X		1
17. Copy Machines	X		1
18. Mimeograph Duplicator		X	
19. Spirit Process Duplicator	X		1
20. Offset Printing Equipment	X		1
21. Headliner	X		1
22. Varsityper	X		1
23. Typewriters			
a. Manual		X	
b. Electric	X		4
c. Library Labeling			
24. Card Catalog Cabinet	X		4
25. Special Education Equipment			
a. Ezy Rede	X		1
b. Dazor Magnifier			
1) Desk Model	X		1
2) Clamp-on Model	X		1
c. Primary Typewriters		X	
d. Braille		X	
e. Tape Recorders		X	
f. Other		X	
g. Other		X	
26. Addressograph	X		
27. Laminator	X		2
28. Video Taping Equipment		X	
29. Photographic Developing Equipment	X		1
30. Other		X	
31. Shelving:			Approx. Shelf Footage*
Library (Books & Other Print Materials):	Wood	Steel	1512
AV (Films & Other Non-Print Materials):		X	1000

*Express in terms of lineal, single shelf footage. E.g., a section of double shelving, six feet long, with six "levels" of shelving would have a total of 72 lineal feet of shelving space.

D. CIRCULATION, MATERIALS
(Policies & Procedures)

1. Is delivery service provided? Yes X No _____
2. Number of vans or vehicles? 3
3. Number of different delivery routes served on a regular basis? 2
4. Length of routes from shortest to longest? 225 - 250 miles
5. Number of delivery stops per school per week, or, 5 per school per week
if not weekly, number of delivery stops per school per month?
6. Do your delivery policies provide for:
 - a. Delivery to each attendance center of a district? Yes X No _____
 - b. Delivery to a central distribution point only? Yes X No _____
 - c. Delivery directly to non-public schools? Yes X No _____
7. Check as appropriate the following items pertaining to distribution from your Center:

	Films	Books	Other
a. Some materials distributed by U.S. Mail	_____	_____	_____
b. Some materials distributed by commercial delivery	_____	_____	_____
c. Some materials picked up by individual or school	_____	_____	_____
8. Which of the following describe(s) best the basic plan of circulation of your Center's printed materials?
 - a. Requests from teachers or pupils for specific titles are honored X
 - b. Sets, or boxes, of books are prepared by Center and these are circulated upon request..... X
 - c. Sets, or boxes, of books are circulated on established circuits without requests from individuals or schools
 - d. Other: _____

E. CIRCULATION, INVENTORY

Definition: For the purposes of this questionnaire, one circulation of a book, film, or other item of instructional material shall be considered as accomplished when that item goes from the Center to a using school or individual, or when the item goes from one school district to another in conformity with a pre-arranged circuit or schedule. (No attempt will be made to determine the further circulation which may take place in the local schools or classroom.)

	(a) No. of Titles	(b) No. of Volumes or Copies	(c) Number Circulated 1968-69*	(d) Previous Year's Circulation (1967-68)	(e) Usual Length of Loan or Use Period	(f) Average No. of Circulations per Item per Year (c) ÷ (a)	(g) No. of Turndowns, if Available
1. Books	1500	10,800	10,400	9,600	3 months	1	10%
2. Periodical Subscriptions	---				--		
3. Films (16mm)	1500	2270	22,716	25,562	2 days	10	35%
4. Films (8mm)	225	225	238	272	2 days	1.1	0
5. Films (8mm Loops)	112		182	434	2 days	1.2	0
6. Filmstrips	5000		8,368	16,854	2 days	1.3	0
7. Slides	500		140	183	2 days	.5	0
8. Transparencies (Commercial)	300		672	1,466	2 days	.5	0
9. Transparency Master Books	5		24	33	2 days	--	0
10. Transparency Master Packets	50					--	0
11. Microfilm (Reels)	--					--	--
12. Disc Recordings	--					--	--
13. Tape Recordings	5000		2,760	4,820	2 days	.5	0
14. Art Prints	--					--	--
15. Study Prints	200		260	283		1	--
16. Maps	--					--	--
17. Globes	--					--	--
18. Charts	--					--	--
19. Pamphlets	--					--	--
20. Multi-Media Kits (Hawks, etc.)	50		178	164		.5	0
Special Education							
21. Large Print Books	5		5			1	0
22. Braille Books	--					--	--
23. Recordings	--					--	--
24. Other	--					--	--
25. Other	--					--	--
26. Other	--					--	--

*July 1, 1968, to June 30, 1969

27. Describe your policies concerning advance booking by checking as appropriate. Do you permit advance booking of . . .

	Yes	No	How far in advance of use period do you permit material to be booked?				
			Less than 9 weeks	9 weeks	Semester	Year	Other
a. Books	X		X				
b. Other Print Materials		X					
c. Films		X					
d. Other Non-Print		X					

28. Circulation Reports (Check as appropriate)

Do you regularly prepare printed reports of the following, either for your schools or for your Center's use?

	Books	Other Print	Films	Other Non-Print	By Data Processing	Prepared "By Hand"
a. Each order filled for a school	X	X	X	X		X
b. Periodic circulation summary reports			X	X		X
c. List of overdue materials			X			
d. Lists of turndowns			X	X		X

29. Are films inspected after each usage? Yes X No _____

30. Are films washed at least once per year? Yes X No _____

31. Circulation Service Fees & Fines. (Complete as appropriate)

Item	Service Fees			Fines			
	Amt. of Handling Charge	Amt. of Delivery Charges Per Item	Insurance or Other Fees	Late Return (Per day)	Charge for Lost Item	Charge for Damaged Item	Who Pays?
a. Books	0	0	0		0	0	0
b. Films (16mm)	0	0	0	\$1	0	Replaced	School
c. Films (8mm)	0	0	0		0	0	0
d. Disc Recordings	0	0	0		0	0	0
e. Filmstrips	0	0	0		0	0	0
f. Art Prints	0	0	0		0	0	0
g. Transparencies	0	0	0		0	0	0
h. Other	0	0	0		0	0	0
i. Other	0	0	0		0	0	0

32. If you do not assess fines, how do you control circulation? Describe briefly. _____

F. PROCESSING & CATALOGS

1. Check as appropriate to describe your Center's practices with respect to processing of materials:

	Commercially Processed	Processed In-Shop	Combination of Preceding
a. Books	X		
b. Other Printed Materials		X	
c. Films		X	
d. Other Non-Print		X	

2. Catalogs (Check as appropriate to show what catalogs you provide, and how.)

	Book Catalog	Card Catalog	Prepared In Center	Commercially Prepared	Centralized Data Processing	Provided by Vendor	Number Printed
a. For Books			X				50
b. Other Print Materials							
c. Films			X				1000
d. Other Non-Print							

3. Distribution of Catalogs

	Print	Non-Print	Number Distributed
a. On basis of one per teacher		X	1000
b. On basis of limited number (___) per attendance center			
c. On basis of enrollment (One per ___ students)			

d. Are extra copies available? Yes X No ___ Cost \$ 0

e. Plans for further catalog publications:

	Annually	More Often	Less Often
1) Of Supplements to Book Catalogs			
2) Of Complete Revisions of Book Catalogs	X		
3) Of Supplements to Card Catalogs			
4) New Card Catalogs			

4. What happens to catalogs at the end of school year?

- a. They remain with individual teachers
- b. They remain with building principal or in building library
- c. They are returned to the Instructional Materials Center

Book Catalogs		Card Catalogs	
Yes	No	Yes	No
X			
X			

G. PERSONNEL

1. Certificated Personnel (Check as appropriate, but check only the major position of an individual if he serves in more than one capacity.)

Position	Full Time	Part Time	Highest Degree Held		
			BA	MA	Ed.S. or Ph.D.
a. Director or Coordinator	X			X	
b. Librarian					
c. AV Director	X			X	
d. Other					
e. Other					
f.					

2. Does the sub-agency chairman double in any of the above capacities? Yes _____ No X

3. Does the director or coordinator double in any of the other positions? Yes X No _____

4. Non-Certificated Staff:

- a. Total Number Serving Title II (Full-time Equivalent) 2
- 1) How many of these are paid by tax funds of the county or Joint County System? 1/4
- 2) How many are paid by agencies such as Neighborhood Youth Corps, Voc. Rehab., Title III (ESEA)? 11
- b. Number of Drivers for Delivery Vans? 2
- Full-time duties for delivery? Yes X No _____

H. EXPENDITURES (1968-69)

(An accurate financial picture for 12 months of operation is desired. The figures supplied here will not necessarily be in agreement with your current expenditures and receipts ledger entries)

1. Facilities Costs Per Year:

a. Lease Costs	\$	<u>18,000</u>
b. Utilities		<u>2,400</u>
c. Maintenance		<u>1,100</u>
d. Equipment		<u>7,500</u>
e. Supplies		<u>2,750</u>
f. Other		<u>1,400</u>

Total Facilities..... \$ 33,150

2. Materials Costs Per Year

	Title II	Non-Title II	Total
a. Books	13,037.59	350	13,387.59
b. Other Print		175	175.00
c. Films, 16mm	16,730.00	32,000	48,730.00
d. Films, 8mm		155	155.00
e. Filmstrips		32	32.00
f. Recordings		71.50	71.50
g. Art Prints		--	--
h. Other Non-print		100	100.00

Total Materials \$ 62,651.09

3. Circulation Costs Per Year

a. Delivery Costs (Drivers, 1/3 vehicle cost, maint., supplies)	\$ 14,400
b. Postage	0
c. Processing	12,000
d. Catalog Costs	100
e. Other	100

Total Circulation Costs \$ 26,600

4. Personnel Per Year (including salaries, fringe benefits, travel)

a. Certificated	\$ 67,000
b. Non-Certificated	34,000

Total Personnel \$101,000

Grand Total Expenditures for 12-month period \$223,401.09

I. RECEIPTS FOR 12-MONTH PERIOD

1. State allocation, including catalog allocation	\$ 34,357
2. Tax Funds from your County or Joint System	--
3. Service Fees, Fines, Insurance Fee	--
4. State Special Education Handling Fee	1,700
5. Local School Assessments, or Cooperating County Assessments	0
6. Other Federal Programs (Estimate)	211,000
7. Other	--
8. Other	--

Total \$247,057

9. How many counties, other than those in a merged area, support your Center's operation? 8
10. How many counties do not provide any support? 0
11. How many local school districts in your area support your Center's operation by direct payments to your Center in lieu of support from their county boards of education? 0 *
12. On what basis is the amount of support due from each county determined?
- a. By assessment on a per pupil basis? X
- b. By assessment of a percent of total costs based on:
- 1) comparison of assessed valuation, or
- 2) pupil population of county?
- c. Other?
13. If assessment is on a per pupil basis, what is the amount paid per pupil by cooperating counties? 8.00 *

* \$5 per pupil paid by County Board of Education

* \$3 per pupil paid by local Board of Education

A. AREA DATA

Area No. XV

- 1. Information about your Instructional Materials Center - Name Computer-Controlled Media Resource and Data Center
 Address Building #18, Ottumwa Industrial Airport
 City Ottumwa, Iowa 52501
 Telephone No. (515) 682-8081-Ext. 217-218-242-243-244
235-206

- 2. Number of county school systems included in whole or in part in your area Ten (10)

- 3. Is there a legal merger of county school systems in your area? Yes
No X

- 4. If so, how many county school systems are included in the merger?

- 5. Number of public school districts in your area 26

- 6. Number of attendance centers in your area Public 134
Non-Public 10
Total 144

- 7. Total school population (K-12) as of 9-15-68 Public 36,702
Non-Public
Total

- 8. Number of teachers and administrators in area Public 1,876
Non-Public 82
Total 1,958

- 9. Approximate total general population of all school districts of your area 160,000
 (Find this information in the Iowa Educational Directory for 1968-69)

- 10. Total assessed valuation (1968) of your area \$ 321,439,026

- 11. Total assessed valuation per enrollee as of 9-15-68 ($10 \div 7$) \$ 8,759

- 12. Number of employees in your Instructional Materials Center (in full-time equivalent) 13
Data Center 5
Total 18

B. FACILITIES - SPACE

1. Square feet of space occupied for Title II operations 12,700

2. Type of space occupied: (check appropriate response)

- a. A separate facility Yes
- b. A separate floor of a larger facility
- c. Space shared with other county or Joint County System operations
- d. Other (Indicate)

3. Facilities currently provided or readily available in your Title II Center: (check as appropriate)

- a. Conference room X
- b. Preview room X
- c. Private office(s) X
- d. Office(s) in open display space
- e. Storage room(s) X
- f. Processing room(s) X
- g. Librarian's work room X
- h. Restrooms on same floor X
- i. Lounge on same floor
- j. Loading dock: Interior X
- Exterior X
- k. Space for materials examination (Browsing space) X
- l. Space for production facilities (Graphic arts, transparencies, etc.) X
- m. Darkroom for photography
- n. Other rooms:

4. Location, accessibility, parking:

- a. Is your Center in the main downtown area of a city?
- b. Is your Center in the suburbs?
- c. Is your Center in a rural area?
- d. Is parking space provided?
- e. Is parking space adequate?

Yes	No
	X
	X
X	
X	
X	
X	

5. Is your Center air conditioned?

C. FACILITIES - EQUIPMENT

Please indicate below the items of equipment which you have in your Center primarily to serve Title II needs or to provide services related to Title II operations.

	Yes	No	Number of Each
1. Film Inspection Machine	X		2
2. Film Splicing Machine	X		2
3. Film Washing Equipment		X	
4. Projector, 16mm	X		3
5. Projector, 8mm	X		2
6. Projector, Super 8mm	X		3
7. Projector, Overhead	X		4
8. Projector, Slide	X		3
9. Projector, Filmstrip			
a. Silent	X		2
b. Sound	X		2
10. Tape Recorders	X		5
11. Record Players	X		2
12. Microfilm Camera		X	
13. Microfilm Reader		X	
14. Microfilm Reader-printer		X	
15. Transparency Production Equipment			
a. Thermal (e.g., Thermofax)	X		2
b. Diazo	X		1
16. Dry Mount Press	X		1
17. Copy Machines	X		1
18. Mimeograph Duplicator	X		1
19. Spirit Process Duplicator	X		1
20. Offset Printing Equipment	X		1
21. Headliner	X		1
22. Varytper		X	
23. Typewriters			
a. Manual		X	
b. Electric	X		7
c. Library Labeling		X	
24. Card Catalog Cabinet	X		1
25. Special Education Equipment			
a. Ezy Rede	X		8
b. Dazor Magnifier			
1) Desk Model	X		6
2) Clamp-on Model	X		9
c. Primary Typewriters	X		1
d. Brailers		X	
e. Tape Recorders	X		4
f. Other	X		24
g. Other			
26. Addressograph		X	
27. Laminator		X	
28. Video Taping Equipment		X	
29. Photographic Developing Equipment		X	
30. Other			
31. Shelving:	Wood	Steel	Approx. Shelf Footage*
Library (Books & Other Print Materials):		X	3060
AV (Films & Other Non-Print Materials):		X	442

*Express in terms of lineal, single shelf footage. E.g., a section of double shelving, six feet long, with six "levels" of shelving would have a total of 72 lineal feet of shelving space.

D. CIRCULATION, MATERIALS
(Policies & Procedures)

1. Is delivery service provided? Yes X No _____
2. Number of vans or vehicles? 4
3. Number of different delivery routes served on a regular basis? 9
4. Length of routes from shortest to longest? Shortest - 46 miles Longest - 252
5. Number of delivery stops per school per week, or, (each 3rd day) _____
if not weekly, number of delivery stops per school per month? 6
6. Do your delivery policies provide for:
 - a. Delivery to each attendance center of a district? Yes X No _____
 - b. Delivery to a central distribution point only? Yes _____ No X
 - c. Delivery directly to non-public schools? Yes _____ No X
7. Check as appropriate the following items pertaining to distribution from your Center:

	Films	Books	Other
a. Some materials distributed by U.S. Mail	<u>None</u>	_____	_____
b. Some materials distributed by commercial delivery	<u>None</u>	_____	_____
c. Some materials picked up by individual or school	<u>None</u>	_____	_____
8. Which of the following describe(s) best the basic plan of circulation of your Center's printed materials?
 - a. Requests from teachers or pupils for specific titles are honored X
 - b. Sets, or boxes, of books are prepared by Center and these are circulated upon request..... _____
 - c. Sets, or boxes, of books are circulated on established circuits without requests from individuals or schools _____
 - d. Other: Saturation project - Large number to classroom or attendance center. _____

X

E. CIRCULATION, INVENTORY

Definition: For the purposes of this questionnaire, one circulation of a book, film, or other item of instructional material shall be considered as accomplished when that item goes from the Center to a using school or individual, or when the item goes from one school district to another in conformity with a pre-arranged circuit or schedule. (No attempt will be made to determine the further circulation which may take place in the local schools or classroom.)

	(a) No. of Titles	(b) No. of Volumes or Copies	(c) Number Circulated 1968-69*	(d) Previous Year's Circulation (1967-68)	(e) Usual Length of Loan or Use Period	(f) Average No. of Circulations per Item per Year (c) ÷ (a)	(g) No. of Turndowns, if Available
1. Books	10,500	30,000	42,223	31,498	18 days	1.4	13,375
2. Periodical Subscriptions	5	5	2	2	18 days	.2	0
3. Films (16mm)	922	1,750	15,017	10,551	3 days	10.7	37,373
4. Films (8mm)			0	0	0	.0	0
5. Films (8mm Loops)	366	500	1,975	1,324	3 days	4.75	1,353
6. Filmstrips	890	900	5,569	4,581	3 days	6.18	8,658
7. Slides	24 sets	24 sets	137	168	6 days	5.70	226
8. Transparencies (Commercial)	366 sets	1,464 sets	1,928	1,865	18 days	1.4	77
9. Transparency Master Books	10	20	51	22	18 days	2.55	12
10. Transparency Master Packets	366	400	100	80	18 days	.25	35
11. Microfilm (Reels)	0	0	0	0		.0	
12. Disc Recordings	42	42	116	1	3 days	3.5	69
13. Tape Recordings	609	625	1,665	1070	3 days	2.66	1,515
14. Art Prints	250	250	536	437	18 days	2.3	1,006
15. Study Prints	58	65	80	21	18 days	1.23	248
16. Maps	6	6	9	0	3 months	1.5	86
17. Globes	12	12	6	1	18 days	2.0	0
18. Charts	0	0	0	0		.0	0
19. Pamphlets	0	0	0	0		.0	0
20. Multi-Media Kits (Hawks, etc.)	33	66	202	71	18 days	3.1	353
Special Education							
21. Large Print Books	25	125	483	55	Full year	1.0	0
22. Braille Books	0	0					
23. Recordings							
24. Other							
25. Other							
26. Other							

*July 1, 1968, to June 30, 1969

27. Describe your policies concerning advance booking by checking as appropriate. Do you permit advance booking of . . .

	Yes	No	How far in advance of use period do you permit material to be booked?				
			Less than 9 weeks	9 weeks	Semester	Year	Other
a. Books		X					
b. Other Print Materials		X					
c. Films			NO RESERVATIONS				
d. Other Non-Print		X					

28. Circulation Reports (Check as appropriate)

Do you regularly prepare printed reports of the following, either for your schools or for your Center's use?

	Books	Other Print	Films	Other Non-Print	By Data Processing	Prepared "By Hand"
a. Each order filled for a school	X	X	X	X	X	
b. Periodic circulation summary reports	X	X	X	X	X	
c. List of overdue materials	X	X	X	X	X	
d. Lists of turndowns	X	X	X	X	X	

29. Are films inspected after each usage? Yes X No _____

30. Are films washed at least once per year? Yes _____ No X
 (We clean with Reno-Vex - 3 times per year)

31. Circulation Service Fees & Fines. (Complete as appropriate)

Item	Service Fees			Fines				Who Pays?
	Amt. of Handling Charge	Amt. of Delivery Charges Per Item	Insurance or Other Fees	Late Return (Per day)	Charge for Lost Item	Charge for Damaged Item		
a. Books	None	None	None	No	X	X	School Districts	
b. Films (16mm)	None	None	None	No	X	X	"	
c. Films (8mm)	None	None	None	No	X	X	"	
d. Disc Recordings	None	None	None	No	X	X	"	
e. Filmstrips	None	None	None	No	X	X	"	
f. Art Prints	None	None	None	No	X	X	"	
g. Transparencies	None	None	None	No	X	X	"	
h. Other								
i. Other								

32. If you do not assess fines, how do you control circulation? Describe briefly. _____

F. PROCESSING & CATALOGS

1. Check as appropriate to describe your Center's practices with respect to processing of materials:

	Commercially Processed	Processed In-Shop	Combination of Preceding
a. Books		X	
b. Other Printed Materials		X	
c. Films		X	
d. Other Non-Print		X	

2. Catalogs (Check as appropriate to show what catalogs you provide, and how.)

	Book Catalog	Card Catalog	Prepared In Center	Commercially Prepared	Centralized Data Processing	Provided by Vendor	Number Printed
a. For Books	X		X		No		2200
b. Other Print Materials	X		X		No		2000
c. Films	X		X		No		
d. Other Non-Print	X		X		No		1000

3. Distribution of Catalogs

	Print	Non-Print	Number Distributed
a. On basis of one per teacher	1	1	1958
b. On basis of limited number (___) per attendance center			
c. On basis of enrollment (One per ___ students)			

d. Are extra copies available? Yes X No ___ Cost \$ 2.00

e. Plans for further catalog publications:

	Annually	More Often	Less Often
1) Of Supplements to Book Catalogs	X		
2) Of Complete Revisions of Book Catalogs			
3) Of Supplements to Card Catalogs			
4) New Card Catalogs			

4. What happens to catalogs at the end of school year?

	Book Catalogs		Card Catalogs	
	Yes	No	Yes	No
a. They remain with individual teachers				
b. They remain with building principal or in building library	X			
c. They are returned to the Instructional Materials Center				

G. PERSONNEL

1. Certificated Personnel (Check as appropriate, but check only the major position of an individual if he serves in more than one capacity.)

Position	Full Time	Part Time	Highest Degree Held		
			BA	MA	Ed.S. or Ph.D.
a. Director or Coordinator	X		X	X	
b. Librarian	X		X	X	
c. AV Director	X		X		
d. Other					
e. Other					
f.					

2. Does the sub-agency chairman double in any of the above capacities? Yes _____ No X

3. Does the director or coordinator double in any of the other positions? Yes _____ No X

4. Non-Certificated Staff:

- a. Total Number Serving Title II (Full-time Equivalent) 13
 - 1) How many of these are paid by tax funds of the county or Joint County System? 3
 - 2) How many are paid by agencies such as Neighborhood Youth Corps, Voc. Rehab., Title III (ESEA)? 10 Media 5 Data
- b. Number of Drivers for Delivery Vans? 3
 - Full-time duties for delivery? Yes X No _____

H. EXPENDITURES (1968-69)

(An accurate financial picture for 12 months of operation is desired. The figures supplied here will not necessarily be in agreement with your current expenditures and receipts ledger entries)

1. Facilities Costs Per Year:

- a. Lease Costs \$ 4,606
- b. Utilities 3,000
- c. Maintenance 500
- d. Equipment 4,000
- e. Supplies 10,000
- f. Other

Total Facilities \$ 22,106

2 Materials Costs Per Year

	Title II	Non-Title II	Total
a. Books	30,040.63		30,041
b. Other Print	280.62		281
c. Films, 16mm	29,496.04		29,496
d. Films, 8mm	2,200.41		2,200
e. Filmstrips			
f. Recordings			
g. Art Prints			
h. Other Non-print			

Total Materials \$ 62,018

3. Circulation Costs Per Year

a. Delivery Costs (Drivers, 1/3 vehicle cost, maint., supplies)	\$ 5,488	Title III - per unit
b. Postage	659.60	3 units \$16,464
c. Processing	3,270.25	Title II
d. Catalog Costs	536.47	
e. Other		

Total Circulation \$ 20,930.52

4. Personnel Per Year (including salaries, fringe benefits, travel)

a. Certificated	\$ 26,147.99	Administrative
b. Non-Certificated	111,575.74	Other

Total Personnel \$ 137,723.73

Grand Total Expenditures for 12-month period ~~\$158,654.25~~

242,777

I. RECEIPTS FOR 12-MONTH PERIOD

1. State allocation, including catalog allocation	\$ 71,529.24	Title II
2. Tax Funds from your County or Joint System	45,082.71	Local Support
3. Service Fees, Fines, Insurance Fee		
4. State Special Education Handling Fee		
5. Local School Assessments, or Cooperating County Assessments		
6. Other Federal Programs (Estimate)	190,000.00	Title III
7. Other		
8. Other		

Total \$ 306,611.95

- 9. How many counties, other than those in a merged area, support your Center's operation? 0
- 10. How many counties do not provide any support? 0
- * 11. How many local school districts in your area support your Center's operation by direct payments to your Center in lieu of support from their county boards of education? 0
- 12. On what basis is the amount of support due from each county determined?
 - a. By assessment on a per pupil basis? X
 - b. By assessment of a percent of total costs based on:
 - 1) comparison of assessed valuation, or
 - 2) pupil population of county?
 - c. Other?
- 13. If assessment is on a per pupil basis, what is the amount paid per pupil by cooperating counties? \$2.33

plus Title III and Title II

*11 - 25 or 27 school districts contributed more than \$16,000 for film purchase .

This donation was based on use (previous year) basis .

A. AREA DATA

Area No 16

1. Information about your Instructional Materials Center - Name **Area 16 Media Center**
 Address **1200 East Washington - Bldg. 20**
 City **Mt. Pleasant, Iowa 52641**
 Telephone No. **(319) 385-3169**

2. Number of county school systems included in whole or in part in your area **3½**

3. Is there a legal merger of county school systems in your area? Yes
 No **X**

4. If so, how many county school systems ~~are~~ ^{were} included in the merger?

5. Number of public school districts in your area **13**

6. Number of attendance centers in your area Public **70**
 Non-Public **15**
 Total **85**

7. Total school population (K-12) as of 9-15-68 Public **25,374**
 Non-Public **3,372**
 Total **28,746**

8. Number of teachers and administrators in area Public **1275.6**
 Non-Public **144.0**
 Total **1419.6**

9. Approximate total general population of all school districts of your area **116,702**
 (Find this information in the Iowa Educational Directory for 1968-69)

10. Total assessed valuation (1968) of your area **\$233,780,066.00**

11. Total assessed valuation per enrollee as of 9-15-68 ($10 \div 7$) **\$ 7,995.47**

12. Number of employees in your Instructional Materials Center (in full-time equivalent) **4**

B. FACILITIES - SPACE

1. Square feet of space occupied for Title II operations 6,700

2. Type of space occupied: (check appropriate response)

- a. A separate facility
- b. A separate floor of a larger facility
- c. Space shared with other county or Joint County System operations
- d. Other (Indicate)

3. Facilities currently provided or readily available in your Title II Center: (check as appropriate)

- a. Conference room
- b. Preview room
- c. Private office(s) 3
- d. Office(s) in open display space 3
- e. Storage room(s) 2
- f. Processing room(s) 2
- g. Librarian's work room 1
- h. Restrooms on same floor 2
- i. Lounge on same floor 1
- j. Loading dock: Interior 1
- Exterior
- k. Space for materials examination (Browsing space)
- l. Space for production facilities (Graphic arts, transparencies, etc.)
- m. Darkroom for photography
- n. Other rooms:

4. Location, accessibility, parking:

- a. Is your Center in the main downtown area of a city?
- b. Is your Center in the suburbs?
- c. Is your Center in a rural area?
- d. Is parking space provided?
- e. Is parking space adequate?

Yes	No
	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	
	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	
<input checked="" type="checkbox"/>	
<input checked="" type="checkbox"/>	

5. Is your Center air conditioned?

C. FACILITIES - EQUIPMENT

Please indicate below the items of equipment which you have in your Center primarily to serve Title II needs or to provide services related to Title II operations.

	Yes	No	Number of Each
1. Film Inspection Machine		x	3
2. Film Splicing Machine	x		1
3. Film Washing Equipment	x		1
4. Projector, 16mm	x		1
5. Projector, 8mm		x	
6. Projector, Super 8mm	x		1
7. Projector, Overhead		x	
8. Projector, Slide		x	
9. Projector, Filmstrip		x	
a. Silent		x	
b. Sound		x	
10. Tape Recorders		x	
11. Record Players		x	
12. Microfilm Camera		x	
13. Microfilm Reader		x	
14. Microfilm Reader-printer		x	
15. Transparency Production Equipment		x	
a. Thermal (e.g., Thermofax)		x	
b. Diazo		x	
16. Dry Mount Press		x	
17. Copy Machines		x	
18. Mimeograph Duplicator	x		1
19. Spirit Process Duplicator	x		1
20. Offset Printing Equipment	x		1
21. Headliner		x	
22. Varsity		x	
23. Typewriters			
a. Manual	x		3
b. Electric	x		2
c. Library Labeling		x	
24. Card Catalog Cabinet	x		1
25. Special Education Equipment			
a. Ezy Rede			
b. Dazor Magnifier			
1) Desk Model	x		6
2) Clamp-on Model	x		6
c. Primary Typewriters	x		2
d. Brailers	x		4
e. Tape Recorders	x		2
f. Other			
g. Other			
26. Addressograph		x	
27. Laminator			
28. Video Taping Equipment			
29. Photographic Developing Equipment			
30. Other			
31. Shelving:			Approx. Shelf Footage*
Library (Books & Other Print Materials):	Wood 184	Steel 2,352	2,536
AV (Films & Other Non-Print Materials):		220	220

*Express in terms of lineal, single shelf footage. E.g., a section of double shelving, six feet long, with six "levels" of shelving would have a total of 72 lineal feet of shelving space.

D. CIRCULATION, MATERIALS
(Policies & Procedures)

1. Is delivery service provided? Yes _____ No
2. Number of vans or vehicles?
3. Number of different delivery routes served on a regular basis?
4. Length of routes from shortest to longest?
5. Number of delivery stops per school per week, or,
if not weekly, number of delivery stops per school per month?
6. Do your delivery policies provide for:
 - a. Delivery to each attendance center of a district? Yes _____ No _____
 - b. Delivery to a central distribution point only? Yes _____ No _____
 - c. Delivery directly to non-public schools? Yes _____ No _____
7. Check as appropriate the following items pertaining to distribution from your Center:

	Films	Books	Other
a. Some materials distributed by U.S. Mail	<input checked="" type="checkbox"/>	_____	_____
b. Some materials distributed by commercial delivery	_____	_____	_____
c. Some materials picked up by individual or school	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	_____
8. Which of the following describe(s) best the basic plan of circulation of your Center's printed materials?
 - a. Requests from teachers or pupils for specific titles are honored
 - b. Sets, or boxes, of books are prepared by Center and these are circulated upon request..... _____
 - c. Sets, or boxes, of books are circulated on established circuits without requests from individuals or schools _____
 - d. Other: _____

E. CIRCULATION, INVENTORY

Definition: For the purposes of this questionnaire, one circulation of a book, film, or other item of instructional material shall be considered as accomplished when that item goes from the Center to a using school or individual, or when the item goes from one school district to another in conformity with a pre-arranged circuit or schedule. (No attempt will be made to determine the further circulation which may take place in the local schools or classroom.)

	(a) No. of Titles	(b) No. of Volumes or Copies	(c) Number Circulated 1968-69*	(d) Previous Year's Circulation (1967-68)	(e) Usual Length of Loan or Use Period	(f) Average No. of Circulations per Item per Year (c) ÷ (a) b	(g) No. of Turndowns, if Available
1. Books	9,796	30,156	39,000	x	18 school da.	1.3	
2. Periodical Subscriptions							
3. Films (16mm)	701	715	8,200	x	5 sch. da.	11.4	
4. Films (8mm)							
5. Films (8mm Loops)	121		3,298	x	5 sch. da.	24	
6. Filmstrips	51	51	128	x	3 sch. da.	2.5	
7. Slides							
8. Transparencies (Commercial)							
9. Transparency Master Books							
10. Transparency Master Packets							
11. Microfilm (Reels)							
12. Disc Recordings							
13. Tape Recordings							
14. Art Prints							
15. Study Prints							
16. Maps							
17. Globes							
18. Charts							
19. Pamphlets							
20. Multi-Media Kits (Hawks, etc.)	36	36	387	x		1.1	
Special Education							
21. Large Print Books							
22. Braille Books							
23. Recordings							
24. Other							
25. Other							
26. Other							

*July 1, 1968, to June 30, 1969

27. Describe your policies concerning advance booking by checking as appropriate. Do you permit advance booking of . . .

	Yes	No	How far in advance of use period do you permit material to be booked?				
			Less than 9 weeks	9 weeks	Semester	Year	Other
a. Books	<input checked="" type="checkbox"/>						<input checked="" type="checkbox"/>
b. Other Print Materials							
c. Films	<input checked="" type="checkbox"/>						<input checked="" type="checkbox"/>
d. Other Non-Print							

28. Circulation Reports (Check as appropriate)

Do you regularly prepare printed reports of the following, either for your schools or for your Center's use?

	Books	Other Print	Films	Other Non-Print	By Data Processing	Prepared "By Hand"
a. Each order filled for a school	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>
b. Periodic circulation summary reports	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>
c. List of overdue materials	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>
d. Lists of turndowns	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>

29. Are films inspected after each usage? Yes No _____

30. Are films washed at least once per year? Yes No _____

31. Circulation Service Fees & Fines. (Complete as appropriate)

Item	Service Fees			Fines			
	Amt. of Handling Charge	Amt. of Delivery Charges Per Item	Insurance or Other Fees	Late Return (Per day)	Charge for Lost Item	Charge for Damaged Item	Who Pays?
a. Books	no	no	no	no	yes	yes	School
b. Films (16mm)	no	no	no	no	yes	yes	School
c. Films (8mm)	no	no	no	no	yes	yes	School
d. Disc Recordings							
e. Filmstrips	no	no	no	no	yes	yes	School
f. Art Prints							
g. Transparencies							
h. Other							
i. Other							

32. If you do not assess fines, how do you control circulation? Describe briefly. School concerned arranges for a replacement of lost or damaged item.

F. PROCESSING & CATALOGS

1. Check as appropriate to describe your Center's practices with respect to processing of materials:

	Commercially Processed	Processed In-Shop	Combination of Preceding
a. Books			X
b. Other Printed Materials			X
c. Films		X	
d. Other Non-Print			

2. Catalogs (Check as appropriate to show what catalogs you provide, and how.)

	Book Catalog	Card Catalog	Prepared In Center	Commercially Prepared	Centralized Data Processing	Provided by Vendor	Number Printed
a. For Books	X		X	X			
b. Other Print Materials	X		X	X			
c. Films	X		X	X			
d. Other Non-Print							

3. Distribution of Catalogs

	Print	Non-Print	Number Distributed
a. On basis of one per teacher			
b. On basis of limited number (___) per attendance center	4	4	289
c. On basis of enrollment (One per ___ students)			

d. Are extra copies available? Yes No Cost \$ No

e. Plans for further catalog publications:

	Annually	More Often	Less Often
1) Of Supplements to Book Catalogs	X		
2) Of Complete Revisions of Book Catalogs	X		
3) Of Supplements to Card Catalogs			
4) New Card Catalogs			

4. What happens to catalogs at the end of school year?

- a. They remain with individual teachers
- b. They remain with building principal or in building library
- c. They are returned to the Instructional Materials Center

Book Catalogs		Card Catalogs	
Yes	No	Yes	No
X			

G. PERSONNEL

1. Certificated Personnel (Check as appropriate, but check only the major position of an individual if he serves in more than one capacity.)

Position	Full Time	Part Time	Highest Degree Held		
			BA	MA	Ed.S. or Ph.D.
a. Director or Coordinator	X			X	
b. Librarian					
c. AV Director					
d. Other	4				
e. Other					
f.					

2. Does the sub-agency chairman double in any of the above capacities? Yes No _____

3. Does the director or coordinator double in any of the other positions? Yes No _____

4. Non-Certificated Staff:

a. Total Number Serving Title II (Full-time Equivalent)

1) How many of these are paid by tax funds of the county or Joint County System? 5

2) How many are paid by agencies such as Neighborhood Youth Corps, Voc. Rehab., Title III (ESEA)? 2

b. Number of Drivers for Delivery Vans?

Full-time duties for delivery? Yes _____ No _____

H. EXPENDITURES (1968-69)

(An accurate financial picture for 12 months of operation is desired. The figures supplied here will not necessarily be in agreement with your current expenditures and receipts ledger entries)

1. Facilities Costs Per Year:

a. Lease Costs \$ 3,600.00

b. Utilities

c. Maintenance

d. Equipment 2,500.00

e. Supplies 500.00

f. Other

Total Facilities \$ 6,600

2 Materials Costs Per Year

	Title II	Non-Title II	Total
a. Books	X		
b. Other Print			
c. Films, 16mm	X		
d. Films, 8mm	X		
e. Filmstrips	X		
f. Recordings			
g. Art Prints			
h. Other Non-print			

Total Materials ~~\$ 265,087.76~~
52,706

3. Circulation Costs Per Year

- a. Delivery Costs (Drivers, 1/3 vehicle cost, maint., supplies) \$ _____
- b. Postage 1,200.00
- c. Processing 200.00
- d. Catalog Costs 1,000.00
- e. Other _____

Total Circulation \$ 2,400.00

4. Personnel Per Year (including salaries, fringe benefits, travel)

- a. Certificated \$ 11,000.00
- b. Non-Certificated 13,637.36

Total Personnel \$ 24,637.36

Note: Omitted #2 above - reason grant monies
Grand Total Expenditures for 12-month period \$ ~~33,637.36~~
86,343.

I. RECEIPTS FOR 12-MONTH PERIOD

- 1. State allocation, including catalog allocation \$ ~~54,177.~~
1,249.92
- 2. Tax Funds from your County or Joint System 30,249.00
- 3. Service Fees, Fines, Insurance Fee _____
- 4. State Special Education Handling Fee 3,068.08
- 5. Local School Assessments, or Cooperating County Assessments _____
- 6. Other Federal Programs (Estimate) _____
- 7. Other _____
- 8. Other _____

Total \$ ~~33,567.00~~
92,494

9. How many counties, other than those in a merged area, support your Center's operation? **4**
10. How many counties do not provide any support? **0**
11. How many local school districts in your area support your Center's operation by direct payments to your Center in lieu of support from their county boards of education?
12. On what basis is the amount of support due from each county determined?
- a. By assessment on a per pupil basis? **x**
- b. By assessment of a percent of total costs based on:
- 1) comparison of assessed valuation, or
- 2) pupil population of county?
- c. Other?
13. If assessment is on a per pupil basis, what is the amount paid per pupil by cooperating counties? **\$1.00**

STATE LIBRARY OF IOWA



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