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Public Documents Division
Oklahoma Department of Libraries

The Oklahoma Department of Libraries

Annual Report 1968

We must develop new patterns of thinking about the library. There has to be a new concept of the library, with the library totally involved in the community and oriented to its real, basic needs. We must help the library to take the first step out of what Robert Kirsch referred to as the "marginal amenity category" where they get funds when there is something left over. We must encourage the libraries to become a catalytic, dynamic, vital part of the community's life.

Robert H. Finch, Secretary of Health, Education and Welfare, Designate

Permission to reproduce quotation:
News Notes of California Libraries
Fall, 1968. California State Library

Message from the Chairman

To: The Honorable Dewey F. Bartlett
Members of the 32nd Oklahoma Legislature

Date: January 1, 1968

From: John Bennett Shaw, Chairman
Oklahoma Department of Libraries Board

SUBJECT: Annual Report

The Calendar year of 1968 has been an exciting one for the Oklahoma Department of Libraries. It has been the first complete year of operation under the new Oklahoma Library Code of which we are all so justly proud. This law is serving as the basis for laws being written all across the country. It has also been the first year of operation under a new administration. Ralph Funk was appointed Acting Director of the Department as of January 1, 1968; on September 19, 1968, he was made Director.

A committee has been appointed to conduct a study on standards for Oklahoma public libraries and to report its findings to the Board. This is one of many steps being taken to implement portions of the Library Code. A Board building committee has been working to secure the new state library building for which the people of the State have already voted funds.

During this year the Oklahoma Legislature authorized the State's first state aid appropriation for public libraries, and the Board in conjunction with the Oklahoma Council on Libraries and the Oklahoma Library Association has adopted a policy statement for disbursal of such funds. This policy is aimed at furthering the development of library systems and interlibrary cooperation.

Two major studies were authorized by the Board. The first of these was conducted by the Arthur Andersen accounting firm and allows for more stringent fiscal controls and provides much information for budgeting procedures and for state and federal level reporting. The other study, conducted by John Corbin of the Tarrant County Texas Junior College Libraries, was of our technical processing department. Both have been completed and their recommendations have been implemented.

The Board authorized upgrading and augmenting of staff positions and salaries to make the agency competitive for the highly qualified staff necessary for expanded services and new programs.

We feel that great strides have been made over the past year and that the excellent cooperative spirit of the Board, the staff and the libraries of the State will provide great benefits for all the people of Oklahoma.

Statement by the Director

The Oklahoma Department of Libraries staff has had a challenging year--the sort of year that library school does not prepare us for, but also the sort of year that convinces one that librarianship is far more challenging than we thought when we were in school. Many of our projects are outlined in this report, but the unexpected surprises have provided the sparks that have kept us challenged and alert. The most outstanding example of this was the $50,000 appropriation from the Legislature to provide Oklahoma's first state aid for public libraries.

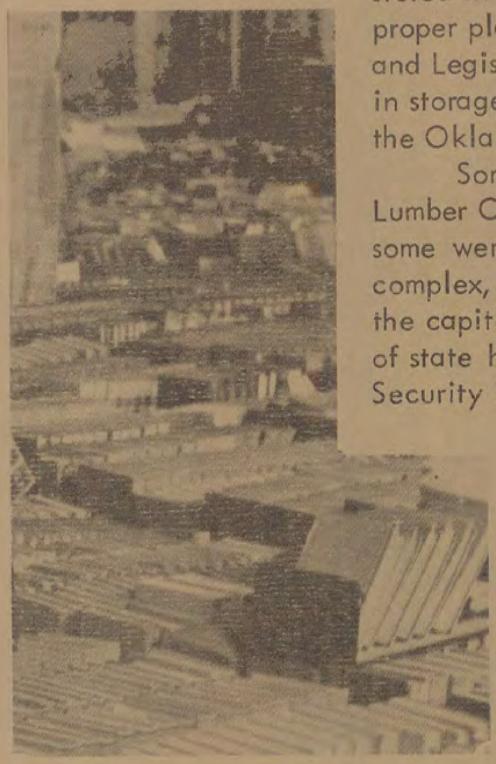
Cooperation has provided the cornerstone for all on-going programs. The cooperation of all libraries in the State in making the Oklahoma Teletype Interlibrary System a success, the cooperation of state agencies and institutions in establishing our new service for state institutional library service, the cooperation of the Arkansas Library Commission and the rehabilitation agencies of Oklahoma and Arkansas in providing library service to the blind of both states, the cooperation of all state agencies and the courts in adjusting to changes in our charging and reference systems, and the cooperation and interest of all the citizens of the State as we continue our public library development program--all this has inspired the staff to do more than could be expected of any of them.

The foundation of all that we hope to accomplish is the leadership provided by the Legislature in giving the State a progressive new library law which strengthens our unified state library agency and provides a sound legal basis for library development, the leadership provided by the Governor through his interest in many phases of library endeavor, and the support of our progressive citizen Board.

The staff and I are looking forward to continuing the development of our present activities and instituting new and useful programs for the future.

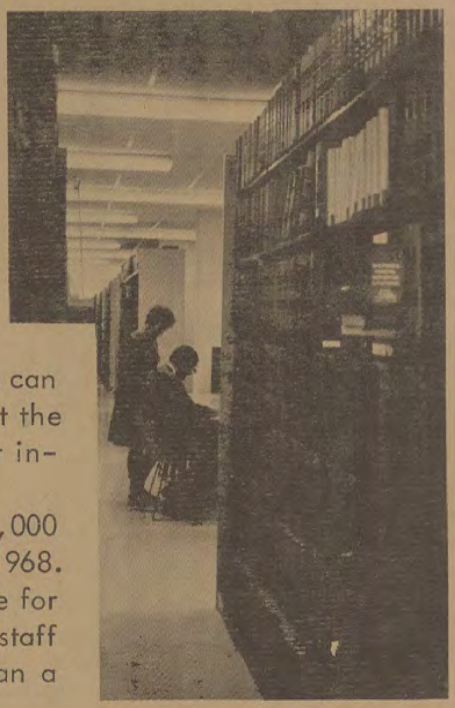
Ralph H. Funk

The "Move"



"The Move" relocated around 70,000 books stored in various places over the city into their proper places in the library. Part of the Reference and Legislative collection, these books had been in storage during the renovation of the first floor of the Oklahoma Department of Libraries.

Some of the books were in the old Long Bell Lumber Company building at 23rd and Broadway, some were in the Metal Building in the capitol complex, and others were stored in the 6th floor of the capitol. The Oklahoma Collection, a treasury of state history, has been relocated in the library Security Room.



Our reference and legislative librarians can once again serve our patrons properly without the oft-repeated and irritating "I'm sorry but that information is unavailable at this time.

Funds for the move back came from a $10,000 special appropriation from the Legislature in 1968. Workers hired from the Governor's Committee for Full Employment pool and two very efficient staff librarians accomplished the move in less than a months time.

State Library Booked for Big Job

How would you like to be faced with the job of moving 75,000 books?

That's more books than can be found in most libraries in the state, but members of the state library staff will undertake this moving job Tuesday.

These volumes were moved out of the capitol over a year ago when the library started its remodeling program. Since that time the books have been stored at Long-Bell warehouse, NW 23 and Broadway.

The 75,000 books represent almost one-third of the entire library total of 250,000 volumes. In storage the books have been stacked four deep and cover the entire second floor of the warehouse.

To illustrate just how many books this is, the library staff points out that the entire Muskogee library contains only 40,000 books.

The state library will be closed Tuesday for all but emergency requests from legislators, courts and state agencies. The move is expected to require one or two months.

OTIS

Library Teletype Activated

OKLAHOMA CITY (AP) — Oklahoma's new Teletype Inter-Library System was activated Friday with 14 teletype units in various parts [illegible] state par-

OTIS (Oklahoma Teletype Interlibrary System) puts around three and one-half million books at the beck and call of every Oklahoma resident. Initiated under Title III of the Library Services and Construction Act, OTIS is a teletype network spread out over the state with a monitoring station set up in the Oklahoma Department of Libraries annex.

Fourteen transmission sites are set up in central areas located at Guymon, Alva, Lawton, Ardmore, Muskogee, McAlester, Clinton, Enid, Norman, the U. S. Bureau of Mines at Bartlesville, Tulsa City-County Libraries, Oklahoma County Library, OSU Library and OU Library.

Requests are made to these centers from smaller libraries in a predetermined area and transmitted on to the Oklahoma Department of Libraries if they cannot be supplied at the center.

If a book is not available from the Department's collection of 250,000 volumes, then the collections of OSU, OU, Tulsa and Oklahoma City are used as backup sources. The combined book collections of these libraries represents over three and one-half million books.

Even so, some requests cannot be filled by any libraries in the state, and in this instance, the monitoring librarian can go to some 200 out-of-state libraries in all parts of the United States that have TWX machines.

In the future, the Oklahoma Department of Libraries hopes to increase its own general collection so that fewer and fewer requests must be filled from other libraries.

Archives

For years, the Oklahoma Department of Libraries has been without a staff archivist. During this period of time, many important state documents and irreplaceable historical data has been lost, misplaced, or stored in various locations over Oklahoma City.

With the renovation of the Library and the return of our legislative and general reference collection completed, it was decided that it was now time to begin the lengthy and difficult task of putting our archival material in order.

For this purpose, the Department awarded a $500.00 grant to Robert Clark, a graduate student in library science at O.U., with a B.A. degree in History, to attend a four-week Archival Institute in Denver, Colorado.

Clark has since returned to the Oklahoma Department of Libraries as part time archivist. Records, maps and memorabilia from past governors and other agency heads are now coming to light and being properly cataloged for researchers or for general information.

Unfortunately, the fact is that hundreds of irreplaceable records and historical data must remain in improper storage areas until further funds are available.

Microfilming comes within the Department's archival program. Microfilming copied around 1,800,000 individual records this year using 360 reels of 16mm film for a total footage of 36,000.

CLASS OF SERVICE	SYMBOL
Day Message	
Day Letter	Blue
Night Message	Nite
Night Letter	N L

If none of these three symbols appears after the check (number of words) this is a day message. Otherwise its character is indicated by the symbol appearing after the check.

WESTERN UNION TELEGRAM

NEWCOMB CARLTON, PRESIDENT — GEORGE W. E. ATKINS, FIRST VICE-PRESIDENT

REC'D AT MAIN OFFICE. LEE-HUCKINS HOTEL ANNEX, 14 N. B'WAY, OKLA. CITY.

A671DA 139 1 EXTRA RUSH

GRANDFIELD OKLA 315P 28

J B A ROBINSON

692

GOVERNOR OKLAHOMA CITY OKLA

THE TEXAS RANGERS ARE ARMED WITH CANNON MACHINE GUNS RIFLES A

SIDE ARMS AND BACKED WITH THE AUTHORITY OF THE STATE OF TEXAS

THE ORDINARY PRIVATE CITIZEN OF THIS COUNTY WILL

OTIS has received local and national publicity and is hailed as a giant stride forward in bringing better library service to residents of Oklahoma in every part of our state.

Legislative Reference

Our Legislative Reference Division has as its prime concern, the furnishing of reference materials to state legislators and the Legislative Council. This information is furnished from a complete law collection of Federal and State Statutes plus the statutes of many other states; from an extensive reference collection; via the OTIS (Oklahoma Teletype Interlibrary System) TWX network; from a vertical file of pamphlet material, and from an extensive clipping file containing items of interest pertinent to legislators.

In addition to this most important function, Legislative Reference prepares several publications useful to state employees as well as people who do business with the State.

Some of these current publications are pamphlets entitled State Agencies, Boards, Commissions, Courts, Institutions, Legislature and Officers; The Oklahoma Gazette; Who Is Who in the 32nd Oklahoma Legislature, and Supplement to the Constitution, and a Legislative Letter that is published from time to time.

THE OKLAHOMA GAZETTE

Volume 7, Numbe[illegible] 1968

OKLAHOMA

State Agencies, Boards

Commissions, Courts, Institutions

Legislature and Officers

As of August 7, 1968

WHO IS WHO

Public Library Services Branch

In addition to the OTIS project, the Public Library Services Branch of the Oklahoma Department of Libraries accomplished the following goals during this past year.

Three counties (Custer, Washita and Dewey) voted a two-mill library tax and a demonstration was extended to include Roger Mills County. A new demonstration program, called the Choctaw Nation Multi-County Library System, was begun in April including the counties of Pittsburg, Haskell, Latimer and LeFlore.

Public Library building grants approved under the Library Services and Construction Act, Title II total $494,640. To individual libraries this means:

Sapulpa Public Library	$110,000
Poteau Public Library	77,000
Guthrie Public Library	75,000
Hooker Public Library	30,000
McAlester Public Library	202,640

The Minnie L. Slief Memorial Library was opened in September of this year in Cheyenne, the Stigler Library was opened in May, and the Wilburton Library was officially opened in December. These last two libraries mean public library service for the first time to residents of Haskell and Latimer Counties.

Western Plains
Library System

General Reference

The General Reference Division of the Department performs numerous services to the public-at-large, to the legislators and to the various state agencies in the capitol complex. Queries come in person, by phone, by mail, and by the OTIS network.

Searching for material and answering reference questions are the major functions of this department, and questions range from simple statistical ones to complex research questions necessitating hours of work. This division maintains a ready reference and a general reference collection to aid in answering the multitude of questions brought to it each month.

Another duty of this department is the maintaining of a periodicals collection and this collection has received a thorough culling and re-evaluation this year.

A comprehensive grouping of general and specialized periodicals and newspapers plus a current map-of-the-week are available at all times to patrons in the library lounge. Several new acquisitions have been made including the prestigious Wall Street Transcript.

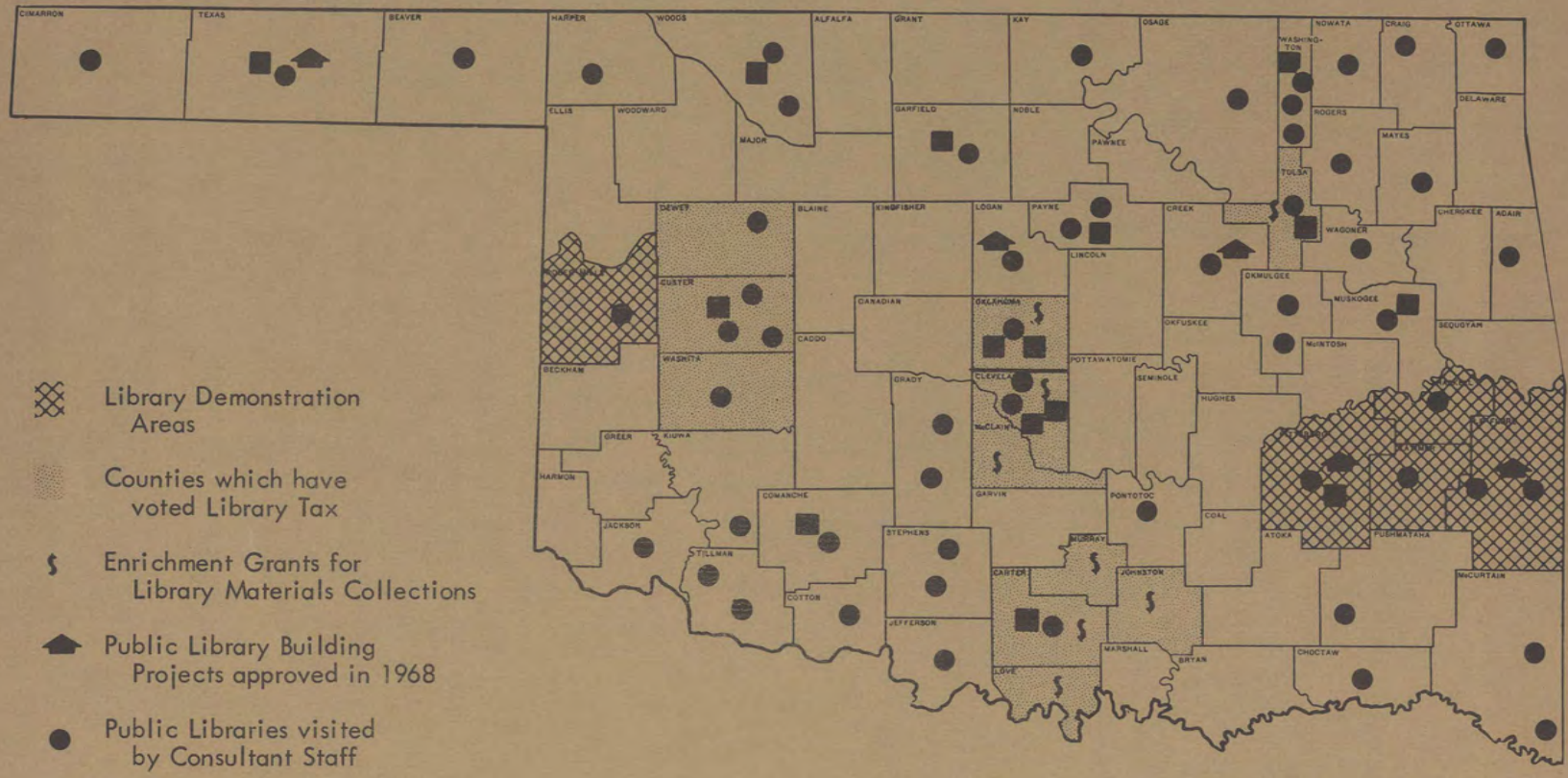
Because its first obligation is to render service to the state courts and the Legislature, the main strengths of the holdings in the Department of Libraries are in the areas of law and political science.

Lawyers and judges in the state have access to the statutes of all the states in the union; the complete Reporter System, all the U. S. and Federal Reports; Statutes and Digests, and many of the law reviews. With OTIS, our coverage is broadened to include materials in law school libraries throughout the State and nation.

Documents

The Documents Division has several problems to overcome before proper service can be given to patrons. Among these are severe space and staff shortages, but service is being maintained in this division despite these handicaps.

Oklahoma Department of Libraries services to Public Libraries and Library Systems
for the calendar year 1968



- Library Demonstration Areas
- Counties which have voted Library Tax
- $ Enrichment Grants for Library Materials Collections
- Public Library Building Projects approved in 1968
- Public Libraries visited by Consultant Staff
- OTIS Installations (Oklahoma Teletype Interlibrary System)

Members of the PLSB consultant staff have visited 61 public libraries during this year, arranged five book exhibits for tours of state public libraries, held workshops on book selection, storytelling and the OTIS project, and they have circulated around 3,000 films to library systems which were viewed by approximately 200,000 people.

Pioneer

Multi-County Library

Chickasaw Library System

CHOCTAW NATION
MULTI-COUNTY
LIBRARY

The first survey of Oklahoma Institutional Libraries was instigated by the Special Services Branch of the Oklahoma Department of Libraries. All 28 of our state owned and operated institutions were included in the survey.

Two institutional librarians traveled to each institution and evaluated the library as to book collection and library plant facilities. It was found that no institution employed a full-time trained librarian and that some institutions have no libraries at all while others have little or no book budget.

The two librarians were put on consultant basis for any state agency administering any institutions. These agencies were advised of this consultant service for their institutional libraries and as a result, two demonstration libraries are presently being set up at Oklahoma State Reformatory in Granite, and the Western State Hospital at Ft. Supply.

Other agencies have invited the consulting librarians to assist in weeding book collections, preparing book buying lists and in setting up better programs and uses of the library space. Bookmobile service has also been started to three of these institutions as a quick, realistic means of giving adequate library service to some of our 13,000 Oklahoma residents presently living in state-owned institutions, whether they are penal, hospital, mental or orphanages.

Hissom Is Exception

Books, Magazines Lacking At State Institutions

Tribune Capitol Bureau

OKLAHOMA CITY—Many of the 12,379 persons in state institutions don't even have a new book or new magazine to read, the Advisory Council on Institutional Library Services learned today.

The Oklahoma state Library has taken on the job of improving libraries in the state's 22 institutions such as hospitals, prisons, certain schools and homes.

"Most of these institutions are ready for this," said Jim Wilkerson, an institutional consultant

AT THE OKLAHOMA War Veterans home at Norman, for instance, the two inspectors found no books and no periodicals.

The same condition existed in at least two other institutions, and at the Enid state school there were only 50 books for 995 residents.

The Hissom Memorial Center near Sand Springs got one of the higher grades. It reported 3,000 books for 575 residents and was adjudged a good facility with an adequate program (although the collection needs improvement)

Special Services

Special Services furnishes about 50 books per year to each of its 3,776 blind and disabled readers in the two-state area of Oklahoma and Arkansas. These books may be either braille, talking books or tape. A number of periodicals are also furnished to readers upon request. Both books and perodicals are sent to each reader free of charge, including a record player for the talking books.

A summer reading program for blind children covering a two-year period from 1966-67, won Special Services a coveted Smokey Bear Award Plaque from the United States Department of Agriculture, Forest Service.

Bear Up, Kids! Big Day Here

Hey, kids! Smokey the Bear will be in Oklahoma City Friday to deliver in person his famous message, "Only YOU can prevent forest fires."

Smokey will be at the Northeast Shopping Center, NE 36 and Kelley, from 10 to 11:30 a.m. Friday. His appearance is in conjunction with a Smokey the Bear presentation by the special services branch of the Oklahoma Department of Libraries.

Smokey was used on the summer reading program for blind children in 1966 and 1967. For excellence in teaching fire prevention and wildlife conservation, the branch was cited for the award.

Gene Butcher, Kentucky state forester, will present the award to Mrs. Marian Patmon, associate director of the special services branch, at 11 a.m.

Smokey and conservation were used as the theme of the program. The plaque was one of five awarded over the entire United States. It was presented to Mrs. Marian Patmon, Associate Director of Special Services, by Gene Butcher, state forester of Frankfort, Kentucky, on behalf of the U. S. Department of Agriculture, Forest Service; the National Association of State Forester, and The Advertising Council, Inc.

Mr. Butcher, Mrs. Patmon and Smokey appeared on local television for a presentation ceremony, and a special open house was planned for children at the Special Services Branch Annex, 36th and Kelley.

Over 200 children attended to see Smokey and displays of braille and talking books, and each child was given a Smokey the Bear bookmark printed in braille and a braille alphabet.

Data Processing

To maintain a position of leadership in the development of new ideas and concepts in the field of libraries over the state, the Oklahoma Department of Libraries is becoming more and more involved in the field of data processing and automation.

Primary emphasis has been given to the field of accounting, where the Arthur Andersen Company has set up a new concept of library budgeting for us; to the Library of Congress MARC Program, and to automation training.

The Department has had in effect since August a computerized accounting procedure which provides not only the usual kinds of accounting information, but also the specialized information necessary to fill out both state and federal forms.

MARC is the MAchine Readable Cataloging project of the Library of Congress which will play a major role in library automation throughout the world in the future.

Subscribing libraries will receive the complete cataloging information from the Library of Congress on all books processed each week, averaging 3,000 to 5,000 books. This information will be on computer tape and can then be used to produce catalog cards, book catalogs, special bibliographies and other pertinent information.

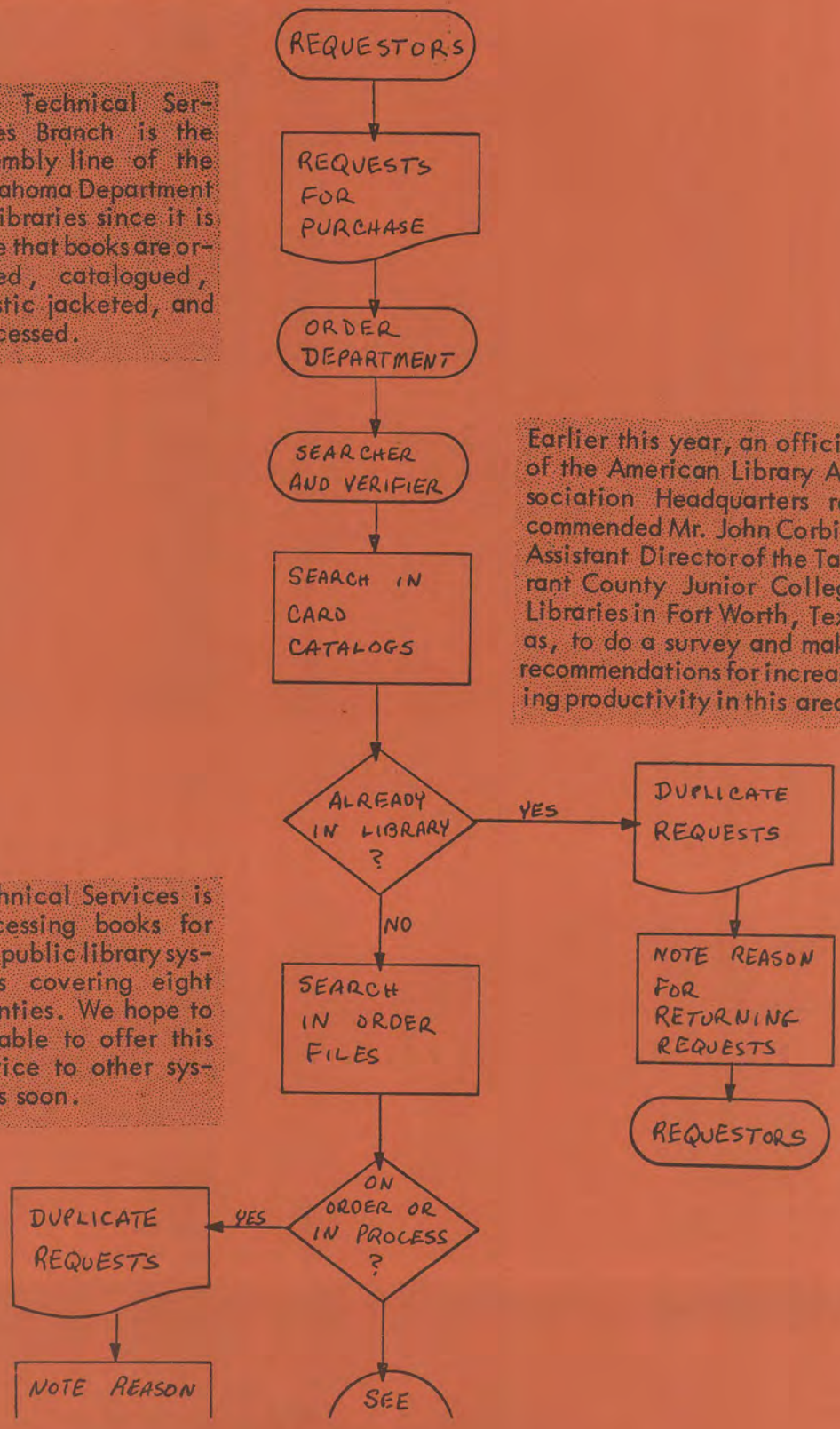
Here in the Department, plans are in the making for the Department, through a state-wide network, to make available data from these tapes for other libraries across the state. They will then have access to the MARC information at considerable savings to them and to the state as a whole.

As the computer plays a more and more important part in libraries, there is a tremendous need to educate both librarians and library-minded people in the state on library automation. The Department is working to fill this need by providing consultant services, workshops on the MARC project, bulletins and pamphlets and other methods useful in a library automation education program.

Technical Services

Flow-Chart 1

The Technical Services Branch is the assembly line of the Oklahoma Department of Libraries since it is here that books are ordered, catalogued, plastic jacketed, and processed.



Earlier this year, an official of the American Library Association Headquarters recommended Mr. John Corbin, Assistant Director of the Tarrant County Junior College Libraries in Fort Worth, Texas, to do a survey and make recommendations for increasing productivity in this area.

Technical Services is processing books for two public library systems covering eight counties. We hope to be able to offer this service to other systems soon.

Staff Participation

Members of the professional staff of the Oklahoma Department of Libraries have felt it their duty to actively participate in the various library-oriented organizations. As a result, we are well represented in library organizations on the local, regional and national level.

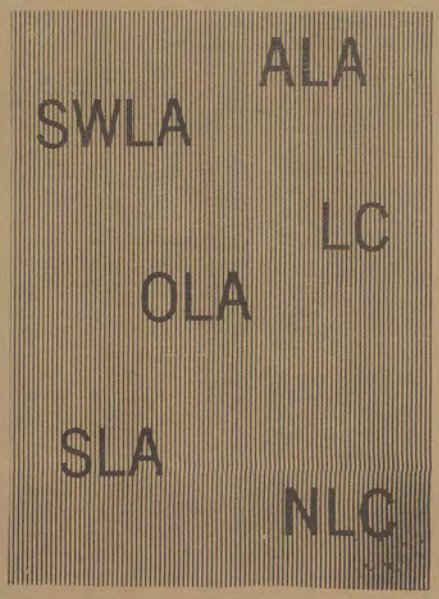
In November of this year, Ralph Funk, Director of the Department, was elected to the board of directors of the Bibliographic Center for Research based in Denver, Colorado. This is the only regional center for locating books and bibliographies in the southwest and rocky mountain states.

Four of our staff are on committees of the American Library Association. Miss Mary Ann Wentroth, Children's Consultant, is chairman-elect of the Children and Young People's Division of the Southwestern Library Association and Miss Esther Mae Henke, Associate Director of our Public Library Services Branch, is chairman of the Public Libraries Section of SWLA.

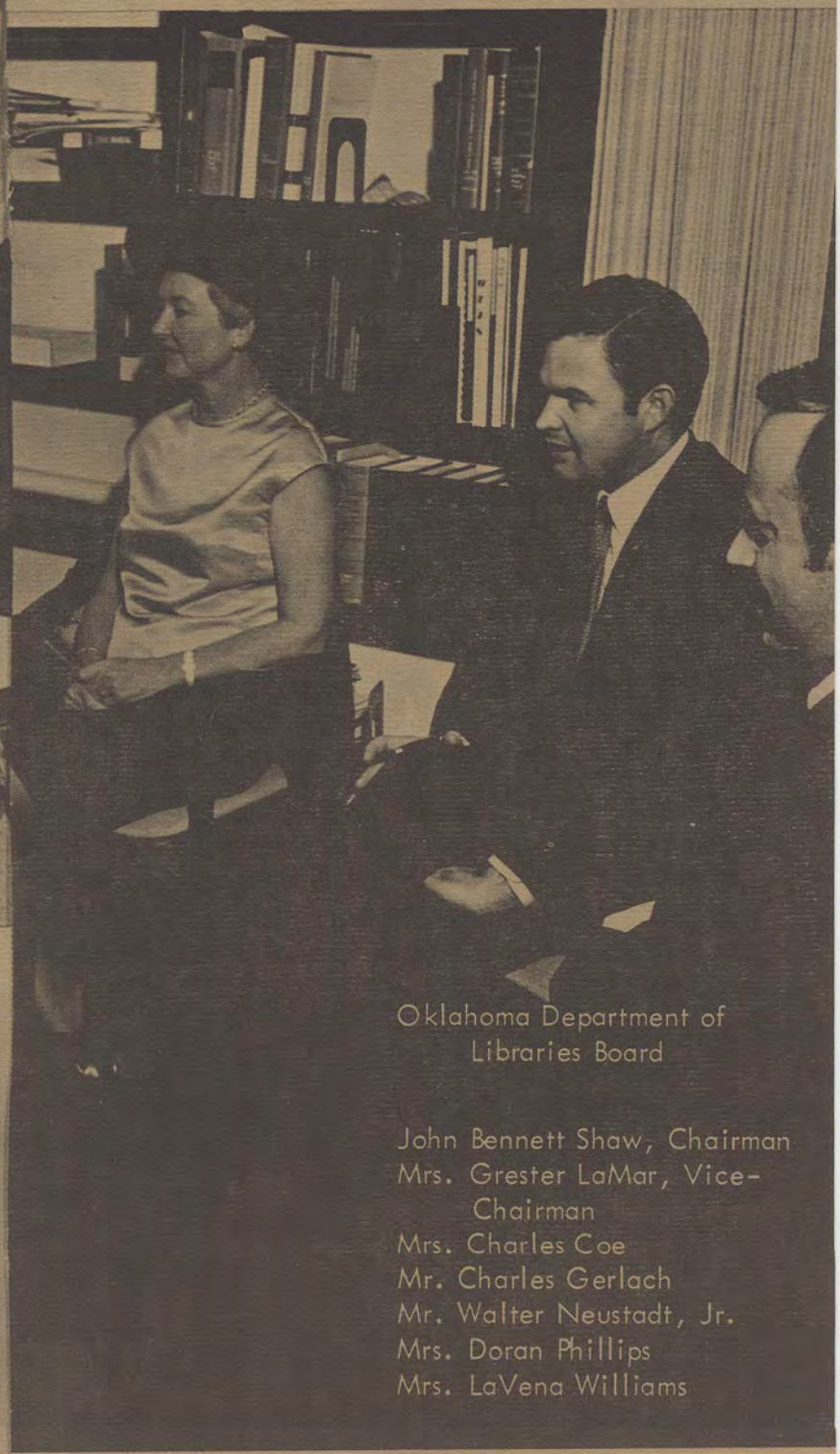
Miss Virginia Owens, Associate Director of Planning and Research, is president of the Oklahoma Library Association and other members of the professional staff fill various committee assignments in OLA.

Staff members are on seven committees for ALA and five for OLA. Mrs. Betty Brown is membership Chairman for the Oklahoma Chapter of Special Libraries and Mrs. Jeanette Embry is Archivist for the group. Mrs. Marian Patmon is on the American Association's Round Table for the Blind.

In addition, our professional staff attend various institutions and have been asked to take part in programs, workshops and institutes, both in-state and out-of-state.



The Board at Work



Oklahoma Department of
Libraries Board

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Mrs. Charles Coe
Mr. Charles Gerlach
Mr. Walter Neustadt, Jr.
Mrs. Doran Phillips
Mrs. LaVena Williams

THE OKLAHOMA DEPARTMENT OF LIBRARIES

DECEMBER, 1968